

**REQUEST FOR PROPOSALS FOR  
ARCHITECTURAL, ENGINEERING, AND RELATED SERVICES:  
LIBRARY MAINTENANCE AND STORAGE BUILDING**

**Released: January 7, 2013  
Closes: February, 5, 2013**

**North Olympic Library System  
2210 South Peabody Street  
Port Angeles, WA 98362  
360-417-8500 Ext 7743 • [BPhillips@nols.org](mailto:BPhillips@nols.org)**





**REQUEST FOR PROPOSALS**  
**Architectural, Engineering and Related Services:**  
**Library Maintenance and Storage Building**

**I. INTRODUCTION AND GENERAL INSTRUCTIONS**

A. In accordance with chapter 39.80 RCW, the North Olympic Library System (the "Library"), announces requirements for architectural, engineering, and related services, including construction project management, required for the design and construction of a maintenance and storage building on library-owned property at 401 Orcas Street in Port Angeles, WA. The services required may include, but are not limited to, architectural; structural; mechanical; electrical and interior design.

B. All architectural firms that are interested in providing these services to the Library are invited to respond to this Request for Proposals.

C. The Library reserves the right, without penalty, to add, remove, modify or otherwise update the RFP, in any way the Library sees fit, provided that such modifications shall be submitted with due notice prior to the deadline for submission.

D. This invitation does not commit the Library to pay any costs incurred in the preparation of proposals nor commit the Library to select any proposer that responds.

E. The Library reserves the right to waive any irregularities or informalities in procedure, and to reject any or all proposals without penalty. Any and all submissions may be rejected for any cause. Further, the Library reserves the right to cancel the project with or without reason.

F. Consultants shall be licensed as architects in compliance with all management and administrative requirements established by the Washington Administrative Code (WAC), and the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

**2. HOW TO RESPOND TO THIS RFP.**

A. *Questions about this RFP.* All questions should be directed to Brian Phillips, Library Facilities Manager, at 360-417-8500 ext. 7743 or BPhillips@nols.org. NOLS reserves the right to share answers to questions with other proposers if it is determined that the answer would give unfair advantage to one proposer. Questions may be submitted no later than Friday, January 18, 2013.

B. *Proposal submission.* To be considered for selection, proposers must submit a complete response to the RFP as defined in this section. The proposal must be provided in a sealed envelope marked "Library Maintenance and Storage Building Project". Please avoid or

limit bindings, glossy covers and other superfluous additions. Proposals must be received at the North Olympic Library System's Administrative Office, 2210 South Peabody Street, Port Angeles, WA 98362 on or before 3:00pm Pacific Standard Time on Tuesday, February 5, 2013.

C. *Signatures.* A corporate official who has been authorized to make such commitments must sign the proposing firm's response to the RFP.

### **3. TIMELINE.**

Proposals will be opened at 3pm on Tuesday, February 5 in the Director's office of the North Olympic Library System, 2210 South Peabody Street, Port Angeles. Proposals will be reviewed between February 5 and 15, 2013. The Library may contact bidders during this period if there are questions or if more information is needed.

The Library desires to award the design contract at the February 23, 2013 meeting of the Library Board.

The Library desires that construction begin in May 2013, with completion in July 2013.

### **4. SCOPE OF WORK**

A. NOLS is seeking an architect to complete the design process for the construction of an approximately 1500 square feet wood-framed, gable-roofed building on a slab-on-grade foundation. The building will be located on library-owned property at 401 Orcas St. in Port Angeles, Washington.

B. The design of the building will be based on a pre-engineered framing plan provided to the consultant by the Library.

C. The Library will provide the consultant guidelines for all electrical, lighting, plumbing, wall finishing, insulation, heating and ventilating, foundation, driveway and site plans and specifications needed to complete the design of the building.

D. The consultant would prepare all bid and construction documents, assist the Library with the process of selecting a contractor, handle all permitting, and manage the construction phase of this project. The consultant will also provide a budget estimate for the construction project as well as estimated operating costs for the new building.

### **5. BUDGET.**

The project will be financed by capital funds provided by the North Olympic Library System. The total budget for the project including permits, engineering, project management, construction and furniture, fixtures and equipment is \$110,000.

## **6. PROPOSAL CONTENT.**

A. Proposals should be brief, concise and responsive to the specific requests in this section. The proposal shall begin with a cover/transmittal letter and be followed by the responses to each of the following sections.

B. Include a statement about why the firm should be selected to provide the requested services.

C. Describe the qualifications and experience of the architectural firm and key personnel. Discuss any similar projects as well as any previous public library design experience.

D. Describe the firm's approach to this project, how your firm will complete the responsibilities and tasks outlined in the Scope of Work, your approach to this project and any special ideas, techniques or suggestions that you think might make the project proceed smoothly.

E. Describe comparable public facilities that the firm has designed. Note the name of the owner representative to contact and the telephone number and email address for each.

F. Describe any resources (other than personnel) that the firm has or its consultants have that could be applicable and beneficial to this project.

G. Describe what you think will be the consultant's work hours necessary to complete the design phase for this project, the time and resources required from the Library, and the schedule for completing the design work.

H. Include a list of the hourly rates for all of the individuals who would be assigned to this project.

## **7. TERMS and CONDITIONS.**

A. The successful consultant will be required to maintain, at its own expense, during the entire term of the contract, sufficient professional liability insurance to cover any damages caused by errors, omissions or negligent acts, and to provide proof of such coverage as part of the signed contract.

B. The Library reserves the right, without penalty, to add, remove, modify or otherwise update this RFP, in any way the Library sees fit, provided that such modifications shall be submitted with due notice prior to the deadline for submission.

C. The Library reserves the right to reject any and all proposals, to waive any irregularities or informalities in procedure, and to accept any proposal or part thereof, which shall be deemed to be most favorable to the North Olympic Library System. Further, the Library reserves the right to cancel the project with or without reason.

D. The Library reserves the right to retain all proposals submitted and to use any ideas in the proposal regardless of whether that proposal is selected. Pursuant to RCW 42.56, all proposals submitted under this RFP shall be considered public records and, with limited exceptions, will be available for inspection and copying by the public.

E. Consultants shall comply with all management and administrative requirements established by the Washington Administrative Code (WAC), and the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington, as well as all applicable federal laws, County ordinances and regulations.

## **8. SELECTION OF CONSULTANT.**

A. Proposals will be evaluated by the Library Director and the Facilities Manager. Proposals will be evaluated on the basis of experience, qualifications, approach to the project, ability to meet schedules, process and methods, overall responsiveness to the RFP, the ability to comply with RFP requirements, and any other factors deemed relevant and in the best interests of the Library.

B. Final selection will be based on the evaluation of proposals unless it is deemed necessary by the committee to conduct interviews of closely scored consultants. The consultant determined best qualified to perform this project will be recommended for contract award to the Library Board of Trustees.

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