

**REQUEST FOR PROPOSALS FOR
ARCHITECTURAL, ENGINEERING, AND RELATED SERVICES:
SEQUIM BRANCH LIBRARY EXPANSION AND RENOVATION**

**Released: Tuesday, June 8, 2021
Closes: Friday, July 30, 2021**

**North Olympic Library System
2210 South Peabody Street
Port Angeles, WA 98362
360-417-8500 x7717 • Director@nols.org**





REQUEST FOR PROPOSALS
Architectural, Engineering and Related Services:
Sequim Branch Library Expansion and Renovation

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 for the design and construction of an expanded and renovated Sequim Branch Library of the North Olympic Library System. The services required may include, but are not limited to, architectural; structural; mechanical; electrical; interior design and project management.
- 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 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.

2. BACKGROUND

The Sequim Branch Library, located at 630 North Sequim Avenue, is part of the North Olympic Library System. The Sequim Branch Library provides a full range of library services to residents in the eastern part of Clallam County and the North Olympic Peninsula, including:

- Access to all library materials
- Public computing
- Adult and children’s programming and special events
- Storytimes for children and families
- Community meeting space

The Sequim Branch is the second busiest branch in the NOLS district – with average monthly circulation figures that closely resemble those of the Main Library in Port Angeles. Public computers in the branch are used extensively, and the single, small meeting room at the Sequim Branch is in almost constant demand.

The Sequim Branch Library was constructed in 1983. The building is approximately 6,000 square feet in size situated on a 620’ x 135’ parcel (83,700 sq. ft., or about 1.92 acres). The property is advantageously located near Sequim High School, Sequim Middle School, and the downtown corridor.

For the past 20 years, there has been a generally acknowledged need for a larger, updated library facility to serve the Sequim - Dungeness Valley area. The population served by the library has grown by about 250% since the current building was constructed. Libraries serving similar sized communities in Northwest Washington typically use a ratio of 0.5 square feet of building space per capita as a standard. The current facility provides only 0.2 square feet per capita.

As the region’s population continues to grow, demand for community meeting space is increasing. Both public and library events have pushed existing meeting room capacity to the limit, hampering NOLS’ ability to offer a full array of library programs. In 2019 alone, over 700 public meetings and library programs took place with more than 12,300 in attendance.

Over the years, NOLS has supplemented the limited space within the Sequim Branch facility by adding a storage shed, other small outbuildings, and an outdoor stage. The Friends of Sequim Library operate fundraising book sale activities from a cluster of freestanding sheds on the library site. The branch was extensively renovated in 2009, to address a number of long-deferred capital infrastructure issues, and generally make it more attractive, functional, safe, and comfortable – until a longer term solution could be achieved. No additional space was added in this “face lift.”

In 2013, NOLS conducted a study to determine the feasibility of replacing the current library with a larger facility. In 2018, a conceptual design was developed for a new structure. Both efforts elicited strong community engagement. In November 2018, Library Capital Facilities Area (LCFA) and construction bond measures were placed on the ballot. Unfortunately, the bond measure fell short of the required 60% majority by only 1.4% (257 votes) thereby putting an end to the Library’s efforts for a new, larger building, at that time.

In 2020, NOLS successfully applied for a Washington State Department of Commerce Library Capital Improvement Program grant. Two million dollars in matching funds were awarded to the Library in the 2021-2023 Washington State Capital Budget for the expansion and renovation of the Sequim Branch Library.

For more information regarding the Sequim Branch Library please go to:

<https://www.nols.org/sequimlibraryproject/>

3. PROJECT GOALS

- A. The goal of this project is to provide additional space at the Sequim Branch Library in order to expand, improve and optimize the delivery of library services there. Expansion and renovation of the Sequim Branch Library will address long-standing space limitations, which cause cramped conditions at the existing site. An expanded facility will provide additional public meeting space, greater building occupancy loads, and much needed room for library operations. Compliance of the expanded Sequim Library with the Americans with Disabilities Act will ensure that the broadest possible segment of the community may gain access to library services. Flexible space can be adapted for an increasingly wide variety of uses.
- B. A successful project will be completed on time and within budget. Success will also be measured by a continued high degree of community engagement and support throughout the planning, designing, and commissioning of the building. Once complete, the Sequim Branch Library will accommodate increased attendance at events, meetings and library programs. The library will also experience less crowding and shorter wait times at public computer stations.
- C. The use of up-to-date technology to increase building efficiency will demonstrate NOLS' leadership and commitment to financial stewardship and environmental sustainability on the Olympic Peninsula.

4. SCOPE OF WORK

- A. NOLS is seeking an architect to complete the design process for the expansion and interior renovation of the Sequim Branch Library building of the North Olympic Library System.
- B. The expansion will add approximately 2,000 square feet to the existing building. Expanded areas will require structural support, roofing, mechanical and plumbing systems, glazing, and interior finishes.
- C. The interior renovation would include, as the budget allows: the removal of some interior walls to improve the function and flexibility of the Library; new paint, carpeting,

and other finishes; mechanical and electrical systems upgrades; technology upgrades; replacement windows, doors and other features; and some new furnishings.

- D. If the project proceeds, 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.

5. TIMELINE

A. RFP Process Timeline

RFP issued	June 8, 2021
Deadline to submit questions	June 25, 2021
Final date for NOLS to issue query responses and addenda (if any)	July 9, 2021
Proposals due	July 30, 2021
Completion of proposal review and consultant selection / contract negotiation	August 20, 2021
Award of contract by NOLS Board of Trustees	August 26, 2021

B. Estimated Project Timeline

Programming and Schematic Design work begins	September 2021
Design Development	December 2021
Construction Documents	March 2022
Bidding	August 2022
Construction	September 2022
Project Move-in/Closeout	April 2023

6. BUDGET AND FUNDING

- A. The project will be financed by capital funds provided by the Library, Washington State Department of Commerce grant funds, and private donations. The estimated total budget for the project is \$4,900,000.

7. HOW TO RESPOND TO THIS RFP

- A. Questions about this RFP. All questions should be directed to Noah Glaude, Executive Director, at 360-417-8500 ext. 7717 or NGlaude@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, June 25, 2021.
- B. Proposal submission. To be considered for selection, proposers must submit a complete response to the RFP as defined in this section. Three copies of the entire proposal must be provided in a sealed envelope. Proposals should be marked "Sequim Library Expansion and Renovation 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 4:00pm Pacific Time on Friday, July 30, 2021.
- C. Signatures. A corporate official who has been authorized to make such commitments must sign the proposing firm's response to the RFP.

8. 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 the firm will complete the responsibilities and tasks outlined in the Scope of Work, the approach to this project and any special ideas, techniques or suggestions that 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 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.

9. SELECTION OF ARCHITECT

A. Proposals will be evaluated by a committee including, but not limited to, a member of the Library Board of Trustees, the Executive Director and the Sequim Branch 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.

C. Proposals will be scored as shown below.

Completeness of RFP response	5 Points
Project approach	20 Points
Experience, qualification, professional competence	20 Points
References	20 Points
Timeline/deadline	5 Points
Overall responsiveness	15 Points
Other best interest factors	15 Points
Total	100 Points

10. TERMS AND CONDITIONS.

A. The Library reserves the right, without penalty, to:

1. add, remove, modify or otherwise update this RFP, in any way the Library sees fit, provided that such modifications shall be made with due notice prior to submission date;
2. waive any irregularities or informalities in procedure, and accept any proposal or part thereof which shall be deemed to be the most favorable to the North Olympic Library System;
3. reject any submissions for any cause;
4. cancel the project with or without reason;

5. retain all proposals submitted and to use any ideas in the proposal regardless of whether that proposal is selected;
 6. have the option to continue with the consultants selected and/or to conduct a new selection process for future services, beyond those services advertised in this RFP.
- B. Proprietary information/Public Disclosure. All proposals received shall remain confidential until a contract, if any, resulting from this RFP is signed by the Executive Director. Pursuant to RCW42.56, all proposals submitted under this RFP shall thereafter be considered public records and, with limited exceptions, will be available for inspections and copying by the public.
- C. 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 license in the State of Washington, as well as all applicable federal laws, County ordinances and regulations.
- D. Insurance. The successful consultant shall 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. Proof of such insurance must be provided as part of the signed contract.

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NON-COLLUSION AFFIDAVIT

State of Washington

County of _____, being first duly sworn, deposes and says:

That he/she is _____
(a partner or officer of the firm of, etc.) the party making the foregoing proposal, certifies that such proposal is genuine and not collusive or sham; that said Proposer/Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any Proposer/Bidder or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the proposal price of affiant or of any other Proposer/Bidder, or to fix any overhead, profit or cost element of said price, or of that of any other Proposer/Bidder, or to secure an advantage against the North Olympic Library System or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

By: _____
Title: _____

(Affix Corporate Seal if required)

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LEGAL STATUS OF BIDDER

The Proposer/Bidder declares the following legal status:
(Complete one)

A Corporation organized and existing under the laws of the State of _____

A Partnership consisting of the following partners: _____

An individual doing business as: _____

AUTHORIZED SIGNATURE OF PROPOSER/BIDDER

Firm Name: _____

Signed By: _____

Title: _____

Business Address:

Date: _____

(END)