

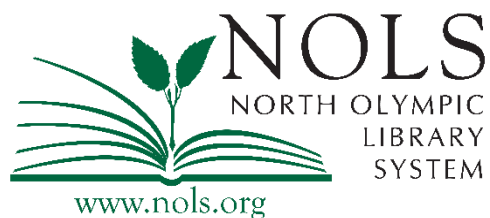
**Request for Qualifications  
for  
Conceptual Planning and Schematic Design  
Sequim Branch Library**

Issued: June 15, 2017

Closes: August 16, 2017, 4:00 pm

at

North Olympic Library System  
2210 S. Peabody Street  
Port Angeles, WA 98362  
360.417.8500 x 7714 • [Director@nols.org](mailto:Director@nols.org)





## **Request for Qualifications**

### **Conceptual Planning and Schematic Design**

**Sequim Branch Library**

In accordance with chapter 39.80 RCW, the North Olympic Library System (NOLS) announces a Request for Qualifications for Conceptual Planning and Schematic Design, in connection with the Sequim Branch Library expansion project. Consultants with experience in library architecture and design, who are interested in providing these services to NOLS, are invited to respond to this Request for Qualifications.

## **BACKGROUND CONCEPTUAL PLANNING/SCHEMATIC DESIGN**

### **OBJECTIVES AND GOALS.**

For approximately 20 years, there has been a generally acknowledged need for larger, updated branch library facility to serve the Sequim / Dungeness Valley area. Various potential solutions to this problem have been discussed over the years. In 2014, NOLS moved this project forward by conducting a Feasibility Study to ascertain important preliminary information. The Feasibility Study included a current population analysis, established 30-year population projections, estimated the library size needed to serve the 30-year population growth, established that the site currently owned by NOLS (at 630 N. Sequim Ave., Sequim, WA) could accommodate a library of the required 30-year growth size, and calculated a rough pre-design cost estimate for such a project. As part of the Study, public input needs assessments and surveys were conducted, and the Library Capital Facilities Area (LCFA) mechanism was explored as a funding option. A copy of the final report from the 2014 Feasibility Study is available on the NOLS website at <http://local.nols.org/Docs/Sequim%20Library%20Expansion/SHKS-final-report-2-6-14.pdf>.

NOLS is now ready to move forward with more detailed Conceptual Planning and Schematic Design for the Sequim Branch Expansion Project. The information from this phase of the project will be used by NOLS to support Board decision making about possible placement of a funding measure before voters in 2018 or later.

NOLS is currently engaged in a community education campaign to raise public awareness about the facilities challenges at the Sequim Branch, to build an informed foundation for community input to Conceptual Planning, and ultimately to enhance support for a branch expansion. A community taskforce has been created to facilitate the engagement process, and to provide citizen oriented

assistance with specific project planning activities. Additional information about this community engagement effort is available at <http://www.nols.org/about-nols/sequim-expansion.html>.

NOLS' big-picture objectives and goals for this Conceptual Planning phase of the Sequim Expansion Project are:

- Development of a detailed building program
- Development of schematic designs
- Development of a project budget
- Community involvement

***The NOLS Board has directed that all Conceptual Planning activities are to be undertaken with a high degree of community involvement.***

There are a number of supplementary goals and objectives which are detailed in the Scope of Work discussion below.

## **ABOUT THE NORTH OLYMPIC LIBRARY SYSTEM.**

The North Olympic Library System (NOLS) is a rural county library district organized under the laws of the State of Washington. NOLS is governed by a five member Board of Trustees. There are four primary service sites: the Main Library located in Port Angeles, and branches located in Sequim, Forks, and Clallam Bay. NOLS offers an information and resource-rich website, numerous online resources, and also serves NOLS' communities through an array of beyond-brick-and-mortar-walls services and initiatives.

The 2017 operating budget is \$4,123,753. NOLS provides for routine capital infrastructure maintenance and improvement through adoption of an annual Capital Budget; the 2017 Capital Budget is \$316,000. The Library also has reserve funds dedicated to capital maintenance and improvement. NOLS' collection includes over one quarter million items, with approximately 1.2 million checkouts per year. There are around 500,000 customer visits annually. NOLS has a strong programming focus, and fills an important local role as a Community Hub.

## **ABOUT THE SEQUIM BRANCH.**

The Sequim Branch of the North Olympic Library System is located at 630 North Sequim Avenue, Sequim, WA. The current branch facility was constructed in 1983. The library footprint is approximately 6,000 square feet. 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 their 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.” Estimated size of the library needed to serve a 2043 population is 17,150 sq. ft. (as calculated in the 2014 Feasibility Study).

The Sequim Branch Library property comprises a 620’ x 135’ parcel (83,700 sq. ft., or about 1.92 acres), owned by NOLS. The property is advantageously located near the Sequim High School, Middle School, and the downtown corridor.

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. Public computers available at the branch are used extensively, and the single, small meeting room at the Sequim Branch is in almost constant use/demand.

Both public and staff areas of the Sequim Branch are undersized, crowded, and functionally inadequate to support routine, often conflicting, service needs and programming objectives. As a result, facility-related customer frustration and operational challenges occur on a daily basis.

### **ABOUT THE SEQUIM-DUNGENESS VALLEY COMMUNITY.**

The Sequim Branch Library serves an area approximately contiguous with the boundaries of the Sequim School District, and this is the service area that would logically define the Library Capital Facilities Area (LCFA). The area ranges from the Clallam County line on the east to Blue Mountain Road on the west. It is bounded on the north by the Strait of Juan de Fuca and on the south by the Olympic Mountains and Olympic National Park. In 1983, the year the current library was built, the population of this region was about 4,276 people. As of the 2010 census, the area population had grown to about 29,342. The population is projected to grow to 34,300 by 2043 (per the 2014 Feasibility Study projections). Sequim is widely seen as a retirement community, and in fact, 50% of the residents of the Branch’s service area are age 55 or older. However, 18% of the population is ages 0-19, and 31% consists of people ages 20-55.

Sequim is now a vibrant center for retail and medical services. The Dungeness Valley was historically a rich agricultural region. Although most of the original family farms are gone now, there has been a strong resurgence of farming, particularly organic farming, and there is a thriving local foods movement in and around Sequim. Sequim is also a community that values the arts. Many painters, sculptors and woodworkers call the area home, drawn by the heritage of the region, the Olympic rain shadow and the majestic beauty of the mountains and the Strait. The Valley is the home of the Jamestown S’Klallam Tribe, and the Tribe has a strong and important presence in the area, operating a large medical center, a golf course, a casino, and other enterprises.

The City of Sequim has recently completed construction of an expanded and modernized Civic Center, and other civic construction projects, such as expansion of the Museum and Arts Center, are in the works.

The Sequim School District operates two elementary schools, a middle school, and a high school. The Library has a strong partnership relationship with the School District, as well as with

numerous other agencies and organizations serving the community. During the last few years, the School District, and also a local swimming pool entity, struggled to pass capital funding ballot measures. Both these civic funding issues appear to be resolved for the time being, but NOLS is well aware of this recent local history regarding ballot measure efforts, and recognizes the difficulty the Library may face in passing LCFA capital funding measures, which require substantial majority approval margins.

### **SCOPE OF WORK – CONCEPTUAL PLANNING/SCHEMATIC DESIGN.**

- a) Confer with library staff, Library Board, the Community Taskforce on Sequim Library Expansion (CTSLE), and Friends of Sequim Library (FOSL) regarding desired service and space needs;
- b) Confer with City of Sequim staff regarding utilities, setbacks, parking, and other site requirements and issues;
- c) Study the library's current use of space, and spatial relationships of functional areas of the library;
- d) Study the library's current operations, and make recommendations for achieving service efficiency improvements in the new facility;
- e) Analyze current collection size and develop shelving requirement projections;
- f) Evaluate existing and emerging technologies and library service models, and make recommendations and projections about how the new facility can enable implementation of new technologies and service models at the Sequim Library;
- g) Apply previously developed population and demographic projections data, and any updates that seem advisable, to inform the space requirements and the schematic design for the new facility, designed to serve the needs of the community through approximately 2043;
- h) Develop a detailed Building Program, calculating square footage needs designated by functional area (eg. workrooms, YA area, meeting room, etc.). The Building Program is to include requirements for parking and other exterior spaces;
- i) Assess and articulate the pros and cons, including relative costs, of expanding the Branch by renovating and expanding the existing facility, as opposed to demolishing and replacing the existing facility with a new, larger structure. Make a preliminary recommendation regarding the most cost and time effective approach, and after review of recommendation by library stakeholders, incorporate the selected approach into the project budget.
- j) Conduct 2-3 town hall meetings, focus groups, charrettes and/or other public meetings in order to educate community members about the Conceptual Planning/Schematic Design process, to gather information about community and library preferences and needs, and ultimately to present outcomes of Conceptual Planning to the community;
- k) Develop 1-2 Schematic Designs (a primary and alternative), depicting programmed sizes of the interior and exterior spaces, and proposed placement and relational layout of functional spaces;
- l) Develop a construction project budget, including FF&E costs, and estimates of LCFA election costs;

- m) Following completion of Building Program and Schematic Design activities, submit a draft report for review by Library staff and CTSLE, incorporate feedback received, produce a final written report, and make a public presentation.

## **DELIVERABLES.**

The consultant shall furnish all labor and resources to conduct this study. The final report should include all necessary analyses, and documentation to provide NOLS with the following deliverables:

- a) Detailed Building Program depicting site and space requirements for the new building, including collection, technology, furnishings, fixtures, equipment, access, and site requirements;
- b) A space needs assessment in terms of size, site, aesthetics, ADA compliance, functional layout, flexibility, technology applications, expansion capability, and related criteria;
- c) 1-2 Schematic Designs depicting programmed building on the existing site (produced as both hard copies suitable for public presentation, and electronic (.jpg or .tiff) images;
- d) Construction project budget, including FF&E. and estimate of LCFA election costs;
- e) Preliminary written report (as MS Word document) to the Library Director of all information related to Conceptual Planning and Schematic Design outcomes and recommendations, as detailed in the Scope of Work. This report will be reviewed and discussed with Library stakeholders, after which the consultant shall make any necessary revisions, and present as a final report document and well as a public presentation. The final report shall be submitted no later than February 15, 2018, and the presentation shall be scheduled as soon as possible following receipt of the final report.
- f) 2-3 public meetings/presentations.

Although the Library has set forth this Scope of Work and the Deliverables as the most desirable identified outcomes of the study, consultants are encouraged to propose alternative and/or additional process elements that in their judgment will enhance the intent and improve the outcomes of Conceptual Design and Schematic Design activities.

## **TERMS AND CONDITIONS.**

***The Library reserves the right, without penalty, to:***

- a) add, remove, modify or otherwise update this RFQ, in any way the Library sees fit, provided that such modifications shall be made with due notice prior to submission date;
- b) 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;
- c) reject any submissions for any cause;
- d) cancel the project with or without reason;

- e) retain all proposals submitted and to use any ideas in the proposal regardless of whether that proposal is selected;
- f) 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 RFQ.

**Proprietary information/Public Disclosure.** All proposals received shall remain confidential until a contract, if any, resulting from this RFQ is signed by the Library Director. Pursuant to RCW42.56, all proposals submitted under this RFQ shall thereafter be considered public records and, with limited exceptions, will be available for inspections and copying by the public.

**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.

**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.

## REQUEST FOR QUALIFICATIONS

### HOW TO RESPOND TO THIS RFQ.

**Questions.** All questions should be directed to Margaret Jakubcin, Library Director, at 360.417.8500 x 7714 or [Mjakubcin@nols.org](mailto:Mjakubcin@nols.org). Questions may be submitted no later than Friday, July 14, 2017 at 4pm. 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. Such addenda will be published no later than July 21, 2017. Proposers are responsible for checking the library website for any addenda, at <http://www.nols.org/about-nols/news-and-alerts.html> (click on link to Sequim Branch RFQ).

**Proposal submission.** To be considered for selection, proposers must submit a complete response to the RFQ as defined below and as set out in the Proposal Content section:

**Deadline:** Hard copy proposals must be received on or before 4:00pm PDT on Wednesday, August 16, 2017. Late submittals will not be accepted. Proposals may be mailed or hand delivered, but must be received at the NOLS Administrative Office, 2210 South Peabody Street, Port Angeles, WA 98362 prior to the deadline. **Hard copy submission is required, and only hard copy proposals will be considered in establishing proof of complete and timely submission.** Faxed submissions will not be accepted.

**Format for submission:**

Submit two (2) hardcopies of the entire proposal, provided in a sealed envelope marked “Sequim Library Conceptual Planning and Schematic Design.” Please avoid bindings, glossy covers and other superfluous additions.

To facilitate proposal review and the selection process, a supplemental PDF digital copy of the proposal may be voluntarily submitted by the Proposer, and/or may be requested by NOLS. Supplemental digital format copies should be emailed to [MJakubcin@nols.org](mailto:MJakubcin@nols.org). **Supplemental digital format copies of proposals will not be considered in establishing proof of complete and timely submission.**

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

**PROPOSAL CONTENT.**

Proposal should be brief, concise and responsive to the specific requests in this section.

- a) The proposal should begin with a cover/transmittal letter of interest with statement of availability to complete the work, and be followed by the responses to each of the following sections. The letter should include a statement about why your team should be selected to provide the requested services.
- b) Briefly describe the qualifications and experience of each member of your project team who will be working firsthand on this project. Please be specific about the respective individuals’ areas of expertise and involvement in this project. Discuss similar projects, particularly conceptual design projects, for public libraries of similar size in the state of Washington, which your team has conducted. If the library project described is not yet built, provide detailed information about the current status of the project.
- c) Discuss prior experience with LCFA-funded projects.
- d) Describe public libraries that your architectural firm has designed that you think are most similar to the expanded Sequim Branch. Provide the name, telephone number and email address of the owner representative to contact for recommendations of your firm.
- e) Describe your consulting team’s approach to this project, how you will complete the responsibilities and tasks outlined in the Scope of Work, and any special ideas, techniques or suggestions that you think might make the project most successful.
- f) Describe any resources (other than personnel) that team members will bring to this project that would be applicable and beneficial to NOLS.
- g) Provide an optimal time schedule for completing the scope of work.
- h) Describe what you think will be the time and resources required from NOLS to complete the study called for in this RFQ.
- i) To be complete, the proposal must include the fully executed and signed Legal Status of Bidder form and Non-Collusion Affidavit.



### **Proposed RFQ TIMELINE.**

June 15, 2017	RFQ Issued
July 14, 2017 4pm	Deadline to Submit Questions
July 21, 2017	Final date to issue addenda (if any)
August 16, 2017 4pm	Proposals due
September, 2017	Proposal review and consultant selection / contract negotiation
October, 2017	Award of contract by NOLS Board of Trustees

### **Proposed PROJECT TIMELINE.**

October, 2017	Conceptual Planning and Schematic Design work begins
January, 2018	Completion of first draft of report
February/March, 2018	Completion of final report / Final presentation
November 2018	Earliest target date for LCFA bond issue (if any) on ballot

### **SELECTION PROCESS.**

Proposals will be evaluated by a committee including a member of the Library Board of Trustees, the Library Director, the Sequim Branch Manager, and a member of the Community Taskforce on Sequim Library Expansion.

Evaluation of proposals received in response to this RFQ shall be based on a combination of factors including, but not limited to:

- the completion of all information requested and detailed in this RFQ;
- approach to the project including process and methods;
- experience, qualifications and professional competence;
- references that include evidence of successful completion of similar assignments;
- ability to meet established deadlines;
- overall responsiveness to this RFQ, and correlation of the proposal to the needs of the North Olympic Library System; and
- any other factors considered to be in the best interests of NOLS.

Final selection of the consultant will be based on the evaluation of proposals, unless it is deemed necessary by the selection committee to conduct telephone or in-person interviews of closely scored consultants.

The selection committee will recommend the consultant determined best qualified to perform this project to the NOLS Board of Trustees. Final selection and contract award will be made by the Board of Trustees.

(END)

REQUEST FOR QUALIFICATIONS  
FOR  
**Conceptual Planning and Schematic Design**  
Sequim Branch Library

**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)*

REQUEST FOR QUALIFICATIONS  
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Sequim Branch Library

**LEGAL STATUS OF BIDDER**

The Proposer/Bidder declares the following legal status:

*(Check 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: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Business Address (*street*): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Date: \_\_\_\_\_