



**REQUEST FOR QUALIFICATIONS  
FOR ARCHITECTURAL SERVICES  
FOR THE PROPOSED REMODEL OF THE  
METALINES COMMUNITY LIBRARY**

**October 19, 2021**

**PEND OREILLE COUNTY LIBRARY DISTRICT  
REQUEST FOR ARCHITECTURAL DESIGN SERVICES QUALIFICATIONS**

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Request for Qualifications (RFQ) for Architectural Services for new construction are to be addressed to:

Pend Oreille County Library District  
116 S. Washington Ave.  
Newport, WA 99156  
Attn: Mandy Walters (**[mwalters@pocld.org](mailto:mwalters@pocld.org)**)

All proposals must be received before Friday, November 12, 2021 at 5 p.m.

The Pend Oreille County Library District (District) reserves the right to refuse and reject any or all qualifications and to waive any or all formalities or technicalities, or to accept the firm that the District, in its sole discretion, determines to be most qualified. The District may elect to retain the qualification proposals for a period of 60 days without taking action. Qualifications submitted past the deadline date and time will not be accepted.

1) **PURPOSE OF RFQ**

The District intends to remodel the Metalines Community Library located at 302 Park St., Metaline Falls, WA (inside the Cutter Theater building).

The District invites the submittal of RFQ proposals from qualified firms interested in providing architectural services in connection with this project.

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2) OWNER INFORMATION

The project owner is the Pend Oreille County Library District, which is a special purpose public library district organized and operating under the laws of the State of Washington applicable to Library Districts, Chapter 27.12 RCW. The District consists of 4 libraries serving more than 13,000 residents in Pend Oreille County and the affiliated cities and towns of Newport, Cusick, Lone, and Metaline Falls.

3) OBJECTIVE

The District will retain a highly qualified, capable architect to act as its prime design consultant. The District will consider a firm with significant experience in the development, design, and construction of similar buildings and projects.

4) SCOPE OF WORK

The selected architect will be required to perform the basic architectural and engineering services, to be specified more fully in a contract agreement to be negotiated after selection. The scope of work will include reasonable and customary development of construction documents, construction administration, and project closeout activities as generally described in the AIA A201 family of documents.

The District reserves the right to include additional project elements in the initial or subsequent professional services agreements, as the District may, in its sole discretion, deem appropriate. Proposers can expect that the District will use standard AIA contract documents to secure the professional services. The architect will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, civil engineering, and structural engineering as customary for the scope of work negotiated. The architect is required to identify and select the appropriate sub-consultants. The District reserves the right to approve proposed sub-consultants; however, its approval will not be unreasonably withheld.

5) SELECTION PROCESS

Upon receipt and review of proposals, the District will determine a short list of highly qualified respondents. Those firms will likely be interviewed prior to a final selection. However, the District maintains the right to make a selection based solely on statements of qualifications received.

The District will notify firms selected for an interview, if any, of the date and time.

In accordance with Chapter 39.80 RCW, the selection will be qualification based. The selected respondent will then negotiate with the District on fee and contract provisions. If an agreement cannot be achieved with the respondent of choice for the specific project, negotiations will proceed with the second most-qualified respondent until a mutually agreed contract can be negotiated.

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6) EVALUATION CRITERIA

The criteria employed to evaluate RFQ responses will include, but not be limited to, the following items:

a) **The Firm:**

- i) **Resources:** Staffing, financial strength, production capacity, staffing allocated to this project, and back-up capabilities.
- ii) **Deliverables:** A history of producing reliable, accurate, constructible, and common sense construction documents within an agreed upon budget and timeframe.
- iii) **Budgeting:** A proven methodology with reliable results.
- iv) **Operations:** Few controversies (number of active arbitrations or litigations in the past 10 years).
- v) **Other:** Washington State Public Works familiarity, LEED qualified staff of architect (number of LEED Green Associates), other salient features related to this project.

b) **Experience with similar projects in the past 10 years (unless noted otherwise):**

- i) Design of public libraries, within the past 20 years.
- ii) "Assembly", "Education", or other IBC Occupancy Classification, which include libraries within the past 10 years.

c) **Proposed project team:**

- i) Managing Principal (years of experience and other relevant background as principal).
- ii) Project Lead/Manager (years of experience and other relevant background in that role).
- iii) Project experience working as a team with proposed subconsultants (number of projects together and/or other pertinent information, within the past 10 years).
- iv) Evidence the proposed team has proven itself as a leader in providing value added, truly creative design solutions. (This will be confirmed by a comprehensive reference check.)

7) ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION

- A. **All Information True** – By submitting a response, respondents represent and warrant that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading or materially incorrect information will be excluded from further consideration.

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- B. **Interviews** – After the initial evaluation of the statements of qualifications, Respondents will be notified of their status in the selection process. Respondents who are shortlisted should anticipate subsequent interviews, which will most likely focus not only on the respondent’s approach, but on an appraisal of the persons who would be directly involved in this project. Short-listed respondents may be asked to make a presentation to the District Board of Trustees.
  
- C. **No Gratuities** – Respondents will not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the District. Any perceived attempt by a Respondent to influence the selection process by any means other than disclosure of qualifications and credentials through the proper channels will be grounds for exclusion from the selection process. Accordingly, contacts with any official, employee, or agent of the District, outside of the established process, should not be initiated.
  
- D. **Inquires** – Please refrain from contacting the District to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.
  
- E. **Cost of Responses** – The District will not be responsible for the costs incurred by anyone in the submittal of responses.
  
- F. **Contract Negotiations** – This RFQ is not a contract or a commitment of any kind. If this RFQ results in a contract offer by the District, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.
  
- G. **No Obligation** – The District reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all Respondents submitting responses, should it be deemed in the District’s best interest; or cancel the entire process.
  
- H. **Professional Liability Insurance** – The Respondent shall have the appropriate liability insurance written by an insurer authorized to transact insurance in the state of Washington.

8) SUBMITTAL INSTRUCTIONS

**All proposal responses should be in PDF format and submitted electronically. to [mwalters@pocld.org](mailto:mwalters@pocld.org), by 5:00 p.m., on Friday, November 12, 2021. The email subject line must contain “RFQ for Metalines Community Library Remodel.”**

To enable effective District evaluation, it is important that respondents follow the required format in preparing their RFQ responses.

CONTENT OF SUBMITTAL

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Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name of the project.

Pages are to be no larger than letter size (8 ½" by 11") or, if folded to that dimension, twice letter size (11" by 17"). Elaborate covers and permanent binders are not necessary.

A table of contents should be next, followed by dividers separating each of the following sections.

**1. Divider #1: General Information.**

Firm name, addresses, and contact information.

Primary contact for this project.

Structure of firm; i.e., sole proprietorship, partnership, corporation, etc.

Total number of employees.

Number of permanent office locations.

Years the firm has been in business.

Hourly billing rates for various functions (e.g., Principal, Project Manager, CAD, etc.).

List any actions taken by any regulatory agency against or involving the firm or its agents or employees, with respect to any work performed within the past 10 years.

List any Design, Bid, Build ("D/B/B") projects requiring a rebid within the past 3 years.

List any litigation or arbitration against or involving the firm or its subconsultants or employees with respect to any work performed on projects within the past 10 years.

All insurance coverage the firm has, applicable to the work.

**2. Divider #2: Project Qualifications.**

Briefly describe experience in working with Washington State Public Works projects delivered using a D/B/B model. Provide a project organizational chart that clearly identifies:

- The Managing Principal of this project.
- The Project Team Leader in charge of this project.
- Team members and responsibilities.
- The resumes of all persons to be assigned to this project identifying their relevant recent experience, prospective roles, professional registration, and other pertinent data related to this project (such as LEED certifications).

**3. Divider #3: Previous Success.**

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- List of all projects currently under contract and values
- Provide a list of at least three and no more than seven comparable projects completed (i.e., Certificate of Occupancy issued) by the proposing firm within the past 20 years. For each, please provide 14 items of information as follows:
  1. Project name.
  2. Delivery method (Design/Bid/Build, GCCM, or Design-Build).
  3. Principle function of building.
  4. Building gross sq. ft.
  5. Occupancy class.
  6. Construction type.
  7. Date the design work began.
  8. Date of owner occupancy.
  9. Architect's original estimate of construction costs upon which the design fee was based.
  10. Initial construction contract amount.
  11. Final construction contract amount.
  12. Public works contract or other.
  13. Building description summary:
    - a) Uses and purpose.
    - b) Structure.
    - c) Exterior.
    - d) HVAC.
    - e) Comments/project narrative.
  - 14 Owner contact telephone and e-mail.

***THE USE OF A SPREADSHEET TO CONVEY THIS INFORMATION IS  
ENCOURAGED BUT NOT REQUIRED.***

**4. Divider #4: References.**

Provide a list of three to five previous public library clients and/or similar partners who can provide validation of your firm's ability to perform successfully.