

REQUEST FOR PROPOSALS

Design & Fabrication Services: Mobile Task Stations

ISSUING AGENCY:

Fort Vancouver Regional Library District

RELEASED: October 26, 2009

SUBMIT INFORMATION BY:

Monday, November 30, 2009

4:00 p.m.

Fort Vancouver Regional Library District

Business Office

1007 E Mill Plain Blvd.

Vancouver, WA 98663

Attention: Karin Ford

kford@fvrl.org

Request for Proposals Design & Fabrication Services

Issuance Date: October 26, 2009

Closing Date: November 30, 2009

Introduction, Background, and General Information:

In September 2006, the voters in the City of Vancouver, Washington passed a \$43 million bond measure authorizing the construction of two new library facilities in the City to replace the current Vancouver Community Library and the Cascade Park Community Library. The bond will be managed using the Library Capital Facilities Area (LCFA) method as authorized by RCW 27.15. The Vancouver Library Capital Facilities Area (VLCFA) has retained Fort Vancouver Regional Library District (FVRL) to manage the design phases and construction of both new libraries.

FVRL serves a population of approximately 400,000 people in over 4,200 square miles in Clark, Skamania and Klickitat counties along the north shore of the Columbia River, plus the City of Woodland in Cowlitz County.

FVRL began construction on the new 83,000 square foot Vancouver Community Library facility in August 2009 with expected completion in early 2011. This new facility will be part of the future Killian Pacific "Library Square" development at the corner of E. Evergreen Blvd and C Street in downtown Vancouver. The library district is working with the Seattle architecture firm of The Miller|Hull Partnership to design the building.

Request for Proposals:

The purpose of this request for proposals is to obtain information about firms for the purpose of selecting a vendor to design, fabricate and install a fleet of mobile task stations to be used in the new Vancouver Community Library.

Scope of Work:

The selected firm will be responsible for performing the following services over the course of the project:

Phase I

- Collaborate with FVRL and Miller|Hull staff to finalize the design, detailing and materiality of the mobile task stations based on the current conceptual drawings.
- Gain a working understanding of the architectural intent of the building and how the mobile task stations will function within it
- Develop working drawings to refine detailing and prepare for fabrication.
- Provide sample materials and finishes
- Coordinate the design with owner-provided technology items (i.e. printers, monitors, RFID equipment, and building electrical and data distribution)
- Produce a full-scale prototype for review and final approval
- Supply a final cost estimate to include detailing, fabricating and installing the stations

Completion date: April 1, 2010

Phase II

- Fabricate the mobile task stations
- Install the mobile task stations in the new Vancouver Community Library

Completion date: Fabricated and ready for delivery by February 1, 2011 in time for the opening of the new library in Spring 2011.

The Scope of Work described herein is preliminary and, therefore, should not be construed to be comprehensive or final. Contracting for phase II work will be contingent on the successful completion of phase I and FVRL's determination that the task stations as designed will meet our needs for affordability, durability, functionality, and flexibility. FVRL will own the designs and any related specifications and drawings.

Project Specifications:

The mobile task stations have been conceptually developed with FVRL staff to allow for future flexibility with regard to several issues: number and location of assistance points, staffing patterns, changes in technology, and special events. With this in mind, there were several criteria incorporated into the conceptual design for the stations.

The stations should be:

- Capable of being moved throughout the building and easily plugged into floor data and power outlets.
- Able to house today's technology, but easily adaptable to future technology changes
- Universally accessible for all users
- Comprised using materials and construction details suitable for production in quantity
- Designed with options for storage space for staff materials and display space for books and brochures
- Useful as either a staff work station or a public computer station
- Easy for users to locate throughout the building via color or form.
- Able to incorporate building signage elements (by others)

The final design and estimated cost of the stations will determine the final type and quantity of stations to be produced. Preliminary estimates are for a *maximum* of 46 stations with computers for the following functions:

- 9 – catalog & database searching
- 10 – self-service check-out
- 12 – assistance from staff
- 8 – Internet express
- 6 – central public printer
- 1 – computer reservations

Approximately 17 of these (assistance from staff and central public printers) will need storage either as separate stations or incorporated.

The selected design/fabrication team will need to ensure that the stations address the above specifications. The selected firm will be expected to work with FVRL staff and the Miller|Hull Partnership to manifest the conceptual sketches developed to date. See Addendum B for drawings that describe the basic concepts for computer, display, and storage units, and the potential hardware to be contained in the stations. A full-scale prototype will be critical in order to coordinate the installation of technology components and to confirm user comfort and functionality.

Submittal Requirements and Informational Guidelines:

1. Responses must include the following:

- a. **Company** – List the name of the firm, address, and contact person and phone number.
- b. **Firm's Capabilities** – Explain your firm's capabilities to complete a design / build project of this type. Describe and include images from similar projects that your firm has completed. Include the same information for any sub-contractors that would work on this project.
- c. **References** – Provide references and phone numbers for each project, including sub-contractors.
- d. **Personnel** – Identify key personnel who would be assigned to this project and provide information on their experience and qualifications.
- e. **Project approach** – Identify the significant factors that should be considered in design, fabrication, and installation. Discuss the approach that you would use to identify requirements and achieve the project goals.
- f. **Special Skills/Knowledge** – Identify the characteristics that would uniquely qualify your firm to complete this project for the Fort Vancouver Regional Library District.
- g. **Quality and safety** – Identify methods and approaches you would take to assure materials and installations are durable, safe, and appropriate for the intended uses.
- h. **Fees** – Include a comprehensive package cost estimate including all steps in Phase I (programming through design and prototyping) and your approach and fee structure for fabrication, installation and any alternate services.
- i. **Submissions** – One (1) original and three (3) copies and (1) digital file on CD of your response.

2. Issuing office and Inquiries Relating to the RFP:

This RFP is issued by the Fort Vancouver Regional Library District, 1007 East Mill Plain Boulevard, Vancouver, Washington 98663. Questions and issues concerning this RFP may be relayed via e-mail to Karin Ford at kford@fvrl.org. No information conference will be held for this RFP.

3. Costs of Information Preparation and Presentation

FVRL is not liable for any costs incurred by the respondent or respondent firms for the preparation and presentation of information in response to this RFP. All such costs, including travel and related expenses, shall be the sole responsibility of the submitting respondents.

4. Addenda to the Original RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all who received this RFP.

5. Information Submission Deadline

To be considered by FVRL, information must arrive at FVRL, in an envelope clearly marked "Design & Fabrication RFP," on or before 4:00 p.m. P.S.T. on Monday, November 30, 2009. Information received after the deadline will be automatically rejected.

6. Qualification and Evaluation Considerations

Responses to this RFP will be evaluated based on the requirements as stated in the submittal requirements and informational guidelines. The evaluation will be accomplished by an evaluation team to be designated by FVRL. The evaluation team will determine the ranking of the submittals. FVRL may elect to conduct oral interviews with select respondents to assist with the final decision. The following weighting and points will be assigned to the proposal for evaluation purposes:

30% Firm's capabilities

25%	Past experience with similar projects
15%	Project Approach
5%	Timetable
10%	Quality Control
5%	Presentation
10%	Cost Estimate and Warranty

A detailed scoring sheet is attached to the RFP as Addendum A.

7. Disclosure of Information Contents

Information is subject to disclosure under Washington State RCW 42.17.251. After the selection of the firm, a summary of each respondent's qualifications and price information for all submissions will be furnished upon request.

8. Business Organization and Personnel

- A. State the full name, address, telephone and fax numbers and e-mail address of your firm and, if applicable, the branch office or other subordinate element that may assist in performing the work specified in this RFP.
- B. Indicate whether you operate as an individual, partnership or corporation. If you operate as a partnership, please include the names of each of the partners; and if you operate as a corporation, please include the state in which you are incorporated and the date of your firm's incorporation;
- C. Indicate whether your firm has been involved in litigation with a client, architect or subcontractor associated with your firm within the last five (5) years, and if so, the nature and result of such litigation;
- D. Indicate whether your firm has filed for bankruptcy or financial reorganization within the last five (5) years;
- E. List who will be the primary contact. If there are multiple contacts, please indicate the area(s) for which each contact is responsible.

9. Award of Contract

- a. FVRL reserves the right to
 - i. Waive any immaterial defect or informality, or
 - ii. Reject any or all Proposals or portions thereof, or
 - iii. Reissue a Request for Proposals
- b. A response to this Request for Proposals is an offer to contract with FVRL based upon the Terms, Conditions, Scope of Work and Specifications contained in this RFP
- c. A contract will be formed when the FVRL awards the Services contract executed by the selected Respondent.

10. Additional Information

The respondent may include any additional information that is believed to be pertinent and helpful but not specifically requested elsewhere in this RFP.

Addendum "A"

Criteria	Scoring Notes	Points Available	Points awarded
Firm's Capabilities		30	
Demonstration of firm's experience			
Qualifications and experience of staff assigned to this project			
Qualifications and experience of any subcontractors			
Demonstrates capabilities with all aspects of the project, including design, fabrication, and installation			
Verification of insurability and intent to provide coverage			
Ability to provide performance and payment bonds			
Past experience in performing similar projects		25	
Experience with materials and technologies specified for this project			
Evidence of fabrication and installation of projects similar to this one in terms of scale and complexity			
Experience with public agencies			
Experience working with outside architects			
Project Approach		15	
Presents a clear proposal for approaching the work of the project			
Demonstration of ability to manage all aspects of the project expertly and efficiently			

Describes an effective communication plan			
Appropriateness of project approach			
Timetable		5	
Clear presentation of tasks and timelines			
Addresses all aspects of the project, including programming, design and review steps			
Quality control		10	
Provides evidence that there is a system in place for quality control			
Addresses quality control during all steps including fabrication and installation			
Presentation		5	
Submission is complete			
Submission is clear			
Cost Estimate/Warranty		10	
Estimated project price and fees for alternate services			
Completeness of cost estimate			
Terms of warranty			
TOTAL			