

**REQUEST FOR PROPOSALS**

**ARCHITECTURAL SERVICES**

ISSUING AGENCY:  
**Fort Vancouver Regional Library District**

ISSUED ON BEHALF OF:  
**Yale Valley Library District**

RELEASED:  
September 15, 2015  
CLOSES:  
**Proposals must be received no later than  
4:30 P.M. on Friday, October 16, 2015 at:**

**Fort Vancouver Regional Library District  
Headquarters  
1007 E Mill Plain Blvd.  
Vancouver, WA 98663**

**360-906-5000**

# **Request for Proposals: Architectural Services**

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# **Request for Proposals: Architectural Services**

Fort Vancouver Regional Library District (FVRL) on behalf of the Yale Valley Library District (YVLD), headquartered in Vancouver, Washington, seeks architectural services for construction of a new library in the Yale Valley Library District.

## **1.0 Introduction, Background, and General Information**

In May 2003, citizens in the Yale precinct successfully voted to form a partial-county rural library district. Yale Valley Library District contracts with Fort Vancouver Regional Library District for services, which included bookmobile visits until the Clark County bookmobile was retired in June 2012. Weekly, limited library services at Yale Library Express, located at Yale School, were established in August, 2012.

Public hours at Yale Library Express are 2:30-4:00 pm on Wednesdays. (The library is open to students only from 1:30 to 2:30 pm on Wednesdays.) The Yale Valley Rural Library District board is composed of five five-year positions.

This RFP is for architectural and overall project management services for a new library. The proposed library will be located on leased property adjacent to Yale Elementary School located at 11842 Lewis River Road, Ariel, WA. YVLD leases the property from the Woodland School District and the lease term is 50 years. The site is flat and has frontage on Lewis River Road.

YVLD has developed a preliminary concept plan for the new library. That concept plan calls for a single story structure of approximately 2,000 square feet. The preliminary building program includes approximately 500 square feet of meeting space, 500 square feet for library books, computers and related seating/tables with approximately half of that space focused on children and young adults, 300 square feet for staff workspace and storage, 300 square feet for public support (self-checkout stations, service desk, etc.), a restroom, building storage, leisure reading/seating area and the balance of space for walls, walkways, etc.

YVLD has been setting aside reserves since its formation for this project. Currently, the District has set a budget of no more than \$700,000 for the project to include construction, site preparation, utilities, parking and landscaping. This amount also includes allocations for soft costs, furniture, fixtures and equipment, library materials and technology, contingency and Washington State sales tax.

The YVLD Facilities Task Force and YVLD Board of Trustees have developed the following preliminary design guidelines for the proposed library:

- Very high levels of energy efficiency.
- “Northwest Lodge” or country design.

- Ability to serve as a Community Center with ample space for meetings and events.
- Ability to serve Yale Elementary School programs.
- High speed internet access and ample space for internet enabled computers.
- Flexible spaces to be configured to serve a variety of evolving needs.
- Dedicated space for Friends of the Yale Valley Library.
- Interior and exterior book drop with option for a drive-thru book drop.
- Enhanced security features such as lighting, cameras, etc.

## **2.0 Scope of Work**

It is expected that the YVLD will contract with the selected architectural firm for services that may include, but are not limited to the following:

1. Conduct meetings with the public and Board to gather input regarding the building program and design of the facility (a minimum of two such meetings).
2. Participate in meetings with relevant interest and oversight groups, including YVLD Board, Woodland School District, FVRL staff and others retained by FVRL on behalf of YVLD to assist in completion of the project.
3. Provide assistance in completing the building program.
4. Assist in the site plan approval process.
5. Provide schematic, design, design development, and cost estimates for the project.
6. Conduct all necessary engineering studies including mechanical, electrical and civil engineering studies and assessments necessary for completion of the project.
7. Provide assistance in selection of the contractor for the new YVLD library.
8. Assist in construction contract administration.
9. Provide all necessary construction documents based on the design approved by YVLD, including the project manual and as-built drawings.
10. Provide interior design services.
11. Provide interior and exterior signage and wayfinding consultation.
12. Provide project oversight, quality inspections and design modifications as necessary and appropriate in the context of the team assembled by YVLD.
13. Assess alternatives designed to deliver a high performance, energy efficient building.
14. Construction management and owners technical representation to the project will be provided with consultation by FVRL's Facilities Manager.
15. Manage the permitting process, commissioning and any special studies required by the permitting process.

### **3.0 How to Respond to This RFP**

#### 3.1. Questions About this RFP

All questions should be directed to Mike Githens at (360) 906-5061. FVRL on behalf of YVLD. YVLD reserves the right to share answers to the 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 Wednesday, September 30, 2015.

#### 3.2. Proposal Submission

To be considered for selection, proposers must submit a complete response to this RFP as defined in this section. Ten (10) copies of the entire proposal must be provided in a sealed envelope along with a signed copy of this RFP.

#### 3.3. Address for delivery of proposals:

Mike Githens, Business Operations & Finance Manager  
Fort Vancouver Regional Library District  
1007 E. Mill Plain Blvd.  
Vancouver, WA 98663

(360) 906-5061

#### 3.4. Date of Submission

Proposers will provide ten (10) copies of their sealed proposal to be received at FVRL on behalf of YVLD, at the address shown above no later than 4:30 p.m. Pacific Time on Friday, October 16, 2015. Allow normal mail delivery time to insure timely receipt of your proposal to FVRL. Proposals received after the above date and time will not be considered.

#### 3.5. Signatures

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

#### 3.6. Preparation of Proposals

Proposals should be prepared simply and economically, providing a straightforward, concise description of proposer's capabilities to satisfy the requirements of the RFP.

#### 3.7. Withdrawal or Modification of Proposals

Proposer may, without prejudice to itself, modify or withdraw its proposal by written request, provided that any such requests are received by FVRL

prior to the time proposals are due at the place where the proposals are to be received. Following withdrawal of its proposal, the proposer may submit a new proposal provided it is received by FVRL as shown in numbers 4.3 and 4.4 above.

## **4.0 General and Administrative Requirements**

### 4.1. Terms and Conditions

The terms and conditions contained in this RFP will govern the performance of any contract resulting from this solicitation.

### 4.2. Preparation Cost

This solicitation does not commit YVLD to pay any cost incurred in the preparation and submission of proposals.

### 4.3. Compliance

Architect shall comply with all management and administrative requirements established by 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.

### 4.4. Auditing/Monitoring Requirements

Auditing or monitoring for the following purposes will be conducted at the discretion of FVRL on behalf of YVLD:

- a. Financial billings
- b. Contract compliance
- c. Program performance

### 4.5. Insurance

Proposer's firm shall maintain at its expense during the term of the contract, sufficient Professional Liability Insurance to cover any damages caused by errors, omissions or negligent acts.

### 4.6. Maintenance of Records

Architect shall maintain all of its records relating to the scope of work on a general recognized accounting basis and allow FVRL on behalf of YVLD the opportunity to inspect and/or copy such records at a convenient place during normal business hours. All required records shall be maintained by Architect for three years after FVRL and/or YVLD makes final payment or all pending matters are closed, whichever is longer.

### 4.7. Conflict of Interest

All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of FVRL or YVLD may have in the proposing agency or proposed project.

### 4.8. Subcontracting

No activities or services included as part of this proposal may be subcontracted to another organization, firm, or individual without the approval of YVLD. Such intent to subcontract shall be clearly identified

in the proposal. It is understood that the Architect is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

#### 4.9. Equal Opportunity

It is the policy of FVRL on behalf of YVLD to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program.

No person shall, on the grounds of race, color, religion, sex, handicap, national origin, age, citizenship, marital status, political affiliation or belief, be denied employment or benefits, or be discriminated against as a consumer, administrator or staff person under any program or activity receiving funds under this RFP.

In compliance with Department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity.

The prospective Architect must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

#### 4.10. Proposals are Property of YVLD

All proposals become the property of YVLD and will not be returned.

#### 4.11. Rejection of Proposals

FVRL and/or YVLD reserves the right to reject any and all proposals without penalty, to waive all technicalities and irregularities and deviations of proposals from the RFP, to be the final judge as to which is the best overall proposal, and to award the contract to the vendor whose proposal it considers to be in the best interest of FVRL/YVLD.

#### 4.12. Contract Negotiation

The successful proposer will be expected to enter into a contract based on the terms and conditions cited in the RFP and the proposer's response. Failure to complete negotiations will result in disqualification of the proposal, with no claim by proposer for recovery of damages.

#### 4.13. RFP Response Takes Precedence

The contents of the proposal and accompanying response of the selected proposer will become contractual obligations, and will be made part of the final contract. If any discrepancy arises between the proposer's standard form contract (should one exist) and the proposal, the terms set forth in the proposal shall prevail. Failure of the selected proposer to accept these obligations in a purchase agreement, purchase order, delivery order or

similar acquisition instrument may result in cancellation of the award. The presentation of a form contract and the acceptance of a proposal does not imply the formation of a contract.

#### 4.14. Public Disclosure of Awarded Proposals

All proposals will be treated with confidentiality prior to award. After award, all proposals will fall under the requirements of the Revised Code of Washington, RCW 42.17 that obligates FVRL to make the documents available for public inspection, if requested.

## 5.0 Proposal Requirements

*YVLD is not requesting design proposals at this time but is seeking to evaluate the qualifications of the proposing firms.*

### 5.1 General Information

Please follow the outline below when submitting your proposal:

1. Provide a cover sheet including the name and address of your firm, a contact person including name, address, telephone number and email address, and a signature block for the corporate official authorized to commit the firm to the provisions in the proposals.
2. Provide a summary of your firm's background including a brief history, summary of the firm's work experience, type of organization (partnership, corporation, etc.), number of employees and other information of a general nature about your firm.
3. List and briefly describe the principals of the firm, including their background and length of association with the firm.
4. Provide a list of all current active projects, including name, type of building, location, size, construction cost and construction status.
5. Provide a list of all library projects completed by your firm, if any. For each, provide an owner's or occupying agency's contact person, telephone number, and the date the project was completed.
6. List and describe the members of the team that would be assigned to this project, detailing their individual qualifications and library experience, if any.

### 5.2 Project Specific Information

1. Library design experience is very important to YVLD. If architects in your firm have not designed libraries, explain how you intend to compensate for this.
2. If your firm has not designed libraries, or has designed very few, provide a list of projects which you would consider to be similar in nature. For each, provide an owner's or occupying agency's contact person, telephone number, and the date the project was completed.

3. For no more than five projects, provide a more detailed explanation including a brief description of the project, your firm's specific involvement, as well as drawings, photographs or other materials to illustrate the project.
4. List any outside consultants, such as engineers, that will be used on this project.
5. Describe your approach to the Scope of Work detailed in Section 2.
6. Describe the approximate time frame needed for completion of the Scope of Work. YVLD desires to have the proposed library open in late 2016.

## 6. Timeline

September 15, 2015	Advertise RFP
September 30, 2015	Deadline for submission of questions by proposers
October 16, 2015	Deadline for submission of proposals
November 6, 2015	Deadline for notifying finalists
Nov. 30-Dec. 18, 2015	Presentations by finalists
By January 15, 2016	Selection of apparent successful proposer; commence negotiations
January 31, 2016	Contract signed