

## REQUEST FOR QUALIFICATIONS (RFQ)

For

### On-Call Consulting Services – Capital Project Planning and Delivery

Statements of Qualifications Due: December 15<sup>th</sup>, 2025 at 5:00 PM PST

#### BACKGROUND

Fort Vancouver Regional Libraries (FVRL) is an intercounty rural library district (RCW 27.12.090) serving over 550,000 people across 4,200 square miles. FVRL serves residents of southwest Washington in rural, suburban, and urban settings in Klickitat and Skamania Counties, the City of Woodland in Cowlitz County and all of Clark County except for the City of Camas. FVRL has 14 library locations, 2 bookmobiles, and an operations center. In addition, through contract, FVRL manages and operates one branch location in Yale for the Yale Valley Library District in Cowlitz County.

#### REQUEST FOR QUALIFICATIONS (RFQ)

Fort Vancouver Regional Libraries seek consultants to fulfill our capital planning and delivery needs through *On-Call Consulting Services* in several categories. Firms are invited to submit qualifications in one or more categories as is customary for your firm. FVRL will consider individual firms for each specialty but reserves the right to select a consultant for multiple specialties if staff feel it will best serve FVRL.

In August of 2025 FVRL passed a Levy Lid Lift that promised to deliver new buildings, tenant improvements at existing libraries and facilities along with major maintenance and repair projects. In addition, in February of 2025 FVRL initiated a five-year Strategic Plan and a ten-year Facilities Master Plan (2026-2030) that will support prioritization of new buildings and necessary major maintenance and repair projects. The Facilities Master Plan is anticipated to be approved early in 2026.

#### FVRL Facilities

Name	Address	Leased/Owned	Approx. Square Feet
Operations Center	2018 Grand Blvd, Vancouver	Owned	26,000
Battle Ground	1207 SE 8th Way, Battle Ground	Owned	14,356
Cascade Park	600 NE 136th Ave, Vancouver	Owned	24,175
Ridgefield	210 N. Main Ave, Ridgefield	Owned	8,311
Stevenson	120 NW Vancouver Ave, Stevenson	Owned	7,980
Three Creeks	800-C NE Tenney Road, Vancouver	Owned	12,934
Vancouver	901 C Street, Vancouver	Owned	74,589
Woodland	411 Lakeshore Dr., Woodland	Owned	7,560
Vancouver Mall	8700 NE Vancouver Mall Dr. Ste 285, Vancouver	Leased	3,551
Washougal	1661 C Street, Washougal	Leased	2,400
White Salmon Valley	77 NE Wauna, White Salmon	Leased	9,015
Goldendale	131 West Burgen St., Goldendale	Leased	15,660
La Center	1411 NE Lockwood Creek Road, La Center	Leased	3,380
North Bonneville	214 CBD Mall N., North Bonneville	Leased	565
Yacolt Express	105 E Yacolt Road, Yacolt	Leased	800
Yale Valley	11700 Lewis River Road, Ariel	Owned (YVLD)	2,150

#### EXPERIENCE AND CAPABILITIES

To assist with the planning and implementation of the Levy Lid Lift promises <https://www.fvrl.org/about/history/levy-lid-lift/> and the Facilities Master Plan, FVRL is seeking qualified consulting firms to support with owner's representation, planning, designing, permitting and delivery of the projects. We are looking for firms that have experience in comprehensive municipal facility planning and delivery. **Our most immediate need category is a Program Manager/Owner's Representative** for the Washougal Community Library

Experience and Capabilities including, *but not limited to*, the following:

### **Capital Planning**

- Asset Management
- Feasibility and Budgeting
- Site Planning
- Technology Integration
- Building Envelope
- Access and Accessibility (ADA)
- Environmental

### **Project Delivery**

- Owner's Representation/Program Manager
- Project Manager
- Project Cost Estimation (Engineer's Estimate)
- Architects
- Structural Engineers
- Mechanical, Electrical and Plumbing
- Civil Engineers
- Geotechnical Engineers
- Construction Management/Administration
- Specialty Inspectors
- Permitting
- LEED and Green Building

### **RFQ COORDINATOR (POINT OF CONTACT)**

The Evaluation Team is comprised of the following:

- Jennifer Giltrop, Executive Director
- Catrina Galicz, Finance Director
- TBD: Facilities and Fleet Management
- Optional: Procurement Specialist
- Optional: Consultant Participation

This team can be reached at [bids@fvrl.org](mailto:bids@fvrl.org).

### **QUESTIONS / INQUIRIES**

Please direct any questions concerning this RFQ through [bids@fvrl.org](mailto:bids@fvrl.org). **DO NOT contact the Evaluation Team directly.** Questions received after the deadline identified in the Solicitation & Selection Schedule may not be considered. Unauthorized contact regarding this RFQ with FVRL employees may result in rejection of a submittal. Any oral communications will be considered unofficial and non-binding on FVRL.

## SOLICITATION & SELECTION SCHEDULE

Advertisement Date.....	November 13, 2025
Deadline for Questions.....	November 26 <sup>th</sup> , 2025
SOQ Submittal Deadline.....	December 15 <sup>th</sup> , 2025 (5:00 PM PST)
Short List Selection & Notification.....	December 22nd, 2025
Interviews / Presentations.....	January 6 <sup>th</sup> and 7 <sup>th</sup> , 2026
Notice of Selection (Anticipated).....	January 16 <sup>th</sup> , 2026 – no later than
Contract Negotiations Complete.....	January 23 <sup>rd</sup> , 2026 – no later than
Contract(s) Signature.....	January 30th, 2026 – no later than

## CONTRACT DESCRIPTION

FVRL intends to select one or more firms under an on-call Blanket Agreement that will include a general service(s) category and no specific contract amount.

As individual projects are identified that require the awarded service category, the parties will negotiate a specific scope of services and fees that will be formalized and authorized through a work-specific authorization. Work Authorizations (WA) will be issued for each need, included in each WA will include, at a minimum, mutually agreed in terms of scope of work, expertise of the specific consultant being requested, and fees.

### Work Authorizations will be flexible

FVRL may issue a Work Authorization for a single, specialized discipline (e.g., surveying, cost estimating) or for a multi-disciplinary team consisting of several on-call professionals working together.

While FVRL retains the option to assemble joint teams from different successful on-call firms, it is not the intent or requirement that all awarded consultants will work together on any given task. Team composition will be determined solely by the specific needs of each project. Owner’s Representatives and Project Managers may negotiate to subcontract with other specialized services that may not already be under “on-call” agreements.

Project authorizations under each Blanket Agreement must be executed prior to the expiration of the Blanket Agreement. The initial term of the Blanket Agreement shall be three (3) years with an option for extending the Agreement by amendment for an additional two (2) years (for a maximum of five years). **Hourly rates established for the Blanket Agreement will remain in effect for the initial three-year term.** Upon request of the consultant(s) the hourly rates will be subject to renegotiation for the optional two-year term. New rates, if approved, shall be authorized by an amendment to the Blanket Agreement.

This RFQ does not obligate FVRL to contract for services. FVRL reserves the right to award a Blanket Agreement(s) for all the Service Categories listed in this RFQ, or for specific categories of service. FVRL also reserves the right to reject all submissions received without penalty and not to issue a contract because of this solicitation.

By submitting a Statement of Qualification, the consultant agrees, generally, to the terms and language of FVRL's Contract for Professional Services as shown in **Attachment A**.

## **SERVICE CATEGORIES**

The nature of the Library's capital program requires consultants with skills across multiple related disciplines. The Service Categories listed below represent the services most likely needed.

Firms are strongly encouraged to submit proposals that utilize joint ventures or teaming agreements to offer the most comprehensive and highly skilled team. Proposals that allow the Library to execute a single award covering the maximum number of service categories may be ranked higher during evaluation.

FVRL anticipates awarding no more than 3 contracts for each category.

### **Project Planning and Delivery Categories**

- **Owner's Representative\* (program management)**
- Project Manager
- LEED and Green Building
- Asset Management
- Feasibility and Cost Estimating
- Technology Integration
- Building Envelope
- Accessibility Consultants
- Architects (including roofing systems)
- Structural Engineers
- Mechanical, Electrical and Plumbing
- Civil Engineers
- Geotechnical Engineers
- Survey
- Building Information Modeling
- Environmental Engineers
- Specifiers and Contract Managers
- Permitting specialists
- Furniture, Fixtures, and Equipment Planning
- Construction Management/Administration
- Specialty Inspectors
- Commissioning Agents

\*FVRL is interested in hiring an experienced team of professionals including 1 or 2 Owner's Representatives that will act as extension of FVRL's executive team to assist in making high-level planning and business decisions and ensuring the Facilities Master Plan is executed timely and

efficiently. Position description and requirements for the Owner's Representative is included in **Attachment B**.

## **CONSULTANT QUALIFICATIONS**

Consulting firms responsive to this request should have extensive experience in providing planning, design, project management and delivery and/or consulting services for public sector entities in the *State of Washington*. The consultant should be familiar with public works processes in the State of Washington. The successful consultant(s) will assist and provide services necessary to advise FVRL and its staff in all elements of project development relating to the individual categories.

## **STATEMENT OF QUALIFICATION SUBMISSION**

### **Submission Requirements**

Consultants are requested to submit their statement of qualifications organized as outlined below. SOQs must be submitted electronically via portable digital format (pdf) and should be no larger than 20 MB. Submissions must be a standard paper size (8.5 x 11 or 11x17) when printed and have a font size no less than 10 pt. Font style should be accessible, sans-serif based. (e.g., Arial, Calibri, etc.)

### **1. Cover Letter/Letter of Interest (maximum 1 page) (not scored, pass/fail)**

Please submit a letter of interest with the name of the firm, the Service Categories, that the firm would like to be considered for the firm's principal place of business, firm name, UBI, telephone number, mailing address, the contact person and title, and e-mail address of the contact person. If one or more teams are submitting together as a team, please include the information for all teams included in the response.

The Cover Letter/Letter of Interest shall also address the following topics.

#### **A. Summary**

Briefly describe why your firm (or team) is the ideal choice for an On-Call Services Agreement with FVRL. Highlight any notable achievements or accomplishments not covered elsewhere in the Statement of Qualifications (SOQ).

#### **B. Contract Terminations**

If your firm (team) has had a contract terminated within the last five (5) years, please list each incident, along with the contract title, owner, and a brief description of why. FVRL will evaluate and at its sole discretion may reject the proposal on the grounds of past contract terminations. If the Consultant has no such terminations, please indicate.

#### **C. Legal Proceedings**

Identify any completed, on-going, or pending legal proceeding (including arbitration, complaint, or contract action) filed by an owner or contractor against your firm (team) for a project in the past five (5) years. If the Consultant has no such proceedings, please indicate.

#### **D. Conflicts of Interest**

Identify any individuals or entities associated with your firm (team) who may have a conflict of interest with FVRL, its Board, or its staff. Provide a detailed explanation of the nature of the potential conflict. If the Consultant has no such conflicts of interest, please indicate.

## 2. Minimum Qualifications (*summary* maximum 1 page) (pass/fail)

For FVRL to consider your firm and individuals responsible, your firm must meet the following minimum qualifications:

### A. Business and Professional Licensing

Consultants and all participating firms must provide proof of current, valid professional licensing in the discipline(s) for which they are submitting (e.g., Architects, Engineers). All firms must also hold the necessary business licenses to operate in Washington State.

### B. Taxes

The submitting firm must provide evidence that it has no outstanding taxes due to the State of Washington or other relevant taxing authorities.

### C. Minimum experience

The submitting firm and the individual experts proposed for each service category must demonstrate a minimum of five (5) years of experience in that specialty. Of this, at least three (3) years of experience must be specifically on Washington State public works or municipal capital construction projects. May be included in your Representative Projects (3.B.1).

### D. Proof of Insurance

The firm shall provide a Certificate of Insurance detailing current policies and coverage consistent with the requirements of the sample agreement.

**Required Documentation:** *Please compile all necessary proof (licensing, tax status evidence, and the Certificate of Insurance) in an appendix labeled "Appendix: Minimum Qualifications Documentation." Please do not include items not requested in this section.*

## 3. Qualifications Statement

### A. Understanding and Approach (maximum 5 pages)

1. Please discuss the Consultant's understanding of this type of service contract. Discuss any methods of management, quality control, and coordination that will be used and why that approach will bring the maximum value and support to FVRL.
2. Please describe the Consultant's approach to project delivery. Address questions *such as*: What are the phases? How do you typically ensure realistic timeframes, decision making, owner engagement, permitting, and similar? What makes your approach successful and stand out?

### B. Relevant Experience and References

#### 1. Representative Projects (maximum 1 page)

List a minimum of three (3) contracts with scope and/or complexity like these on-call services from public agencies other than FVRL. For each project/contract, please include at a minimum:

- a. Contract Service Dates
- b. Client name and contact information, email preferred (for reference checks)
- c. Total Contract Amount
- d. Service Categories provided
- e. Team Composition
- f. One success factor
- g. One improvement idea

FVRL is looking for a team that has provided successful capital initiative planning, design, and delivery success for other Washington State public agencies. Firms/teams with experience with library districts will be scored higher.

## **2. Libraries Programming and Project Delivery (maximum 2 pages)**

Please identify a past project directly involving a library, library system, or district. For the requisite project, please provide a high-level description, the scope of your work, duration, owner, and contract value. The project does not need to be part of an "on-call" Agreement but should involve supporting a library in delivering a capital improvement project. Please convey at least one lesson learned and one area success factor that you will deploy should you receive an on-call service Agreement from FVRL. If your firm does not have direct experience with a library, discuss a facility that could have the same political environment and/or operational context.

## **3. Project Team (maximum 2 pages)**

Provide an **organizational chart** and description of the Consultant's proposed team and general areas of expertise and phase of projects typically engaged. Include names of firms if partnering. Briefly describe roles and responsibilities. If you are proposing in a Service Category that is typically a subconsultant to a project management/architectural lead, please show prime relationships using generic titles and responsibilities.

### **Organizational Chart Requirements**

- The chart must clearly display the **names and roles** of all key personnel.
- Clearly indicate your Lead staff and the reporting structure for all team members.
- If proposing in a role generally considered to be a subconsultant\* (e.g., in a specialized Service Category), your chart should illustrate your typical relationship with project management or architectural leads using generic titles (e.g., "Prime Architect").
- Clearly identify the **names of any partner firm(s)** and their personnel within the chart.

### **Supporting Narrative Requirements**

For each key personnel/firm, briefly describe:

- General Area of Expertise (e.g., Library Programming, Cost Estimating, Construction Administration).

- The typical phase of a capital project where they are primarily engaged (e.g., Master Planning, Design, Procurement, Construction).
- Roles and Responsibilities specific to the services requested by FVRL.

The chart and narrative should demonstrate a cohesive team structure capable of supporting FVRL across the full project lifecycle.

*\*Work Authorizations may be for specific discipline needs (E.g., survey) or for one or more on-call professionals to work as a team. It will not be a requirement or the intent of FVRL to require all on-call consultants to work together, but it may be considered.*

**4. Service Providers (maximum 1 page per Service Category)**

Include specific experience of the team staff for each Service Category you are submitting for. Summarize their experience and expertise in performing similar services. Include detailed descriptions of their role and typical responsibilities. Explain why each individual will be key in delivering projects for FVRL. Individuals who have worked together as a team and successfully supported a similar capital initiative may be scored higher. Individuals who have experience in performing multiple roles and can provide more than Service Category, reducing overall cost to FVRL is preferred.

Please provide a resume for each of your proposed team members. Each resume has a maximum page limit of 2 (front and back when printed would be 2). Resumes should be placed in an appendix labeled: *“Appendix: Team Resumes.”*

**5. Rate Schedule (maximum 2 pages) (not scored)**

Each respondent shall include a current (2026) rate schedule for the classification of key personnel included in each Service Category submitting. The Rate Schedule should include the position classification, the base hourly rate, an overhead multiplier, a profit multiplier, and a total hourly billing rate.

Please attach the rate schedule as an Appendix labeled *“Rate Schedule.”*

**SELECTION PROCESS**

All responses will be reviewed by the Evaluation Team.

**Evaluation Criteria**

Criteria	Weighting
Minimum Qualifications	Pass/Fail

Cover Letter	Pass/Fail
Rate Schedule	Pass/Fail
<b>Past Performance</b>	35
<b>Relevant Experience</b>	40
<b>Team structure and variety of Service Categories</b>	15
<b>References</b>	5
<b>Overall Submission:</b> completeness, quality of submission	5
<b>Total SOQ Points</b>	<b>100</b>
<b>Interviews</b>	<b>50</b>

## Reference Checks

FVRL reserves the right to contact any example projects mentioned in the Statement of Qualifications to verify the accuracy of information provided and gain the project owner's perspective.

## Notification to Firms Submitting Proposals

FVRL will notify the highest scored Consultants in writing upon scoring of statements of qualifications. Individuals or firms whose SOQs did not score well and will not be invited to interview will be notified separately by e-mail.

## Consultant Interviews

Based on the evaluation of the submittals as outlined above, and at the sole discretion of FVRL, the most qualified firms MAY be invited to an Interview with the Evaluation Team. Firms invited to any such interview will be provided with the evaluation criteria prior to the interview date. Interviews will be worth 50 points.

## Negotiations

The firm(s) ranked highest by the selection committee and identified for award will be provided with the opportunity to suggest changes or propose non-material revisions to the Blanket Services Agreement or Work Authorization templates.

## Policy on Agreement Revisions

FVRL operates using standard contract terms designed to comply with public agency requirements and legal mandates.

- FVRL reserves the sole right to approve or deny any proposed changes or revisions to the

Agreement.

- **Respondents should review the attached sample Agreement prior to submitting a proposal.** Submission of a Statement of Qualifications indicates the firm's fundamental willingness to execute the Agreement substantially in the form presented. FVRL will not enter negotiations with firms that require material changes to the core terms and conditions of the sample Agreement.

## **ADVERTISEMENTS**

- FVRL Website
- The Columbian
- The Oregonian
- Skamania Pioneer
- Goldendale Sentinel
- Daily Journal of Commerce – Oregon
- Daily Journal of Commerce – Seattle

## **RFQ TERMS AND CONDITIONS**

### **Rights of FVRL**

FVRL reserves the right to reject any, and all, responses to this RFQ and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for Consultant Services does not obligate FVRL to pay any costs incurred by respondents in the preparation and submission of a response. This solicitation does not obligate FVRL to accept, or contract for, any expressed or implied services. Furthermore, FVRL reserves the right to award the contract to the next most qualified Consultant if the selected Consultant does not execute a contract within thirty (30) days after the award of the proposal.

### **Protest**

Respondents have the right to protest certain decisions in solicitation, selection and award processes made by FVRL.

### **Grounds for Protest**

Only protests alleging an issue concerning the following subjects shall be considered:

1. A matter of bias, discrimination or conflict of interest
2. Errors in calculating scores (e.g., math errors)
3. Non-compliance with procedures described in the solicitation

### **Inquiry or Intention does not constitute a protest.**

Formal protests must be received within the required deadlines and following the proper format. A casual inquiry, complaint or a statement of the intention to protest that does not provide the facts and issues, and/or does not comply with the form, content or deadlines will not be considered or acted upon as a protest.

### **Late Protest**

FVRL does not have responsibility to consider or reply to protests or complaints received after the protest deadlines.

### **Protest Form and Content**

All protests shall be in writing and state the respondent is submitting a formal protest. Protests must be filed with FVRL at the address / email below. Deliveries by hand, mail, or e-mail are acceptable.

FVRL is not responsible for lost or misplaced protests, or to ensure the protest is received by the respondent within the protest deadlines. If the FVRL designee does not receive the protest in a timely manner, the protest may be rejected. The designated addresses(es), unless modified within the solicitation document, is:

#### **Physical Address:**

Fort Vancouver Libraries – Operations Center  
2018 Grand Blvd  
Vancouver, WA 98661

**Email Address:** [bids@fvrl.org](mailto:bids@fvrl.org)

Include the following information in your protest letter and include all information you want to consider within the package you submit. Failure to provide the following information may cause rejection of your protest if the materials are not sufficient for FVRL to adequately consider the nature of your protest:

1. Company name, mailing address, email address, phone number and name of company individual responsible for submission of the protest.
2. Identify the Solicitation (title, number, department and/or similar).
3. State the specific action or decision being protested.
4. Indicate the basis for the protest including specific facts with back-up documentation.
5. Indicate what relief or corrective action you believe FVRL should make.
6. Demonstrate you made every reasonable effort within the bid schedule to resolve the issue, including asking questions, attending the pre-bid conference, seeking clarification, requesting addenda, and otherwise alerting FVRL to any perceived problems.
7. Make sure document is signed by an authorized agent of the company.

### **When to Submit a Protest**

#### **Pre-Submittal**

Certain concerns must be filed before submittals are due. Any matter known – or that should have been known – before the submittal deadline, must be submitted to FVRL in writing when practical and no later than three business days prior to the submittal deadline.

Such matters include, but are not limited to:

- Complaints about decisions or events that occurred before the submittals were due.
- Complaints about the submittal specifications, minimum qualifications, or any aspect of the submittal alleged to unduly constrain competition.
- Complaints that questions were not fully or properly addressed by FVRL.
- Complaints that the submittal process did not provide adequate information or contained improper criteria.
- Any other matter known or that should have been known, to interested responders by reading

the solicitation

**Protests over the above such matters will not be accepted after the submittal deadline.**

### **Post-Submittal**

Respondents have the right to protest:

- Rejection of a respondent as Nonresponsive or Not Responsible.
- Rejection of a respondent into a "short list" for interviews if applicable.
- Notice of Intent to Award.

After the submittal deadline, only respondents that applied are eligible to protest. **Protests must be filed within three (3) business days after a notice or announcement by FVRL, to ensure consideration.**

- FVRL will announce rejection of an application for responsiveness or responsibility. This announcement will go to the affected respondent. Protests concerning rejection must be filed with FVRL designated recipient (Finance Director at bids@fvrl.org), within three business days after FVRL announcement that the respondent has been rejected to assure consideration.
- When solicitations intend to "short list" respondents for interviews and/or demonstrations, FVRL will announce which respondents have been selected to proceed. Protests concerning those decisions must be made within three business days after FVRL announcement to ensure consideration. • The "Intent to Award" announcement shall be made by FVRL. Protests regarding award decisions must be made within three business days of FVRL announcement.
- FVRL shall try to distribute the Intent to Award announcement to the affected respondent(s), such as posting on FVRL website or e-mailing and/or mailing the notice to the affected respondent(s). However, it is the respondent's responsibility to obtain the announcement from FVRL in a timely manner. FVRL is not responsible for assuring the affected respondent(s) have learned of the announcement in time to file a protest.

### **Protest Process**

The Executive Director will assign a neutral 3<sup>rd</sup> party to review the protest. All available facts will be considered by the reviewer who shall issue a final decision.

This decision shall be delivered in writing by e- mail to the protesting respondent.

Each written determination of the protest shall either:

- Find the protest lacking in merit and uphold FVRL action; or
- Find only immaterial or harmless errors in FVRL solicitation, selection and award process and therefore reject the protest; or
- Find merit in the protest and proceed with appropriate action, which may include but is not limited to rejecting all bids or re-tabulating applications.

If FVRL finds the protest without merit, FVRL may continue with the solicitation process and/or enter into a contract with the apparent successful contractor.

If the protest is determined to have merit, FVRL will proceed with appropriate action, which may include but is not limited to rejecting all bids or re-tabulating applications. Nothing shall diminish the authority of FVRL to enter into a contract, whether a protest action or intention to protest has been

issued or otherwise.

### **Public Disclosure**

Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this RFQ (the "documents") become a public record upon submission to FVRL, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law.

### **No Gifts and Gratuities**

Consultants shall not directly or indirectly offer anything (such as retainers, loans, entertainment, favors, tickets, trips, bonuses, donations, special discounts, work, or meals) to any FVRL employee, volunteer or trustee, if it is intended or may appear to a reasonable person to be intended to obtain or give special consideration to the Consultant. Likewise, FVRL employees shall not solicit items from consultants.

### **No Conflict of Interest**

Consultants (including their officers, directors, trustees, partners, or employees) shall not have a business interest or a close family or domestic relationship with any FVRL official, officer or employee who was, is, or will be involved in selection, negotiation, drafting, signing, administration or evaluating Consultant performance. FVRL shall make the sole determination as to compliance.

### **Non-Discrimination**

FVRL complies with state and federal laws prohibiting discrimination based on any protected status. In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, FVRL commits to nondiscrimination based on disability in all of its programs and activities. In accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §2000d to 2000d-4) and the Regulations, FVRL will affirmatively ensure that in this RFP process and in any agreement entered into pursuant to this RFP, disadvantaged business enterprises will be afforded full and fair opportunity and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award. Women- and minority-owned business enterprises (WMBE) and veteran-owned firms are encouraged to respond to this opportunity.

**-END OF RFQ-**

## **Attachment A** **Sample**

# **Consultant On-Call Services Agreement**

This Blanket (master) Services Agreement ("**Agreement**" or "**BSA**") is made and entered into as of \_\_\_\_\_, 2026 by and between **Fort Vancouver Regional Libraries** an intercounty rural library district within Washington State, as authorized under Revised Code Of Washington (RCW) Title 27.12 ("**Owner**" or "**FVRL**"),

and \_\_\_\_\_ ("**Consultant**") properly licensed to do business in Washington State. Here after referred to as individually the "Party" or jointly as "Parties."

This Agreement establishes the general terms and conditions under which the Consultant will provide services to FVRL. All specific services will be outlined in separate Work Authorizations that reference this Agreement.

### **1.0 Scope of Services**

The Consultant will provide **professional services in categories [INSERT]** as selected for and described in individual Work Authorizations executed under this Agreement. Each Work Authorization will specify the project, tasks, deliverables, and timelines. In the event of any conflict, the terms of this Agreement will supersede those of the Work Authorization, unless the Work Authorization explicitly states otherwise.

### **2.0 Term**

This Agreement shall become effective on the date written above and will remain in effect until all services are completed and accepted by the OWNER and no more funds are available, unless Changed or Terminated. This Agreement may be renewed by mutual written agreement of both parties.

### **3.0 Payment**

The Owner will compensate the Consultant for services rendered as specified in each Work Authorization, a) not to exceed \$\_\_\_\_\_ or b) for \$\_\_\_\_\_ (**compensation structure will be determined based on type of contract / work required**). The Owner shall make payments for services monthly. The Consultant shall submit requests for payment monthly in a format acceptable to the Owner.

### **3.1 Payment Procedures**

The Consultant may submit invoices to FVRL as frequently as once per month upon receipt of specific deliverables, for partial payment for work completed to date. Payment shall be made by FVRL, to the Consultant upon the FVRL's receipt of a properly prepared (sufficiently supported with evidence of work performed) invoice.

Deliver all invoices and invoice/billing notices under this Agreement to:

FVRL  
Attn: Accounting  
2018 Grand Blvd  
Vancouver, WA 98661  
Email: [accounting@fvrl.org](mailto:accounting@fvrl.org)

### **3.2 Prompt Pay**

Payments will be made within **30** days of receipt of a complete and undisputed invoice.

#### **Definitions**

- A. An invoice is considered received when it is date-stamped as received by the accounting office. If the invoice is not date-stamped or otherwise marked as received, the date of the invoice will be considered the date the invoice is received.
- B. A payment is made on the day it is mailed or is available.
- C. Disputed items include, but are not restricted to, improperly prepared invoices, lack of appropriate supporting documentation, unapproved staff or staff rates on the invoice, and unsatisfactory work product or services.
- D. Timely Payment: Except as provided otherwise herein, payment for an invoice will be issued and mailed to the Consultant within thirty (30) calendar days of receipt of the invoice.
- E. Disputed Items: FVRL may withhold payment for disputed items. FVRL will promptly notify the Consultant in writing, outlining the disputed items, the amount withheld and actions the Consultant must take to resolve the disputed items. FVRL default is to delay payment until a revised invoice is submitted and approved. However, the Consultant may request partial payment for the approved amounts, if the

unapproved amount represents a small share of the total invoice. FVRL shall pay the revised invoice within thirty (30) calendar days of receipt.

#### **4.0 Changes**

Any changes to the scope of work, deliverables, fees, or timelines in a Work Authorization must be agreed upon in writing and signed by both parties. Changes will not be effective until a formal change order is executed.

#### **5.0 Records and Documents**

The Consultant shall provide for Owner's records all final documents prepared by the Consultant for performing its services under this Agreement. Record documents shall be submitted in a format acceptable to the Owner.

#### **6.0 Dispute Resolution**

Any disputes arising from this Agreement will first be addressed through good faith negotiations between the parties. If a resolution cannot be reached, the parties agree to mediation in Clark County, WA.

#### **7.0 Applicable Law**

This Agreement shall be deemed executed in Clark County and the laws of the State of Washington shall govern the interpretation and application of its provision.

#### **8.0 Standard of Care**

The Consultant agrees to perform the services with the care, skill, and diligence normally provided by a reputable firm in the same or similar circumstances in Washington State.

#### **8.1 Construction Documents**

In preparing documents pertaining to construction of any projects as part of the Services, the Consultant shall certify that the relevant contract documents will, to the best of its knowledge, conform to reasonable interpretation of all applicable laws, codes, ordinances and regulations. The Consultant shall prepare all construction documents required for approval by governmental agencies having jurisdiction over the applicable project, and upon approval by FVRL, shall submit to those agencies all documents which the agencies have the right to review for approval.

The Consultant shall also submit a copy of the relevant construction documents to all other agencies: (1) who will furnish services to the completed project(s); and (2) whose approval is required to ensure such service. If any agency referred to above is unwilling or without authority to give written approval prior to formal application for construction permits, then the Design Professional shall inform FVRL and certify that, to the best of the Consultant's knowledge and belief, the documents as submitted will meet the approval of such agency or agencies. If obtaining any governmental approvals would require noncompliance with the Contract or any Work Authorization, the Consultant shall promptly notify FVRL in writing.

The Consultant shall make all changes in the construction documents necessary to obtain governmental approval without additional compensation or reimbursement, except in the following situations: If after the date FVRL issues a notice to proceed, and revisions are made to applicable codes or non-federal regulations, the Consultant is entitled to additional compensation and reimbursements for any additional cost resulting from such changes. Consultant, however, shall notify FVRL of all significant code or regulatory changes within sixty (60) days of their change, and such notification is required for the Design Professional to be entitled to any additional compensation or reimbursement. At FVRL's request, Consultant shall interpret and decide matters concerning performance under, and requirements of, any applicable contract documents. Consultant's interpretations and decisions must be consistent with the applicable contract documents and be in writing or in the form of drawings.

#### **8.2 Professional Seal**

Licensed Design Professionals shall affix their seals and signatures to drawings and specifications produced under this Contract when required by law or requested by FVRL.

## **9.0 Liability**

The Consultant's total liability to the Owner under this Agreement shall not exceed the total fees paid by the Owner to the Consultant. The Consultant shall not be liable for any indirect, incidental, or consequential damage. This limitation shall apply regardless of the cause of action, or legal theory pled or asserted.

## **10.0 Indemnification**

Each Party agrees to indemnify, defend, and hold harmless the other Party from and against all claims, damages, liabilities, and expenses (including reasonable attorney's fees) arising from the indemnifying Party's sole negligence or willful misconduct in the performance of this Agreement.

## **11.0 Intellectual Property**

### **11.1 Ownership of Materials**

All materials, data, documents, and other information provided by the Owner to the Consultant for the purposes of this Agreement shall remain the exclusive property of the Owner.

Original documents and other prepared under this Agreement, including but not limited to, correspondence and papers received or issued by the Consultant and publications authorized by the Owner for purchase shall be the property of the Owner and Owner shall have the right to use such property for any purposes, except that any intellectual property contained therein that was conceived of or developed by Consultant prior to or independently of this Agreement, which may include standard elements of practice, is licensed to the Owner for any purposes on a non-exclusive, perpetual, irrevocable, royalty-free and sublicensable basis and they shall be delivered to the Owner upon request.

### **11.2 Work for Hire**

All work, including but not limited to reports, analyses, data, and deliverables ("Work Product"), created or developed by the Consultant under a Work Authorization, shall be considered "work made for hire." To the maximum extent permitted by law, the Owner shall be the sole and exclusive owner of all rights, title, and interest in and to the Work Product, including all copyrights, patents, trademarks, and trade secrets. If any Work Product is not deemed a "work made for hire," the Consultant hereby assigns all its rights, title, and interest in such Work Product to the Owner.

## **12.0 Independent Contractor**

The Consultant is an **independent contractor**, and nothing in this Agreement shall be construed as creating an employer-employee, partnership, or joint venture relationship between the parties. The Consultant is solely responsible for all taxes, insurance, and other obligations associated with its business.

## **13.0 Key Personnel**

The key personnel proposed with the Consultant's Statement of Qualifications or those listed in a Work Authorization are essential to the performance of the Work and completion of the Project. At least 30 days prior reforming any of the specified individuals to other programs (or as soon as possible, if an individual must be replaced, for example, as a result of leaving the employ of the Consultant), the Consultant shall notify the FVRL and shall submit a request for replacement, including proposed substitution for key personnel, to permit evaluation by FVRL of the impact on performance under this Agreement. The Consultant shall not divert or replace any key personnel without the written consent of FVRL. FVRL may modify the Work Authorization to add or delete key personnel at the request of the Consultant.

## **14.0 Insurance**

**14.1** Prior to undertaking any work under this Contract and for the duration of this Contract, the Consultant will procure and continuously maintain at its own expense, insurance coverage as specified below, covering performance of the work under this Agreement by the Consultant and its agents, representatives, employees and/or subcontractors as applicable.

**14.2** The Consultant's insurance will be primary and non-contributory as respects any insurance or self-insurance maintained by FVRL and will include a severability of interests' clause for applicable coverages.

**14.3** Failure of the Consultant to fully comply with the insurance requirements of this order will be considered a material breach of contract and, at the option of FVRL, will be cause for such action as may be available to FVRL under other provisions of this Contract or otherwise in law, including immediate termination of the Contract.

**14.4** FVRL reserves the right to waive any of the insurance requirements of this Agreement at its sole discretion.

### **14.5 Required Insurance Coverage**

The Consulting Professional will maintain and provide evidence of insurance in the following types and amounts:

#### **A. COMMERCIAL GENERAL LIABILITY INSURANCE**

A policy of Commercial General Liability insurance including bodily injury, property damage, and products/completed operations, written on an industry standard form (GC 0001 or equivalent) occurrence form, with limits of at least \$1,000,000 each occurrence, and \$2,000,000 in the aggregate.

Coverage will extend to cover the use of any mobile equipment on the site or sites of the work of this Agreement. If the services to be provided under this Contract involve the Consultant's unsupervised access to by minor children, and/or elderly, disabled or vulnerable adults as defined in RCW 74.34.020, the Consultant may be asked to provide evidence that sexual misconduct coverage has not been excluded from the policy. Acceptable evidence of sexual misconduct coverage is subject to approval by FVRL.

#### **B. EMPLOYERS LIABILITY OR WASHINGTON STOP GAP LIABILITY**

A policy of Employers Liability, or a Washington Stop Gap Liability insurance endorsement, with limits of at least \$1,000,000 each accident/occupational disease.

#### **C. COMMERCIAL AUTOMOBILE LIABILITY INSURANCE**

A policy of Commercial Business Auto Coverage, including coverage for owned, non-owned, leased or hired vehicles written on an insurance industry standard form (CA 00 01) or equivalent, with limits of at least \$1,000,000 per accident.

#### **D. WORKERS' COMPENSATION**

The Consultant will provide coverage in accordance with the provisions of Title 51 of the Revised Code of Washington (RCW).

#### **E. PROFESSIONAL LIABILITY, ERRORS AND OMISSIONS**

A policy of Errors and Omissions or Professional Liability insurance appropriate to the Consultant's licensed profession with limits of at least \$1,000,000 per occurrence and in the aggregate. If coverage is provided on a claims-made form, the Design Professional will maintain coverage for a minimum of three (3) years from the date of completion of the work authorized by the Contract.

## **14.6 Proof of Insurance and Expiration**

The Consultant will furnish certificates of insurance, declaration pages, schedule of forms and endorsements, as evidence of compliance with the insurance requirements of the Agreement.

FVRL will be named as an Additional Insureds on all liability policies of the Design Professional other than professional liability policies.

FVRL reserves the right to request complete copies of all required insurance policies at any time during the term of the contract.

If subcontractors will perform work under this Agreement, the Consultant will

- include all subcontractors at any tier as insureds, and ensure that the Consultant's coverage of subcontractors under the Consultant's policies is not excluded by any policy provision or endorsement, or, alternatively,
- Obtain from each subcontractor not insured under the Consultant's policy or policies of insurance, evidence of insurance meeting all the requirements of this Agreement and maintain such evidence on file for a period of one year after the completion of all work under this Agreement and, upon request, submit such evidence to FVRL for examination.

The Consultant's insurance will not be reduced or canceled without forty-five (45) days prior written notice to FVRL.

## **15.0 Non-Discrimination and Professional Conduct**

The Consultant shall not discriminate against any employee or applicant for employment because of race, color, age, sex, marital status, sexual orientation, gender identity, political ideology, creed, religion, ancestry, national origin, honorably discharged veteran or military status or the presence of any sensory, mental, or physical handicap, unless based upon a bona fide occupational qualification.

The Consultant shall affirmatively try to ensure applicants are employed, and employees are treated equally during employment, without regard to race, color, age, sex, marital status, sexual orientation, gender identify, political ideology, creed, religion, ancestry, national origin, honorably discharged veteran or military status or the presence of any sensory, mental, or physical handicap. Such efforts include, but are not limited to employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay or other compensation, and training.

The Consultant will ensure that its respective employees, agents, and subcontractors conduct themselves in a courteous and expeditious manner. The use of abusive, indecent, offensive, coarse, or insulting language, or any form of harassment is prohibited and will not be tolerated. The Consultant's employees, agents, and subcontractors will be competent and hold appropriate licenses and endorsements. FVRL may require the removal of any employee or subcontractor of Consultant for misconduct or incompetent or negligent performance. Such persons will not be allowed to perform services under this Agreement without the written consent of FVRL.

## **16.0 Subcontracting**

The services to be furnished under the terms of this Agreement shall be performed by the Consultant and shall not be assigned or subcontracted in whole or in part without the written consent of the Owner.

## **17.0 Representations of the Consultant**

The Consultant represents to the Owner the following:

- A. The Consultant is financially solvent, able to pay Consultant's debts and possess sufficient working capital to complete the services required under this Agreement.

- B. The Consultant is able to furnish the labor and possess the capabilities required to complete the services and perform under this Agreement.
- C. The Consultant will comply with all the applicable state and local laws, statutes, and ordinances relating to the performance of services under this Agreement.
- D. The Consultant does not have a business interest or a close family relationship with any FVRL employee, agent or trustee, who was, is, or will be involved in the determining work for the Consultant. As used within the Agreement, Consultant includes any employee or agent of the Consultant, and

## **18.0 General Provisions**

### **18.1 Termination**

The Owner may terminate this Agreement with **30** days' written notice for any reason.

### **18.2 Taxes, Fees, and Licenses**

The Consultant shall pay and maintain in "current" status, all necessary, licenses and fees or similar applicable to the performance of the Services under this Agreement. It is the Consultant's sole responsibility to monitor and determine any changes or the enactment of any subsequent requirements for the necessary licenses and immediately comply.

Where required by applicable law, the Consultant shall pay and maintain in "current" status all taxes necessary for the performance of the Services under this Agreement.

### **18.3 Entire Agreement**

This Agreement and all executed Work Authorizations constitute the entire agreement between the parties and supersede all prior understandings.

### **18.4 Assignment**

Neither Party may assign or transfer its rights or obligations under this Agreement without the prior written consent of the other Party. Any attempt to assign or transfer this Agreement without such consent shall be null and void.

### **18.5 Severability**

If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions will continue to be fully valid and enforceable permitted by law. The invalid or unenforceable provision will be deemed superseded by a valid, enforceable provision that most closely matches the intent of the original provision.

### **18.6 Notices**

All communication between the Parties that convey information regarding the performance, obligations, changes or similar. All notices must be in writing, email is sufficient, and sent to the recipients listed below:

#### **Fort Vancouver Regional Libraries**

Name:  
Title:  
Email:  
Mailing Address:

#### **Consultant**

Name:  
Title:  
Email:  
Mailing Address:

## 19.0 Signatures

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the date first above written.

**OWNER**

Fort Vancouver Regional Libraries

BY:

Signature

Date:

Printed Name:

Title:

**CONSULTANT**

[ENTER NAME]

BY:

Signature

Date:

Printed Name:

Title:

**On-Call Professional Services**  
**Contract No. XXX-XXX**  
**Work Authorization No. [001]**

This Work Authorization is subject to the terms of the Blanket Services Agreement between the parties, dated [Date].

- **Project Name:** [e.g., Acme Library Refresh]
- **Services:** [Detailed description of services, e.g., "prepare a design documents and permit..."]
- **Deliverables:** [e.g., Plans, Specifications, etc.]
- **Timeline:** Services to be completed by [Date].
- **Hours:** [e.g., Fixed fee of \$X payable upon completion, or "Hourly rate of \$Y, with a maximum not-to-exceed total of \$Z."]

## **Attachment B**

### **Owner's Representative**

The selected firm/individual will serve as the Owner's Representative (program manager) for the Fort Vancouver Regional Libraries (FVRL) throughout pre-design, design, and construction phases of projects approved by FVRL. The role is to act as an extension of the Library staff, ensuring that all projects are delivered on schedule, within budget, and align with the Library's mission and community needs.

#### **Core Responsibilities:**

##### **1. Program Management & Strategy:**

- Assist FVRL in prioritizing, scoping, and sequencing assigned capital projects.
- Develop and manage a master schedule and overall project budget for assigned projects
- Establish and maintain project controls, communication protocols, and reporting standards across all capital projects assigned.

##### **2. Procurement & Team Selection (RFQ/RFP Management):**

- If required, manage the process for procuring and contracting with designers (Architects, Engineers) and contractors, ensuring strict compliance with all applicable Washington State public contracting and procurement laws.
- Assist in the negotiation and finalization of associated professional services contracts on behalf of FVRL.

##### **3. Design Management & Oversight:**

- Lead the design process by facilitating clear communication between the Library stakeholders and the design teams.
- Conduct thorough design reviews at all milestones (conceptual, schematic, design development, construction documents) with a focus on constructability, cost-control, operational efficiency, and adherence to the Library's facility program.
- Perform Value Engineering studies and make recommendations to keep projects within budget without compromising functional requirements.

##### **4. Budget & Financial Control:**

- Develop and maintain detailed project budgets, including hard and soft costs, and manage contingency funds.
- Review and approve invoices, payment applications, and change orders to ensure accuracy and justification.
- Provide regular, transparent financial status reports to FVRL Finance Director and Executive Director.

##### **5. Construction Phase:**

- Serve as the single point of contact for the Construction Manager/General Contractor.
- Monitor and inspect construction progress to ensure compliance with contract documents, schedule, and quality standards.
- Manage the Project Closeout process, including punch lists, final inspections, turnover of operation/maintenance manuals, and warranty administration.

#### **Experience and Qualifications Description**

The Owner's Representative must demonstrate a proven ability to manage complex public-sector capital improvement programs from inception through closeout.

**Required Experience:**

- **Minimum of 8 years** of progressively responsible experience managing capital construction projects as an Owner's Representative, Project Manager, or Construction Manager for a public agency.
- Demonstrated experience managing a multi-project, phased capital program (i.e., multiple construction projects occurring simultaneously or sequentially under one master plan/budget).
- Deep knowledge of and successful experience with Washington State public works contracting laws, including procurement requirements (RFQ/RFP), competitive bidding, contract administration, and prevailing wage regulations.
- Proven ability to manage project budgets exceeding \$5 million and to successfully implement value engineering without compromising project integrity.
- Expertise in stakeholder management and public communication, with the ability to effectively communicate complex technical and financial information to a governing board, staff, community groups, and the public.

**Highly Desired Qualifications:**

- Specific experience with Public Library or Municipal Facility projects (new construction, remodels, and renovations).
- Professional certification such as PMP (Project Management Professional), CCM (Certified Construction Manager), or registration as a licensed Architect or Engineer.
- Experience with LEED or other sustainable design standards and/or facilities located in the Pacific Northwest region.