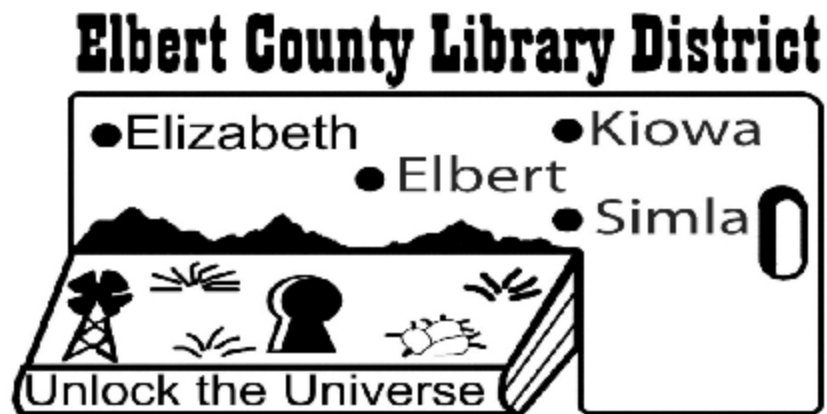




REQUEST FOR PROPOSAL

FOR

**ARCHITECTURAL AND ENGINEERING
PROFESSIONAL (DESIGN CONSULTANT) SERVICES**

FOR

**ELBERT COUNTY LIBRARY DISTRICT (OWNER)
ELIZABETH BRANCH (PROJECT)**

Date of Issuance: August 27th, 2009

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REQUEST FOR QUALIFICATION/REQUEST FOR PROPOSAL FOR

ELIZABETH LIBRARY BRANCH (Project)

ELBERT COUNTY LIBRARY DISTRICT (Owner)

Architectural and Engineering Professional (Design Consultant) Services

Date of Issuance: August 27, 2009

Section 1 – Introduction: This Request for Proposal (“RFP”) is issued to provide the selection process for Architectural and Engineering Professional Services for the project named above.

Firms submitting a response to the RFP will be asked at a minimum, to state their qualifications, understanding/experience relating to the project and offer their methodology for meeting the design criteria. Respondents will also be required to submit a Fee Proposal with their response. The finalists from the RFP Phase will be requested to participate in interviews.

Schedule of Events:

Advertise and Issue RFP	August 27, 2009
Pre-Proposal Meeting.....	September 9, 2009, 9:00 AM
Deadline to Submit Questions	September 11, 2009, 3:00 PM
Responses to RFP (Emailed Proposals) Due.....	September 18, 2009, 3:00 PM
Notify Short Listed Firms and Schedule Interview	September 24, 2009
Interviews.....	September 28, 2009
Notice of Selection.....	September 30, 2009
Complete Contract Negotiations/NTP.....	October 09, 2009

Section 2 - Project Description: The project consists of converting an existing steel structure, a former storage facility and related offices, to the Library (7,800 GSF), Library District offices (1,500 GSF) and shell space for future tenant(s) (8,500 GSF on two floors). The selected Design Consultant’s services will be performed in two phases. Phase I (9 weeks) includes all project program review and modification, design and approval scheduling, and the completion of schematic design. In completing this phase Design Consultant will provide Owner with graphic documentation needed for public fund-raising and community relations purposes. Phase II (13 months) commences with design development and will continue through Project completion. Services associated with this RFP are outlined within Section 3-A “Services.” A holding period, during which fund-raising activities shall be conducted, is to exist between the execution of Phase I and Phase II.

Phase I (programming & schematic design)	9 weeks
Fund-Raising Period	8 months (approximate)
<u>Phase II (design development through project completion)</u>	<u>13 months</u>
Total	23 months (approximate)

The construction budget for the Project is approximately \$800,000 and will be finalized prior to Notice to Proceed. The Project is located at 651 W. Beverly Street in Elizabeth, CO. As-builts, library building program (June, 2006), and environmental studies (June, 2006) for the existing facility will be provided to the selected Design Consultant. As-built documentation is provided as a courtesy, Owner makes no warranties as to the accuracy of such documentation.

The Elizabeth Library Branch is envisioned to be a library of the twenty-first century, incorporating the latest in library technology and functional design. It will serve as a community anchor, as well as a location for social networking and learning.

Section 3 - Project Scope: The Design Consultant shall provide full architectural and engineering professional services for programming the project, schematic design, design development documents, construction documents, and construction administration. To further the Owner's interests, Design Consultant is to participate in coordination meetings with governing agencies, utility companies, Owner's staff, Owner's consultants, and other parties as required throughout the entire course of Project. Design Consultant shall comply with all requirements of all governing jurisdictions, standards, codes, ordinances and regulations, as well as the covenants applicable to the property.

A. Services:

Full professional design services are required with all related engineering disciplines, including but not limited to the following:

1. Library Program Review and Modification
2. Public Outreach and Meetings (as required)
3. Architecture
4. Interior Design
5. Mechanical Engineering (plumbing & HVAC)
6. Electrical Engineering/Lighting Design/Fire Alarm
7. Structural Engineering
8. Civil Engineering (incl. utilities design & coord.)
9. Surveys, GeoTech, & Environ. Studies as Req'd
10. Landscape/Urban Design/Irrigation
11. Traffic Engineering (if required)
12. Acoustical Engineering
13. FF&E (incl. specification, bidding & installation management)
14. Signage/Wayfinding & Graphics Design
15. Tele/Data, Security, and Audio/Visual Systems
16. Cost Estimating
17. Design & Approval Scheduling

B. Project Programming:

Upon Owner acceptance of the Design & Approval Schedule, the Design Consultant shall proceed with the Project Programming phase. The Design Consultant shall work closely with the Library District staff and others as required by Owner to define the scope based on the funded project construction budget. A building program that has been produced by Providence Associates (June, 2006) will be provided to the selected Design Consultant for review and modification.

C. Schematic Design:

Upon Owner acceptance and approval of the Program Verification, the Design Consultant shall proceed with the Schematic Design phase. The Schematic Design shall be in the form of drawings

and ancillary documents and shall provide sufficient detail to show base building modifications, site modifications, division of spaces and preliminary estimates of construction costs.

Specifically, the Schematic Design will address:

- Interior design features, materials
- Base building modifications, entries, exterior modification detailing
- Site modifications
- Location and character of public open space, including rights of way
- Public pedestrian and vehicular circulation
- Identification and resolution of signage and lighting needs and issues
- Compliance with applicable property covenants
- Schematic construction cost estimate
- Graphic documentation as required by Owner for fundraising and community relations

D. Design Development:

The Design Consultant, upon Owner approval of the Schematic Design, shall prepare Design Development drawings and ancillary documents as required by Owner, based on the approved Schematic Design. Drawings and documents shall outline structural, acoustical, interior design, mechanical and electrical systems; shall outline all required building systems, building plans and elevations. Additionally, outline specifications, finish schedules, and detailed construction cost estimates shall be provided. Drawings and documents shall be presented by the Design Consultant to governing jurisdictions for approval. At the 90% completion point of the Design Development phase, the Design Consultant in conjunction with the Owner shall confirm that the cost estimate does not exceed the project budget including adequate contingency.

E. Construction Documents:

The Design Consultant shall, upon Owner approval of the Design Development Documents, prepare final construction drawings, specifications and other documents, including Owner furnished documents, required to bid and construct the project in its entirety. At the 90% point in developing the bid package, the Design Team shall furnish final construction cost estimates.

F. Plan Review and Permits:

At various review and approval stages or phases of the design effort, the Design Consultant shall deliver to Owner up to five (5) copies of all documentation that is needed to complete the plan review and/or approval by governing jurisdictions, as applicable. Following written approval of the construction documents by the Owner, the Design Consultant shall submit plans for permit. Following the plan review process, the Design Consultant shall incorporate any required changes/comments into the Construction Documents.

G. Construction Administration:

The Design Consultant shall provide periodic construction observation during the course of the Construction Phase, shall review and approve all submittals, assist/respond to contractor request for information (RFI's), review change orders and assist/review change order pricing, attend regularly scheduled construction meetings when requested, and perform other services as required by the Owner to complete the Project.

Section 4 – Requirements:

A. Insurance:

Design Consultant shall carry insurance of the type and in the amounts as described. Proof of such insurance coverage shall be presented to the Owner prior to Notice to Proceed. Nothing herein shall be deemed a waiver of immunity under §24-10-101 et seq., C.R.S.

1. Workers' compensation insurance in accordance with applicable law.

2. Comprehensive commercial general liability insurance in the amount of \$1,000,000.00 combined single limit bodily injury and property damage, each occurrence; \$2,000,000.00 general aggregate.
3. Automobile liability insurance in the amount of \$1,000,000.00 combined single limit bodily injury and property damage, each accident.
4. Professional liability insurance in the amount of \$500,000.00 each occurrence; \$500,000.00 general aggregate.

B. Indemnification:

The Design Consultant shall indemnify, defend and hold harmless the Owner, its members, directors, officials and employees from and against any and all claims, demands, suits, actions judgments, losses, damages, injuries, penalties, costs, expenses (including attorney's fees) and liabilities to the extent they are alleged to arise from the intentional misconduct or negligent acts or omissions of the Design Consultant or Design Consultant's sub-contractors and/or employees. The obligations of this indemnification shall survive termination of the Agreement.

B. Local Presence:

All firms participating in this project must be licensed in the State of Colorado and have a production office located within a two hour drive from the Project. A firm not already so located must establish such a local office if awarded this project, or associate itself with a firm so located.

Section 5 – Proposal: Each respondent must comply with the submission requirements as outlined below. Submittals that fail to comply with the requirements as specified may be deemed non-responsive and such determination will result in no further consideration of that respondent or the respondent's submittals by the Owner. At any stage, the Owner reserves the right to terminate, suspend or modify this selection process; reject any or all submittals at any time; and waive any informalities, irregularities or omissions in submittals, as the best interests of the Owner may require.

A modified version of AIA Document B102 – 2007 is the expected form of agreement to be used on this Project.

A. Selection Committee: The Selection Committee is charged with the responsibility of reviewing and evaluating all responsive submittals and other information received in accordance with the requirements of this RFP, later directives from the Owner and the official advertisement. In assessing the strengths and weaknesses of each respondent, the Selection Committee may, at its discretion, request clarification of any response to this RFP or other issue that may arise during the selection process.

1. The Selection Committee for this Project is comprised of:
Kari Baumann, Director, Enclosures, Elbert County Library District
Elbert County Library District Building Committee Members
Justin Sager, Owner's Consultant (Non-Voting)
Dane Patunoff, Owner's Consultant (Non-Voting)

B. Selection Process:

1. Stage I: Pre-Proposal Meeting. Meeting is to occur at 9:00 AM, Wednesday, September 9, 2009 at Project site located at 651 W. Beverly, Elizabeth, CO. Respondent attendance is required.
2. Stage II: Submission of Printed Proposal, Fee Proposal, and all applicable forms
3. Stage II: Oral Interview
 - a. Short listed respondents will be invited to make an oral presentation to the Selection Committee. The approximate date is indicated in Section 1. The oral presentation shall not exceed 40 minutes in length, followed by up to twenty minutes for questions by the Selection Committee. Each respondent shall be represented by at least one member of their firm as well as selected sub-consultants of respondent's choosing.

C. Selection Criteria:

1. Qualifications and experience of the teams, as indicated by prior successful completion of similar projects.
2. Qualifications and experience of the key individuals, (including sub-consultants) who will be assigned to this project, as indicated by prior involvement in similar projects.
3. Proposed approach to completion of the scope of work and understanding of the project and project issues.
4. Licensed in Colorado with any required professional license and registered with the Secretary of State of Colorado (if a corporation, limited liability company, or limited partnership) with a local office within 2 driving hours of the Project, or a commitment to establish such an office within 10 days of being awarded this contract, or partnering with a firm that has such a local office.
5. A&E Services Fee Sheet (part of this RFP) will be evaluated and rated in terms of responsiveness and value.
6. Those respondents deemed best qualified will be invited to participate in an interview with the Selection Committee.

D. RFP Response Requirements:

Respondents shall submit an electronic proposal in PDF form to both jsager@wemberinc.com and director@elbertcountylibrary.org, per the Responses to RFP Deadline as set forth in Section 1.

1. Complete proposal shall not exceed 24 (8 ½" x 11") pages, including all required forms, nor shall electronic file size exceed 9 MB.

Part 1 Primary Contact Information

- Clearly indicate the single contact (principal-in-charge), mailing address, telephone and email address
- Indicate features of the organization and the project team that makes the team uniquely suited to undertake this specific project

Part 2 Project Team and Staff

- List the names, titles, and relevant experience of key professional staff that are expected to work on the Project if awarded the contract for professional services
- Indicate the expected contribution of each of these individuals as a percentage of the total effort and their experience on any of the specific projects listed in Part 4 of the Proposal Response
- List the proposed sub-consultants that will be part of the team, including names, titles, relevant experience, and services to be provided.

Part 3 Organization and Management of the Project

- Describe how the project will be organized, both internal to the design team and how coordination with the construction contractor, Owner, Owner's Consultants and governing authorities will be undertaken
- Indicate what work the Design Consultant will self-perform and what work will be performed by sub-consultants
- Indicate approach to cost management and estimating consultant coordination

Part 4 Project Experience

- Provide no more than five (5) specific projects demonstrating relevant experience on projects similar in scope (Design and Construction Administration), the total construction value, project images, the name of the construction contractor, the project completion date, the construction value, the construction duration and the

project owner's point of contact (include name, title, telephone numbers and e-mail addresses)

Part 5 Fee Proposal

- Respondent to provide a fee proposal per the provided A&E Services Fee Sheet identifying all costs and services required of the Design Profession to complete the Project
- Any fees that should be reasonably anticipated but are not listed on the A&E Services Fee Sheet shall be identified on the spreadsheet in the space provided

Part 6 RFP Response Conditions

- Any conditions, clarifications, or exclusions concerning Scope of Services as set forth in this RFP under Section 3.A. are to be identified and addressed within RFP Response.

E. Attachments to this RFP:

- A. Schedule of Personnel Billing Rates
- B. A&E Services Fee Sheet

- End -

ATTACHMENT A

SCHEDULE OF PERSONNEL BILLING RATES

RESPONDENT: _____

(Consultant may copy this page or modify it to conform to the services being offered)

PERSONNEL CLASSIFICATION	BILLING RATE PER HOUR
Principal	\$ _____
Associate Principal	\$ _____
Owner	\$ _____
Project Architect	\$ _____
Architect	\$ _____
Intern Architect	\$ _____
Senior Engineer	\$ _____
Engineer	\$ _____
Engineer In Training	\$ _____
Urban Designer	\$ _____
Senior CAD Operator	\$ _____
CAD Operator	\$ _____
Licensed Surveyor	\$ _____
Other:	\$ _____
Other:	\$ _____
Other:	\$ _____