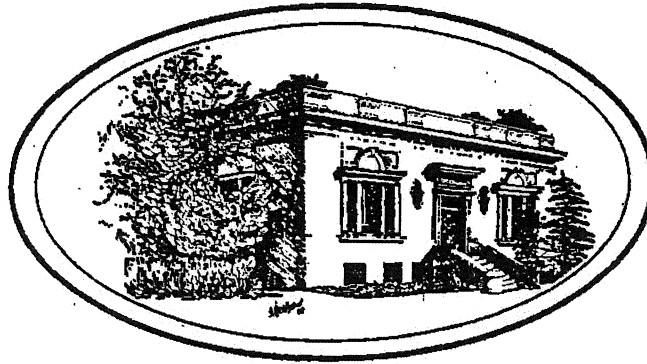


***Request for Qualifications
Design and Architectural Services
For New Dixon Library Building***



ADDRESS FOR SUBMITTALS:

Gregg T. Atkins, District Librarian
Dixon Public Library District
230 N. First Street
Dixon, CA 95620

SUBMITTAL DUE DATE:

February 19, 2010
5:00 p.m.

CONTRACT START DATE (tentative):

March 15, 2010

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Section I - Overview

The Dixon Public Library District ("District") seeks proposals from qualified consultants to provide architectural and design services for a new 28,000 square foot public library. The existing building is located at 230 North First Street, Dixon, California. The District has recently purchased parcels of land adjacent to the existing community library. The site is a high visibility corner and the gateway to Old Town Dixon.

The District is looking for design professionals who have provided design and construction administration services on at least two separate public library facilities of similar size within the last five (5) years. Firms interested in submitting qualifications should have recent experience with public library design, library technology, urban design and experience completing projects with LEED Silver Certification or higher. The project will consist of three phases with Phase I to commence no earlier than March 2010.

Phase I will consist of a building program validation, preparation of three schematic options, refinement of one option selected by the New Library Building Committee, preparation of three interior elevations and one exterior elevation, and identification of probable cost. The successful design team will be required to design and implement a community participation process including but not limited to focus groups designed to engage the community in the design process and in community presentations to assist with the bond measure. The highest quality of publications and presentation materials are expected. Firm should be proficient with 3D and computer modeling technologies.

A contract for Phase II will be awarded after funding for the project has been secured through successful completion of a bond initiative. Phase II will consist of schematic design refinement, preparation of design development and construction documents, interior design and furniture services, and bidding.

Phase III will include construction supervision, and cost and schedule management.

BACKGROUND

The District is one of four remaining Union School Districts and Union High School Districts Library Districts in California. The Library Service Area covers over 196 square miles in eastern Solano County with a service population expected to exceed 30,000 in the coming decade.

The current library is inadequate to serve the needs of the population of the District. The facility is composed of three structures – an original 1912 Carnegie building, a 1957 addition, and a 1989 addition, all of which have structural deficiencies and outdated infrastructure. There is no program area, few reader seats, and no room to expand collections. Public technology access is limited and the staff work area is severely inadequate.

The New Library Building Committee (NLBC) includes all five members of the Library District's Board of Trustees and all five members of the Library Commission as well as the City of Dixon City Manager, the City of Dixon Mayor, the District Librarian, and the Library Administrative Support Manager.

In 2002, a library needs assessment for a proposed renovation and expansion pointed to the

need for a new library for the District. Further research into the condition of the existing facility and benchmark comparisons with peer jurisdictions has further emphasized this need. The NLBC has been engaged in a second needs assessment process since early in 2009. The Committee has conducted two surveys, one on-line and one by telephone, stakeholder interviews, focus groups, a series of community meetings, and completed multiple site visits to new library facilities.

The new library design will involve participation of the NLBC, library staff, consultants to the district, community members, and coordination with multiple agencies and stakeholders. Coordination with all interested participants and stakeholders will begin in the early stages of schematic design and continue through design, bidding, construction, commissioning and completion of the project. The District has engaged Library Building Consultant Linda Demmers to assist with planning and programming; Brian Godbe, President of Godbe Associates to provide community survey services; Jonathan Edwards of Government Financial Strategies, Inc. to provide assistance in identifying project funding strategies; and P. Addison Covert of Kronick, Moskovitz, Tiedemann & Girard.

FUNDING

The District has identified funding for Phase I, preliminary design studies for the new Dixon Public Library building. The project may be funded by a General Obligation Bond which would be placed on the public ballot in the next 12 to 18 months.

Section 2 – Project Introduction

The District is seeking an experienced, qualified architectural firm (“Architect”) to provide design and construction administration services in connection with the building of the new Dixon Public Library building. The first phase will include conceptual and schematic design and identification of probable costs. The second phase will include refinement of schematic design, design development, construction documents, and bidding. The third phase will include construction administration.

Architect Qualifications

Architect will be required to provide technical expertise in the following areas, including, but not limited to:

- Experience on recently built or remodeled library facilities;
- Experience in the preparation of architectural designs for public library facilities;
- Experience in green building, daylighting, energy conservation and sustainable design;
- Construction administration experience to assist the District through the construction phase;
- Estimating and value engineering;
- Structural, mechanical, plumbing, electrical, data/security, and fire protection engineering as directly related to public library operations.

Phase I: Conceptual and Preliminary Schematic Design Tasks (90 - 120 days from contract award)

- Validate the library building program and space planning contained in the Library Needs Assessment and Building Program;

- Propose and present three conceptual arrangements which offer unique opportunities to embrace the adjacent city park and reflect the historical nature and design elements of the Carnegie Library and the characteristics of old downtown Dixon;
- Provide a professional opinion of probable cost of each of the three conceptual arrangements;
- Further refine to schematic design level the preferred scheme;
- Upon selection of preferred scheme, the Architect will produce schematic plans, interior elevations (3), exterior elevation (1), image boards, and color boards suitable for public display, presentation, and fundraising;
- Architect will prepare a detailed project schedule and a refined cost estimate based on the scheme selected; and
- Other services as required.

The Architect will be required, during the first phase of the design services, to develop options and alternatives in response to the project site, architectural program and budget. The Architect is responsible for developing value engineering alternatives throughout the project that meet functional and operational needs while conforming to all applicable industry guidelines and code requirements.

Following is a preliminary list of Phase II tasks. Contract for Phase II work will be negotiated and issued after the successful completion of the bond initiative.

Phase II: Schematic Design, Design Development, Construction Documents, Bid and Contract Award and Furniture Design and Selection. (Preliminary list)

- Schematic design drawings shall be completed and submitted for approval within 60 days of successful funding of the project;
- Preparation of design development documents consistent with plans, elevation, and sections to establish the size, character and finishes;
- Selection of all interior finishes and furniture. Interior finishes shall include, but not be limited to partitions, doors, windows, walls, floors, ceilings, soffits, window coverings, fixtures, storage areas, lighting, signage and furniture;
- Coordination of all engineers and specialty Architect necessary to complete building design;
- Prepare all working drawings and complete specifications detailing the requirements for the construction of the entire construction project;
- Provide preliminary cost estimates at the end of schematic and design development phases. Provide cost estimates at 50% and 90% of construction drawings;
- Prepare all necessary bidding documents and assist in the preparation of bidding forms;
- Prior to bidding, incorporate all revisions resulting from plan checking activities;
- Assist construction contract bidders in ascertaining the requirements of the project and issue, with concurrence of District, written addenda or clarification to all potential bidders;
- Assist in receipt of sealed bids, analysis of bids received, receipt of required bonds, and verification of bidder's ability to perform the contract for the project within the time and budget constraints set forth in the documents.

During design, project elements are expected to undergo further development based on input and experience from the Architect. Also, it is anticipated that the bid documents may include several alternates in order to allow for future expansion and budgeting options.

Phase III: Construction Observation

- Architect will be required to review and approve requests for extra work/change orders, material submittals, and provide clarification of plans and specifications during the construction periods of the project. The Architect will attend pre-construction and construction meetings, weekly, or as needed site meetings to review construction progress and all final inspection walk-throughs.

Architect Responsibilities in All Phases

- In a format approved by the District, Architect shall provide monthly status reports providing the work that has been performed that month and the remaining work necessary to complete the current phase of the project.
- Architect shall not discriminate in employment or provision of services based on race, sex, national origin, marital status, familial status, physical and mental disability, religion, or any other arbitrary forms of discrimination as defined in state and federal laws and local ordinances.
- Architect shall obtain a valid, current City of Dixon Business License on or before commencement of work.
- Architect shall possess any necessary license(s) relative to the work to be performed required by an appropriate licensing authority of the State of California and shall provide evidence of such to the District prior to commencement of the work in such form as the District shall require.
- Architect shall maintain the following minimum insurance amounts:
 - Comprehensive General Liability \$
 - Workman's Compensation Statutory Minimums
 - Automobile Liability \$
 - Professional Liability \$_____

SECTION 3 – Response Requirements

Proposals should not include any materials to be returned to the Architect and should be a concise statement. The District requests six (6) copies of the Response. Each response must include the following information:

1. Organization, Credentials, and Experience. Provide a summary of the Architect's qualifications, listing credentials, and related past experience, particularly that relating to public library design experience.
2. Understanding of the scope of work/project. Provide a narrative of the Architect's understanding of the scope of work.
3. Staff. Describe the size of the Architect's firm; indicate the principal, company official, project manager, as well as other personnel who will be assigned to the project. Submit a background of their qualifications, education, and representative experience. Indicate Architect's ability to staff the project and how Architect will ensure the availability of the proposed team members to work on the project through completion.

4. Sub-consultants. Submit a list of sub-consultants who will be used on the project (Phase I and Phase II), which include individuals who will work on the project, their background, education, and representative experience. Include an organization chart depicting the organization concept and the roles of each Architect.
5. Design Schedule. (Optional) Architect may include a schedule for the completed design work (Phase I and Phase II) to be accomplished within a time frame acceptable to the District.
6. Litigation. Architects are required to list past, current, or pending litigation resulting from professional services rendered over the past five years. If a court or an arbitrator rendered a decision, state the results.
7. References. Provide a minimum of three (3) references and a maximum of five (5) references for current or recent projects within the last two years of similar scope and content.
8. Fees. Architects that are placed on the short list will be asked to submit a fee proposal for Phase I services under separate cover at a later date. Fees must include reimbursable expenses and the hourly rate for principals, staff and consultants.

SECTION 4 – Application Procedure

Registration. Interested parties should notify the District Librarian via email or certified letter at the address below of their intent to propose no later than January 29, 2010. Failure to notify may result in missed notifications of any RFQ Addendums.

Gregg T. Atkins, District Librarian
Dixon Public Library District
230 North First Street
Dixon, CA 95620
atkinsg@dixonlibrary.com
707-678-5447

Site Walk. A site walk through will be held on February 11, 2010 at 2 :00 p.m. at the site which is located at 230 North First Street, Dixon, California 95620. All interested parties are encouraged to attend.

Clarifications. The District will respond to any requests for clarification to the Request for Qualifications in RFQ Addendum as needed. Inquiries should be directed to above via telephone or email to atkinsg@dixonlibrary.com. All requests for clarification must be received by February 10, 2010.

Application Format.

Respondents will be required to submit a response to the Request for Qualifications including all information requested in Section 3 (Except Item 5) above.

1. A "letter of interest" indicating the Architect's interest in providing the services described in this RFQ to the District. The letter should be addressed to Gregg T. Atkins, District Librarian.

The letter should outline team experience, unique qualifications, interview availability and availability of the team to begin work. The letter should also indicate the contractor's name, mailing address, telephone number and contact name. The letter should also include a statement that the insurance requirements and sample Contract for Services Agreement has been reviewed. The contractor should also indicate any conflicts or non-acceptability of the terms and conditions of the contract agreement enclosed herein. Any proposed deviation and/or modification to the Agreement should be noted in the letter with the reasons provided.

2. Team Information. Architect history, resumes of staff for project including sub-consultants (Phase I only), other qualifications, and similar projects. Include the following:
 - Provide the following information for each Architect listed as a part of your team:
 - i. Architect Name.
 - ii. Address where work will be performed.
 - iii. Percentage of work the architect will provide on the overall project.
 - Describe how the team has worked together on similar projects in the past.
 - Identify team leader who will serve as the point of contact.

- A list of the principal(s) who will be responsible for providing the specified services, including resumes or biographies for each person.
 - Provide a brief profile for each key member of the design team.
 - Describe why each key team member is uniquely qualified for this project.
 - Identify LEED accredited professionals.
3. Project Understanding. Provide a brief one page document that illustrates your understanding of the Phase I tasks and outlines an approach.
4. Submittal Information. Proposers should include responses to any or all of the following criteria in their submittal:
- Explain how your team will approach the project design.
 - Identify key factors in public library design the team will address.
 - Explain how your team will maintain balance between design goals and budget.
 - Describe what specific measures the design team will take to monitor the project schedule and budget.
 - Explain how the design team has monitored LEED standards compliance from the early stages of design through completion of construction.
 - Provide detailed experience with daylight design in a public library.
 - Provide detailed experience with energy conservation and sustainability design.
 - Provide detailed experience with acoustic separation in a public library.
5. Client References Any additional information, client references, and current contact information:
- Provide a list of public library projects your team is currently executing or has completed in the last five (5) years (please limit to 5). Include the following information on each project:
 - a. Project Name
 - b. Project Location
 - c. Project Size
 - d. Project Description
 - Team member(s) responsible for the work.
 - List work completed by the team member on the project.
 - e. Owner Representative
 - Name
 - Phone Number
 - Address (if available)
 - f. Provide a brief description of the unique challenges associated with the project.
 - g. Project cost as bid, project cost as per negotiated contract, and final project cost

Note: The District will selectively contact references of the short-listed Architects. Therefore, teams are requested to verify contact names and phone numbers of all references listed as well as to advise them that the District may be calling. Responses, lack of responses or inability to make contact with references will be shared with the selection committee.

6. Fee proposal. Architects invited to the short list will be asked to submit a fee proposal for Phase I only in a sealed envelope. The sealed envelope will be opened only after the proposers have been ranked on the basis of their demonstrated competence and professional qualifications. Provide a lump sum fee proposal and reimbursable expenses for Phase I of the project. Fee proposals for base services (Phase I only) shall be all inclusive and should include the scope identified, and based upon professional experience, any other foreseeable deliverables for a project of this nature and complexity as described in this RFQ.

Response Preparation. No reimbursement will be made by the District for costs incurred in the preparation of the response to this Request for Qualifications. Submitted materials will not be returned and become the property of the District.

Submission Requirements. Responses are due no later than 5:00 p.m. on February 19, 2010. Any response received after the deadline may be refused and returned to the respondent. Submit one (1) unbound and five (5) copies in the format specified above.

All responses received will be analyzed in detail. The selection by the District, upon recommendation by the New Library Building Committee, will be based on demonstrated competence and professional qualifications that include such factors and considerations as overall experience, capability, current capacity to perform the work described herein, and personnel proposed to perform that work. The District reserves the right to expand or diminish the scope of work subject to negotiation with the successful Architect.

APPENDIX A – Proposal Requirements

Project Schedule

The District has developed the following tentative schedule:

RFP Release Date	-	January 22, 2010
Respondent Registration		January 29, 2010
Pre-submittal Site Meeting	-	February 11, 2010
Deadline for all Questions	-	February 10, 2010
Addendum Issued		February 12, 2010
Proposal Submittal Deadline	-	February 19, 2010
Short-listing for Interview/Selection	-	Week of February 22, 2010
Interviews	-	Week of March 1, 2010
Contract Negotiations	-	Week of March 8, 2010
Notice to Proceed	-	March 15, 2010
Conceptual Design Complete	-	July 15, 2010

Timetable and Process

Responses must be submitted by 5:00 p.m. on February 19, 2010 to Gregg T. Atkins, District Librarian, Dixon Public Library District, 230 North First Street, Dixon, CA 95620.

For information regarding this RFQ, contact Gregg T. Atkins, District Librarian at 707-678-5447.

The District will evaluate the RFQs based on the Selection Criteria identified in Appendix B.

Submittal Requirements

Each Proposer shall submit five (5) separate bound copies and one (1) unbound copy of the following required documents.

Submittals must be delivered to the Dixon Public Library in hard copy format. Electronic, digital, facsimiles and/or similar format may be provided as optional material, but will not be considered in the selection process.

SUMMARY CHECKLIST OF REQUIRED SUBMISSIONS

Each contractor shall submit five (5) separate bound copies and one (1) unbound copy of the following required documents:

1. Table of Proposal Contents.
2. Cover Letter.
3. Team Information.
4. Statement of Project Understanding.
5. Submittal Questions.
6. Similar Facility Experience / References.
7. Original signed copy of the Certification of Proposal (Appendix D).

APPENDIX B – Evaluation Criteria

The District has established an RFQ review and selection committee. Committee members reserve the right to review RFQ submittals and make a selection based on submittals and interviews, should interviews be conducted. Submittals will be evaluated on the following proposed criteria:

Proposed Selection Criteria

Recent experience of proposed team members with designing and completing construction of at least two (2) public libraries of similar size in the last 5 years.	20 points max.
Quality of publications and capacity for producing presentation materials.	15 points max.
Confirmation of reference information and end user satisfaction.	15 points max.
Experience integrating project concepts and unique requirements within budget.	10 points max.
Experience of overall team with incorporating LEED (Leadership in Energy and Environmental Design) into previous project designs.	10 points max.
Experience of overall team with estimating, value engineering and project delivery on budget.	10 points max.
Understanding project scope and the design teams' approach to the solution.	10 points max.
Design teams' proposed schedule and staffing commitment to begin and complete project on schedule.	10 points max.
100 TOTAL POSSIBLE POINTS	
Oral Interview – Team Presentation.	15 points max.
15 TOTAL POSSIBLE POINTS	

APPENDIX C – General Terms and Conditions

1. Award of contract shall take place after all RFQs have been reviewed by District and terms have been negotiated for the contract amount; all such contracts must be approved by the Governing Board of Library Trustees.
2. The Architect acknowledges that it has not been convicted of public entity crime or placed on the convicted vendor list.
3. The District reserves the right to negotiate the fee schedule proposed by the Architect under this RFQ in order to meet District's budgetary constraints.
4. Responses to this RFQ will become the exclusive property of the District and subject to the California Public Records Act, Government Code sections 6250, et seq. Those elements in each response which are trade secrets as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" may not be subject to disclosure. The District shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. Contractors that indiscriminately identify all or most of their submittal as exempt from disclosure without justification may be deemed non-responsive.

In the event the District is required to defend an action on a Public Records Act request for any of the contents of a proposal marked "confidential," "proprietary," or "trade secret," Architect agrees, upon submission of its proposal for the District's consideration, to defend and indemnify the District from all costs and expenses, including attorneys' fees, in any action or liability arising under the Public Records Act.

5. The District may investigate the qualifications of any individual or Architect under consideration, require confirmation of information furnished and require additional evidence of qualifications to perform the services described in this RFQ. The District also reserves certain rights, including, but not limited to, the following:
 - a. Reject any or all of the proposals.
 - b. Issue subsequent Requests for Qualifications.
 - c. Cancel the entire Request for Qualifications.
 - d. Remedy technical errors in the Request for Qualifications process.
 - e. Appoint evaluation committees to review qualifications.
 - f. Seek the assistance of outside technical experts in qualification or proposal evaluation.
 - g. Approve or disapprove the use of particular subcontractors.
 - h. Establish a short list of Architects eligible for discussions after review of the RFQ.
 - i. Negotiate with any, all, or none of the Architects.
 - j. Solicit best and final offers from all or some of the Architects.
 - k. Award a contract to one or more Architects.
 - l. Waive informalities and irregularities in the RFQ.
 - m. Terminate negotiations at any time.
 - n. Award without discussion.

6. This RFQ shall not, in any manner, be construed to be an obligation of the District to enter into a contract or result in any claim for reimbursement of cost for any efforts expended in responding to the RFQ, participation in interviews or in anticipation of any contract.
7. Architects are encouraged to verify contact names and phone numbers on all references listed in their submittal. The District will selectively contact references provided in each submittal for each short listed Architect. If contact cannot be established with a reference the team will receive no credit for that reference.

APPENDIX D - CERTIFICATION OF PROPOSAL

- A. The undersigned hereby submits its proposal and, unless otherwise stated, agrees to furnish services to the District in accordance with this RFQ and the attachments thereto.
- B. The contractor has carefully reviewed its proposal and understands that the District will not be responsible for any errors or omissions on the part of the contractor.
- C. It is understood that the District reserves the right to accept or reject any or all proposals and to waive any informality in any proposal received.

Dated: _____

Name of Architect: _____

By: _____
Authorized Signature

Title: _____

Address: _____

Telephone: () _____ FAX: () _____

Federal Tax I.D. No.: _____

Social Security No.: _____