

**REQUEST FOR
QUALIFICATIONS/PROPOSALS**

DESIGN FOR THE

CITY OF FERNDALE

PUBLIC LIBRARY



CITY OF FERNDALE, WASHINGTON
CITY HALL
PO BOX 936
2095 Main Street
FERNDALE, WA 98248

RFQ/P SUBMITTAL DEADLINE: June 29, 2009

RFQ/P No. 1



June 8, 2009

TO WHOM IT MAY CONCERN:

The City of Ferndale, Washington is pleased to present a Request for Qualifications/Proposals (RFQ/P) to parties interested in submitting qualifications to design a new Public Library ("Project"). This project will be a remodel of an existing structure and will include new construction. The City has established a construction budget of between \$2 to \$3 million dollars for this Project.

The City of Ferndale will make the RFQ/P available to any interested party at the following address:

City of Ferndale Washington
PO Box 936
2095 Main Street
Ferndale, WA 98248

The RFQ will also be published on the following website: <http://www.cityofferndale.org>. Interested parties are responsible for monitoring the website for information concerning the RFQ/P and any addenda issued.

The City will not accept any RFQ/P Submittal by facsimile, electronic transmission or any method other than stated in the RFQ.

The City reserves the right to cancel or modify this solicitation at any time if it deems, in its sole discretion, that such measures are in Ferndale's best interest.

The City of Ferndale will use a combined two step process to select a contractor. This RFQ/P represents both of the steps.

The City of Ferndale looks forward to reviewing your RFQ/P Submittal and to working with the selected team in the successful design of this Project.

Sincerely,

Janice Marlega, P.E.
Public Works Director

City of Ferndale, Washington

REQUEST FOR QUALIFICATIONS/PROPOSALS

RFQ/P No. 1

DESIGN OF THE

CITY OF FERNDALE
NEW PUBLIC LIBRARY

June 2009

City of Ferndale, Washington
City Hall
PO Box 936
Ferndale WA 98248

CITY OF FERNDALE
Public Notice Solicitation of Professional Services
For the Design of the Ferndale Public Library

The City of Ferndale, Washington is issuing a Request for Qualifications/Proposals (RFQ/P), in accordance with applicable laws which allow an agreement with a private entity that offers the best value to the City, to solicit interest from prospective, qualified teams for the design of a new City of Ferndale Public Library. Copies of the RFQ/P proposal documents, which lists the requirements for submission of RFQ/P for this project, may be obtained from the City's website at <http://www.cityofferndale.org>. Interested parties are responsible for monitoring the website for information concerning the RFQ/P and any addenda issued.

The City of Ferndale reserves the sole right to terminate this process, to not award a contract, and to cancel or modify this solicitation process at any time. In no event will the City or any of their respective agents, representatives, consultants, directors, officers, or employees be liable for, or otherwise obligated to reimburse, the costs incurred in preparation of this RFQ/P, or any related costs. The prospective Design Teams shall wholly absorb all costs incurred in the preparation and presentation of the Submittals. The RFQ/P Submittals will become the property of the City of Ferndale.

RFQ/P SUBMITTAL DEADLINE AND DELIVERY LOCATION

Sealed RFQ/P Submittal must be received and time stamped by 5:00 PM, local time, **June 29, 2009**. Sealed RFQ/P Submittal will only be received at the following location:

**CITY OF FERNDALE
PUBLIC WORKS DEPARTMENT
PO BOX 936
2095 MAIN STREET
FERNDALE, WASHINGTON 98248
(360) 384-4006**

It is the sole responsibility of the team to ensure that the sealed RFQ/P Submittal arrives at the above location, (US Postal Mail is not received at this address), by the specified deadline regardless of the method chosen by the team for delivery. A faxed or electronically transmitted RFQ/P Submittal will not be accepted in response to the RFQ/P.

Point of Contact – The City of Ferndale designates Janice Marlega, P.E., Public Works Director, as its representative and Point of Contact for this RFQ/P. Teams and all interested parties in this Project shall restrict all contact with other City of Ferndale staff and direct all questions regarding this RFQ/P to the Point of Contact via the address and telephone number listed above.

**Linda Knutson
City Clerk
City of Ferndale
Published Wednesday, June 10, 2009
Ferndale Record Journal
Seattle Daily Journal of Commerce**

DESCRIPTION OF PROJECT

The City of Ferndale, Washington is issuing a REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQ/P) as a combined two-step process to select a team to design a new Ferndale Public Library to replace the existing facility located near the new site. The main objective for this Project is to relocate the Ferndale Public Library functions currently located in existing city facilities of _____ square feet to a new facility encompassing approximately _____ S.F.

The City has completed both a Needs Assessment for a new library as well as a Feasibility/Conceptual Design for the new library. This work will be available to the Team awarded the design contract.

The construction of a new Library will include building on a parcel of land included within an existing City park located on First Avenue in Ferndale. The land has an existing one-story _____ square foot building previously used as a Boys and Girls Club. The existing building was damaged by fire and is currently vacant. Structural analysis has shown that most, if not all of the building, can be renovated and reused.

In general, the scope of work includes all remodeling and new construction design activities. Construction will include all the necessary buildings and associated facilities, parking areas, all necessary new foundation work, substructure work, excavation, drainage, utility extensions and coordination, and erosion and sediment control work items. Construction administration and management, including quality control and quality assurance may be the responsibility of the Design Team.

All requirements pertaining to the preparation and approval of the environmental documents, permits, water quality, and public involvement issues must be in accordance with state and federal regulations, policies and procedures. The Project facilities must comply with the latest editions of all applicable international building codes and regulations.

Preliminary Project Planning Schedule

If the Design Team determines that design dates can be accelerated or need to be extended, please note this on your RFQ/P Submittal with your Conceptual Project Development Plan.

NOTE: MILESTONE DATES REVISED 6/12/09

<u>Milestones</u>	<u>Dates</u>
• Issue RFQ/P	June 8, 2009
• RFQ/P Deadline	June 29, 2009
• Council Committee Review (Develop Consultant Short List)	July 1, 2009
• Consultant Interviews	July 14, 2009
• Recommendation to Council – Council Award	July 20, 2009
• Notice to Proceed	July 27, 2009
• Bidding of Project	November 2, 2009

SCOPE OF SERVICES:

The following Scope of Services are included:

- Provide project management services
- Project description
- Concept Design
- Design field surveying
- Design drawings with elevations and floor plan in sufficient quantities for circulation within the City staff for review - (8) eight copies
- Project timeline for completion of key tasks and deliverables
- Preparation of Architect's Construction Cost Estimate
- Final Construction Plans and Specifications
- Project specifications shall conform to federal, state and local laws
- Assistance during bidding process to verify budgets in relation to local conditions, including any and all costs necessary to address "Requests for Information"
- Assistance in clarifying and resolving any discrepancies
- Assistance in the preparation of all agendas as required
- Pre Bid Meeting
- Review of Construction Bids and recommendation of Bid Award

Optional:

- Construction administrative services, including field inspections and other administrative services for the term of the project

BUDGET:

The City has established a construction budget of between \$2 to \$3 million dollars for this Project.

QUALIFICATION CONTENT REQUIREMENTS

The RFQ/P Submittals must include all items listed below to be considered complete and evaluated. The RFQ/P submittal should be placed in a separate sealed envelope, or package and identified with the RFQ/P deadline and RFQ/P number (as they appear on the cover sheet) in the lower left-hand corner, and a return address in the upper right-hand corner. If this information is not on the RFQ/P Submittal, it will be returned to sender without being opened, or not be opened if returned address is on Submittal.

The RFQ/P Submittal must include the following to be evaluated:

- RFQ/P Letter of Interest
- Executive Summary (2 pages max.)
- Team and Key Personnel Qualifications
- Financial Qualifications
- Conceptual Project Development Plan Including Cost Factors
- Legal Qualifications

The City of Ferndale will not bear liability for any costs incurred in the preparation and submission of an RFQ/P Submittal. The City of Ferndale is not authorized to compensate participants who submit proposals.

Receipt of all Addenda to this RFQ/P, if any, must be acknowledged by attaching a signed copy of each Addendum to the RFQ/P Submittal. All Addenda shall become part of the requirements of this RFQ/P. Failure to acknowledge receipt of an Addendum may result in rejection of the RFQ/P Submittal. All Addenda will be posted at same websites as the RFQ/P.

The City of Ferndale reserves the right to request further documentation or information, and to discuss an RFQ/P Submittal for any purpose in order to answer questions or to provide clarification.

The City reserves the right to reject any and all RFQ/P Submittals. The City of Ferndale reserves the right to conduct studies and other investigations as necessary to evaluate the RFQ/P Submittal and complete interviews with the Design Teams, as part of the evaluation phase.

Your RFQ/P Submittal may not be changed, amended or modified after the deadline.

EVALUATION CRITERIA

In evaluating the RFQ/P Submittals, the City of Ferndale is particularly interested in the Design Teams that demonstrate timely, functional and cost effective methods to accomplish the design of the facilities. The City expects the RFQ/P Submittal to provide adequate information about the Design Team's organizational structure and all designated key personnel who will be involved in the Project. The Design Team should include in their RFQ/P Submittal specific project related experience and an overall project development plan presenting their strategy on delivering the best Project with sufficient information to evaluate the "most qualified" team.

Each Design Team shall submit fifteen (15) copies of its RFQ/P Submittal on letter (8½ x 11) sized white paper and spiral bound with all pages sequentially numbered and in a sealed package. Please, no ringed binders. All criteria sections and subsections need to be separated with clearly marked tabs.

Each RFQ/P Submittal should be as clearly marked on the cover and should be concise as possible. Any additional information may be submitted in a separate document marked Appendix. A weighted percentage for each evaluation criteria has been established as noted in parenthesis below, and the team must include, at a minimum, the following information as part of its RFQ/P Submittal:

I. DESIGN TEAM / KEY PERSONNEL QUALIFICATIONS (40%)

- A. Demonstrate through clear documentation that the Design Team possesses the qualifications necessary to perform the work. Clearly present the Design Team's experience, including success in delivering similar projects of this kind, complexity and magnitude. Demonstrate knowledge, ability and experience of the team to effectively deliver the project on time, within the scope, and on budget. Describe the Design Team's experience working together on previous, similar projects (no more than 5 projects).
- B. The Design Team must include the extent and depth of experience of the key personnel. The RFQ Submittal should include all potential responsibilities demonstrated by the experience of the Design Team members, management team and all key personnel listed.
- C. Submit key members' resumes, especially that of the Design Team's Project Manager. Resumes should include project descriptions, applicable client references, location and address summaries. Awards, licenses, registrations and certifications shall be submitted in a separate volume labeled "Appendix." Standard corporate brochures and marketing material may be included as additional information in an "Appendix."
- D. The Design Team must demonstrate that sufficient qualified and knowledgeable staff (both prime and sub-providers) are available, or will be available upon commencement of the contract.

II. FINANCIAL QUALIFICATIONS* (10%)

Provide as a minimum the following:

- A. Current financial statements of the Design Team and equity members for the **two** most recent fiscal years, audited by a certified public accountant in accordance with generally accepted accounting principals (GAAP). If audited financial statements are not available, the financial statements must be certified as true, correct and accurate by the chief financial officer or treasurer of the entity.

Financial Statements should include:

1. Opinion Letter (if audited financial statements are provided). If a Design Team is a joint venture or a partnership, separate letters for the individual equity participants are acceptable, as is a single letter covering all equity participants.
 2. Balance Sheet.
 3. Income Statement.
 4. Statement of changes in cash flow.
- B. Information on any material changes in financial condition for each equity owner for the past three years. Material changes may include but are not limited to:
1. Default or bankruptcy involving the entity or related business entity within the same corporation, or parent corporation.
 2. The sale, merger or acquisition of 10% or a substantial shareholder equity that in any way involves or affects the entity providing goods or services in this proposal or a related business entity within the same corporation or parent corporation.
 3. A change in tangible net worth of 10% of the shareholder's equity. Inability to meet conditions of loan or debt covenants by the affected entity, a related business unit or parent corporation which will require a waiver or modification of agreed financial ratios.
 4. Coverage factors or other loan stipulation.
 5. Additional credit support from shareholders or other third parties. If no material changes have occurred, provide a letter from the chief financial officer or treasurer so certifying.

*** Please bind the financial information separately from the other required RFQ/P documents. The financial information will be segregated from the rest of the submittal and reviewed only by the City Administrator and Finance Director. The ranking/scoring of the financial information will be a pass or fail.**

III. CONCEPTUAL PROJECT DEVELOPMENT PLAN (40%)

- A. Describe the Design Team's general approach and strategy to advancing project development, the results expected from implementation of the project development plan and the critical factors for the Project's success. Schematic Design proposals are not part of this submittal.
- B. Provide a synopsis of the Design Team's implementation plan to design the Project. Submit a conceptual development, implementation plan, and schedule based upon current levels of information, including design start dates, anticipated completion dates, and other major milestones. Roles and responsibilities must be clearly defined, including the use of major subcontractors and subconsultants.
- C. Describe the authority and/or limitations of the proposed Design Team's Project Manager.
- D. Describe the level and nature of the City of Ferndale's participation sought by the Design Team in connection with the project development and implementation.
- E. Describe the material, equipment, and qualified personnel resources available to the Design Team which it can and will commit to the Project. Discuss the current work backlog of each participant and the capacity to perform the work. Clearly state the turnover history of key personnel during course of similar projects listed in your Submittal.
- F. Based on knowledge of the area and the Project, as outlined herein, provide a list of factors, if any, that will impact the Project, including potential economic and environmental factors.

IV. LEGAL QUALIFICATIONS (10%)

- A. The Design Team must identify and explain any significant anticipated legal issues which the Design Team must resolve in order to carry out the Project and its obligations.
- B. Provide a list and brief description, including the resolution, of each arbitration, litigation or dispute proceedings during the last five years involving the Design Team, or any other organization that is under common ownership with the Design Team.
- C. The Design Team certifies that the lead or managing entity is not currently delinquent in the payment of any taxes or other.

THE CITY OF FERNDALE, WASHINGTON

RESERVATION OF RIGHTS

In connection with the RFQ/P and Project, the City of Ferndale reserves all rights (which rights may be exercised by the City in its sole discretion) available to it under applicable laws, including without limitation, and with or without cause and with or without notice, the right to:

1. Cancel this RFQ/P in whole or in part at any time prior to the execution of a contract by the City of Ferndale, without incurring any cost obligations or liabilities.
2. Issue addenda, supplements, and modifications to this RFQ/P.
3. Revise and modify, at any time before the RFQ/P Submittal Due Date, the factors and/or weights of factors the City of Ferndale will consider in evaluating RFQ/P Submittals and to otherwise revise or expand its evaluation methodology as set forth herein.
4. Extend the RFQ/P Submittal Due Date.
5. Investigate the qualifications of any Design Team under consideration and require confirmation of information furnished by a team.
6. Require additional information from a Design Team concerning contents of its RFQ/P Submittal and/or require additional evidence of qualifications.
7. Waive or permit corrections to data submitted with any response to this RFQ/P until such time as the City of Ferndale declares in writing that a particular stage or phase of its review of the responses has been completed or closed.
8. Reject any and all submittals, responses and RFQ/P Submittals received at any time.
9. Terminate evaluations of responses received at any time.
10. Appoint evaluation committees to review RFQ/P Submittals or response, make recommendations and to seek the assistance of outside technical experts and consultants in RFQ/P Submittal evaluation.
11. Hold interviews and conduct discussions and correspondence with one or more of the Design Teams responding to this RFQ/P to seek an improved understanding and evaluation of the responses to this RFQ/P.
12. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ/P.
13. Disclose information contained in an RFQ/P Submittal to the public as described herein, or referenced in this RFQ/P.

14. Authorize Design Teams to substitute firms and/or key personnel until such time as the City of Ferndale declares in writing that a particular stage or phase of its review has been completed and closed. Waive deficiencies in an RFQ/P Submittal, accept and review a non-conforming RFQ/P Submittal or seek clarifications or supplements to an RFQ/P Submittal.
15. Waive deficiencies in an RFQ/P Submittal, accept and review a non-conforming RFQ/P Submittal or seek clarifications or supplements to an RFQ/P Submittal.
16. Disqualify any Design Team which changes its RFQ/P Submittal without City of Ferndale authorization.
17. Exercise any other right reserved or afforded to the City of Ferndale under this RFQ/P. The City reserves the right to modify the process in its sole discretion to address applicable law and/or the best interest of the City of Ferndale.

The selected Design Team shall, in consultation with the City of Ferndale, develop the budget and logistical information needed to complete and finalize the Project's work. The Design Team will be responsible for project oversight and administration, and furnish all services to complete the design Project.

The City of Ferndale shall not, under any circumstances, be bound by or liable for any obligations with respect to the Project until such time (if at all) a contract has been awarded and all approvals obtained in form and substance satisfactory to the City of Ferndale have been executed and authorized by the City, and then only to the extent set forth.

RFQ/P LETTER OF INTEREST

RFQ/P No. 1

Team: _____

Response Date: _____

The City of Ferndale, Washington
City Hall
P.O. Box 936
2095 Main Street
Ferndale WA 98248

Attn: Ms. Janice Marlega, P.E. (City Representative)

The undersigned (“Design Team”) submits the following information and qualifications (this “RFQ/P Submittal”) in response to the Request for Qualifications/Proposals issued by the City of Ferndale, Washington to design the Ferndale Public Library (the “Project”).

Enclosed, and by this reference incorporated herein and made a part of this RFQ/P, are the following:

- RFQ/P Letter of Interest Form
- Executive Summary (2 pages max.)
- Team and Key Personnel Qualifications
- Financial Qualifications
- Conceptual Project Development Plan Including Cost Factors
- Legal Qualifications

Design Team acknowledges receipt, understanding and full consideration of all materials posted on the City of Ferndale’s website <http://www.ci.ferndale.wa.us> with respect to the Project and any Addenda.

Design Team understands that the City of Ferndale may reject any RFQ/P Submittal that the City of Ferndale receives.

Design Team further understands that all costs and expenses incurred by it in preparing this RFQ/P and participating in this process will be borne solely by the Design Team, and that the RFQ/P Submittal materials will become the property of The City of Ferndale and will not be returned by the City of Ferndale.

Design Team agrees that the City of Ferndale will not be responsible for any errors, omissions, inaccuracies or incomplete statements in this RFQ/P. Design Team accepts all terms of the RFQ/P submittal process by signing this Letter of Interest and making the RFQ/P Submittal.

This RFQ/P shall be governed by and construed in all respects according to the laws of the State of Washington.

Design Team's Name

Design Team's primary business address:

(No.) (Street) (Floor or Suite)

(City) (State or Province) (ZIP or Postal Code) (Country)

State or Country of Incorporation/Formation/Organization

Signature block for corporation or limited liability company:

By: _____

Print Name: _____

Title: _____

Signature block for partnership or joint venture:

By: _____

Print Name: _____

Title: _____

Add signatures of additional general partners or members as appropriate.

Signature block for partnership or joint venture:

By: _____

Print Name: _____

Title: _____

Signature block for attorney in fact:

By: _____

Print Name: _____

Attorney in Fact