REQUEST FOR QUALIFICATIONS TO PROVIDE DEVELOPMENT, DESIGN, CONSTRUCTION, AND LEASING SERVICES FOR THE TOUCHET BRANCH OF WALLA WALLA COUNTY RURAL LIBRARY DISTRICT

Walla Walla County Rural Library District (the “Library District”) seeks letters of interest and statements of qualifications from qualified Firms for the build-to-suit development, design, construction, and leasing of a 2,500 square foot library (the “Library Facility”). This Request for Qualifications (RFQ) seeks to identify the most qualified potential providers of the above-mentioned services.

It is envisioned that the services of the successful Firm shall include, but not be limited to, procurement and purchase of land, professional design services (including related architectural, environmental, engineering and other consultants), development of the design in accordance with the approved Project Program, construction of necessary improvements on the land (or to existing structures thereon, if any), and leasing the property the Library District.

1. GENERAL INFORMATION ABOUT THE SERVICES.

The residents of the City of Touchet approved a levy in 1992 to provide library services for the community. Since then, the Library District has leased property from the Touchet School District and a portable structure has been in place since that time on the leased property. The property lease expires in 2022 and the current building is no longer viable for adequate library service. Construction is to begin as soon as the process allows, with occupancy no later than June 2019. Prevailing wage laws will apply if the Library Facility comprises more than 50% of the to-be-developed building.

Preferred sites for the Library Facility must be north of Highway 12 in the city of Touchet.

The Library Facility shall: -comply with current building codes and ADA requirements; staff workspace; include adequate, fully-accessible, and adjacent parking; have
generous electrical, telecommunications, and data connections dispersed throughout the facility to handle the current and future technology needs of staff and patrons; employ appropriate building materials for adequate acoustics to reduce noise and for low-maintenance; employ and open interior space, with the exception of a clearly delineated children’s area; incorporate prominent exterior signage; provide optimal lighting for reading, browsing, and work areas; and utilize interior design best practices to create an inviting comfortable atmosphere. The Library Facility will be further defined during development and design meetings with the selected Firm.

The Library District reserves the right, at its sole discretion, to reject any or all statements of qualifications or proposals received without penalty, to waive technicalities and informalities, and not to issue a contract as a result of this RFQ.

2. QUALIFICATIONS REVIEW PROCESS

Selection of the successful Firm will be a multi-step process:

**Step I – Qualifications Review**, is initiated with this **RFQ**, which is issued for the purpose of acquiring Statements of Qualifications from prospective Firms. A selection of finalist Firms will be made by a Selection Committee consisting of representatives of the Library District and possibly other stakeholders. The Selection Committee will receive and review Statements of Qualifications submitted in response to this RFQ.

Criteria for Evaluation of Statements of Qualifications

*(20% Factor) Stability of the Firm, including the Firm’s corporate history, positive growth and business expansion, ability to gather and maintain resources, form of ownership, litigation history, financial information, responsibility of the Firm in previous accounts, stability of the makeup of the Firm’s organization and key staff, and other evidence of stability which may be relevant to this scope.*

*(40% Factor) Firm’s relevant experience and qualifications, including the demonstrated ability of Firm to provide design and construction excellence for facilities comparable in complexity, size, and function for governmental clients such as the Library District, large private or other clients where comparable services may have been provided, and for other similarly-structured organizations. This includes experience and qualifications of the Firm and key personnel and design professionals, and relevance of that experience and qualifications to the needs of the specific Project and the Library District, performance history of the Firms and/or its previous services or accounts. This includes, but is not limited to, references of the Firm’s ability of provide quality services, satisfy their customers, design and construct buildings that amply fulfill their programmed function, are durable and easily maintainable, and are a pleasure to visit and work in.*
(20% Factor) Firm’s suitability to provide services for the Library Facility, including the Firm’s apparent fit to the scope type and/or needs of the Library District, any unique qualifications determined especially relevant for the scope, current and projected workloads of the Firm, ability to consistently gather resources in the Project locality, non-discrimination policies of the Firm, record of addressing public safety, social, and environmental concerns, accessibility and opportunity for persons with disabilities and special needs, and any special services for scope-related concerns.

(20% Factor) Firm’s demonstration of understanding of and interest in the project, including written statements on what the Firm believes are the critical issues to successfully build-to-suit development, design, construct, and lease the Library Facility, written statements on how the Firm intends to address current and future technology demands in the design of the Library Facility, written statements on how the Firm intends to address the balance of serving customers who want convenience and comfort in the design of the Library Facility, proposed schedule/timeline for completing design and construction phases within the time parameters listed on page one (1), and a listing of no less than two sites for build-to-suit development, design, construction, and leasing for the Library Facility within the geographic parameters listed on page one (1).

Finalist Firms will be those Firms highest-ranked by the Selection Committee, using the sum of Committee member individual rankings, based on qualification criteria above, and therefore determined to be especially qualified to perform the incumbent services.

**Step II – Firm Selection**

Presentations/interviews will be conducted by the Library District for those Firms that submit proposals that are short-listed by the selection committee. The successful Firm will be determined from the interviews and proposals received using additional criteria.

### 3. SCHEDULE OF RFQ EVENTS (STEP 1)

The following Schedule of Events represents the Library District’s best estimate of the schedule that will be followed. The Library District reserves the right to adjust the schedule as it deems necessary.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ Release Date</td>
<td>October 1, 2018</td>
</tr>
<tr>
<td>Deadline for RFQ Inquiries/Questions</td>
<td>October 15, 2018</td>
</tr>
<tr>
<td></td>
<td>5:00 PM PDT</td>
</tr>
<tr>
<td>Library District Response to RFQ Inquiries</td>
<td>October 26, 2018</td>
</tr>
</tbody>
</table>
Deadline for Submission of Statements  November 2, 2018 5:00 PM PDT

Firm Interviews with Library District  November 12, 2018

Following Qualification Evaluation, finalist Firm notified  November 13, 2018

Following Qualification Evaluation, the Library District will negotiate an appropriate agreement with the selected Firm.

4. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

It is the responsibility of each respondent to examine the entire RFQ, seek clarifications in writing, and review it submittal for accuracy before submitting the document. Once the submission deadline has passed, all submissions will be final. The Library District reserves the right to ask for additional information from all parties who have submitted qualifications. Questions about any aspect of the RFQ, or the scope of services, must be submitted in writing (email is preferred) to: Rhonda K. Gould, Executive Director, Walla Walla County Rural Library District, 37 Jade Street, Walla Walla, WA 99362; email: rhondag@wwrurallibrary.com.

The deadline for submission of questions related to the RFQ is the time and date show in the Schedule of Events (Section 3). All relevant and significant questions that have been submitted in writing prior to the deadline will be compiled, and answers will be posted by October 26, 2018.

5. Instructions for preparing statements of qualifications

One (1) original and six (6) copies of the qualifications shall be prepared, for a total of seven (7) sets. Submittals must be typed on standard (8 ½ x 11”) paper, with 12-point font size. The pages of the qualification submittals must be numbered, with the Firm’s name appearing on each page. Each Statement of Qualifications should be prepared simply and economically, to provide a straightforward and concise description of respondent’s capabilities exactly as requested. Evaluation will be based, in part, on completeness, relevance, and clarity of content. To expedite the review of submittals, it is essential that respondents follow the format and instructions outline below.

The content of all Statements of Qualifications must be categorized and numbered as outlined below, and responsive to all requested information (Deliverables “A”, “B”, “C”, “D”, “E”, “F”, “G”, and “H” for all Firms):

STATEMENT OF **MINIMUM** QUALIFICATIONS

Request for Qualification, Page 4 of 8.
A. Description and Resources of Firm

A1 – Provide basic company information: Firm contact information including email address, and company website (if available). Identify the location of the office from which services will be managed and this office’s proximity to the service site. Provide form of ownerships, including state of residency or incorporation, and number of years in business. Identify whether the Firm is a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), joint venture, or other structure.

A2 – Describe the history and growth of the Firm.

A3 – Has the Firm been involved in any litigation in the past ten (10) years with clients where the Firm was found responsible or paid settlement charges? List any active or pending litigation and explain. List any active claims against your Firm or against clients where your Firm is named.

A4 – Supply five (5) years of Company main financial statements and provide banking references.

5 – Has the Firm, or member thereof, ever been removed from a contract or failed to complete a contract as assigned? In each instance, list when either, or both, of these incidents occurred.

B. Experience and Qualifications

B1 – Provide professional qualifications and descriptions of experience for principal project, design services, and construction management personnel. Please address contingency plans should one of these team members be unavailable during the project.

B2 – Provide information on the Firm’s experience, and the key personnel’s experience, in providing services for projects and clients of similar size, function, and complexity. Describe no more than four (4) and no less than two (2) projects, in order of most relevant to least relevant, which demonstrate the Firm’s capabilities to perform the scope at hand.

For each project, the following information should be provided:

a) Owner’s and user’s name, location and dates of project.

b) Description of services provided and physical description and location of facilities.

c) Information on successes achieved by your Firm.
d) Owner’s and user’s contact information (current address and phone number).

C. Statement of Suitability

C1 – Provide any information that may serve to differentiate the Firm from other Firms in suitability for the service, including the Firm’s statement of apparent fit to the services described herein and the stated needs of the Library District, and unique qualifications the Firm feels are especially relevant to the scope.

C2 – Provide information on current and projected workloads of the Firm and any potential impact to the incumbent services.

C3 – Provide evidence of your ability to gather services resources in the project locality.

C4 – Provide information on any special or unique qualifications for the requested scope of services.

C5 – Provide information on any management techniques or methodologies offered by the Firm that may be particularly suitable for the required services, including how costs will be managed and controlled during the design phase and keeping project construction change orders to a minimum.

D. Demonstration of Understanding of and Interest in the Project

D1 – Provide information on what the Firm believes are the critical issues to successfully build-to-suit develop, design, construct, and lease the Library Facility.

D2 – Provide information on how the Firm intends to address current and future technology demands in the design of the Library Facility.

D3 – Provide information on how the Firm intends to address the balance of service customers who want convenience and comfort in the design of the Library Facility.

D4 – Provide a proposed schedule/time-line for completing and construction phases within the time parameters listed on page one (1).

D5 – Provide a listing of no less than two sites for build-to-suit development, design, construction, and leasing for the Library Facility within the geographic parameters listed on page one (1).
E. Most Favorable Terms

The Library District reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Firm can propose. The Firm should be prepared to accept this RFQ for incorporation into a contract resulting from this RFQ. Contract negotiations may incorporate some or all of the Firm’s proposal.

F. Costs to Propose

The Library District will not be liable for any costs incurred by the Firm in preparation of proposals submitted in response to this RFQ, in conduct of a presentation, or any other activities related to responding to this RRFQ.

G. Insurance Coverage

Should a contract be awarded pursuant to this RFQ, the Contractor will be responsible for providing insurance coverage in appropriate amounts.

H. Workers’ Compensation Coverage

Should a contract be awarded pursuant to this RFQ, the Contractor will at all times comply with all applicable workers’ compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The Library District will not be held responsive in any way for claims filed by the Contractor or their employees for services performed under the terms of a contract.

6. SUBMITTAL OF STATEMENTS OF QUALIFICATIONS

The proposer is responsible for ensuring delivery takes place no later than 5:00 PM PDT, November 2, 2018. All proposals must be enclosed in a sealed envelope or sealed package, with the title of the RFQ clearly marked on the outside, addressed and delivered to:

Rhonda K. Gould
Executive Director
Request for Qualifications for Development, Design, Construction & Leasing Services
Walla Walla County Rural Library District
37 Jade Street
Late Proposals Not Accepted

The Library District assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the proposal to be received after the specified due date and time. Any proposal received after the hour and date specified will not be considered. Any modification of a proposal received after the closing date and time of the RFQ will not be considered. Statements of Qualifications submitted via facsimile will not be accepted.

###

End of Request for Qualification