



**Request for Qualifications for:**

**Architectural/Engineering Services**

**New Public Library**

**Release Date: July 1, 2022**

**Qualification Submissions Due:**

**Friday, July 22, 2022**

**2:00 p.m.**

**City of Foley  
407 E. Laurel Avenue  
Foley, AL 36535**

The City of Foley (“Owner”) is seeking Statements of Qualifications (SOQ) from qualified Architectural/Engineering design firms to design an iconic new Library that will meet the needs of the City of Foley and its residents for the future.

## **I. Purpose**

The purpose of the Request for Qualifications (RFQ) is to gather information from qualified Architectural/Engineering design firms with experience to help guide the City and the Library Advisory Board for the design of a new library (40,000+ sf) to be located within the city limits.

## **II. Statement of Need**

The Foley Public Library has a need for additional space to meet the demand of the growing population within the city. The new design will need to meet the space requirements that the current facility no longer is able to meet to provide areas to study and meet, for the production of activities and events that stimulate the creativity and learning capacity of the residents. The new facility will provide the facilitation of lifelong learning and improvement of the quality of life for all of the residents in the area.

## **III. Our Mission**

The Foley Public Library’s mission is to provide members of the community with the resources necessary to fulfill their evolving informational, educational, recreational, and cultural needs in an environment that encourages lifelong habits of reading, community engagement and self-expression.

Our primary purpose is to obtain and organize books and other printed and digital materials for ease of access by members of the community regardless of age, sex, race, creed or social, economic, or educational level.

The Foley Public Library has been an integral part of the Foley community for almost 100 years. It has evolved from the creation of the Foley Woman’s Club in 1923 to a department of the City of Foley servicing many residents within the community. With the area’s growth in population and the advancement of technology, the library has worked hard to provide services that reflect those continuous changes. Over time, the card catalog became an online database where the need for more computers throughout the facility became reality. This change required more time from the staff to assist patrons with computer related needs, even as books remained the mainstay of library service. Over the years the library has expanded their computer stations available, increased e-book selection, emphasized assistance to the public in the use and troubleshooting of their electronic devices, and offer meeting space for the public as well as Library sponsored events and activities.

## **IV. History**

Less than two decades since the current Foley Public Library was built, it is outdated and out of space. The population at the time the current library was built was less than half what it is now and the patron base utilized the facility primarily for physical books. Since the present structure was completed much

has changed in Foley with the population touching 25,000 and our patron base requiring modern services such as a computer lab, assistance with mobile devices and wider array of e-book choices and platforms.

Since 1923 our Library has brought people together and strengthened our community by inviting and serving an ever more diverse patron base through a warm and welcoming location in which people can gather, interact, and enhance their knowledge of the world around them. From the oldest members of the community to the new generations of young readers, we have offered a safe place to embrace knowledge and dream of the future.

## **V. Project Description**

1. The new Library will be a 3-story facility, estimated at 40,000+ sf to be located within the city limits. Project location to be determined at a later date.
2. Provide Surveying Services
3. Overarching Library Goals
  - a. Create a library that is a destination, community anchor, and the intellectual center of the city.
  - b. Design a building that is architecturally significant and capable of expansion into the future.
  - c. Design a building that is intentionally inclusive, interactive, innovative, and welcoming to all member of our community.
  - d. Design the interior to make the most use of all space with the flexibility to accommodate future change.
  - e. Create a facility that will support the community in times of celebration and in times of natural disaster.
  - f. Design landscaping which will enhance the building and allow for use of green space as a part of the structure.
  - g. Design for energy efficiency and modernization of using outside light as part of the structure.
4. Selected qualified Architectural/Engineering design firm will work directly with the designated city personnel and members of the Foley Public Library Building Committee to assist with public involvement to determine the needs and desires of the community.
5. Development of conceptual design after the public involvement phase in order to establish an estimated construction cost, before proceeding with complete project design.
6. Develop bid specs and drawings and oversee bid phase.

## **VI. Response, Format, Content and Evaluation Criteria**

Responses must include the following information in this sequence. Respondents are invited to include innovative methods and procedures, which they can provide to assist in ensuring successful completion of the project. Unique qualities and/or capabilities and cost efficiencies may be identified.

1. Cover Letter (Limit to one page): Introduction to your firm, a broad overview of your qualifications or expertise with a project of this type.
2. Company Profile: Describe your firm's history, size, resources, philosophy of services, typical

volume of work, financial stability, and basic design and construction administration methods. Describe how your particular expertise, experience and/or techniques can be an advantage to the City in completing the project.

3. **Project Approach:** Describe your approach to providing Architectural/Engineering design services described in the Project Description. A) Public Involvement, B) Design Phase with multidiscipline team, C) Design Review, D) Bidding, and E) Construction Administration. Discuss how you would provide leadership to facilitate teamwork and communications among all parties involved in the project. Identify personnel who would be involved in the project from start to finish by names, titles, roles, qualifications, experience, and resumes. Provide an organizational chart clearly illustrating proposed staffing.
4. **Project Budget Control:** Submit detailed description of how your firm provides and periodically updates construction cost estimates and participation in Value Engineering during project design, and successfully tracks and reports construction costs, including line item costs for each bid package.
5. **Scheduling:** Describe the primary scheduling techniques you use and the software you will employ to produce an effective project design schedule.
6. **Past Performance:** Name three (3) relevant projects of similar use and size that you have completed, demonstrating your firm's ability to manage and complete projects within budget and on schedule. Include the following information for each project.
  - a. Project owner, name of project and location;
  - b. Brief description of the project;
  - c. Year completed or anticipated completion date;
  - d. Construction cost;
  - e. Other relevant information about the project and the firm's services;
  - f. Reference contact person and phone number;
7. **DBE Certification/ MBE Certification**
  - a. Is your company DBE or MBE certified? If so, provide a brief description of your certification and provide any relevant details.
8. **State of Alabama Architecture license and/or State of Alabama Engineering license for each firm on proposed team**

**Ranking of Submittal will be based upon the following scoring:**

<u>Proposed Element</u>	<u>Maximum Score Point</u>
1. Cover Letter	5
2. Company Profile	15
3. Project Approach	25
4. Project Budget Control	10
5. Scheduling	20

<b>6. Past Performance</b>	<b>20</b>
<b>7. DBE/MBE Participation</b>	<b><u>5</u></b>
<b>Total</b>	<b>100</b>

**Additional Information Requested for the Project**

In addition to the qualifications and information listed above, include the following in the firm's submittal:

1. The firm's practices with respect to site visits and oversight of the Project.
2. Explain the firm's approach to incorporating energy efficiency into Library improvements that will enhance the design and contribute to energy savings and long- term maintenance and operations of systems for the capital program that aligns with the overall strategic plan developed for the Library. City of Foley does not anticipate seeking LEED certification for the Project.
3. List a maximum of three (3) specific and unique qualities that set your firm apart from others as it relates to the required services for design and construction administration for this new facility.
4. Provide specific information regarding any litigation that the firm has been involved with during the last five (5) years, whether as a named party or as the design firm for a library or other project owner that initiated a lawsuit related to a project issue or that was named as a defendant in a lawsuit brought by another party.
5. Provide specific information about any claims asserted against the firm or its professional liability carrier within the last five (5) years, including the resolution of the claim.
6. Provide information about the insurance coverage's carried by the firm, including professional liability insurance. Please submit a certificate of insurance showing the coverage's carried by the firm with limits, including professional liability, with the qualifications submittal.

Firms submitting statements of qualifications for the available contract will be evaluated and ranked in order of their qualifications. Following this evaluation, the firms determined to be most qualified may be asked to meet with the City and Library representatives to present the firm's qualifications and proposed approach for the requested services before final selection is made. Upon selection of the firm determined to be most qualified to provide the requested services, a proposal for cost of services and how services will be delivered will be requested, and a design services agreement prepared for the services to be provided. The initial form of agreement is anticipated to be a modified AIA Document B105-2017 once funds are in place to proceed with design. The agreement will cover the architectural and engineering design for a new Library. The city reserves the right to determine if it will move forward with the design and construction of the new Library.

## VII. Acknowledgement of RFQ

Each proposer must provide to the city, after receipt of this RFQ, an acknowledgement that it has received this RFQ and intends to submit a fully compliant Statement of Qualifications (“SOQ”.) Such acknowledgement shall identify and provide full contact information for the firm’s contact, who shall be the firm’s single point of contact for the receipt of any future documents, notices and addenda associated with this RFQ. Such acknowledgement must be sent via email to:

Rachel Keith, Project Manager  
rkeith@cityoffoley.org

All questions concerning the Project must be sent by email to Rachel Keith at rkeith@cityoffoley.org no later than 8:00 a.m. on Monday, July 18, 2022. All questions will be answered and emailed to the Point of Contact of each firm that submitted an Acknowledgement of the RFQ.

## VIII. Submission Requirements

Each sealed response may be mailed or delivered directly to the City of Foley at the following address:

<u>Mail to:</u>	<u>Physical Address:</u>
City of Foley	City of Foley
Attn: Library Building Committee	Attn: Library Building Committee
P.O. Box 1750	407 E. Laurel Avenue
Foley, AL 36536	Foley, AL 36535

Responses to this announcement should be in the form of a letter-type response that addresses the points listed in the evaluation portion of the announcement. Responses should be limited to a maximum of twenty-five (25) pages, not including the firm’s licenses, cover, back cover, or divider sheet between sections. Response must include **three (3) paper copies** and one electronic copy on a flash drive. Firms will be considered on the basis of information provided in the firm’s SOQs.

Responses must be received by 2:00 p.m. on Friday, July 22, 2022.

Responses shall be enclosed in a sealed envelope, addressed to the above. Also identified on the outside shall be the consultant’s name, license number, and the words “City of Foley Public Library Architecture/Engineering Services”. If this SOQ is sent by mail, the sealed envelope shall be encased in a separate mailing envelope with the notation “SOQ Enclosed” on the face thereof.

Responses must be deposited by hand delivery, courier, mail, or other physical means at the designated location prior to the time and date for receipt of SOQs, or the modified time and date indicated by Addendum. SOQs received after the time and date for receipt of SOQs will be returned unopened. Firms submitting responses are solely responsible for meeting submittal deadlines. Responses received after the stated deadline will be deemed non-responsive and will not be considered for any contract award as result of this solicitation. ***Please note this is a request for Professional Qualifications. Do not submit price and/or hourly rates within the submitted response. Professional fees will be determined once the qualified firm, if any, is selected.***

No consultant may submit more than one SOQ. Multiple SOQs under different names will not be accepted from one consultant or association.

**IX. Selection Timeline and Procedures**

The estimated RFQ schedule is as follows:

RFQ Advertisement.....	Friday, July 1, 2022
RFQ Release Date .....	Friday, July 1, 2022
RFQ Questions Due.....	No Later Than 8:00 a.m. on Monday, July 18, 2022
City Response to Questions.....	As received
RFQ Response Due from Arch/Eng Design Firms ...	2:00 p.m., Friday, July 22, 2022
Evaluation/Ranking of Responses Received .....	Friday, July 29, 2022
Notifications of Interviews (if needed).....	Friday, July 29, 2022
Interviews and Selection.....	Between July 29 and August 5, 2022
Fee Proposal Due from Selected Design Firm .....	No later than August 5, 2022
Negotiations if needed .....	No later than August 5, 2022
City Council Approval.....	Monday, August 15, 2022

The City of Foley may modify this schedule, providing the change of schedule is sent in writing to each firm that has acknowledged receipt of this RFQ. City of Foley representatives and Library Building Committee representatives will evaluate all responses and participate in all interviews.

**X. Proposal Guidelines**

1. City of Foley will not be liable for any cost incurred in the preparation and production of the statement of qualifications responses or any work performed prior to the execution of a contract between the city and the chosen design firm.
2. All responses and other materials submitted will become the property of the City.
3. All information contained in the RFQ and acceptable provisions of the selected firm’s response may be part of the contract for design services.
4. City of Foley reserves the right to:
  - a. Waive any informalities or irregularities and reject any or all responses received as a result of this RFQ.
  - b. Following the initial selection, negotiate the scope of services, contract terms and compensation for Architectural/Engineering design services provided.
  - c. Conduct investigation required to determine the respondent’s performance record and ability to perform the work specified as part of the RFQ.
  - d. Modify any dates or time in the RFQ.
  - e. Supplement, amend, or otherwise modify the RFQ or cancel this request with or without substitution or another RFQ.

- f. Disqualify any respondent who fails to provide information by date requested herein, who provides inaccurate or misleading information or data, who has any real or apparent conflict of interest or on the basis of past performance with the City of Foley.

**End of Request For Qualifications**