

PIERCE COUNTY LIBRARY SYSTEM

REQUEST FOR QUALIFICATIONS (RFQ) for

CONSULTANT SERVICES FOR FACILITIES CONDITION ASSESSMENT

PART 1: INTRODUCTION, PURPOSE, TIMELINE

The Pierce County Library System (the “Library”) is a junior taxing district under the laws of the State of Washington established in 1946 as a rural library district under Chapter 27.12 RCW. The Library provides library services for the residents of unincorporated Pierce County, 15 annexed cities and towns (Bonney Lake, Buckley, DuPont, Eatonville, Edgewood, Fife, Gig Harbor, Lakewood, Milton, Orting, South Prairie, Steilacoom, Sumner, University Place, and Wilkeson). The total estimated population served is 655,000.

More information about the Library, including its history, locations, services, programs, and budget may be found on our website at www.mypcls.org.

PURPOSE

The purpose of this document is to provide responders with information and instructions to submit a proposal to the request for professional qualifications to develop a Facilities Condition Assessment. The comprehensive Facilities Condition Assessment should incorporate conditions of our existing buildings with recommendations of prioritized repair and replacement work along with cost estimates. This assessment will aid the Library to develop a long term Facilities Master Plan and Organizational Strategic Plan.

ESTIMATED TIMELINE

RFQ announcement.....	June 2, 2023
Final questions due	June 16, 2023, 2:00 PM
Questions answered by	June 20, 2023
RFQ due to the Library	June 26, 2023, 2:00 PM
RFQ opening (non-public).....	June 26, 2023, 2:00 PM
Interviews via Microsoft Teams	June 27 to 29, 2023 (time TBD)
Notice of Intent to Award.....	July 7, 2023
Notice to Proceed.....	July 14, 2023

PART 2: SUBMISSION REQUIREMENTS

1. Submitters are expected to fully inform themselves as to the conditions, requirements, available information, and specifications before delivering a proposal. The submission implies submitter's acceptance of the terms and conditions herein, unless otherwise stated in **Part 3** below.
2. Submitters must provide three (3) copies of their submission containing the following items:
 - a. Provide a description of the company's qualifications, credentials, experience and resources as they relate to the RFQ.
 - b. Include curricula vitae or a professional biography for each person that will be assigned to the project. List their roles and estimated time spent on the project. Identify the consultant in charge, project managers, and subcontractors or other sub-consultants.
 - c. Provide complete answers to all questions identified in **Part 4** and **Part 5**.
 - d. Provide a list of three (3) references to similar projects and services the company has performed within the last 10 years. A form is provided in **Part 6**.
 - e. Complete and sign the Declaration Form in **Part 10**.
3. The Library reserves the right for a presentation interview of submitters for the project; this request shall be at no cost to the Library. The method will be conducted via Microsoft Teams.
4. Submitters must be capable of performing the services specified in this RFQ and in the submissions, including demonstrating that they have the necessary experience, ability, and financial resources to perform the work within the time stipulated in a manner that is acceptable to the Library.

PART 3: INSTRUCTIONS TO SUBMITTERS

- a) **Questions about the RFQ:** All questions about this RFQ should be directed to Christina Neville-Neil, Facilities Project Manager at (253) 548-3475 (CNeville-Neil@piercecountylibrary.org). Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective submitter concerning this RFQ will be furnished to all prospective submitters as an amendment to the solicitation. The Library reserves the right to share questions and answers with other submitters if it is determined that the answers would give unfair advantage to one submitter. **All questions must be submitted by 2:00 PM, June 16, 2023.**
- b) **Acknowledgement of Amendments to RFQs:** Submitters to the RFQ must acknowledge receipt of any amendment by signing and returning the amendment or by a written letter. Such acknowledgment must be received prior to RFQ opening.
- c) **Submission:** To be considered, submitters must submit three (3) complete copies of their response in a sealed envelope. Phone submissions will not be considered. Submissions shall be addressed as follows:

Pierce County Library System
Attention Petra McBride, Manager of Executive Office Admin
3005 112th Street East
Tacoma, WA 98446-2215
Sealed Submission for: Consultant Services for Facilities Condition Assessment

As an alternative, email submissions may be submitted to: PMcBride@piercecountylibrary.org. The Library strongly recommends that the submitter confirm that electronic submissions occurred.

- d) **Date of Submission:**

Sealed submissions must be delivered to Pierce County Library System at 3005 112th Street East, Tacoma WA 98446-2215, no later than 2:00 PM on June 26, 2023. Submissions or modifications to submissions received after this time will be deemed late and not considered for award and returned unopened afterwards.

Email submission can be submitted to: PMcBride@piercecountylibrary.org, no later than 2:00 PM on June 26, 2023.

- e) **Signatures:** A corporate official who has been authorized to make such commitments must sign the response. The lack of a properly submitted and signed Declaration Page may be sufficient cause for rejection.
- f) **Withdrawal or Modifications of Submissions:** Submitters may, without prejudice to itself, modify or withdraw its submission by written request, provided that the submission and any request is received by the Library prior to the date of submission above. Following the withdrawal of its

submission, the submitter may deliver a new submission provided it is received by the Library at the address and by the date in d) above.

- g) **Rejection of Submissions:** The Library reserves the right to reject any and all submissions without penalty. Any and all submissions may also be rejected for cause.
- h) **Submission Procedures and Forms:** All submitters must comply with the specifications and requirements contained herein. Submitters may only submit one response for consideration. Submitters may submit additional information with their responses as desired.
- i) **Submission Opening:** All submissions will be opened after 2:00 PM, June 26, 2023. The Library will conduct interviews with initially qualified submitters between June 27 and June 29, 2023, virtually. **BY SUBMITTING A RESPONSE TO THIS RFQ, SUBMITTERS UNDERSTAND AND AGREE TO BE AVAILABLE DURING THE HOURS OF 8AM AND 4PM BETWEEN JUNE 27-29, 2023 TO PARTICIPATE IN A SHORT, 1 HOUR INTERVIEW. THE LIBRARY WILL DO ITS BEST TO ACCOMDATE SUBMITTER'S PREFERRED TIME SLOTS DURING THOSE DAYS. FAILURE TO INTERVIEW WILL DISQUALIFY THE SUBMISSION.**
- j) **Award:** The contract shall be awarded to the most responsive, responsible submitter who best meets the Library's needs. Only one award will be made. Awarded consultant will be responsible for all aspects of the specifications. The Library reserves the right to waive informalities or irregularities and deviations from the RFQ, and to be the final judge as to which submission shall be accepted by the Library. Award is anticipated no later than July 14, 2023.
- k) **Public Disclosure of Awarded Submission:** All submissions will be treated with confidentiality prior to award. After award of the submission, the submission will fall under the requirement by Washington State law (Chapter 42.17 RCW) that obligates the Library to make the document available for public inspection, if requested.
- l) **Final inspection upon Award:** Submitters will verify submission on all existing conditions.
- m) **Cancellation:** The Library may cancel this contract or any part thereof by written notice at any time without penalty if the Consultant fails to comply with the terms, instructions, specifications, and delivery completion dates, or perform the work with diligence.
- n) **Contract Administrator:** The administrator of this contract will be Christina Neville-Neil, PCLS Facilities Project Manager.

PART 4: COMPANY INFORMATION

Please provide information as follows, referencing answers to each item below. Provide attachments as appropriate.

Tell us about your team:

- Professional biography for staff that will be assigned to the project, including training and/or experience applicable to this project.
- Proposed staff roles and estimated time to be spent on the project. Identify the principal in charge, project managers.
- Work to be performed by subcontractors or sub-consultants, and their qualifications.

Tell us about your experience:

- Your company's qualifications, credentials, experience, and resources in conducting building assessments and evaluations, and costing for a capital public project or facility, in particular, public spaces or libraries.

Tell us about your process:

- The methodology you anticipate using in conducting this project.
- Familiarity or experience with Pierce County communities and how you will learn more about them.
- Timeline resulting in completion of project no later than June 30, 2024.
- How you prefer to work with a client and how you ensure you are meeting your client's needs.

PART 5: STATEMENT OF PIERCE COUNTY LIBRARY SYSTEM RESPONSIBILITIES

Submitters must provide a comprehensive statement identifying the exact tasks, and other needs that are the responsibility of the Library as a part of the contract. Any items not included in this statement may become the responsibility of the awardee. This includes cost, coordination, and labor required to complete all work associated with the contract as defined in this RFQ.

PART 6: REFERENCES

List the names and addresses of three (3) customers, for whom the submitter has provided similar services. Include dates, contact persons, and telephone numbers. Should any reference submitted by the submitter be found unsatisfactory, the Library, as its sole option, may reject that submission. The Library shall be the sole judge in determining a satisfactory or unsatisfactory reference response. References must be submitted with the response.

Company: _____ **Address:** _____

Contact: _____

Phone: _____

Projects & Services provided: _____

Consultant in Charge: _____

Company: _____ **Address:** _____

Contact: _____

Phone: _____

Projects & Services provided: _____

Consultant in Charge: _____

Company: _____ **Address:** _____

Contact: _____

Phone: _____

Projects & Services provided: _____

Consultant in Charge: _____

PART 7: SCOPE OF WORK

The consultant shall furnish all labor and resources to conduct a thorough review of existing facilities, including building systems, infrastructure, renovations and additions, and maintenance history to identify deficiencies, required repairs, areas of improvement and optimization.

Scope of work to include

- **Buildings Assessment**
 - Conduct a thorough assessment of the Library's physical facilities (see list of addresses below) to determine the condition of the buildings, identify any structural issues or potential hazards, and prioritize repairs or renovations needed.
 - Identify and address any safety and security concerns in the buildings, including fire suppression systems, emergency exits, surveillance cameras, and secure entry and exit points.
- **Structural Analysis**
 - Assess the building's structural integrity via visual inspections and as-built reviews.
 - Check for signs of structural damage, such as sagging floors or walls, or cracks in the foundation.
 - Determine the load-bearing capacity of the building's components, such as beams and columns.
- **Building Systems**
 - Assess the building's existing mechanical, electrical, and plumbing systems via visual inspections and as-built reviews to identify issues and potential repair needs.
 - Identify areas for improvement and code compliance upgrades.
- **Roofing Systems and Building Envelops**
 - Review the building's roofing materials and infrastructure for potential leaks and pooling water areas.
 - Assess the building's envelop system for energy efficiency and energy code compliancy.
- **Building Code Compliance & Accessibility:**
 - Ensure that the Library is accessible to all patrons, including those with disabilities, by complying with the Americans with Disabilities Act (ADA) guidelines and making necessary modification designs to the facility.
 - Check that the building meets current building codes and regulations specific to their jurisdiction.
 - Ensure that the building has the required permits and certifications.
 - Verify that any renovations or additions to the building were completed with the proper permits and approvals.

- Energy Efficiency:
 - Assess the building’s insulation, heating, and cooling systems for efficiency.
 - Assess building’s envelop for energy efficiency.
 - Check that the building’s lighting and appliances are energy-efficient.
- Environmental Factors:
 - Evaluate the building’s exposure to sunlight, wind, and moisture.
 - Look for signs of corrosion or other damage caused by environmental factors.
 - Consider any potential hazards, such as flooding or earthquakes that could affect the building’s lifespan.
- Needs Assessment:
 - Identify and prioritize
 - equipment needs
 - maintenance and repair needs
- Implementation Timeline:
 - Recommend a phased implementation plan that outlines the timeline for implementing the recommendations including milestones, budget projections, and staffing requirements.

Deliverables

1. Facilities Condition Assessment: A comprehensive Facilities Condition Assessment that includes all the elements outlined above.
2. Cost Estimate: A detailed budget estimate that outlines the costs associated with implementing the recommended corrections, including capital costs, operational costs, and maintenance costs.
3. Implementation Plan: A phased implementation plan that outlines the timeline for implementing the corrections and changes, including milestones, budget projections, and staffing requirements.

Although the Library has set forth this Scope of Work and the Deliverables as the most desirable identified outcomes of the study, consultants are encouraged to propose alternative and/or additional process elements and timeline based on their judgment of what will enhance the intent and improve the outcomes of these activities.

Locations to be Evaluated (Thirteen Total)

Site visits are not mandatory as part of responding to this RFQ. If a submitter wishes to visit one or more sites prior to proposal submission, please contact Christina Neville-Neil at (253) 548-3475 or CNeville-Neil@piersecountylibrary.org to schedule an appointment.

Administrative Center & Library	3005 112th St E., Tacoma 98446
Bonney Lake	18501 90th St E., Bonney Lake 98391
Buckley	123 S. River Ave, Buckley 98321
Eatonville	205 Center St W., Eatonville 98328
Fife	6622 20th St E., Fife 98424
Gig Harbor	4424 Point Fosdick Dr., Gig Harbor 98335
Graham	202 224th St E., Graham 98338
Key Center	8905 Key Peninsula Hwy NW, Lakebay 98349
Parkland/Spanaway	13718 Pacific Ave S., Tacoma 98444
South Hill	15420 Meridian E., South Hill 98375
Steilacoom	2950 Steilacoom Blvd, Steilacoom 98388
Summit	5107 112th St E., Tacoma 98446
University Place	3609 Market Place W., Suite 100, University Place 98466

Anticipated Timeline upon Contract Award

Summer 2023	Initiate review of building as-builts and site visits
Winter 2023	Draft assessment reports
Spring 2024	Finalize Facilities Condition Assessment, budget estimates, and proposed implementation plan

PART 8: EVALUATION PROCESS

An evaluation committee will evaluate the merit of proposals including qualifications, capability to perform the work, references, proposed schedule, process, methods, previous experience with libraries or public agencies relevant to this project, and ability to comply with the requirements of this RFQ.

Contract pricing is not required for submission, and will be negotiated after the notice of intent to award is issued.

Each proposal submitted stands alone and will be evaluated on its own merits for meeting the Library's requirements, terms and conditions, pricing, and overall responsiveness to this RFQ. The evaluation committee may conduct discussions with any consultant that submits an acceptable or potentially acceptable proposal. Consultants shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During the course of the discussions, the evaluation committee shall not disclose any information derived from one proposal to any other consultant. The evaluation committee reserves the right to request the consultant provide additional information during this process.

Failure of the consultant to provide any information requested in the RFQ may result in disqualification of the proposal and shall be the responsibility of the consultant

Should contract negotiations fail to end with a contract, the Library reserves the right to consider the next best responsive, responsible submission, or to reissue the RFQ.

PART 9: CONTRACT TERMS AND CONDITIONS

- a) **Non-Assignment:** The Consultant may not assign any rights or any duties under this contract without the Library's prior written consent. Such consent must be in writing and received no less than thirty (30) days prior to the date of any proposed assignment and/or delegation.
- b) **Supervision:** The Consultant shall supervise and direct the work in relation to this contract using the Consultant's best skill and attention. The Consultant shall be solely responsible for and have control over the means, methods, techniques, sequences and procedures, and for coordinating portions applicable to this contract. The Consultant shall enforce strict discipline and good order among the Consultant's employees and other persons carrying out work in accordance to this contract. The Consultant shall not permit employment of unfit persons or persons not skilled in tasks assigned to them, according to the specifications contained herein.
- c) **Non-Discrimination and Workplace Safety:** The Consultant agrees to abide by all federal, state, and local laws, rules and regulations prohibiting discrimination in employment and the controlling of workplace safety. The Consultant shall provide personal protective equipment as required by law. Any violations of applicable laws, rules or regulations may result in termination of this Contract.
- d) **Environmental Protection:** The Consultant shall abide by all federal, state, and local laws regarding the protection of the environment. The Consultant shall also be responsible for reporting such violations as pertain to this work to the Library and other applicable agencies upon discovery of such in a timely manner. Any violations of applicable laws, rules or regulations may result in termination of this Contract.
- e) **Severability:** The invalidity of unenforceability of any provision if any resultant contract shall not affect the other provisions hereof, and the contract shall be construed in all respects as if such invalid or unenforceable provisions were omitted.
- f) **Indemnification and Hold Harmless:** The Consultant shall protect, defend, indemnify, and hold the Library, its agents, employees, officials harmless from, and shall process and defend at its own expense any and all claims, demands, suits, penalties, losses, damages, or costs of any kind whatsoever (hereinafter "claims") brought against the Library arising out of or incident to the execution of, performance of, or failure to perform this contract; PROVIDED, however, that if such claims are caused by or the result from the concurrent negligence of the consultant, its agents, employees, an/ or officers and the Library, its agents, employees, and/ or officers, this paragraph shall be valid and enforceable only to the extent of negligence of the consultant, its agents, employees, and/ or officers; and PROVIDED/FURTHER that nothing in this paragraph shall require the consultant to indemnify, hold harmless, or defend the Library, its agents, employees, and/ or other officers from any claims caused by or resulting from the sole negligence of the Library, its agents, employees, and/ or officers. The consultant's obligation under this paragraph shall include indemnification for made by the consultant's own employees or agents. For this purpose, the consultant, by mutual negotiation, hereby waives, with respect to the Library only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Chapter 51 of the RCW. In the event the Library incurs any judgment, award, and or

cost arising there from including attorney's fees to enforce the provisions of this paragraph, and such fees, expenses, and costs shall be recoverable from the consultant.

- g) **Public Records Act/Confidentiality:** Notwithstanding any other provision herein, Consultant recognizes that Library is a public agency subject the state Public Records Act, RCW 42.56. Upon receipt of a public record request for any material which is the subject of this agreement, Library will promptly notify Consultant of the request and Consultant will promptly elect whether it will at its own expense commence court action to protect the material from disclosure. If Consultant does elect to seek such protection, Consultant will fully defend and indemnify Library from any liability, including attorney fees and statutory penalties, which may arise under the Public Records Act in connection with the request.
- h) **Termination for Convenience:** The Library for its convenience may terminate this contract, in whole or in part, at any time by written notice sent certified mail, return receipt requested, to the Consultant. After receipt of a Notice of Termination, and except as directed by the contract administrator, the consultant shall immediately stop work as directed in the Notice, and comply with all other requirements in the Notice. The consultant shall be paid its costs, including necessary an reasonable contract close-out costs and profit on that portion of the work satisfactorily performed up to the date if termination as specifies in the Notice. The consultant shall promptly submit its request for the termination payment, together with detailed supporting documentation. If the consultant has any property in its possession belong to the Library, the consultant will account for the same and dispose of it in the manner the Library directs.
- i) **Termination for Default:** In addition to termination for convenience, if the consultant does not deliver supplies in accordance with the delivery schedule, or if the contract is for services and the consultant fails to perform in the manner called for in the contract, the Library may terminate this contract, in whole or in part, for default. Termination shall be effected by serving a Notice of Termination by certified mail, return receipt requested, on the consultant setting forth the manner in which the consultant is in default and the effective date of termination; provided that the consultant shall have ten (10) calendar days to cure the default. The consultant will be only paid for goods delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract less any damages to the Library caused by default. The termination of this contract shall in no way relieve the consultant from any of its obligations under this contract not limit the rights and remedies of the Library hereunder in any manner.
- j) **Termination for Non-Appropriation:** This contract is cancelable at the end of the fiscal period for non-appropriation of funds by the Library Board of Trustees. Such cancellation shall be upon thirty (30) days written notice to the consultant. The Library's fiscal period ends December 31 of each year. If the contract is terminated as provided in this subsection, the Library will be liable only for payment in accordance with the terms of this contract for services rendered prior to the effective date of termination; and the consultant shall be released from any obligation to provide further services pursuant to the contract as are affected by the termination. Funding under this contract beyond the current appropriation is conditional upon the appropriation by the Library Board of Trustees of sufficient funds to support the activities described in the contract. Should such an appropriation not be approved, this contract will terminate at the close of the current appropriation year.

k) **Insurance:** The awarded bidders shall furnish to the Library at time of award copies of all applicable liability insurance and applicable documentation as specified below:

<u>Coverage</u>	<u>Limits of Liability</u>
General Liability Insurance	\$1,000,000 each occurrence \$2,000,000 aggregate
Automotive Liability Insurance	\$1,000,000
Umbrella/Excess Liability Insurance	\$5,000,000

All insurance policies shall be endorsed with the following declaration, "Pierce County Library System, its officials and employees are covered as additional insured."

l) **Payments:**

- The Consultant will submit monthly invoices.
- The Library will make payments upon delivery and acceptance of the services by the Library and upon receipt of an acceptable invoice.

PART 10: DECLARATIONS

The undersigned declares that submitter has read and fully understands the Request for Qualifications and agrees to all of the terms, conditions, and provisions contained therein, including the Scope of Work; and submitter proposes and agrees that if the submission be accepted, submitter will contract to perform in accordance with the specifications and proposals. All work shall be completed to the Library’s satisfaction.

SUBMITTED BY:

Signature of Authorized Representative

Firm Name

Printed Name

Address

Title

City, State, Zip Code

Date

Telephone/ Fax Number

Email Address