

# REQUEST FOR QUALIFICATIONS

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## *DESIGN-BUILD SERVICES- CARNEGIE LIBRARY ADDITION & REHABILITATION*

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Mount Carroll District Library  
208 North Main Street  
Mount Carroll, Illinois 61053  
815-244-1751

# Mount Carroll District Library

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**Library Contact Person:**

Laurel Bergren  
President,  
Mount Carroll District Library  
208 North Main Street  
Mount Carroll, IL 61053  
815-244-1751

**ALL RFO RESPONSES SHALL BE SUBMITTED AS A PDF FILE VIA EMAIL.  
MULTIPLE FILES ARE ACCEPTABLE. IMMEDIATE RESPONSE OF RECEIPT  
WILL BE PROVIDED.**

**All RFO questions shall be submitted via email prior to January 22,  
2020, 2:00 p.m. to [laurel@arcperspectives.com](mailto:laurel@arcperspectives.com)**

**OPTIONAL SITE MEETING:** January 20, 2020 (208 N Main Street, Mount Carroll)

**TIME:** 2:00 P.M. Central Time

**QUALIFICATIONS DUE:** January 24, 2020, 5:00 p.m.

**TIME:** 2:00 P.M. Central Time

**RFQ DESCRIPTION:** Design-Build Services: Library Building Addition and Rehabilitation

**COMPANY NAME:**

**ADDRESS:**

**CONTACT PERSON:**

**TELEPHONE:**

## STANDARD INSTRUCTIONS FOR SUBMITTAL

1. An electronic version of each Request for Qualifications (RFQ) will be posted to the Mount Carroll District Library's website: [mountcarrollpubliclibrary.org](http://mountcarrollpubliclibrary.org). Paper copies shall be available at the Library.
2. All correspondence regarding the RFQ process must be addressed to the contact person located on the cover sheet of this document. Return correspondence, if any, from the Owner shall be in the form of addenda which will be posted on the Library's website for viewing by all interested parties. No responses shall be given after 5:00 pm January 22, 2020.
3. Sign, scan, and return RFQ signature form with all submittal requirements; retain a duplicate for personal files. Unsigned signature forms will exclude responses from being reviewed.
4. Return Statements of Qualification (SOQ) via email in PDF format to the President of the Library on or before the submittal deadline. To ensure delivery, please limit file size to 2 megabytes per email. Multiple files are acceptable. Please label multiple files 1of4, 2of4, and so forth. Each response will receive an immediate acknowledgement of receipt. **No responses will be accepted after the time designated in the RFQ, regardless of the reason given for the delay in delivery.** Responses received after the stated date and time will not be accepted.

Return Statement of Qualification to:  
Laurel Bergren, Mount Carroll District Library President  
[laurel@arcperspectives.com](mailto:laurel@arcperspectives.com)

5. All SOQ responses shall be available for inspection at the Library after award of order(s) or contract(s).
6. Special attention is directed to Design-Build Teams, in that no claim for relief due to errors or omissions in the RFQ process shall be considered. Design-Build Teams shall be held strictly to the responses, as submitted. Should there be any discrepancies, ambiguities, or omissions from any of the RFQ documents, the Design-Build Team shall promptly advise the contact person. The contact person shall then issue the necessary clarifications to all prospective Teams by means of an addendum. Design-Build Teams shall not be required to discover or advise of latent errors, omissions, or ambiguities in the RFQ documents.
7. The Owner may request one (1) or more Design-Build Teams to submit final proposals covering the scope of work as outlined in this document. However, only one Design-Build Team shall be selected to complete the work. The Owner, in its sole and exclusive discretion, reserves the right to waive any irregularities and to reject any or all submittals.
8. Any fees, legal or otherwise, involved in the successful delivery of the SOQ shall be borne by the Design-Build Team.

## **PREPARATION OF QUALIFICATIONS**

Each Design-Build Team must submit an authorizing signature provided by an individual owner(s) of a proprietorship, a general partner of a partnership, or signed in the name of a corporation by an officer whose title shall be stated.

## **INVESTIGATION OF QUALIFICATIONS**

The Owner shall make such investigation as is necessary to determine the ability and qualifications of the Design-Build Team to perform the outlined work in these documents. The Design-Build Team shall furnish all such information and data for this purpose as may be requested to show completed installations of equipment or projects similar to that included in this RFQ. The Owner reserves the right to reject any SOQ if evidence in the hands of the Owner indicates that a responding Design-Build Team is not properly qualified to carry out the obligations as described in the RFQ documents.

## **RESERVATION OF RIGHTS BY OWNER**

The Owner reserves the right to reject any or all submittals, to waive irregularities and to accept such SOQ responses which are considered to be in the best interest of the Library. Any such decision shall be considered final and not subject to review. Accepted submittals are subject to execution of a written contract between the submitting agent and the Owner. All such awards/contracts are contingent upon approval by the Mount Carroll District Library Board.

## **WITHDRAWAL OF QUALIFICATIONS**

Any Design-Build Team may withdraw their qualifications at any time prior to the "Qualifications Due Date" by signing a request therefore to the contact person. The successful Design-Build Team shall not withdraw or cancel their submittal after having been notified by the Owner that said submittal has been approved by the Mount Carroll District Library Board.

## **EQUAL OPPORTUNITY EMPLOYMENT/AFFIRMATIVE ACTION**

The Mount Carroll District Library is an Equal Opportunity/Affirmative Action Employer. In the event of the Design-Build Team's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Fair Employment Practice Act, or the Fair Employment Practices Commission's Rules and Regulations for Public contracts, the Design-Build Team may be declared nonresponsive and therefore ineligible for consideration on the project, and the contract may be cancelled or avoided in whole, or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

## **FREEDOM OF INFORMATION ACT**

The Design-Build Team shall be required to follow the Freedom of Information Act, 5 ILCS 140/1 et seq. and the Local Records Retention Act 5 ILCS 160/1 et seq. as part of this project.

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## SCOPE OF WORK

### INTRODUCTION

**The Mount Carroll District Library (Library)** invites interested parties to submit Statements of Qualification (SOQ) to provide Design-Build Services to the Library for the renovation of and addition to its 1907 Carnegie Library. The Library is seeking firms/contractors with documented experience completing Design-Build projects involving architectural, structural, historic preservation/rehabilitation and library/public building renovation.

### PROJECT BACKGROUND

The Mount Carroll District Library building was built in 1907 to serve the needs of 1,797 citizens of the Mount Carroll Township. Partially funded by Andrew Carnegie, the aging library facility, although well-maintained, has not been upgraded or rehabilitated. In 2017, the Mt. Carroll District Library annexed the balance of the West Carroll School District that was without public library service. The building now serves 2,826 people, a population increase of over 57% since the time of its construction. Besides lack of space, accessibility and climate control public requirements and expectations greatly exceed those of 1907.

The project will include alterations necessary to provide accessibility for individuals with qualified disabilities. Not unlike most Carnegie libraries constructed in the early 20th Century, patrons ascend 7 exterior steps to enter the building. Access to the second floor and the present meeting room is possible only by climbing a steep, narrow, winding staircase. Library staff currently provides on-call "curb-service" to those patrons unable to enter the building. Programs are moved off-site to accommodate those unable to navigate the stairs when requested.

March 2014, a design charrette was held by Kevin Epperle, FEH Associates Inc. from Dubuque, Iowa. The general public was invited and attended a multiple day planning event. A space/needs analysis completed by Himmel & Wilson and FEH indicated the need for a facility that totals 4,129 Assignable Square Feet based on a design population of approximately 3000 people. The summary program uses the guidelines established in ***Serving Our Public: Standards for Illinois Public Libraries***. Even with the increase of service area, the population is expected to hold steady for the next 20 years due to the rural character of the area. **See Attachment 1.**

The design proposed as an outcome of the charrette added approximately 4,032 square feet in the form of an addition plus the utilization of currently unused space in the exposed basement (1,928 sf +/-), creating an approximate 8,490 square foot modern facility. The replacement of HVAC and the addition of central air conditioning was included as well as two accessible restrooms, interior elevator to access all three floors, and code-compliant stair tower. The proposed addition of space provides accessible meeting rooms, accessible computer work stations, and allows for accessible shelving. **See Attachments 2 and 3.**

April 2014, the Mount Carroll Library submits a grant application to the Illinois Secretary of State for the Illinois State Library FY 2015 Public Library Construction Act Grant.

June 2014, the Illinois Historic Preservation Agency reviews the proposed design, requests changes, and provides conditions of approval in compliance with the Illinois State Agency Historic Resources Preservation Act. The project must adhere to the Secretary of the Interior’s “Standards for Rehabilitation and Guidelines for Rehabilitation Historic Buildings.” Sketches of design changes in compliance with the Illinois Historic Preservation Agency were provided by the designers at FEH. **See Attachments 4, 5, and 6.**

April 2015, 2016, 2017, 2018, the Library resubmits grant applications to the Illinois Secretary of State. No allocation of funding is made during those years.

April 2019, the Library submits grant application.

Summer 2019, Governor Pritzker announces a \$50 million allocation of Rebuild Illinois Funds to public libraries.

December 2019, the Library receives notification of the State’s FY2020 Budget that includes an appropriation for the allocation to public libraries. Supporting documentation is requested by March 31, 2020 in order to determine the Library’s eligibility for its requested construction grant.

December 2019, In light of the funding opportunity, the Mount Carroll District Library Board reviews proposed schematic drawings and sketches based on IHPA requirements from FEH Associates, Inc. and determines some changes are desired including the relocation of the accessible entrance to the ground floor. It was further decided that a Design-Build team would be sought in an effort to control the project budget.

## **MANAGEMENT AND COORDINATION**

Laurel Bergren, will serve as liaison to the Mount Carroll District Library during the duration of the project. The Library will also provide a Project Management Team of board and staff members that will collaborate on the primary decision-making required to undertake this project. The team shall include the Library Director, the President, and two Board Members, which will make recommendations to the Board of Directors. Other experts may be added, if needed. This body will also review all SOQs that are received by responding Design-Build Teams and make a recommendation to the Mount Carroll District Library Board for approval.

## PROJECT DESCRIPTION & SCOPE

Building upon the preliminary space needs analysis and existing preliminary/schematic design concepts derived from public input, the selected Design/Build team will adapt the current proposed designs to accommodate a lower level accessible north entrance and the design requirements required by the Illinois Historic Preservation Agency. Accessible access to all three floors of the historic building is mandatory. Changes to the initial design creating more value and greater physical flexibility are expected. Director and Project Management team will be available immediately following contract signing to commence project. Designs needed by February 28<sup>th</sup> for Illinois Historic Preservation Agency for review with budget break-down to follow prior to March 31, 2020 Secretary of State submission deadline. Final design and construction schedule will be determined after approval by the Illinois Secretary of State.



East and North Facades



West Facade



South Façade



East Façade

Areas to be addressed during this renovation project but are not limited to the following:

1. Addition to current building (See Attachment 7)
2. North ADA entrance and new elevator construction linking original building to addition
3. Code compliance
4. Abate asbestos (primarily related to current heating system (See Attachment 8))
5. Mechanical, electrical and plumbing upgrades
6. Building IT, networking and media connectivity
7. Interior floor, ceiling and wall repairs
8. Limited interior demolition
9. Interior flooring
10. Interior & exterior painting

The final rehabilitation and addition shall comply with all requirements of the Americans with Disabilities Act and the Illinois State Agency Historic Resources Preservation Act. The project must adhere to the ‘Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitation Historic Buildings (National Park Service, 1992). All construction labor shall comply

with the State prevailing wage requirements for Carroll County, IL. All construction must meet State and Local codes.

## **PROJECT BUDGET**

**The budget for the proposed addition and renovation project is \$2,044,597 including furniture and fixtures, design fees, soft costs.** A final estimate shall be prepared by the Design-Build Team and may be revised by the Owner due to funding availability as approved by the Mount Carroll District Library Board.

## **APPROACH**

The prospective Design-Build Team will provide design and preconstruction planning throughout the preconstruction stages which may include, without limitation, technical review, cost verifications and construction estimates, schedule development and evaluation, value engineering, local and state permitting, design details and construction drawings. In addition to construction, the Design-Build Team will be responsible for all construction management, project safety, scheduling, coordination of all subcontractors and construction activities, along with bidding any contracts that may be required for completion of the project.

As part of the integrated design process, the Design-Build Team shall explore improvements to reduce water, gas, and electrical consumption over the future life of the building.

## **SUBCONTRACTOR BIDDING**

A Design-Build Team may submit qualifications of subcontractors that it intends to utilize as part of the Design-Build Team along with its submittal. However, it is the intent of the Library that subcontracted work not covered in the submitted SOQ be bid separately. Further, should there be portions of the work which are estimated to be in an amount over \$20,000, such work shall be bid in accordance with the Library's Purchasing Policy and separately approved by the Library Board prior to the commencement of such work. All (sub)contracts shall be made available for inspection at the Library, after award of such order(s) or contract(s). A copy of the Library's Public Bidding Policy has been included as a reference in **Attachment 9**.

## **ANTICIPATED SCHEDULE**

The Owner intends for preliminary design to begin upon award of a negotiated Design-Build Proposal with a target date of preliminary design completion by February 28, 2020 in order to gain approval from the Illinois Historic Preservation Agency (IHPA). Start of construction is targeted for August 15, 2020. The Design-

Build Team, as a part of its design and preconstruction services, will assist the Owner with developing a strategy for the best approach for the successful completion of the Project. The Design-Build Team will provide guidance and assistance in the preparation of a schedule, design services, construction packages, and reliable cost estimates leading to an approved project design & budget by the Mount Carroll District Library Board.

**The following schedule provides an initial timeline crucial for approval of funding from the Illinois Secretary of State. The final design and construction timeline will be determined after project commencement and approval from the state.**

Optional Site  
Meeting -1/20/2020  
RFQ questions due  
– 1/22/2020  
SOQ submittals due  
– 1/24/2020  
Approval of Design-Build  
Team – 1/29/2020  
Start of Design-Build Services  
– 1/30/2020  
Approval of Schematic Design  
Documents and budget suitable  
for grant review 2/28/2020

\*It shall be understood that all construction activities are under the approval of the Illinois Historic Preservation Office and the Secretary of State, which may impact the overall progress of the addition and renovation.

The Library shall make time available, as indicated in this document, for interested Design-Build Teams to tour the Library. This site visit shall be considered optional. Questions and answers that are not covered by information located in the RFQ will be made public in the form of Addendum No. 1, which shall be posted to the Library's website prior to January 22, 2020.

## **EVALUATION & SELECTION CRITERIA**

Responses will be evaluated on the extent to which the Design-Build Team conforms to the criterion outlined in this request. The responses should demonstrate the qualifications of the Design-Build Team and their ability to meet the needs of the Library.

The Library reserves the right to award this opportunity based on the initial RFQ response without oral presentations; however, oral presentations to the Library may be requested. The Library reserves the right to reject any and all submittals. Design-Build Teams will be notified in writing by the Library, following the selection process. The evaluation decision matrix has been included as a reference in **Attachment 10**.

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## **SUBMITTAL REQUIREMENTS**

### **TEAM HISTORY AND BACKGROUND**

Please provide a written narrative on the Design-Build Team, including but not limited to the following:

- Provide the name of the proposing Design-Build Team, Owner and/or lead project manager. Include the Owner/Manager's telephone number, fax number, email address and mailing address as part of the RFQ signature form.
- Describe the organizational structure of the Design-Build Team and the profiles of key individuals & firms/contractors (such as engineers, technicians, contractors and subcontractors) that will work on the project. Include name, title, and length of service with the Design-Build Team's firm and/or contractor. Additional qualifications and experience on similar projects may be included outside of submitted project references.
- Describe how the Design-Build Team will attempt to complete the rehabilitation and construction. Include information regarding how the Team will handle the anticipated project schedule, budget, subcontractor bidding, and historic building improvements, and coordination with the Library construction team.
- Provide scope of services customarily provided to clients for each firm/contractor that is part of the Design-Build Team.
- Disclose any potential conflicts of interest.

### **REFERENCES**

The SOQ shall also include at least three (3) references outlining similar services/projects that have been provided by the Design-Build Team, as well as their dates of service. Please include the reference Owner or contact individual, company, email address and phone number for project verification. Also include a description of the services and key personnel that were involved in each project. By submitting references and signing the signature form, the Design-Build Team is giving the Library Management Team permission to contact these references as part of the SOQ evaluation process.

# Mount Carroll District Library

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## Signature Form

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**Name of Individual/Partnership/Corporation/Company/Entity Managing the Project**

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Name of Preparer (print)

Title

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Signature

Date

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Attesting Signature (Required of Corporations)

Title

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Business Address

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City

State

Zip

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Telephone Number

FAX Number

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Email Address

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Federal Employee Identification Number (FEIN)