



**Request for Statement of Qualifications (RFQ)
for Professional Design Services
for the new Brown County Public Library
Mt. Sterling, IL.**

August 19, 2019

Submittal Deadline: September 16, 2019 @ 5:00PM CST

I. Overview

The Brown County Library District is seeking Statements of Qualifications from interested and qualified professional design firms to provide design services (Architectural, Civil, Structural, MEPFP Engineering, Landscape Architecture, Interior Design and Graphics/Signage) for the construction of a new library facility in Mt. Sterling, IL.

Contact Person:

Richard Young, Director

Brown County Public Library District

richard@bcpubliclibrary.org

P: 217-773-2013

F: 217-773-4723

www.bcpubliclibrary.org

II. General

1. This RFQ is available on the Brown County Library website: www.bcpubliclibrary.org
2. All questions pertaining to the solicitation must be in writing and received by September 4, 2019 by 5:00 pm (CST). All questions can be sent via email to Richard Young at richard@bcpubliclibrary.org
3. Answer to questions will be posted no later than September 9, 2019 at 5:00 pm (CST). Firms are responsible for checking the website to ensure that they have the most current information regarding the RFQ.

III. Background

The tax-supported Mt. Sterling Public Library was formed in 1915. In 1993, the Mt. Sterling Public Library was converted to the Brown County Public Library.

Expanding from a city library to a county-wide library district meant that the library served about three times as many people. Although the Board of Trustees opened a small branch in Versailles, about ten miles southeast of Mt. Sterling, demands on the Mt. Sterling building increased substantially.

Today the library's Mt. Sterling building is extremely overcrowded with insufficient space for readers, collections, computers, public programs, staff, and storage.

The Brown County Library District wishes to build a new library building in Mt. Sterling that will better serve its community of current and future users. The new library must not only meet the needs of the existing community of users, it must also be designed and programmed to anticipate and engage the needs and technologies of the next several decades. In addition, the library could include community meeting spaces if there is a need determined for these spaces. The core library square footage needed has been estimated to be around 11,000 SF.

The Board is dedicated to good stewardship of both private and public funds. While that stewardship translates into a desire for cost savings where possible, the Board shares a common desire for an aesthetically pleasing design. It will be important for the successful firm to balance project aesthetics and economics. The board is also interested in how the library can complement existing and proposed adjacent development and incorporate sustainability into the design in cost effective ways.

The board desires a building that is sustainable and seeks to reduce negative impacts on the environment, and the health and comfort of building occupants, thereby improving building performance and minimizing operating costs.

The project site is located at 106SW Cross, 113 & 117 West South and includes the following parcels; 05-206-005-0 (90'x120'), 05-100-006-0 (60'x120" and 05-100-007-0 (90'x120'.

At a minimum the core spaces to be included in the library are: Library Programming Room, Dedicated Children's Programming Area, dedicated teen area, community meeting room, multiple study rooms, staff offices and workspaces, staff breakroom and restroom, public restrooms, local history and genealogy area, and mechanical support spaces.

Other areas that are generally accepted as enhancements to modern library service may also be included.

A one-story building plan is optimal. If during the early phases of the project a need for a community use that might be co-located with the library adding a second story may be considered.

IV. Scope of Design Services

The professional design services anticipated as being required are:

- Assistance with development of program requirements for new building.
- Community engagement
- Zoning, Building Code and ADA Guidelines review
- Assistance with development of Project budget and design and construction schedules
- Architectural design (including all plans, specifications, drawings and renderings)
- Mechanical, electrical, plumbing and fire protection design
- Structural engineering
- Civil Engineering
- Landscape Architecture
- Graphic Design
- Exterior & Interior Signage Design
- Interior Design plans, specifications and bidding packages
- Lighting design
- Assistance with publicly bidding and awarding construction contract
- Construction administration and post-construction activities

V. Scope of Work

The following is the anticipated scope of work for the project. Final scope to be finalized during contract negotiations with selected firm.

1. Scope of Work – Phase I

.01 Base Documentation and Site Analysis

Perform a preliminary architectural survey of existing structures to initiate the design process and identify views, building access, landscape, utility locations and surrounding uses. Engage a licensed Land Surveyor to provide an accurate survey of the site.

.02 Programming & Visual Benchmarking

This phase will include documentation of existing square footage and uses in the current facility along with interviewing staff and board members to determine desires and needs at the new facility. Prepare updated program after reviewing current program documents from previous studies which define the scope of work, identify desired functions of spaces and their probable sizes, and describe the relationships of the spaces to each other.

.03 Concept Design

Review existing zoning and building codes, development of conceptual floor plans, massing studies and conceptual ideas for the design of the project. Plans, sketches and images will assist in communicating the conceptual ideas. Upon Owner's approval of a concept direction, assist Owner in preparing an RFP for Subsurface and Environmental Assessment services for the site.

.04 Conceptual Price Estimate

Provide a conceptual cost estimate for the project.

2. Scope of Work – Phase II

Based on approved concept design, the architectural firm will develop the schematic design for the library. This will include civil, landscape, architectural, structural, mechanical, electrical, plumbing, fire protection, signage, environmental graphics, and FF&E design scope and an updated cost model.

3. Scope of Work – Phase III

Based on approved schematic design, and funding, the architectural firm will develop the design development and construction documents for the library. This will include landscape, civil, architectural, structural, mechanical, electrical, plumbing, fire protection design, signage, environmental graphics and FF&E design, specifications and an updated cost model.

4. Scope of Work – Phase IV

Respond to questions from bidders and prepare one addendum if required during bidding. Assist Owner with review of bids.

5. Scope of Work – Phase V

Provide Construction Administration Services for project to include:

.01 Attendance at kick-off meeting with contractor.

.02 Review of shop drawings and sample submissions for the purpose of checking for general conformance with information give and the design concept expressed in contract documents.

.03 Answer contractor's questions and issue drawing clarifications as required.

.04 Review contractor's pay requests.

.05 Attend weekly construction meetings and monthly site visits. Assume 12-month construction period.

.06 Prepare punch list when project is substantially complete.

.07 One follow-up trip to make sure all punch items are complete.

VI. Submission Requirements

Responses to this RFQ solicitation must include the following information and materials. The Brown County Library District will not be liable for costs incurred in the preparation of a response to this RFP or in conjunction with any presentation associated with the response to this RFP.

Responders must submit (8) printed copies and (1) electronic copy no later than September 16, 2019 by 5:00PM CST to:

Richard Young, Director
Brown County Public Library
143 West Main Street
Mt. Sterling, IL. 62353

The Statement of Qualifications must include the following information in the stated order. Submissions should not exceed 25 single-sided pages and should be organized as follows:

I. Introduction

1. Cover letter with name, address, email, phone and fax number, key contact person.
2. In a one-page statement, indicate your interest in furthering the library services in Mt. Sterling, Illinois and Brown County, Illinois by helping the community understand the importance of a new facility. Indicate your interest in a design-oriented public input process and ability to present visual images of a public library facility that capture widely supported project elements.
3. Description of the general approach to the planning process and implementation of the project and what unique qualities your team will bring to the is project.

II. Firm History

1. Number of years in business
2. Type of ownership, name(s) of owner(s)
3. Type of organization
4. Geographical areas of operations
5. Professional Affiliations

III. Personnel

1. Please identify your organization and the person in your organization who will serve as our point of contact, including name, email, address and telephone.
Describe the size and composition of your organization.
2. Identification and brief resumes for all key individuals who would work on the project including each individual's role.
3. Provide information on sub-consultants that will be part of the team.

IV. Experience and References

Past experience summary – Identify 3-5 similar projects, the firm has been involved with. Provide the following for each project:

- a.) Name and address of client
- b.) Name, telephone number, and email address of contact person
- c.) Summary of project or plan including year completed and cost.

d.) Photographs of the projects.

V. Sustainable Design Experience

Provide examples of experience with projects that received a LEED rating, or designed to meet LEED requirements, or completed projects that demonstrably conserve energy and other resources

VI. Other

Please provide other pertinent information that you feel makes you qualified for the proposed project.

VII. Evaluation Criteria

The selected firm will be chosen based on its apparent ability to meet the overall expectations of the library. The library Board of Trustees will be the judge of which Statements of Qualifications offer the greatest benefit.

The following criteria will be applied in the selection process.

1. Responsiveness and completeness of the Statement of Qualifications.
2. Technical quality and methodology of architect's approach to organizing and managing the project and ability to document information and recommendations in a clearly written format.
3. Understanding of project objectives and scope.
4. Ability of architect and management team to communicate and build consensus with board members, staff, and community.
5. Experience in public library building projects or similar type projects
6. Experience with projects that received a LEED rating, or were designed to meet LEED requirements.
7. References and examples of completed consulting projects. Satisfaction of former clients with competency of architect and completed work.
8. Overall project management and architect's ability to accomplish a project of this nature within the proposed time schedule.

VIII. Selection Process

The library Board of Trustees and the library director will review and evaluate the written responses to the RFQ. The top ranked groups (2-3 firms) will be invited to participate in an interview. The specific interview schedule and format will be announced later in the process.

The library Board of Trustees and the library director will evaluate and rank the interviewing firms, check references of selected candidates, make the final selection, and negotiate a contract with the successful firm.

The library reserves the right to reject any and all qualification statements at its sole discretion, accept proposal based on considerations other than cost, and waive or modify any provisions of this request for qualifications.

IX. RFQ Anticipated Timeline

Request for Proposal is Advertised	Weeks of August 19 & 26, 2019
Questions Due	September 4, 2019
Request for Proposal responses due to Brown County Library District..	September 16, 2019
Review of proposal Statements by review committee completed.....	September 27, 2019
Interviews with library Board of Trustees	October 7, 2019
Selection and notification of selected firm	October 21, 2019
Negotiation and contract completed.....	November 4, 2019
Library Board of Trustees approves and signs contract.....	November 20, 2019