

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL SERVICES FOR NORTH CANTON PUBLIC LIBRARY RENOVATION PROJECT

Introduction:

The North Canton Public Library (the “Library”) is soliciting Statements of Qualifications from qualified firms interested in providing architectural services in connection with renovation of its building located at 185 North Main Street, North Canton, OH 44720. The purpose of this Request for Qualifications (“RFQ”) is to identify the most qualified respondents (firms). The Library reserves the right to make selection based solely on qualifications submitted without a formal interview process.

This RFQ shall be made available on the Library’s website, <https://ncantonlibrary.com/>, and shall also be available by contacting Andrea Legg, Director, North Canton Public Library, 185 North Main Street, North Canton, OH 44720.

Scope of Work:

The Library’s overall objective for this Project is to have a viable building for up-to-date library services for a minimum of twenty (20) additional years. The Library seeks an overall Project that can be completed in phases, allowing the Library to continue serving its customers throughout the Project. Design, plan, preparation, plan approval, and bidding services are desired. Construction inspections and oversight are desired and will be negotiated.

The renovated building will need to address the changing dynamics of the library service model, such as emerging technologies, libraries as continuous learning centers, easily browsable collections, high volume programming, and customer behavior and expectations. This project involves a plan to update, renovate, alter, replace, and rework portions of the Library’s building with the goals to increase the space available to the public and to create accessible, vibrant places that support user-centered programs, technologies, and services, as well as direct access to the Library’s extensive resources, emerging technologies, and exceptional staff. There will be an emphasis on quiet study spaces, interactive youth spaces, easily browsable collections, and safe, accessible staff workspaces and storage spaces. This will be integrated into facilities that can be easily configured or reconfigured to adapt to changing community needs and to provide quick access to staff, as well as customer-initiated, autonomous service. The project will include updates to wiring and lighting as necessary. The plan must prioritize and meet ADA requirements.

The Library’s Board of Trustees seeks qualified candidates to provide architectural, engineering, and design services that tentatively include, but are not limited to, some or all of the following:

- Assistance with development of program requirements
- Assistance with development of Project budget and design and construction schedules
- Architectural design (including plans, specifications, drawings, and renderings)
- Mechanical, electrical, plumbing and fire protection design
- Structural engineering
- Information technologies design
- Communications/data systems design
- Interior design
- Plans, specifications and bidding packages for furniture, fixtures, and equipment
- Lighting design
- Building code and ADA review
- Cost estimating and value engineering
- Development of schematic and construction documents

- Assistance with publicly bidding and awarding construction contracts
- Construction administration and post-construction activities

The expectation is to receive a proposal that incorporates all design components indicated herein and a process that allows for Library input as part of the design process without materially increasing the cost of work. It is also expected that the proposal will allow for input from the Library through concept design to a final design, including material selection.

Content of Statements of Qualifications:

Statements of Qualifications should include, at a minimum:

1. The firm's history;
2. Education and experience of owners and key personnel;
3. The technical expertise of the firm's current staff;
4. The firm's experience in designing similar projects (including, if possible, a minimum of 3 projects for new construction of library buildings and 3 projects for major renovation and updating of library buildings);
5. Provide a statement of ability to perform the project in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required services competently and expeditiously;
6. The names and roles of the individuals on the proposed team, including the individual who will be the day- to-day contact;
7. Demonstration of compliance with Section 4703.182, 4703.332, and 4733.16 of the Ohio Revised Code, including use of a licensed design professional for all design services;
8. Describe your methods of communication between your clients and the firm, cost analysis methodology, and schedule control;
9. Describe how you would include the Library in the design process to address overall configuration of the project, layout, materials, and end-user needs;
10. Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA);
11. Provide evidence of the firm's general and professional liability insurance, including a current sample insurance certificate, which identifies the insurance carrier, policy number, and policy limits, litigation history, including any judgments, mediations, or arbitrations in which the firm has participated as a party related to providing the firm's proposed services during the last ten years;
12. A listing of all projects in the past five years developed by the firm, similar to this project and involving Ohio public libraries including the date the project began and ended, the name and phone number of the owner or representative having knowledge of the firm's work, and information related to project budget and percentage over or under budget; and
13. Include any other information you feel would be relevant to the selection of your firm.

If the firm proposes to use sub-consultants for any elements of the project, the Statement of Qualifications should include the name of the sub-consultant firm, contact information and the role in the project.

Source of Funding:

The project budget is in process and will be provided, once available, to respondents upon request. The project will be primarily funded through money set aside in the Library's Capital Improvement Fund through state and local tax receipts.

Project Schedule:

The tentative project schedule includes a desire for architectural services to begin within 15 days of contract execution with design and construction schedules to be determined thereafter.

Submittal:

The response to this RFQ shall be submitted as follows: three (3) hard copies of the Statement of Qualifications packages, including attachments, are required. No faxed or emailed Statement of Qualifications will be accepted. The sealed envelope in which submittals are received must be clearly labeled on the outside with the firm's name and the project identification: "North Canton Library Renovation – Qualification Submittal".

Questions may be directed to Andrea Legg at 330.499.4712 ext. 315.

Submittals shall be delivered to the following addressee at or before 5:00 p.m. on Friday, December 6.

North Canton Library
Attn: Andrea Legg, Director
185 North Main Street
North Canton, Ohio 44720

Submittals received after this deadline will not be considered.

ADDITIONAL INSTRUCTIONS, TERMS AND CONDITIONS

The following instructions, terms, and conditions are provided to assist firms in formulating a thorough submission.

1. No oral interpretations shall be made to any firm. Firms are not to rely on any oral instructions or answers. Oral responses affecting the information provided by the Library in its submittal will not be binding on the Library, its employees, agents, or representatives. Requests for an interpretation shall be made in writing and addressed to Andrea Legg at the address provided herein and must be received at least seven (7) days prior to the date set for opening of submissions.
2. The Library will review all written questions, provide answers to interested firms in writing, and make all questions and answers available to all interested firms prior to the last date for accepting statements of qualifications.
3. The Library does not obligate itself to accept any submittal. The Library reserves the right to reject any and all submittals and will have no liability whatsoever to any firm whose submittal is not accepted.
4. Acceptance of a submittal shall not constitute any interim or final agreement between the firm and the Library, and such acceptance will not be binding on the Library unless, and until, an agreement covering all conditions and provisions of the work has been developed in writing, executed by both the successful firm and the Library, and the appropriate certificates have been attached to the agreement.
5. The selected firm will work closely with the Library's designated staff during all phases of the work. The successful firm will be considered a key part of the project team. A strong, positive working relationship must be maintained.
6. All licenses required by the State of Ohio and the City of North Canton shall be maintained during the contract.
7. The firm's team personnel shall be maintained throughout the course of the work and provide a single point of contact for the duration of the contract.
8. All required insurances and bonds (bid, performance, and payment) are to be maintained by the firm during the course of the contract.
9. Each firm will be responsible for all his/her expenses incurred during the RFQ process.
10. An RFQ pre-submittal conference will not be held. Firms interested in scheduling a site visit may do so through Andrea Legg for a mutually agreeable time and date. Please call Andrea Legg, Director, at 330.499.4712 ext. 315.
11. The Library reserves the sole right to a) evaluate the qualifications submitted; b) waive any irregularities therein or request additional qualifications; c) make inquiries as may be necessary to verify qualifications; d) reject any or all firms submitting qualifications, should it be deemed in the Library's best interest to do so; e) to make a selection based solely on qualifications without an interview process; f) to negotiate a contract with the firm it believes can best meet the needs of the project.
12. Firms may modify their submissions by submitting a new submission at any time prior to the scheduled closing time for receipt of qualifications. The revised submission must state it supersedes and replaces the previous statement of interest. Submissions may be withdrawn by written request if received from the firm prior to the scheduled closing time for receipt of qualifications.
13. The Library reserves the right, in its sole discretion, to have any firm clarify or supplement its submittal, including making such request through direct contact with the firm.

SELECTION PROCESS AND CONTRACT AWARD

As required by Ohio Revised Code 153.65-71, responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, the Library will enter into contract negotiations with the most highly qualified firm. The firm selected may be required to make a presentation to the Library Board of Trustees. The firm to whom the award is made will be notified at the earliest possible date. Tentative acceptance of the proposal, intent to recommend the award of a contract, and actual award of the contract will be provided by written notice sent to the firm at the address designated in the proposal. If the contract negotiations with the highest ranked firm are unsuccessful, the Library reserves the right, but shall not be required, to enter into negotiations with the next highest ranked firm.

All proposals must be valid for at least 180 days from the due date of the proposal.

The Library reserves the right to reject any or all proposals in whole or in part, waive informalities, allow correction of errors or omissions, negotiate individually with one or more firms, request supplemental proposals, and clarify or explain any part of the submitted proposal.