FORSYTH COUNTY PUBLIC LIBRARY

REQUEST FOR QUALIFICATIONS
PROFESSIONAL ARCHITECTURAL DESIGN SERVICES

DATE ISSUED: May 20, 2015

FOR: Professional architectural design firm for all design services related to the expansion and repurposing of the Sharon Forks Library. Services to include design of expansion and repurposing of existing building, development of construction documents, and construction administration. The library is located at 2820 Old Atlanta Road, Cumming, GA 30041.

MANDATORY PRE-PROPOSAL MEETING: Monday, June 1, 2015 at 2:00 PM
Sharon Forks Library, Meeting Room, 2820 Old Atlanta Road, Cumming, GA 30041

DEADLINE FOR RECEIVING QUALIFICATIONS: Wednesday, June 24, 2015 at 2:00 PM
Proposals submitted after the deadline will not be accepted under any circumstances; they will be returned to the sender unopened. Fax ed or emailed Qualifications are not acceptable.

RECEIVING OFFICE:
Forsyth County Public Library, Admin. Offices, 585 Dahlonega Road, Cumming, GA 30040
Please note that this is a different location than the mandatory pre-proposal meeting.

QUALIFICATIONS WILL BE OPENED AT: Wednesday, June 24, 2015 at 2:05 PM
Forsyth County Public Library, Admin. Offices, 585 Dahlonega Road, Cumming, GA 30040
All interested parties and the general public are invited. Names of submitting firms will be read aloud. Pricing information will not be opened at this time. Selection of architect will be made at a later date pending evaluations of all Qualifications submitted and approval by the FCPL Board of Trustees.

Sealed proposals in triplicate copy, subject to all provisions of the Request for Qualifications, will be received and opened at the time, date and place shown above. Qualifications must be submitted in a sealed opaque envelope or package with the name and address of the firm and “Architectural Services—Sharon Forks Library” on the front of the package. Responses must include all required forms and information as described in the Request for Qualifications package. All content relevant to the RFQ response must be contained within the sealed package. Note: The Fee Proposal is to be submitted within the Qualifications package in a separately sealed envelope clearly marked with the name and address of the firm and “Architectural Services Pricing.”

Qualifications received will become the property of Forsyth County Public Library and shall be used as the Library sees fit. All information contained in the Qualifications will remain confidential until after the award and signing of contract. The Library reserves the right to cancel the Request for Qualifications or to reject any and all responses received, to waive any technicalities or other minor informalities if it determines, in its sole discretion, that such cancellation or rejection is in the best interests of the Library.

To Obtain Request for Qualifications:
The Request for Qualifications package may be obtained by contacting Monica Hennings at henningsm@forsythpl.org or 678-513-9386.
Addenda and Interpretations:
No interpretation of the Request for Qualifications will be made orally. Requests for interpretations must be in writing and addressed to: Anna Lyle, Assistant Director for Support Services, Forsyth County Public Library at lylea@forsythpl.org. To be given consideration, questions or requests for information must be received by 2:00 PM on June 16, 2015. Any and all such interpretations and any supplemental instructions will be in the form of written Addenda to the RFQ which, if issued, will be emailed to all prospective firms at the respective addresses furnished when RFQ packages were issued. Failure of any respondent to this RFQ to receive any such addendum or interpretation shall not relieve such respondents from any obligation under his proposal as submitted; it is the responsibility of the respondent to ensure receipt of any addenda. All addenda so issued shall become part of the contract documents.

Professional Services Agreement:
By responding to the RFQ, the respondent agrees that, should he be awarded the project, he will enter into a Professional Services Agreement in the form included with the RFQ package. The respondent affirms that he has thoroughly reviewed and is familiar with the terms of said Professional Services Agreement.

Indemnity:
To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Forsyth County Public Library from and against liability, claims, damages, losses and expenses, including attorneys’ fees, arising out of or resulting from performance of the work, provided that such liability, claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable.

In claims against any person or entity indemnified under this Paragraph by an employee of the Contractor, a Subcontractor, any one directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

Insurance Requirements:
Prior to commencing work, the Firm, at its own expense, shall furnish insurance certificate showing the certificate holder as Forsyth County Public Library, with a special notation naming Forsyth County Public Library as an additional insured on the liability coverage. At a minimum: Commercial General Liability and Automobile Liability: combined single limit at least $1,000,000 per occurrence; Umbrella liability in the amount of at least $1,000,000 that follows the coverage forms for underlying liability policies or is broader; Worker’s Compensation policy providing statutory limits; Architects & Engineers Professional Liability – errors and omissions policy in the amount of at least $1,000,000 per occurrence. Coverage shall provide for professional errors and/or omissions in the preparation of designs and/or specifications and include the rendering of supervisory, inspection, or engineering services.

Title VI:
law, the successful Firm agrees that, during performance of this Agreement, the Firm, for themselves, their assignees and successors in interest, will not discriminate against any employee or applicant for employment, any subcontractor, or any supplier because of race, color, creed, national origin, gender, age or disability. In addition, the successful Firm agrees to comply with all applicable implementing regulations and shall include the provisions of this Section in every subcontract for services contemplated under this Agreement.

E-Verify:
It is the policy of the Forsyth County Public Library that unauthorized aliens shall not be employed to perform work on contracts involving the physical performance of services. Therefore, FCPL shall not enter into a contract for the physical performance of services unless they provide an affidavit stating they comply with E-Verify (see Required Forms).

Cost of Qualification:
The Library assumes no responsibility or liability for the costs incurred by the submitting firm to prepare and/or submit a qualification. The entire cost of preparing and submitting Qualifications, including oral presentations if required, or any work in connection therewith will be borne by the submitting firm or team of firms.

Responsibility of Proposer:
Response to this RFQ must be signed by an authorized official to bind the offeror and it shall contain a statement to the effect that the response and fee proposal are firm for a period of at least ninety (90) days from the closing date for submission.

Prohibition of Gratuities:
Firms shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the Forsyth County Public Library for the purpose of influencing consideration of this qualification.

Ownership of Material:
Ownership of all data, material, and documentation originated and prepared for the Library pursuant to this contract shall belong exclusively to the Library.

General:
The proposer agrees that they presently have no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The proposer further agrees that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in the contract.

Open Records:
Qualifications submitted are not publicly available until after award by the Forsyth County Public Library Board of Trustees and, if applicable, Forsyth County Board of Commissioners. All qualifications and supporting materials, as well as correspondence relating to this RFQ, become the property of Forsyth County Public Library when received. Any proprietary information contained in the qualification should be so indicated. However, a general indication that the entire contents, or a major portion, of the qualification is proprietary will not be honored.

Assignment of Contractual Rights:
It is agreed that the successful bidder will not assign, transfer, convey, or otherwise dispose of a contract that results from this invitation or his right, title, or interest in or to the same, or any part thereof, without written consent by the Library.
**Protest Procedures:**

Right to Protest: Any actual firm, who is aggrieved in connection with the solicitation or award of a contract, may protest to the Library Director. The protest shall be submitted in writing within five (5) days after such aggrieved person knows or should have known of the facts giving rise thereto. The protest must be accompanied by a detailed statement, indicating the reasons for such protest.

The Library Director shall have authority to settle and resolve a protest of an aggrieved offeror concerning the solicitation or award of a contract. If the protest is not resolved by mutual agreement, the Library Director shall issue a decision in writing within ten (10) days. The decision shall state the reasons for the action taken. This decision shall be final and conclusive, unless the firm appeals administratively within five (5) days after receipt of decision to the Forsyth County Public Library Board of Trustees. Any protest taken to the Board or court shall be subject to the protestant paying all administrative costs, attorney fees, and court costs when it is determined that the protest is without standing.

**Selection Process:**

Forsyth County Public Library will evaluate all responsive proposals to determine which proposal best meets the needs of the Library based on the evaluation criteria. Award will be based on a review of all information submitted. The Library will negotiate with the first ranked proposer; if negotiations are not satisfactory to the Library, then the Library reserves the right to negotiate with the next ranked proposer and so forth. The Forsyth County Public Library, at its sole discretion, may at any time during the evaluation process reinstate (bring back into the process) any proposer that has been removed from the process during any previous phase. The Library reserves the right to accept or reject any or all proposals, or part(s) of proposals, to waive minor variations to specifications.
REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL ARCHITECTURAL DESIGN SERVICES

I. INTRODUCTION

The Forsyth County Public Library Board of Trustees is soliciting qualifications from professional architectural design firms for all design services related to the expansion and repurposing of the Sharon Forks Library. Services to include design of expansion and repurposing of existing building, development of construction documents, and construction administration. The library is located at 2820 Old Atlanta Road, Cumming, GA 30041.

While every effort has been made to ensure the accuracy and completeness of information in the RFQ, we recognize that the information may not be complete in every detail and that all work may not be expressly mentioned in these specifications. It is the responsibility of the proposing company to include in their Qualification all pertinent information in accordance with the objectives of the library.

The Sharon Forks Library will be constructed with funds from Forsyth County’s 2011 Special Purpose Local Option Sales Tax (SPLOST VII), Forsyth County Library Impact Fee funds, and a State Public Library Construction Grant. The project has a projected budget of $5,919,646 for all consultant fees, permits fees, furniture and equipment purchases, and all costs associated with facility construction and repurposing. Architectural responsibilities will include working closely with Forsyth County Public Library personnel, and Forsyth County Government personnel.

Architectural responsibilities will include building, site, and systems design as well as the provision of construction administration services for all aspects of construction. The funds will be received at separate times, which may impact the timeline of the project. Impact Fees of $1,119,646 are currently available. It is anticipated that $2,000,000 in state construction funds will become available in the fall of 2015. State construction funds must be expended in benchmarks of 5% in 6 months, 85% in 3 years, and 100% in 5 years. SPLOST VII funds of $2,800,000 may not become available until 2016.

All costs related to the preparation, submittal, or presentation of this proposal are the responsibility of the respondent and will not be assumed in full or in part by Forsyth County or the Forsyth County Public Library Board of Trustees.

II. PURPOSE OF REQUEST

The Sharon Forks Library is located at 2820 Old Atlanta Road, Cumming, GA 30041 in south Forsyth County. The 20,500 square foot facility opened in November 2000 and resides on 5.45 acres with 143 parking spaces. The site has a very large tree save area, an above ground retention pond, and is located on public sewer.

Existing building features include capacity to house 95,000 volumes of books, audio-visual, and other library materials; seating for 130 library users; an 80 seat multipurpose assembly room with audio-visual projection system; information service desks; employee work areas, employee break room, offices, and a server/telephone equipment room. Two automated materials handling systems have been added to the facility—one with 3 internal induction stations (two
patron & one staff) and nine bins, and the other with one external induction station and one bin. Other building features include digitally programmable HVAC systems, a security and fire alarm system, building sprinkler system, interior and exterior signage, and two separate public entrances with automatic doors.

Due to the heavy emphasis that the library system places on automation, extensive design work will be required in areas relating to computer and telecommunications systems.

The Sharon Forks Library is currently the second busiest library facility in the state based upon volume with 875,000 items checked out and 209,000 visitors in 2014. Coming out of the recent recession, Forsyth County leads the Atlanta metropolitan area in new residential building permits issued with much of this growth occurring in and around the Sharon Forks Library’s service area.

The Sharon Forks Library Expansion and Repurposing project is anticipated to be a multi-stage undertaking that allows the library to continue operating with varying degrees of disruption caused by construction-related requirements. The information that follows provides the library staff’s perspective of the desired objectives for both expansion and repurposing. Envisioned floorplans and site plans are attached, but were created primarily for budgetary planning purposes. These are conceptual designs only and should not be interpreted as limiting the design professionals’ options. The Library Board and staff acknowledge that site constraints, existing structural design, new requirements related to environmental regulations and building codes, and the experience and knowledge of the selected architectural design professional will have major impacts on this project.

New Expansion Areas:

Library staff anticipates expanding the existing building by 14,000 square feet or as the site allows. Please find enclosed:

Attachment 1-A: The existing library floor plan.

Attachment 1-B: The envisioned expansion of the existing facility by 14,115 square feet.
- The proposed expansion area is highlighted with green diagonal marking.
- Wall relocations in existing areas are highlighted in red.
- Please note that Attachment 1-B reflects only one public entry into the library whereas Attachment 1-A shows a front and back public entrance.

New expansion area objectives are as follows:

- Double the size of the existing meeting room. Design meeting room so that it can be sub-divided into multiple use areas or be used as one large presentation space. A portable raised stage area is desired with multiple audio-visual screens available to maximize viewing of stage when area is used as a large presentation space.

- Double the size of the existing Easy and Juvenile areas to accommodate additional shelving, more empty space between shelving, and additional seating.

- Increase the size of the Adult area to accommodate more shelving and seating space.
The expansion’s exterior must match the existing building’s exterior as much as possible, with the exception that a flat roof system may be employed. (It is envisioned that a flat roof system may better accommodate roof top HVAC units.) If feasible with the existing facility, a raised flooring system to accommodate power and data is requested for the expansion areas. We anticipate that the new expansion area and new/reconstructed parking area will be completed prior to renovation and repurposing of the existing facility in order to minimize interruptions to library user services. We anticipate moving into the expansion areas prior to renovating existing areas so that the renovation can be staged to mitigate disruption to existing library services.

Library staff anticipates expanding existing parking spaces by 55 to 60 new spaces or as site allows. Please find enclosed:

Attachment 2-A: Existing site plan that shows existing parking.

Attachment 2-B: Proposed site plan showing envisioned parking lot expansion.
- New and reconstructed parking area is highlighted in yellow.
- Please note that existing retention pond facilities will most likely have to go underground to make this parking expansion feasible.

**Repurposing of Existing Facility:**

The following repurposing objectives are desired:

- Change from having two public entrances to having a single public entrance.
- Relocate the public entrance to accommodate new and existing parking areas.
- Redesign exterior portion of the new public entrance to reflect existing exterior building design, but with enough emphasis to denote main library entry area.
- New floor plan should allow for reconfiguration and integration of two existing automated materials handling systems (AMH) into a single expanded system.
  - Redesign drive-up external book return so that it is connected with internal returns so that AMH is utilized to its most efficient capacity.
- Relocate staff entrance and loading dock area to accommodate AMH and access to staff areas.
- Installation of a raised flooring system to accommodate additional power and data in all building areas (if feasible).
- Addition of multiple study rooms and a collaborative commons area.
- Special emphasis on Teen area.
- Expanded shelving and public seating for all ages.
- New carpeting and wall finishes.
Improved building energy efficiency with new insulation, boiler upgrade, and the addition of an energy management system that controls all utilities.

Note: As-built construction documents are not available for the Sharon Forks Library. Design team will have access to original construction documents. Minor changes made in the staff areas are not reflected in the plans provided.

III. SCOPE OF WORK

Anticipated building design includes but is not limited to: architectural design of the building; design of all building electrical, mechanical and plumbing systems; estimation of project construction costs; interior design services by a licensed interior design professional; landscaping by a licensed landscape professional; and furniture and equipment bid documentation. Architect shall provide all drawings, specifications, and bid documents necessary for bidding and completing the development and construction of this project. Architect shall be prepared to present plans and specifications at a Library Board of Trustees meeting. Meetings will occur with the Forsyth County Public Library staff. All architectural plans, interior design and purchase of furniture and equipment for this project will be subject to approval by the Forsyth County Public Library Board of Trustees.

Anticipated site design includes but is not limited to: boundary and topography survey work needed to provide a base plan; geotechnical analysis of site with regard to soil bearing capacity, location of rock and/or unsuitable base materials; development of site plans, and erosion control plans; the design of any required underground retention/detention basins and associated structures and the provision of all necessary hydrology studies; design of storm and sanitary sewer systems needed to service the building or site; design of a balanced grading plan with the provision of cut and fill calculations; design for the provision of all water (including fire services lines and hydrants), telephone, electric, data communication, and gas service to the building; design of landscape planting and irrigation system; design of vehicular and pedestrian circulation system; design of exterior security and pedestrian system lighting; all interior design; and selection of furniture and office equipment. An illustrative Site Master Plan must be prepared which clearly depicts the harmonious integration of the Sharon Forks Library expansion and its associated site development with the surrounding residential and commercial areas.

Anticipated construction administration services include but are not limited to: acquisition of building development permits (this does not mean paying the associated fees); attend pre-bid conferences as required; evaluate general contractor bids and provide a recommendation for contract awards; conduct pre-construction conferences as required; acquisition of geotechnical and materials testing services as needed; conduct regular site inspections and attend scheduled site meetings; provide observation of contractor’s operations and work to determine compliance with plans and specifications, quality of workmanship and progress including a written report to the owner every two weeks at a minimum until final acceptance of work; provide shop drawings and review other necessary contractor’s submissions; process payment applications, lien wavers, permit acquisition, occupancy certificates, and warranty packages; provide revised plans to compensate for construction problems; provide copy of submittals to owner in timely manner; work with contractors and make recommendations to owner to resolve conflicts and problems that may arise during the course of the project; evaluate requests for changes in the project, exclusive of design services, and if necessary recommend supplemental agreements; participate in the final inspection of the project for compliance with contract documents.
Only firms that have successfully designed, completed construction documents, and provided construction oversight for a similar library project will be considered.

IV. SUBMISSION REQUIREMENTS

Responses to this Request for Qualifications must be organized and provide the information described below in a clear and concise format. These topics correspond to the selection criteria listed under Section VI, Selection Procedure.

FIRM OVERVIEW

- Letter of transmittal. Include:
  - Firm name and address,
  - Contact name and telephone number in regards to the submittal,
  - Contact name and telephone number for primary person that would be assigned to the project if firm is successful,
  - Brief statement of understanding of work to be done,
  - Statement that the person signing the letter will be authorized to bind the respondent,
  - Acknowledgement of any Addenda, if issued.

- Years in business
  - Include how many years in business under the name stated above.
  - How many years was business conducted in Georgia and under what name?
  - State the location of the office from which the work is to be done.

- Litigation
  - State whether or not your firm has been involved in any litigation within the past ten (10) years arising out of your performance – explain fully.

- Firm Profile and Project Team
  - Provide a profile on your firm and the project team.
  - Show past experience and expertise in designing libraries or similar buildings.
  - To be considered, firm must demonstrate prior experience with library design, construction, and repurposing/respacing.

- Organizational chart/Resumes
  - Provide organization chart.
  - Provide resumes for all key personnel including all members of the project team.
  - Provide detailed information in regards to Project Manager, Civil, Mechanical, and Electrical Engineering, Architectural Design, Landscaping, and Interior Design. Ensure relevant experience is shown.

EXPERIENCE AND PAST PERFORMANCE

- Workload/Ability to complete work
  - Provide information on current and future projects to which your firm is committed, including the estimated cost of these projects.
  - Explain the firm’s ability to complete these existing projects in a timely manner, while taking on the Sharon Forks Library project.
Examples of comparable projects
  o Provide examples of successful projects that demonstrate the firm’s expertise in designing and constructing a similar library project—preferably public library expansion and repurposing projects completed in the last five years with project budgets between $3,000,000 and $8,000,000.
  o Within this section provide the following information:
    ▪ Project name and scope
    ▪ Construction cost and completion date
    ▪ Names of owner and general contractor
    ▪ Degree to which facilities remained operational during the expansion/renovation.

Construction administration philosophy
  o Describe your firm’s philosophy on handling the construction administration.
  o Do the same personnel providing Design Services also oversee the Construction Phase?
  o How are Owner’s Advisory Meetings set up?
  o How do you assist the owner in obtaining corrective measures, when necessary, during the warranty period?

REQUIRED FORMS

The References Form, Non-collusion Affidavit, and E-Verify Affidavit [titled Contractor Affidavit under O.C.G.A. § 13-10-91 (b)(1)] must be duly filled in and returned as part of the Qualification submittal. Omission of these forms could result in disqualification of your team’s Qualification.
  o Local Business Affidavit of Eligibility—The Library follows Forsyth County Government’s Local Business Initiative. This form is required of any responder wishing to be considered for a local preference credit of 5%. For more information and to obtain the affidavit, visit Forsyth County Government’s Procurement Department website.

EXCEPTIONS

List any exceptions to this RFQ, and acceptance or qualifications to the enclosed Professional Services Agreement.

V. FEE PROPOSAL

Provide a fee proposal, in a separately sealed envelope within the RFQ response, to cover all consulting fees needed to complete the work described in this RFQ. The total fee proposed shall be considered to be inclusive of all fees which will be generated by the primary architect and all sub-consultants whose consulting services are required to complete the work described in Section III, Scope of Work. If the architect anticipates that services will be required to complete the work which will involve consulting services not outlined in the Scope of Work, the Fee Proposal should describe these services in a distinct line item. The architect shall describe completely any expected reimbursable expenses and provide rates and/or per diem fees if applicable. (Note: the Library will not reimburse for meal expenses.) The Library Board of Trustees will expect a package of deliverables which will include: a color rendering of the project and three complete sets of the permitted construction documents, one digitized set of as-built construction documents; and two sets of blue line prints of the as-built construction documents. This package is to be above and beyond the deliverables required by any other State or County agency, for example the Departments of Planning and Development, Environmental Health,
Public Utilities, Public Safety, etc. All labor and materials provided by the architect to satisfy the requirements of any such reviewing or permitting agency are to be included in the base fee and will not be considered for further reimbursement. The architect shall include the provisions of the above described deliverables package in the fee for the work and shall not be further reimbursed for these deliverables.

VI. SELECTION PROCEDURE

The selection committee will review each Qualification received utilizing the following criteria.

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<th>Criteria</th>
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<td>Years in business</td>
<td>10</td>
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<td>Years in business in GA</td>
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<td>Litigation</td>
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<td>Firm Profile/Project Team</td>
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<td>Organizational chart/Resumes</td>
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<td>Workload/Ability to complete work</td>
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<td>Examples of comparable projects</td>
<td>30</td>
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<td>Construction admin. philosophy</td>
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<td>Completion of required forms</td>
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<td><strong>TOTAL</strong></td>
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VII. PRICING

After review and ranking of Qualifications, pricing will be opened. Pricing will be awarded up to 30 additional points, and will be applied only to the highest ranked, fully qualified proposals.

VIII. PRESENTATIONS

At the library’s discretion, presentations may be requested as part of the evaluation process. Presentations are tentatively scheduled to take place during the July 20, 2015 regular meeting of the FCPL Board of Trustees.

IX. RECOMMENDATIONS

The selection committee will make a recommendation of one or more firms to select to the FCPL Board of Trustees. The Library Board of Trustees may forward its recommendation to the Forsyth County Board of Commissioners for approval.

X. RESERVATIONS

The Forsyth County Public Library Board of Trustees reserves the right to reject all proposals, to negotiate changes in the Scope of Work or services to be provided and to otherwise waive any technicalities. The Library reserves the right to retain all qualifications submitted and to use any idea in any qualification regardless of whether that qualification is selected.

XI. QUESTIONS AND REQUESTS FOR ADDITIONAL INFORMATION

Please submit any questions or requests for additional information in writing to Anna Lyle, Assistant Director for Support Services, Forsyth County Public Library at lylea@forsythpl.org or fax 770-781-8089.
Sharon Forks Library Expansion Plan
14,115 s.f.

Request for Qualifications
Attachment 2-B
Proposed Site Plan