

# **REQUEST FOR QUALIFICATIONS (RFQ) ARCHITECTURAL AND ENGINEERING PRELIMINARY DESIGN SERVICES FOR SCARBOROUGH PUBLIC LIBRARY EXPANSION**

## **1. INVITATION:**

The Scarborough Public Library Corporation (SPL) is soliciting Statements of Qualifications from qualified firms interested in providing professional preliminary architectural and engineering design services for a proposed expansion to the Scarborough Public Library.

Firms with relevant experience in designing Public Libraries and qualifications to perform these services are encouraged to submit. Firms may partner with other firms to ensure that the design team provides the appropriate level of expertise to the required disciplines.

The purpose of the RFQ process is to identify the most qualified respondents to support the SPL in this important project. Following analysis of the responses to this Request for Qualifications, a firm or firms will be invited for interviews conducted by an evaluation committee with a firm being selected for further negotiation. The firm ultimately awarded a contract by the SPL will provide afore mentioned services as directed by the SPL.

This RFQ is available on our website (<http://www.scarboroughlibrary.org/employment>), by contacting Nancy E. Crowell, Library Director, at 48 Gorham RD, Scarborough, ME 04074, (207) 396-6266, or [ncrowell@scarboroughlibrary.org](mailto:ncrowell@scarboroughlibrary.org)

**Please continue below for the complete Request for Qualification document.**

## **2. RESPONSES:**

The response to this Request for Qualifications (RFQ) shall be submitted in such form and quantity and at the location as is provided in this Request. The response must be submitted no later than August 2, 2019, at 3:00PM EST.

## **3. PROJECT/SCOPE OF WORK:**

The successful firm will be responsible for working directly with Library staff, Library Consultant, Anders C. Dahlgren, and the members of the Ad Hoc Public Library Building Expansion Committee. This initial effort intends to provide preliminary design services (architectural and engineering) for the construction of a Public Library building expansion, the purpose of which is to prepare all relevant information in advance of seeking voter approval and to aid in fundraising efforts. Work will meet all applicable state, local and federal guidelines and standards.

### **Expected Deliverables:**

- **Site Evaluation** – A complete site evaluation process that considers all reasonable options for locating the facility, parking, and water management.
- **Space Needs Report Integration** – Integration of space needs that considers existing needs as well as accommodation for future growth as identified in report by Library Planning Associates, Inc. Review of the draft [\*Town of Scarborough Municipal Facilities Plan\*](#), available on SPL's website, to determine if other identified Town needs may be able to be addressed in the facility.

- **Schematic Design** – Architect shall ascertain the requirements of the project and shall prepare schematic design studies which shall indicate the concept of the project, including the proposed general shape, size and type of construction. The Architect shall furnish sketch evaluation or a perspective of the proposed building which shall become the property of the SPL. Architect shall determine from competent authority any of the following factors in conflict with use of the site as proposed: Zoning Regulations, Sanitary Codes, Health and Fire Laws and Local Ordinances and shall report these findings thereon to the SPL when submitting the plans.
- **Probable Cost Statement** – The Architect shall prepare a probable cost estimate of the proposed facility with sufficient detail to forward to the voters for consideration.

**Additional Duties:** These are duties the Ad Hoc Committee is responsible for and for which the architect(s) may have some involvement.

- **Consideration of Other Town Facility Needs** - Review the draft [Town of Scarborough Municipal Facilities Plan](#) to determine if other identified Town needs may be able to be addressed in the facility. Combined use is encouraged to maximize value and overall cost savings.
- **Energy Efficiency-Life-Cycle Costs Considered** - Evaluate the expected life-cycle costs of proposed systems and consider energy efficiency with an evaluation of return on investment.
- **Public Involvement** - A robust effort to engage the public in this design process, will be needed. The committee welcomes a proposer’s suggestions regarding effective strategies for engagement. The work will culminate in a public presentation of findings and recommendations to the Town Council.
- **Best Practices** - Research and review other similar projects to determine best practices that may be incorporated into the project. Tours of similar facilities is encouraged.

**4. SELECTION:**

Responses to this Request for Qualifications will be reviewed and evaluated by a panel composed of the President of the Library Board, the Library Director, Town Manager or designee, Anders C. Dahlgren, and the Chair of the Ad Hoc Committee, who will select firms to be interviewed. Selected firms may be invited to make a presentation to the Selection Panel. A recommendation to the Board of Trustees will be made after the information has been reviewed and interviews of the short-listed firms have been completed.

**5. CALENDAR:**

Final date for submission of questions	July 26, 2019
Submission due date	August 2, 2019 by 3:00PM
Committee review and evaluation	August 5-16, 2019
Short list interviews	August 26-September 6, 2019
Decision date	September 13, 2019

**6. CRITERIA FOR SELECTION:**

The purpose of this RFQ process, as previously stated, is to identify a qualified firm that is the most capable of providing the described services. Once identified, this firm will then be invited to take part in a negotiation process with the SPL for a mutually agreeable contract. If an agreement can be reached with the selected firm, a contract will be awarded thereto. If an agreement cannot be reached, the SPL will proceed with negotiations with the next most qualified firm.

## **7. SUBMITTAL REQUIREMENTS:**

### **A. Submittal Documents – Format**

Follow these instructions carefully:

- In total, five (5) hard copies of the Submittals, including attachments, are required as well as a digital copy.
- Four (4) of the copies shall be bound to ensure that pages are not lost; one (1) copy should be clipped together to facilitate document reproduction.
- The envelope in which the Submittals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification, "RFQ – Architectural and Design Services for the Scarborough Public Library Expansion – Qualifications Submittal."

**Submittals shall be delivered to the following addressee at or before August 2, 2019, 3:00PM EST:**

**Nancy E. Crowell  
Library Director  
Scarborough Public Library  
48 Gorham RD  
Scarborough, ME 04074**

*Late submittals will not be accepted.*

**B. Submittal Content:** Each Submittal shall be organized in the following order:

- **Outside Cover and First Page:**

Shall contain (i) the title, "Statement of Qualifications for Architectural and Design Services for the Scarborough Public Library Expansion", (ii) the name of the Respondent, and (iii) the Submittal date.

- **Table of Contents:** Include a table of contents.

- **Transmittal Letter:** Include a short Transmittal Letter. The Transmittal Letter shall:

- Summarize why the Respondent believes itself to be the most qualified;
- Contain the statement that to the best of the Respondent's abilities, all information contained in the RFQ submittal is complete and accurate;
- Contain a statement granting the Scarborough Public Library and its representatives' authorization to contact any previous client of the Respondent (or a Respondent's Team Member) for purposes of ascertaining an independent evaluation of the Respondent's or a Respondent's Team member's performance; and
- At least one copy of the transmittal letter must have the original signature of an officer of the principal responding firm.

- **Design Team Resumes:** Maximum length one page per team member

### **C. Essay Question**

Describe the PROCESS whereby you expect to engage staff, trustees, and the community in developing the design.

#### **D. A Summary of Relevant Projects Where the Respondent's Firm was the Architect**

List relevant projects. A relevant project is one which best exemplifies your qualifications for this Contract and should involve prior clients and detail the services you provided. Each relevant project should include the following information:

- Name of project
- Client
- Total project cost
- Project description, including public process
- Project deliverables
- Describe the services your firm provided and any project partners
- Indicate the project's consistency with budget and timeline/deadlines
- Contact person/reference for the project in question
- Images of project are welcome

#### **E. Architectural/Engineering Service Rate Structure**

Provide a rate sheet for the firm team members that would be involved in the planning process or a proposed cost structure for the project for consideration. The final project scope of work and costs will be negotiated with the most qualified firm as per Section 6 above.

#### **8. RESERVATION OF RIGHTS:**

**A.** The Scarborough Public Library reserves the right to reject all firms, decline to proceed with selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications.

**B.** Nothing in this document shall require the Scarborough Public Library to proceed with planning and/or any of the identified services.

#### **9. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS and INFORMATION:**

**A.** The Scarborough Public Library reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) reject any or all Respondents submitting qualifications, should it be deemed in the Library's best interest to do so.

**B.** The Library welcomes questions on or before July 26 regarding this solicitation. Questions should be emailed to: Nancy E. Crowell, Library Director, [ncrowell@scarboroughlibrary.org](mailto:ncrowell@scarboroughlibrary.org). Official responses will be posted on our [website](#) for all prospective submitters to review.

**C.** Should the need for addenda to this RFQ arise, they will be posted on the [SPL website](#) on or before July 29.