

REQUEST FOR PROPOSAL (RFP) for Architectural Services

Issued by: Timberland Regional Library

Proposals shall be submitted to:

**Timberland Regional Library
ATTENTION: BRENDA LANE
Operations Director
415 Tumwater Blvd. SW
Tumwater, WA 98501-5799
blane@trl.org
360-704-4501**

Proposals shall be submitted no later than Sept. 1, 2022

WE ARE ONLY ACCEPTING PROPOSALS VIA EMAIL. Late proposals will not be accepted.

For more information regarding this RFP contact:

**Taniah Najih
Phone: (360) 704-4626
Email: tnajih@trl.org**

Issued: Aug. 1, 2022

NOTICE INVITING ARCHITECTURAL SERVICE FOR CONSTRUCTION OF A NEW LIBRARY LOCATED AT: 10111 US HIGHWAY 12, RANDLE, WA 98377

Timberland Regional Library (TRL) is requesting sealed proposals for architectural service of the following scope of work;

Architectural services to design the new Mountain View Timberland Library to be constructed at 10111 US Highway 12, Randle, Wash., 98377, and support the project through bidding and construction.

The project goals should include:

1. Create a library that will be an asset to the community.
2. Create a space so that all library visitors feel comfortable and accommodated, 3,500 to 5,000 square feet.
3. Align with the mission and vision of TRL.
4. Efficient staffing and space utilization including flexible and ergonomic work and public spaces.

SUBMITTAL OF PROPOSALS

A copy of the proposal and fees shall be submitted via email only:

- 1. The email shall contain the proposal documents responding to this RFP including work plan and design team, firm qualifications, and relevant experience and contain the proposed fee to provide services for the service proposal.**
- 2. Proposals will be opened and reviewed on Sept. 7, 2022. The contract award will be announced within 30 days following the review.**

TO SCHEDULE A WALK- THROUGH OF THE PROPERTY, CONTACT TANIAH NAJIH AT tnajih@trl.org PRIOR TO AUG. 24, 2022.

PLEASE READ THE ENTIRE REQUIREMENTS AND SUBMIT ALL PAPERWORK REQUIRED WITH YOUR PROPOSAL BY THE DUE DATE.

BACKGROUND:

Timberland Regional Library is soliciting Requests for Proposals (RFP) from qualified contractors/firms to design the new Mountain View Timberland Library located at 10111 US Highway 12, Randle, Wash., 98377.

TRL seeks to hire a firm qualified to perform the work as outlined in the scope contained within this document.

It is the intent of TRL to award a Professional Services Agreement (contract) in a form approved by the TRL Attorney, to the selected firm. TRL reserves the right to further negotiate the terms and conditions of the Agreement. TRL preserves the right to reject any proposal for noncompliance with Agreement requirements and provisions, or to not award an agreement because of unforeseen circumstances or if it is determined to be in the best interest of TRL. The project will be awarded based on demonstrated ability and performance providing similar services and proposed fees for services. The Professional Services agreement may not be awarded to the lowest cost respondent.

Please note that this is a prevailing wage job and is subject to the prevailing wage reporting requirements of the State of Washington.

Please note that in conformance with 2015 IBC Chapter 17 TRL will hire the Special Inspection Agency to perform all required inspections deemed to be of value to the owner.

QUALIFICATIONS OF CONTRACTORS/BUSINESSES:

Each consultant shall be fully qualified by ability, knowledge, and experience to satisfactorily perform the work required in these specifications, and shall engage in the business of providing plans, specifications, and timing sheets necessary to complete the project.

REFERENCES AND QUALIFICATION REQUIREMENTS:

Consultant must present evidence indicative of its ability to finance, provide, and sustain the specified construction services to the satisfaction of TRL. Failure to include any of the following information as requested below may cause the proposal to be deemed non-responsive if TRL has no prior experience with the consultant.

The Consultant shall provide the following detailed tasks as requested and further define the methodology and various elements of work as necessary to complete the design for the project.

Tasks – Architectural Services

1. Research/Data Collection: TRL encourages Contractor to visit the site for better understanding of the project.
2. Prepare Project Schedule

The Contractor shall prepare and submit a schedule of work including all required special inspections and other sub-contractors to be used on this job site.

Requirement for Supplemental Information: Following evaluation of proposals, and prior to any consideration of award, the apparent responsible contractor(s) may be required to provide supplemental information. The supplemental information will be used to evaluate

the contractor's ability to fulfill the terms of the Agreement and determine the relative values and benefits of utilizing the contractor in lieu of TRL staff.

SELECTION CRITERIA

The following selection criteria will be used in evaluating the proposals and selecting the successful consulting firm. This criterion is not listed in any order of priority

- A. **Client References:** Contractor shall furnish on a separate sheet of paper a list of five (5) current customers, including company name, street address, telephone number and contact person for who contractor has or is providing similar services. TRL intends to contact these customers to determine reliability, contractor's performance, service quality and other information.
- B. **General Business Statement:** A statement of all the important business activities of contractor's major business. This statement should emphasize the required minimum of two consecutive years of recent experience in the provision of specified maintenance services at similar sized facilities and areas with similar services levels as those required for this Agreement.
- C. **Work History:** In addition to Client References, list all contracts cancelled or not renewed within the last three (3) years, giving reason for cancellation or non-renewal. Provide names, street address, telephone numbers and contact person in each instance.
- D. Soundness and matter of completeness in which the proposed project approach is presented in the proposal.
- E. Quality of work previously performed, and record of the contractor in accomplishing their work on schedule, and within cost proposals.
- F. Accessibility to the contractor's office.
- G. Costs for providing services as described in the proposal.

The contractor shall enter into a formal agreement with TRL for the services to be rendered. A sample agreement is enclosed for your review.

The Consultant shall carefully review the agreement, especially regarding the indemnity and insurance provisions, and include with the proposal a description of any exceptions requested to the standard agreement. If there are no exceptions, a statement to that effect shall be included in the proposal.

ADDITIONAL INFORMATION

Indemnification:

Contractor shall indemnify, protect, defend and hold harmless TRL, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or cost of any kind, whether actual alleged, or threatened, including

attorneys' fees and costs, court costs, interest, defense costs and expert witness fees) where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Contractor or by any individual or entity for which Contractor is legally liable, including but not limited to officers, agents, employees or sub-contractor of contractor.

Independent Contractor:

While engaging in carrying out and complying with the terms and conditions of the duties outlined in this RFP, the Contractor is an independent contractor, and not an officer, agent, or employee of TRL. The personnel performing services shall at all times be under the Contractor's exclusive direction and control and shall be employees of Contractor and not employees of TRL. The Contractor shall pay all wages, salaries, and other amounts due its employees in connection with the Agreement and shall be responsible for all reports and obligations respecting them, including, but not limited to Social Security, income tax withholding, unemployment compensation, worker's compensation insurance, state disability insurance and all similar matters.

All services to be rendered under the Agreement by the Contractor shall be subject to the control of the Town. Contractor shall advise TRL of matters of importance and make recommendations when appropriate; however, final authority shall rest with the Town.

Term of Agreement:

The Agreement awarded to the successful contractor under this RFP shall be for a maximum period of one hundred eighty (180) days and may be extended for an additional 180 days upon the mutual consent of both parties.

Termination:

TRL, or the contractor, may terminate this agreement at any time during the term, upon thirty (90) days prior written notice to the other party without further liability.

Other:

This Request for Proposal does not commit TRL to award a contract, or to pay any costs incurred in the preparation of the proposal. TRL reserves the right to extend the due date for the proposal, to accept and reject any or all proposals received as a result of this request, to negotiate with any qualified consultant, to cancel this Request for Proposal in part or in its entirety, and to procure alternate or additional consulting services. TRL may require the selected consultant to participate in negotiations and to submit such technical fees, or other revisions of their proposals as may result from negotiations.

CONTACT INFORMATION

Questions regarding this Request for Proposal can be directed to:

Taniah Najih,

Operations Coordinator
(360) 704-4626
tnajih@trl.org