

**REQUEST FOR QUALIFICATIONS  
FOR  
PROFESSIONAL ARCHITECTURAL SERVICES**

**I. Introduction**

The West Georgia Regional Library System Board of Trustees requests proposals for professional architectural services in the design and construction of an addition/renovation of the Warren P. Sewell Memorial Library of Bremen, 315 Hamilton Avenue, Bremen, Georgia 30110.

The Warren P. Sewell Memorial Library of Bremen addition/renovation will be constructed with funds from State of Georgia Capital Outlay funds with matching funds coming from the City of Bremen. The project has an existing budget of \$1,857,142.00 for all costs including consultant fees, permits, furniture, equipment, construction and site development. Architectural responsibilities will include building design and site design as well as construction administration for all aspects of the project. Architectural responsibilities will also include working closely with West Georgia Regional Library personnel and the Georgia Public Library Services construction consultant.

Proposals are to be mailed or hand delivered to West Georgia Regional Library System, Attn: James P. Cooper, 710 Rome St., Carrollton, GA 30117. **Proposals are due no later than 2:00 P.M. Thursday, March 11, 2010.** Proposal packages will be evaluated by library staff, the Bremen Library Board, and a representative or representatives from the City of Bremen. Finalists may be requested to interview with the Bremen Library Board as a part of the process.

Any respondent interested in visiting the West Georgia Regional Library System or with any questions about the scope of services to be provided may contact James P. Cooper, Library Director.

All costs related to the preparation, submittal, or presentations of this proposal are the responsibility of the respondent and will not be assumed in full or in part by the West Georgia Regional Library Board of Trustees.

The Library is a Public Agency. Any information submitted to the Library is subject to release as provided for by the governing authorities. The Library will take reasonable efforts to protect any information marked "confidential." It is understood, however, that the Library will have no liability for disclosure of such information. Any proprietary or otherwise sensitive information contained in or with any Submittal is subject to potential disclosures.

This solicitation does not commit the West Georgia Regional Library System to award a contract, to pay any cost incurred in the preparation of the Qualification, or to procure or contract for goods or services. It is the responsibility of each submitter to see that the Library System receives all materials on or before the specified closing

date and time. No Submittals will be accepted thereafter. The Library assumes no responsibility for delivery of proposals that are mailed. The Library Board reserves the right to reject any or all Qualifications, to waive any informalities and technicalities, and to accept the Submittal deemed to be in the best interest of the Library. Fee proposal will be but one factor in contract award.

## **II. Background**

The current Warren P. Sewell Memorial Library of Bremen originally opened in 1974 and was 4,000 square feet. In 1988, a 3,500 square foot addition/renovation provided the current 7,500 square foot building. High growth in the Bremen community during the past decade has made the current facility inadequate for the use it receives. The planned addition/renovation of Warren P. Sewell Memorial Library of Bremen will allow for an expansion of approximately 5,000 square feet.

## **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 cost; interior design services; 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 several Library Board of Trustee meetings. Meetings will occur with the Bremen Library Board, Library Staff, and appropriate representatives from the City of Bremen. The architect shall be briefed by these individuals prior to project initiation and shall be expected to prepare minor architectural changes based upon inspection of these plans by these groups. All architectural plans and purchase of furniture and equipment for this project will be subject to approval by the West Georgia Regional 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 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; design of vehicular and pedestrian circulation system if changes are necessary; design of exterior security and pedestrian system lighting; all interior design; and selection of furniture and office equipment.

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 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 which arise due to insufficiency of information on the construction documents; 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 including all mechanical systems.

#### **IV. REQUIREMENTS**

The project design and/or approval procedures to be utilized for this project shall adhere to the applicable Georgia Public Library Service (GPLS) Construction Project Review Requirements.

#### **V. PROPOSAL SUBMISSION INSTRUCTIONS**

All information requested is required. Submission of a proposal is certification to the factual truth of all information presented.

Name of Firm  
Address  
Name and Title of Respondent  
Years in Business  
Date of Incorporation  
State of Incorporation  
Firm's Insurance Coverage

1. List names and addresses of all officers.
2. List categories in which firm is legally qualified to do business. Include licenses and registrations where applicable.
3. Has your firm defaulted on a contract, failed to complete any work awarded, or been involved in work-related litigation? If yes, please explain.
4. List the firms that present officers have been associated with as officers during the past ten years.
5. What is your current workload, and what do you expect in the near future?

6. Please provide two references from Owners of library projects or related projects that you have designed.
7. Please provide a brief resume of the educational training and experience with particular attention to the design and construction of public library facilities, of each member of your firm that you anticipate would be working on the project.
8. Please provide information on projects completed in the last ten years that were for addition/renovation and new construction of public libraries.
9. Please describe and give examples of how your firm supervises and inspects the work on a project to insure quality workmanship and conformity to the contract documents.
10. What process and/or procedure do you use to keep the owner informed as to the status of the project?
11. How do you assist the owner in obtaining corrective measures, when necessary, during the warranty period?

## **VI. FEE PROPOSAL**

Provide a fee proposal, under separate cover in a sealed envelope, on the basis of percentage of construction cost to cover ALL consulting fees needed to complete the work. 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. The Library Board of Trustees will expect a package of deliverables which will include: a color rendering of the project; two 18" x 30" color photos of the rendering; the negative or digital file used to produce the photograph; four complete sets of the permitted construction documents including all addenda items; one set of Mylar reproducible of the as-built construction documents; three sets of blue line prints of the as-built construction documents; three bound sets of all equipment operation manuals and warranties. This package is to be above and beyond the deliverables required by any other State or County agency. 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.

**VII. SCREENING OF RESPONDENTS TO BE QUALIFICATIONS BASED RATHER THAN FEE BASED.**

Each responding firm shall document with submittals the following qualifications.

1. A proven ability to design and construct public library or similar facilities with particular attention to addition/renovation projects.

Responding firms selected for interview firm shall address their expertise concerning the following qualifications.

1. A portfolio and references of completed projects that demonstrate applicable qualifications.
2. A proven ability to develop creative solutions for square footage utilization that maximizes workflow, storage, and supervision requirements.
3. A proven ability to develop aesthetic solutions that reflect the tastes of the Library Board of Trustees and library staff.
4. A proven ability to successfully perform all phases of work for library projects of comparable size and scope.
5. A proven ability to adhere to program and budget requirements.
6. A proven ability to integrate interior design considerations with building schematic and design development solutions.
7. A proven track record of integration and follow-through of Owner input and concerns pertaining to details.

Proposals shall be evaluated based on their relative responsiveness to the criteria described above and with the criteria weighted as shown:

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| 25% | Firm history of Public Library design and construction projects.   |
| 25% | Experience of the design team, project managers, and consultants designated to be responsible for design and coordination from conception to project completion.                           |
| 25% | Evaluation of previous design work and references.   |
| 25% | Other considerations including (but not limited to) fee proposal, additional expenses, and firm reputation for budget overruns and change orders for basic services and/or base bid items. |

## **VIII. RESERVATIONS**

The West Georgia Regional Library Board of Trustees reserves the following rights:

- rejection of any and all proposals
- negotiate changes in the Scope of Work
- negotiate services to be provided
- negotiate fee proposal
- waive any and all technicalities

## **IX. ADDITIONAL INFORMATION**

If there are any questions or should the respondent require additional information, contact James P. Cooper, West Georgia Regional Library, 710 Rome St., Carrollton, GA 30117 at 770-836-6711. Fax 770-836-4787.