



**Facilities Design  
& Construction**

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June 9, 2003

**REQUEST FOR PROPOSAL  
FOR  
ARCHITECTURAL AND ENGINEERING SERVICES**

**I. Project**

New and renovated Public Libraries.

**II. Project Summary**

On November 4, 2002, the Board of Commissioners approved a new Master Plan for County Libraries for the next 10 years. The plan includes seven new facilities and improvements to five existing leased facilities. These will expand the decentralized library system the County has been fostering since the early 1980's.

The decentralized library plan locates the facilities with the largest collections and service offerings in the County's principal population centers. These larger facilities are known as regional libraries. For master planning purposes, Wake County is divided into seven regions. As a general rule, each region includes a regional library and two or more community branches. Regional libraries contain in-depth collections between 100,000 and 200,000 volumes and offer a broad range of services. These libraries serve populations between 60,000 to 200,000 customers. Community branch libraries house more modest collections between 20,000 to 50,000 volumes and serve populations greater than 7,500.

The projects vary in size with floor areas ranging from 5,000 to 36,000 square feet. Generally regional libraries are 20,000 square feet and higher while branch libraries are 5,000-8,000 square feet in area. The scope will vary from construction of new stand-alone County owned facilities to renovated branch facilities. In two circumstances, the County is evaluating a build versus lease option to be concluded in the near future. Below is a list of proposed projects, which are broken into two phases reflecting pending funding:

**Phase I**

No.	Project Name	Proposed Schedule	Size(sf)
1.			
2.			
3.			

## Phase II

<u>No.</u>	<u>Project Name</u>	<u>Proposed Schedule</u>	<u>Size(sf)</u>
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- 1.
- 2.
- 3.

### **III. Project Budget**

The estimated cost to complete all identified projects including professional fees, materials testing, site development, building construction, furniture, furnishings, equipment, signage and books is \$\_\_\_\_\_. The funding for these projects is dependent on the successful passage of a bond referendum of \$\_\_\_\_\_ in \_\_\_\_\_ and \$\_\_\_\_\_ in \_\_\_\_\_.

### **IV. Request**

Wake County government hereby requests proposal packages from architectural and engineering consultant firms for providing all architectural and engineering services required to satisfactorily complete all phases of an assigned project within the time limitations as stipulated herein. The architect shall take the lead project management role of the design team.

Anticipated services include the following:

- Site selection and analysis
- Analysis and updating existing program and existing floor and site plans.
- Site analysis and preparation of alternative site development plans, including landscape design (surveying and geotechnical contract will be by the County).
- Inventory and documentation of existing space.
- Obtaining approvals of governmental agencies having jurisdiction over the project.
- Programming and Schematic Design
- Interior Design (modular workstations, furniture, signage, finishes, etc.).
- Life cycle cost analyses and evaluation of various alternative energy conservation options.
- Design Development
- Preparation of Construction and other bidding documents.
- Bidding Phase Assistance.
- Construction Administration and periodic inspections.
- Cost Estimating
- Project Close-out Assistance including warranty phase administration
- All other services customarily furnished by an architect and its consultants on similar projects and in accordance with the terms and conditions of the Standard County Agreement for Professional Services.

### **V. Consultant Qualifications**

The architectural and engineering consultants' staff proposed to be assigned responsibilities on this Project must be experienced in all phases of the planning, design and construction of similar public facilities; have extensive knowledge of the regulations governing the design, bidding, construction

and operation of such facilities in the State of North Carolina; and have a proven capability to effectively and efficiently manage a project of this complexity to produce a facility consistent with and meeting the needs and goals outlined by Wake County.

## **VI. Project Durations**

A computer generated schedule will be negotiated and established at the completion of Schematic Design Phase for each project.

## **VII. Scope of Work**

Provide all architectural and engineering design services required for one or more of the projects listed in section II of this document.

## **VIII. Proposal Submission Requirements**

Submittals shall be made on 8 1/2" x 11" paper, side bound with Table of Contents and reference tabs for key sections. The package submitted shall not exceed twenty (20) pages single-sided, or ten (10) pages double-sided (front/back covers, Table of Contents and Tab pages are excluded from these totals). Complete responses to each of the following categories is required.

### **A. Organization of Design Team**

1. Letter of Interest identifying all firms proposed for the design team, including the organizational and contractual relationship between the principal and associate firms. Discuss the responsibilities to be fulfilled by each design team member who will be assigned to the Project. Describe the percentage workload commitment of assigned staff that the County can expect on these projects.
2. Team Organization Chart showing all firms proposed for the design team and the relationships between the principal and associate firms.
3. Project references including names, addresses and telephone numbers for only five (5) projects listed in your firms previously submitted RFQ response that best exhibit your ability to complete the planned library projects.
4. Other relevant information which the design consultants believe demonstrates their qualifications for the project.

### **B. Design Approach**

1. Describe the process by which you will inventory and document existing space.
2. Describe the process by which you will develop an architectural program and alternative schematic designs for a typical Project.

3. Describe your approach to the project design to assure the functional, aesthetic and quality requirements are satisfactorily addressed for a typical project, new construction and renovations.
4. Explain the management tools, techniques and procedures your team uses to maintain the programming, planning and design phase schedule.
5. Explain your team's procedures for document quality control and coordination of the various disciplines of work in preparing construction documents.
6. Explain the design team's use of whole building energy analysis (including life cycle cost analyses) and identify in detail the specific studies which will be undertaken during the various phases of the Project to assure the building is energy efficient and complies with the County's "Guidelines for Design and Construction of Energy Efficient Facilities." Identify specific ASHRAE standards which will be followed and the specific computer software which will be used for energy analysis to insure efficient facility design.
7. Describe your team's approach to maintenance considerations in the design process.
8. Explain how your team will control project cost to assure the project budget is not exceeded.
9. Describe in detail steps which will be taken by your team to guard the Owner against defects and deficiencies in the work of the contractors during the construction phase.
10. Explain how your team manages the process of reviewing subcontractor submittals, clarification requests, issuance of bulletin drawings, review of contractors' cost proposals, review and justification of change orders, payment requests, final inspections and assembly of the project close-out documents.
11. Explain why you believe your team is the most qualified firm to provide the requested services for this Project.

**C. Consultant Professional Fees**

Submit an hourly billing rate schedule for all personnel who will work with the County in providing professional services on this assignment. Compensation to the design consultant will be negotiated initially for only those services necessary to complete Programming and Schematic Design Phase for each project. Compensation after Schematic Design approval will be a negotiated lump sum for each project.

## **IX. Selection Process**

The Wake County Board of Commissioners has established a policy to be followed in selecting design consultants. This policy is for the purpose of ensuring that design consultants are selected in a fair and uniform manner, that those selected for work are qualified and experienced in designing facilities desired and to ensure that every qualified design consultant has the opportunity to be considered for providing professional services for the Project. The process for the Project will involve four stages:

### **Stage One: Pre-qualification**[Completed]

The initial phase has commenced with the establishment of a Selection Committee with its members having been appointed by the County Manager. A Request for Qualifications and Experience Package is being sent to firms identified on the County's current "Capital Improvement Program - List of Design Consultants" who have previously expressed interest in being considered for providing design services for this type of project. Upon receipt of the Qualifications and Experience Packages from respondents, Selection Committee members will review and identify ("short-list") at least seven firms which appear to be most qualified to provide services for the projects.

### **Stage Two: Request For Proposal**

The short-listed firms will be issued simultaneously a Request for Proposal (RFP). The RFP provides additional information on the Project and requests information on the Consultants' approach to this project type and the Consultants' fee rates. The Consultant is encouraged to document why their team should be considered for this project type. The Pre-selection Committee will review each proposal individually and collectively. Each "short-listed" firm will be invited to participate in an interview session.

### **Stage Three: Interviews**

Separate interview sessions will be scheduled with the "short-listed" firms to permit Selection Committee members to further evaluate each firm's qualifications and proposal. These interview sessions will be held July 1 and July 3, 2003. Each firm submitting a proposal will receive a designated time for an interview. It is anticipated that two-to-four firms will be selected to provide design services for an initial set of projects according to the previously described timeframe and depending on the aforementioned passing of bond referendums. Promptly after the interviews the Selection Committee will make their selections and forward written recommendations to the County Manager for approval.

### **Stage Four: Contract Negotiations**

Following the County Manager's approval, the Facilities Design & Construction office will be directed to negotiate a base contract, consistent with the County's Standard Professional Services Agreement with each selected Designer. In the event negotiations prove unsuccessful with one particular firm, the County Manager will collaborate with the Selection Committee on selection of another firm with which to begin negotiations.

**X. Evaluation Criteria**

A. The following criteria will be the basis on which consultants will be selected for further consideration:

1. Specialized or appropriate expertise the Consulting Team has in this particular type of project.
2. Proposed design approach for Projects of this type.
3. Past performance of the lead firm, any consultants, and their employees on similar projects.
4. Adequate staff and proposed design team for the project.
5. Recent experience with cost control and maintaining project schedules.
6. Current workload.
7. Proven ability of the consulting team to successfully administer the construction phase of publicly funded projects.
8. Consulting Team's capabilities and proven experience in extensive evaluations of facility energy consumption and life cycle cost analysis as part of design of similar projects.
9. Design consultants proposed hourly rates for professional services.
10. Other factors that may be appropriate for the project.

**XI. Submission of Proposal Packages**

Seven (7) complete proposal packages must be received at the following address by 2:00 p.m. on Friday, June 20, 2003 at the following location:

County of Wake  
Facilities Design and Construction  
336 Fayetteville Street, Suite 1100  
Post Office Box 550  
Raleigh, NC 27602

**XII. General Comments**

- A. Any cost incurred by respondents in preparing or submitting a proposal for the Project shall be the respondents' sole responsibility.
- B. All responses, inquiries or correspondence relating to this RFP will become the property of Wake County when received.
- C. Respondents are requested to refrain from contact with the Pre-selection Committee members. Any questions regarding the RFP should be directed to the Wake County Facilities Design & Construction Office. If a question of general concern is asked by any firm with regards to this RFP a copy of the written response will be sent to all firms.

**XIII. Exhibits:**

- A. Wake County Standard Long-Form Professional Services Agreement, including standard scope of services.