

## PUBLIC ANNOUNCEMENT OF REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL DESIGN SERVICES

The Board of Trustees (Board) of Birchard Public Library of Sandusky County (Library), located in Fremont, Sandusky County, Ohio, seeks to establish a prequalified listing of firms offering professional design services for a project or projects related to renovation of the existing main library building located in Fremont, Ohio, and possible renovations at the branch locations in Gibsonburg, Green Springs, and Woodville. The qualifications of each firm submitted in response to this RFQ will be placed in the qualifications file. Each firm is responsible for updating its qualifications on an annual basis to remain current.

### PROJECT DESCRIPTION

This request seeks Statements of Qualifications (SOQ) from qualified professional design firms capable of providing services for the renovation of existing facilities. Potential projects at the main library include interior renovations and a possible expansion to improve the checkout and entry area, a young adult space, quiet study spaces, small meeting spaces, comfortable reading spaces, restrooms, and parking over the course of the next two to five years. Renovations and additions must preserve the integrity of the original architectural style of the historic building. Possible projects at branch locations have not been identified at this time. The Board has not determined the project delivery mode to use for any of the improvements that may be included in the project(s).

### BACKGROUND OF SITE AND FACILITY

The Birchard Public Library is an historic building located on an historic site. The Library is on the site of what was previously Fort Stephenson. The Battle of Fort Stephenson was fought during the War of 1812, and the commander of the battle is buried on the site at the foot of Soldiers Monument. The library building itself was commissioned in the 1870's by Sardis Birchard, the uncle of President Rutherford B. Hayes. Hayes served as a member of the library board, and contributed his ideas concerning the architectural style of the original building. Recently, the Library acquired a full vacant block of adjacent property which is available for development for library purposes.

### SUBMITTALS

Interested individuals or firms should submit 4 hard copies, and one electronic PDF copy on a flash drive, of their SOQ in a sealed envelope. The envelope shall be plainly marked on the outside, "BIRCHARD PUBLIC LIBRARY – DESIGN PROFESSIONAL QUALIFICATIONS."

SOQs must be delivered to the following address by 5:00 p.m., Friday, May 11, 2018:

Birchard Public Library of Sandusky County  
Attn: Pamela Hoesman, Director  
423 Croghan Street  
Fremont, OH 43420

The Library reserves the right to waive any defect or technicality in any SOQ received, or to eliminate any firm that submits an incomplete or inadequate SOQ or any SOQ that is not responsive to the requirements of this Request for Qualifications.

All questions concerning this Request for Qualifications shall be directed in writing via email to:

[Pam.Hoesman@Birchard.lib.oh.us](mailto:Pam.Hoesman@Birchard.lib.oh.us)

Questions will be reviewed and the Library will determine whether any addenda should be issued as a result of any pertinent or substantive inquiries. Addenda will be issued to all firms that have requested the RFQ. Firms shall not rely on any oral instructions or answers.

#### QUALIFICATIONS

Include the following:

1. Information about the firm's history.
2. Education, technical training, and experience of owners and key personnel.
3. Proximity to the site – The firm's location, ability, and intention to provide on-site representation before and during the project, and to attend meetings at the Library. Specify the amount of time spent on average on site during the planning and implementation of the project. Explain the process of determining and documenting the number of site visits.
4. The firm's experience in providing substantially similar services in Ohio (i.e., design services for public libraries and on-going permanent improvement projects.)
5. The firm's past experience with the Board, if any.
6. The firm's experience, approach, and specific expertise in planning for the use of space, technology, and systems that support library functions.
7. Past performance based on references – Past performance as reflected in evaluations of previous and current clients for which the firm has provided or is providing similar services.

Please include a list of 5 relevant projects involving similar services performed by the firm in the past five years. Include the following information for each project:

- Project owner, name of project, and location
- Brief description of the project, including size of project and delivery model
- Year services were completed or expected completion date
- Construction cost and percentage of change orders
- Other relevant information about the project and the firm's services
- Reference contact person and phone number

8. Provide specific information on project budget development and the firm's experience over the past five years with preparing project estimates and construction costs, monitoring project costs, and completing the project within the initial budget.

9. List a maximum of four specific and unique qualities that set the firm apart from others as it relates to the required services.

10. Provide information about the insurance coverages carried by the firm. Include the coverage amounts and types of insurance coverages, particularly the firm's commercial general liability and professional liability limits.

11. Provide specific information about any claims asserted against the firm or its professional liability carrier within the last five years, including the resolution of the claims.

#### EVALUATION AND SELECTION

Firms submitting statements of qualifications will be evaluated and ranked in order of their qualifications, subject to the Library's absolute right to stop the process and refrain from entering into any contract. Following this evaluation, the firms determined to be most qualified may be asked to meet with Library representatives to present the firm's qualifications and proposed approach for the project before a final selection is made.

Upon selection of the firm determined to be most qualified to provide the requested services for the project, the Library reserves the right to negotiate the price for services to be provided with such firm. If the Library and the selected firm agree to a price and scope of services, an agreement will be prepared for the project.