



January 30, 2015

**REQUEST FOR QUALIFICATIONS
PROFESSIONAL ARCHITECTURAL DESIGN SERVICES
YOLO LIBRARY, YOLO, CALIFORNIA**

DUE DATE/TIME: 3:00 PM, MARCH 2, 2015

MANDATORY

Deadline for Inquiries

4:00 PM, February 11, 2015

Time and Date Set for Closing

3:00 PM, March 2, 2015

TABLE OF CONTENTS

		PAGE NUMBER
PART I:	REQUEST FOR QUALIFICATIONS INFORMATION	3
DIVISION I	REQUEST FOR QUALIFICATIONS	3
DIVISION II	INSTRUCTIONS TO PROPOSERS	4
DIVISION III	ARCHITECTURAL PROGRAM	7
PART II:	ATTACHMENTS	8
	Attachment A: Site Plan	9
	Attachment B: Submittal Inquiry Form	10

PART I: REQUEST FOR QUALIFICATIONS INFORMATION

DIVISION I

YOLO COUNTY
REQUEST FOR QUALIFICATIONS (RFQ)

The County of Yolo extends an invitation to interested and qualified firms or individuals to submit formal sealed qualifications to provide the Professional Planning & Design Services portion for this project.

Formal sealed qualifications are to be addressed and delivered to County Administrative Office, Major Capital Improvement Projects & Sustainability, Room 202, 625 Court Street, Woodland, CA 95695 UNTIL 3:00 PM, ON MARCH 2, 2015, at which time a representative of the County will announce publicly only the names of those firms or individuals submitting qualifications. No other public disclosure will be made until after the award and execution of the agreement.

FOR A COPY OF RFQ:

RFQ shall be made available at the County of Yolo Library site at <http://www.yolocounty.org/> You may also request a copy by contacting Sabrina Ledesma at (530) 666-8157 or sabrina.ledesma@yolocounty.org.

Questions regarding this project or the RFQ may be directed to:

TERRY VERNON
Manager, Capital Improvement Projects & Sustainability
County Administrator's Office
(530) 666-8066

DIVISION II

INSTRUCTIONS TO PROPOSERS

GENERAL All responses to the Request for Qualifications (RFQ) should follow the format and order described in the sections below. This will allow a standard basis for evaluation. Failure to follow the instructions regarding format and order may result in rejection of the submittal.

DEFINITION OF "PROPOSER AND "PROPOSAL" Wherever the word "proposer" is used in this Request for Qualifications, it shall mean each or any of the individuals, firms, partnerships, or corporations, submitting their qualifications relative to performance of the architectural services described in this RFQ.

Wherever the word "proposal" is used in this Request for Qualifications, it shall mean the statement of qualifications submitted by a Proposer.

DELIVERY OF THE PROPOSAL IN RESPONSE TO THIS RFQ Telegraphic, telephonic or telecopy (FAX) submittals or modifications of submittals will not be considered. Proposals submitted after the time set for receiving them will not be considered and will be returned to the sender. Proposers are solely responsible for the delivery of their submittals to the above location by the time and date specified.

WITHDRAWAL OF PROPOSAL Proposals may be withdrawn either personally or by written request any time before the scheduled date and time set for receipt.

THE REQUEST FOR QUALIFICATIONS (RFQ)

GENERAL The Proposal should display clearly and accurately the capability, knowledge, experience and capacity of the Proposer to meet the requirements of this RFQ. Submittal should consist of **one original and two (2) copies, and each marked as the original or copy respectively.**

PRE-SUBMISSION CONFERENCE There will be no Pre- submission Conference.

SELECTION PROCESS AND CRITERIA

A Committee composed of county staff and community representatives will review and screen all submittals and may invite selected firms to make presentations to the committee at a later date. The committee will then select one firm with which to enter into a contract.

The selection criteria include, but are not limited to, the following, which are not listed in order of priority.

- (a) **PRIOR EXPERIENCE:** List completed projects equal or greater in terms of project type, size, complexity, budget, and schedule where the Proposer's firm was Architect or Engineer of Record. The listed projects must demonstrate that the firm, through previously completed work, has developed expertise to provide design through construction administration phase services as required for this project.

- (b) **PROJECT TEAM — PRIME:** Provide the staffing plan of the Proposer's individual or individuals who will be assigned to the project, together with their resumes. This listing should detail each individual's specific qualifications and experience on projects of this type. Also describe the ability of your firm's principal or principals and staff to work with governmental agencies in general and with county project staff in particular.
- (c) **PROJECT TEAM — SUB-CONSULTANTS:** Describe the qualifications and experience of the Proposer's consultants if any on comparable projects.
- (d) **PROPOSER CAPABILITIES:** Substantiate how your team can most effectively undertake the responsibilities associated with this project by:
1. Clearly identifying the lines of authority, coordination, and limits of capacity for each member of the team. Identify essential management functions and how these functions are effectively integrated during each phase of the project. Delineate the role of any Sub-consultants that might work on the project. Organizational charts and graphs may be included.
 2. Describing your current workload and availability of designated staff to handle the project. Substantiate this response with time management staffing plans on existing projects, pending projects, and this proposed project.
 3. Describe your experience with historic structures, rural communities, and a community based collaborative process.
- (f) **PROJECT MANAGEMENT CONTROLS:**
1. **Budget Methodology/Cost Control:** Define how estimates of probable construction cost are established and maintained; how constructability and other recommendations by the Project Team will be handled, including other design phase cost controls; and how Change Orders and other potential add-costs during the Construction Phase will be controlled. For each project listed in **Item "a"** above, list original construction cost budget per each project, actual bid amount (including accepted additive alternates), and the final construction agreement amount. If the final construction agreement amount is greater than bid amount, differentiate between Owner-requested Change Orders and those attributable to construction documentation.
 2. **Quality Control Methodology:** For the projects listed in **Item "a"** above, define how the projects were designed for durability and maintainability. Define whether and how these projects actually benefited by improved energy efficiency through use of an integrated design process, life cycle costing, and the specification of energy efficient materials, systems, and equipment.
 3. **Schedule Control:** Demonstrated ability to complete similar projects within established schedules. For each project listed in **Item "a"** above, define original agreement schedule by listing Design Start Date, Bid Date, Construction Start Date, Substantial Completion Date, Final Completion Date. Compare these *contractual* dates with *actual* respective dates. Explain any differentials between original and actual project schedule milestones. Summarize your firm's Schedule Control process, as it would apply to this project.

(g) REFERENCES: For each project listed in **Item “a”** above, provide the name and current phone number of the Owner’s Project Manager. A higher evaluation weighting will apply to those Proposers providing letters of recommendations for the listed projects.

(h) OTHER: Any other pertinent/additional information at a maximum of ten (10) pages.

DIVISION III

ARCHITECTURAL PROGRAM



PROJECT DESCRIPTION

The Yolo Branch Library, located at 37750 Sacramento Street, in the town of Yolo. The library was originally funded by a Carnegie grant, designed by noted Architect William H. Weeks, and opened in 1918. It was listed on the National Register of Historic Places in 1990. The County, which owns and operates the library, desires to expand and improve the library services by exploring its options with regards to decommissioning, relocating, renovating, or demolishing the existing structure and constructing a new facility on the existing site.

The Yolo Carnegie Library building is a small wood-frame bungalow style with Craftsman detailing. Clad in narrow shiplap siding, single-story, over a concrete raised foundation, the building consists of two wings joined in an L-shape. Each wing is under a low gable roof. The small entrance portico is under an extension of the main gable roof and is supported by square posts on top of a low porch wall. The building is painted a dark brown color with cream colored trim and the roof is covered in gray asphalt shingles. Solar PV panels have been installed on the front face of the roof.



The interior of the building appears to be essentially unchanged. As you enter the building, the room to the right, with fireplace, was the original reading room with shelves for books lining the walls. The smaller room to the left of the main entry is also used for library purposes, but at one time may have served as a community room. The main entry door from the portico enters a small central area connected by arched entrance to the reading room. The central area is also separated from the community room by a sliding door. A small projection across part of the rear of the building provides additional space for office, restroom, and closets. There are no ADA compliant facilities either on the site, such as parking, signage, path of travel from a public way to the main entry, or on the interior – such as main circulation desk, restrooms, etc.



The less than one acre site is located on a flat, corner lot bounded by Sacramento Street on the South, and Second Street to the East. A fire station is located to the West property

line, and commercial properties surround the site. The parking lot is gravel paved, with no street improvements. There is minimal landscaping on the property. (Refer to highlighted site Attachment A.)

BACKGROUND INFORMATION

The *National Historic Preservation Act* was enacted in 1966. It has had major amendments, primarily additions to expand the effect of the law or to clarify its implementation, in 1980 and 1992. The law contains a strong policy statement supporting historic preservation activities and programs. The law implies that historic preservation is an activity that occurs at all levels of government, Federal, State, and local, and that also involves private organizations and individuals. Historic properties must be considered when plans are made for modern development; however, their preservation is not an assured part of the outcome of these activities.

Title I of the statute established the *National Register of Historic Places* as a national listing of "historic properties", that is, districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, engineering, and culture. There is a general requirement that the resource be 50 years old to be listed. Title I also expanded the level of Federal concern to include the preservation of historic properties of local or State significance. This title also established the *State Historic Preservation Officers* as partners in the national historic preservation program. It also describes how the SHPO function, or portions of this function, can be assumed by local governments in certain circumstances.

The *California Register of Historical Resources* is our state's authoritative guide to California's significant historic resources. All properties listed on the National Register of Historic Places are automatically listed in the California Register. Listed properties may use the *California Historic Building Code*, a more flexible alternative than the standard building codes. National Register listing does not provide an iron-clad guarantee that a building cannot be demolished or significantly altered. However, listing in the National Register does automatically trigger environmental review in California for projects which have other discretionary actions associated with them. The Yolo Library is listed on the National Register of Historic Places.

PART II:

ATTACHMENTS

ATTACHMENT A



ATTACHMENT B

SUBMITTAL INQUIRY FORM

(Pre-submittal Questions, General Clarifications, etc.)

PROJECT NAME: Yolo County Yolo Library

RFQ NUMBER: _____

Note: Please submit your questions to Terry Vernon by 4:00 PM. on February 11, 2015

INQUIRY DEADLINE: 4:00 PM February 11, 2015

QUESTIONS ON: ORIGINAL RFQ PACKET or ADDENDUM NO. _____

SECTION NUMBER: _____

WRITER: _____

FAX NO. _____ PHONE NO. _____

COMPANY: _____

COMPANY E-MAIL ADDRESS: _____

DATE: _____

QUESTIONS:

