

COLUMBUS METROPOLITAN LIBRARY

Request for Qualifications

Engineering Services

Main Library, 96 South Grant Avenue, Columbus, OH 43215

RFQ CML # 21-005

Issued by

Procurement Department
96 S. Grant Ave.
Columbus, OH 43215

Deadline for Submittal

May 6, 2021
No later than 12:00 NOON EST



REQUEST FOR QUALIFICATIONS

The Columbus Metropolitan Library is seeking signed & written qualifications for **Engineering Services**, according to the requirements described in the Scope and other documents included with this RFQ. The Identification Number is **RFQ CML # 21-005**

Statements of Qualifications ("SOQ") submittals will be emailed to procurement@columbuslibrary.org no later than 12:00 PM EST on May 6, 2021. Any SOQs arriving after 12:00 PM will be marked late and will not be considered for selection to provide the specified equipment, supplies, and/or services.

The Offeror declares to have read and understood and agrees to be bound by all the instructions, terms, conditions, and specifications of this Request for Qualifications ("RFQ") and agrees to fulfill the requirements of any contract for which it is selected to provide the specified equipment, supplies and/or services at the prices proposed during negotiations with the firm determined most qualified to provide the required services. The Offeror certifies, by signature affixed to this Cover Sheet, that the information provided by it in response to the RFQ, including certified statements, is accurate and complete.

Federal Taxpayer Identification Number (TIN)		
Name of person signing submittal (Please print or type)		Title
Offeror Name		
Mailing address		
City	State	ZIP
Telephone		
Contact Person		Fax Number
E Mail address		
Authorized Signature (Original signature only) Please use Blue Ink.		

THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE SOQ

Qualifications

The Columbus Metropolitan Library ("Library") seeks to establish a prequalified listing of engineering firms that will be available to provide engineering services for multiple projects over the course of three years. Any firm selected to be included on the prequalified list must update its qualifications annually to remain on the list. Qualified firms will be ranked per project at the time when the Library is ready to begin the project. Projects may be added or deleted at the Library's discretion. The Library will assume that each firm submitting its qualifications in response to this RFQ is interested in all aspects of the scope of this RFQ.

Background

The Library is a county district library established in accordance with §3375.20 of the Ohio Revised Code. The Library, which is a separate legal entity, is financially, managerially, and operationally independent from both Franklin County and the City of Columbus. The Library is a political subdivision and receives the majority of its funding from the State of Ohio and locally voted property taxes.

Scope of Services

The primary objectives of this RFQ shall be to provide data necessary for the evaluation of competitive proposals that will result in an Agreement with the Library and proposer that meets our requirement(s). The Library desires to establish an eligibility list of qualified consultants to provide services on an "as-needed" basis. The eligibility list shall be in the areas of:

- Structural Engineering
- Mechanical, Electrical and Plumbing (MEP) Engineering
- Civil Engineering

Separate eligibility lists will be established for each of the areas of expertise. Interested firms wishing to respond to this RFQ may respond in any or all of the areas being solicited. Firms shall indicate the area(s) in which they wish to be evaluated.

The Engineering firms selected will provide a variety of work that will vary per project. Qualified firms may:

- Provide analysis of existing parking lot and site conditions, including stormwater profile details, and make recommendations for enhancement and improvement. Provide support for landscape architectural design recommendations related to site improvements.
- Provide analysis of existing lighting design, including light and efficiency levels, and make recommendations for enhancement and improvement, including lighting fixture recommendations.
- Provide analysis of existing MEP (Mechanical, Electrical, Plumbing) systems and make recommendations for enhancement and improvement. Provide support for architectural design recommendations related to MEP systems.
- Provide analysis of existing structural design and conduct feasibility studies as needed to make recommendations for structural changes requested by CML.
- Provide experience in and knowledge of the local building code, including all applicable rules and regulations of the city of Columbus, Franklin County, and the State of Ohio that will apply to the design and installation of the improvement.
- Prepare the construction documents for a project, including providing the professional seal required by Ohio law.
- Provide construction administration services.
- Provide post-construction and warranty support.

In addition, the Library views the ability to collaborate with CML staff and other design professionals as a critical component of success. Qualified firms must demonstrate the ability to work with all members of the project team as a cohesive team.

The Library reserves the right to contract with and add a supplemental library design architect/engineer/consultant to any project.

Anticipated Projects per Location

Below is a general list of CML branches that may require analysis of the existing site, building, and system conditions. Full scope will be determined after analysis of the property including all parking lots, interior/exterior lighting layouts, and MEP systems.

- Barnett
- Canal Winchester:
- Driving Park:
- Dublin
- Franklinton
- Gahanna.
- Hilliard
- Hilltop
- Karl Road.
- Linden
- Main Library
- Marion-Franklin
- Martin Luther King
- New Albany
- Northern Lights
- Northside
- Parsons
- Reynoldsburg
- Shepard
- South High
- Southeast
- Whetstone
- Whitehall
- Temporary or Express CML branches

Submittal Requirements

To facilitate comparison of SOQs, each page of the SOQ should state the name of the firm, the RFQ number (RFQ #21-005), and the page number and should be submitted in a format that corresponds to the order below.

ALL FIRMS INTERESTED MUST SUBMIT THE FOLLOWING INFORMATION:

- A. RFQ Cover Sheet – signed by an officer of your company.
- B. A description of your firm's process for analyzing existing parking lots, MEP systems, and lighting layouts and making recommendations for improvement.
- C. A statement as to the firm's particular abilities and qualifications, including the number of years the firm has been in business, the geographical area of operations, and professional affiliations. Also indicate the principals in the organization and the size and composition of the organization.
- D. Provide the name of all team members who would be assigned to CML's projects from beginning to end and their role as a member of the project team. Include a brief description of certifications, skills, and abilities of each team member.
- E. Provide information that demonstrates experience in and knowledge of local codes, including all applicable rules and regulations related to the City of Columbus, Franklin County, and the State of Ohio as it applies to landscaping.
- F. Provide a portfolio and/or digital resume of the proposed team's recent work.
- G. Describe the firm's approach and methodology related to progress meetings and presentations to the Library's key stakeholders.
- H. Describe your firm's ability to collaborate with CML staff and other design professionals. If possible, provide examples of your prior experience that demonstrate your approach to collaborations.
- I. Describe any special equipment, software, or procedures available to the firm which will facilitate the completion of the project.
- J. Include any other information documentation believed to be pertinent, but not specifically mentioned in this RFQ, which may be useful and applicable to the library.
- K. Disclose all information concerning any lawsuits, judgements, liens or claims made against the firm within five (5) years of the SOQ submission date that are related to the services outlined in this document.
- L. Disclose all declarations of default or termination for cause against the firm with respect to such services, suspension from submitting proposals for or entering into any government contract within five (5) years of the SOQ submission date.
- M. Proposed Modifications to Agreement Terms – The "Terms and Conditions" for all projects pursuant to this RFQ are attached hereto. If your firm would like to propose any deviation

from such terms, you must identify those terms and submit your proposed modified language in detail in your statement of qualifications in a section clearly titled "Proposed Modification to Terms and Conditions". Failure to do so shall be deemed to be a waiver of the right to negotiate the terms. Modifications may be accepted at the Owner's sole discretion and may be taken into account by the Owner when ranking the most-qualified firms. The Owner reserves the right to modify the form of Terms and Conditions as well as any terms.

Diversity

Because Columbus Metropolitan Library serves a diverse central Ohio population, CML has a strong preference for professional service providers to make good faith efforts to propose teams made up of MBE/WBE certified staff to provide CML with a diverse professional staff representative of the central Ohio region in which they will be working and of the customers that CML serves every day. Minority and Women Business Enterprises are encouraged to respond to this RFQ.

Evaluation of Qualifications

The Library's evaluation team, consisting of selected members of various work units, will evaluate responses received to the RFQ and select firms to be included on our pre-qualified list.

Specific criteria that will be considered during the evaluation include:

- Evidence of site and systems design and technical excellence/innovation
- Public/Civic/Library design experience
- Team qualifications, references and demonstrated capacity to implement and complete
- Approach to collaboration with Library staff and other design professionals
- Quality of the SOQ, including adherence to instructions
- References
- Proposed modifications to the Terms and Conditions

The Library reserves the right to waive irregularities in any SOQ submission, to request additional information from any firm that submits its qualifications and an SOQ for consideration, and to reject any or all submittals. The submission of a firm's qualifications does not result in any right to be included in the prequalified file of design professionals if the Library's selection team determines that the firm is not qualified to provide design services.

Qualification Process

1. The complete RFQ will be e-mailed to firms identified by the Library to be included on the distribution list and to anyone requesting a copy. In addition, the notice of the RFQ will be announced on the State of Ohio Office of Procurement Services Website and the Library's website (at minimum).
2. The selection team will review all SOQs, identifying firms that meet the minimum qualifications, and create a list of pre-qualified firms. Each firm submitting an SOQ will be notified of its qualification status.
3. The library reserves the right to conduct interviews with select firms during the qualification process.
4. All qualified firms, including both those selected and not selected for any project, will remain on the prequalified list of architectural & engineering firms capable of providing services during the term identified in this RFQ. Any firm selected to be included on the prequalified list must update its qualifications annually to remain on the list.

Firm Selection Process

Qualified firms will be selected on a per-project basis. Projects are anticipated to start between 2021-2024. Qualified firms will be ranked per project at the time when the Library is ready to begin the project. The Library will notify the top-ranked firm to discuss availability to complete the work, verify scope of work, and negotiate a fee proposal. If the top-ranked firm is not available to complete the work or the fee proposal is not acceptable to the Library, the Library will go to the next ranked firm.

SCHEDULE

04/15/2021	RFQ notifications e-mailed to the distribution list, posted on the State of Ohio Office of Procurement Services and Library Websites
05/06/2021	RFQ due by 12:00 PM
05/21/2021	Notification of pre-qualified status

Each firm must submit an SOQ email marked:

**ENGINEERING SERVICES
RFQ# 21-005**

SOQs are due no later than **May 6, 2021, at 12:00PM EST.**

Proposals must be submitted to procurement@columbuslibrary.org

CONTACT INFORMATION:

Every effort has been made to include enough information within this RFQ to enable firms to prepare a response that thoroughly and fairly represents their respective capabilities to meet the Library's requirements. If there are questions concerning the contents of this document, the Library is willing to provide responses in as timely a manner as possible.

Submit all questions and inquiries via e-mail to:

Theresa Kauffman-Bidwell, IT Vendor and Procurement Administrator
Email address: procurement@columbuslibrary.org