COLUMBUS METROPOLITAN LIBRARY

Request for Qualification

Architectural and Professional Design Services

Issue Date: August 8, 2024

RFQ Number: CML # 24-016

Issued by:
Procurement Department
96 S. Grant Ave.
Columbus, OH 43215

Deadline for Submittal:
September 12, 2024
No later than 12:00 Noon EST
REQUEST FOR QUALIFICATIONS
COVER SHEET

The Columbus Metropolitan Library (CML or Library) is issuing this Request for Qualifications (RFQ) for Architectural and Professional Design Services. The RFQ Identification Number is **CML #24-016**.

Statement of Qualifications (SOQ) must be received by the Procurement staff at the Columbus Metropolitan Library via email to procurement@columbuslibrary.org no later than **12:00 PM EST on September 12, 2024**. 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 that is not responsive to the requirements of the RFQ.

All questions or requests for clarifications should be submitted no later than 5:00 p.m., September 3, 2024 to procurement@columbuslibrary.org. All questions will be answered in the form of an addendum and posted on the CML website.

The Offeror declares to have read and understood and agrees to be bound by all the instructions, terms, conditions and specifications of this RFQ and agrees to fulfill the requirements of any contract (Contract) for which it is selected to provide the specified services at the prices proposed.

The Offeror certifies, by signature affixed to this Request for Qualifications Cover Sheet, that the information provided by it in response to the RFQ, including certified statements, is accurate and complete. By submitting a response to this Request for Qualification, the Offeror acknowledges that it complies with applicable federal, state, and local laws and regulations.

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**THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE SOQ.**
OVERVIEW

The Columbus Metropolitan Library seeks to establish a prequalified listing of Architectural & Professional Design firms that will be available to provide architectural professional design and engineering services for multiple anticipated projects.

The Library will approach architect selection in a two-step process. First the Library will create our prequalified list of design professionals. Any firm selected to be included on the prequalified list must update its qualifications pursuant to this RFQ annually to remain on the list and eligible for selection. Then qualified firms will be contacted to express their interest on projects as projects are approved by the Library to begin. Only the qualified firms that have expressed interest on a project will be considered and then ranked. Additional information and/or qualifications may be requested from the architects by the Library at any time.

Projects will be authorized in the Library’s sole discretion. Professional design firms on the prequalified list may be added, changed, or deleted at the Library’s sole discretion at any time and the Library may procure and engage separate professional design firms for projects in its sole discretion.

BACKGROUND

The Library is a county district library established in accordance with §3375.20 of the Ohio Revised Code. CML consists of 22 branches and Main Library within Franklin County, Ohio. The Library is financially and operationally independent from the City of Columbus and Franklin County. The Library is a political subdivision and receives the majority of its funding from the State of Ohio’s Public Library Fund and locally voted property taxes.

The Library identified guiding principles to shape the design of new libraries. The list of guiding principles are included in Appendix A.

SCOPE OF SERVICES

The scope of architectural professional design and engineering services may include, but is not limited to, the following:

1. Project scoping – renovate, replace, etc. Size of buildings.
2. Evaluate, assist in the revision of, and interpret the Library staff’s modernization vision
3. Site Planning
4. Utility Design and Coordination
5. Architectural Design
6. Structural Engineering
7. Mechanical, Electrical and Plumbing (MEP) Design
8. Fire Protection
9. Interior Design, including space planning and furniture selection (unless performed by a separate firm selected by the Library)
10. Landscape Design
11. Lighting Design
12. Communication/Data Systems
13. Zoning and Architectural Review Board
15. Building Code/ADA Consulting and Analysis
16. Security Systems Design
17. Cost Estimates
18. Permitting process management and approval

ANTICIPATED PROJECTS
Below is a general list of anticipated projects (in no particular order) that may occur over the next three years. Projects may be authorized, added, deleted, or modified at the sole discretion of the Library. Over the next three years the Library will determine, on an annual basis, capital and operational facilities projects and prioritization of each, in its discretion. Full scopes of approved projects will be determined after analysis of the property and branch needs. In some cases, pre-qualified firms may be asked to submit interest to participate in the needs analysis of select projects. Any firm selected to be included on the prequalified list must update its qualifications annually to remain on the list. Prequalified firms will be ranked per project in accordance with ORC Section 153.69, in the Library’s discretion, at the time when the Library is ready to begin the project.

1. Case Road Branch (working project title) – The Library will be adding a new standalone facility in the new West Case Park (https://westcaseroadpark.com). This library branch will become the 24th location in the Library system.
   Anticipated size =30,000 square foot – one story.
   Timeline – Design to begin 4Q24/1Q25.
   Construction start 2026.

3. Whetstone – Scope and timeline to be determined.

4. South High – Scope and timeline to be determined.

5. New Albany – Add a rear entrance to existing building. Full scope and timeline to be determined.

6. Miscellaneous operational renovations.

7. Swing space design for temporary locations that may be required if an existing building needs to be closed due to renovation and/or demolition.

8. Leased space design for potential new locations the Library determines to add.

9. Design for potential projects (new standalone builds, renovations to existing buildings, additions to existing buildings) that may be added to the Library’s master facility plan.
GENERAL INSTRUCTIONS

Offerors shall comply with the specifications and attachments in the Request for Qualifications documents. The Offeror shall examine attachments prior to submitting a SOQ. The submission of a SOQ shall be evidence that this requirement has been met.

The Offeror shall comply with all applicable laws, rules, and regulations of the State of Ohio, Franklin County, and local jurisdictions.

SUBMITTAL REQUIREMENTS TO BE INCLUDED IN THE PRE-QUALIFIED LIST
To facilitate comparison of SOQs, each page of the SOQ should state the name of the firm, the RFQ number (RFQ #24-016), and the page number and should be submitted in a format that corresponds to the order below.

A. RFQ Cover Sheet – signed by an officer of your company.

B. One (1) page description of your firm’s vision for the future of the physical public library industry and how the firm will incorporate the Library’s design guidelines and/or standards into your work. (Design Principles included in Appendix A)

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 Library’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 public libraries.

F. Provide a portfolio and/or digital resume of the proposed team’s recent work, of particular interest is library, civic space, airport, museum, educational design in a modern and/or contemporary aesthetic.

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 availability of qualified personnel, equipment, and facilities including any special equipment, software, or procedures, such as AR/VR and AI, available to the firm which will facilitate the completion of the project competently and expeditiously.

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, judgments, 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 qualifications/proposals for or entering into any contract within five (5) years of the SOQ submission date.

**DIVERSITY**
Because the Library serves a diverse central Ohio population, the Library has a strong preference for professional service providers to make good faith efforts to propose teams made up of diverse staff. Minority and/or Women Business Enterprises are encouraged to respond to this RFQ.
EVALUATION AND QUALIFICATION PROCESS

TO BE INCLUDED IN THE PRE-QUALIFIED LIST

The Library’s evaluation team, consisting of selected members of Library staff, will evaluate responses received in response to this RFQ (#24-016) and select firms to be included on our pre-qualified list.

EVALUATION OF QUALIFICATIONS

Specific criteria that will be considered during the evaluation include:

- Evidence of design and technical excellence/innovation
- Public / Civic / Library design experience
- Competence to perform - Team qualifications, references and demonstrated capacity to implement and complete
- Availability of qualified personnel, equipment, and facilities
- Approach to collaboration with Library staff and other design professionals
- Quality of the SOQ, including adherence to instructions
- References

The Library reserves the right to waive any defect or irregularities in any SOQ submission, or to eliminate any firm that submits an incomplete or inadequate SOQ or that is not responsive to the requirements of this RFQ, or 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 list/file of design professionals or awarded a project if the Library’s selection team determines that the firm is not qualified to provide design services.

QUALIFICATION PROCESS

1. A notification of the 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 deemed responsive, identifying firms that meet the minimum qualifications to be included on the prequalification list. 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 prequalification and/or selection process.

4. All prequalified firms, including both those selected and not selected for any project, will remain on the prequalified list of Architectural & Professional Design firms during the term identified in this RFQ. However, any firm selected to be included on the prequalified list must update its qualifications annually to remain on the list.

**SCHEDULE**
The projected timeline for this RFQ process is provided below. The Library may, at its sole discretion, modify the schedule as necessary to allow for a thorough and complete analysis of responses.

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<td>RFQ notifications emailed to distribution list, posted on State of Ohio Office of Procurement Services and Library Website</td>
<td>August 8, 2024</td>
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<tr>
<td>Offeror Questions due to CML</td>
<td>September 3, 2024 (12:00 PM)</td>
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<tr>
<td>CML’s Final Response to Questions</td>
<td>September 5, 2024 (12:00 PM)</td>
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<td>RFQ Due Date</td>
<td>Noon September 12, 2024</td>
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<td>Notification of Pre-Qualified Status</td>
<td>On or before October 1, 2024</td>
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The Library reserves the right to modify this schedule at our discretion. Notification of changes in the response due date would be posted on the Library website or as otherwise stated herein. All **times are Eastern Time**

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. Questions concerning the contents of this document, shall be submitted in accordance with the RFQ Coversheet and this RFQ and the Library will determine in as timely a manner as possible whether any addenda should be issued as a result of any pertinent or substantive inquiries. The Library reserves the right to take any action affecting the RFQ/prequalification process or the project(s) that it deems to be in its best interest.
FIRM SELECTION PROCESS
FOR APPROVED PROJECTS

Qualified firms may be selected on a per-project basis at the time the Library determines to begin the project and as projects are approved. Each firm on the prequalified list may be contacted by the Library with the project description, evaluation criteria, and instructions on how to express interest in the project. At such time the Library may also ask for the interested firms to update their qualifications and/or to provide additional information if needed.

Interested prequalified firms may be ranked. The Library may conduct interviews of any firms to further explore each firm’s SOQ, the scope and nature of the services the firms would provide, and the various technical approaches the firms may take toward the project. The individual team members that will be involved with the project must attend such interviews, to the extent reasonable possible. A final ranking may be determined after interviews are conducted if the Library chooses to conduct interviews. The Library will notify the firm determined to be most qualified, to discuss availability to complete the work, verify scope of work, and negotiate a fee proposal and contract. If the top-ranked firm is not available to complete the work or the fee proposal is not acceptable to the Library, the Library may go to the next ranked firm.

Qualified firms not interested in a specific project will remain on the prequalified list and will continue to be contacted for future approved projects while the prequalification list remains active and their qualifications remain current.
Columbus Metropolitan Library
Standard Contract Terms and Conditions

CML’s Terms and Conditions can be found on the Library’s website at columbuslibrary.org which provide an insight to the typical terms for doing business with CML.

In lieu of the Standard Contract Terms and Conditions, CML may use an AIA (B104 or B133) for select projects based on scope of work. If a project will use an AIA contract, it will be noted at the time of the project information is shared with the pre-qualified firms and all final terms will be negotiated at the time of engagement.
Appendix A
CML Guiding Principles

1. **Transparency** Broad vistas into our buildings will pique curiosity about what happens in the library and draw the public inside.

2. **Flexibility** The spaces will have maximum flexibility: few fixed walls and open floor plans for future changes.

3. **Iconic Contemporary Design** A bold design makes our innovative and forward-thinking drive for “a thriving community where wisdom prevails” visible to all.

4. **Sustainability** We'll use sustainable practices and help educate the community on their value.

5. **Technology** Technologies are key library services and integrating creative applications is a must-have in our buildings.

6. **Innovative Programming** We’ll partner with community organizations to enhance our offerings to the public.

7. **Customer Experience** How do we best meet customer expectations and provide world-class service to world-class customers? It’s what we work on every day.

8. **Young Minds** The children of our community are our top priority, and our buildings will reflect this commitment.

9. **Showcase Our Collection** We’ll bring our collection to the forefront of the customer experience, not hidden in rows of shelves.