**REQUEST FOR QUALIFICATIONS**

Architectural Design Services for

**Jackson County Public Library – Marianna Branch**

Renovation and Expansion Project

The Jackson County Board of County Commissioners is requesting sealed statements of interest and qualifications through **Monday, April 11th, 2016, 2:00 PM** local time, from professional architectural and engineering firms experienced in the design, construction management, cost estimation and project administration for public library buildings. Immediately following the deadline for receipt of statements, those statements received will be opened and publicly acknowledged. Statements of qualifications with an original signature and **five (5)** additional copies should be submitted to:

**Jackson County Board of Commissioners**

**Purchasing Office**

**2864 Madison Street**

**Marianna, FL 32448**

The information may also be hand delivered to above mentioned address. Statements received after the closing time will be returned unopened.

**Statements must be clearly marked** “**Statements of Interest and Qualifications for Marianna Branch Library Project**.”

Questions regarding this solicitation and project may be addressed to:

**Judy Austin, Purchasing Agent**

**Jackson County Board of County Commissioners Street**

**5864 Madison Street**

**Marianna, Florida 32446**

**(850) 718-0005 or fax (850) 482-9682**

**E-Mail:** [**jaustin@jacksoncountyfl.com**](mailto:jaustin@jacksoncountyfl.com)

The Jackson County Board of County Commissioners adheres to the Americans with Disabilities Act and will make reasonable modifications for access to County services, programs, and activities. Please call (850) 482-9633 for further information. Requests must be made at least 48 hours in advance of the event in order to allow the County time to provide the requested service.

Board of County Commissioners

Dale Rabon Guthrie By: Kenneth Stephens

CLERK OF CIRCUIT COURT BOARD CHAIRMAN

**REQUEST FOR QUALIFICATIONS**

**Architectural Design Services for**

**Jackson County Public Library – Marianna Branch**

**SECTION A - BACKGROUND AND PURPOSE**

Operational Structure

The Jackson County Public Library is a department of Jackson County Government and operates within the County structure and under the authority of the Jackson County Board of County Commissioners. The Jackson County Public Library is one of four County libraries in the Panhandle Public Library Cooperative System. Library Advisory Board members are appointed by the Jackson County Board of County Commissioners.

Grant Objective

The purpose of this grant is to enable the Marianna Library, which serves as the main library of the Jackson County Public Library, to renovate and expand their current facility to:

* Improve and expand public service offerings
* Provide efficient spaces for essential library operations
* Bring building up to current applicable agency construction codes
* Provide for handicapped accessible walkways and restroom facilities in accordance with ADA regulations
* Provide additional space for meetings, programs, tutoring, and public instruction

The Marianna Library serves as the main facility for the provision of public library service to the residents of Jackson County. Within its current structure, individuals come to perform research, check out materials, attend programs, use computers and interact with the world around them.

The library is located one block west of Jefferson Street, which is a main north/south thoroughfare through Marianna, and three blocks north of Lafayette Street (Hwy 90), which is the main east/west thoroughfare through Marianna. These streets give vehicles easy access to the library’s location. The location of the library in downtown Marianna gives pedestrians better access than if the library were relocated.

The building is situated on a landscaped lot of approximately 1.15 acres (approximately 50,000 square feet). The site slopes from Green Street on the east side of the library downward over 18 feet toward Caledonia Street on the west side of the library.

Currently there is a steep entrance ramp from the parking lot to the west entrance of the building. This is the most important aspect of the site that will be altered by this project. The front/east entrance of the building is on ground level. The new entrance on the west/rear side of the building will incorporate an elevator to the floor level of the library (essentially at second floor level on the west side of the building due to the slope of the site) eliminating the steep entrance ramp from the parking lot.

The current facility is spatially inadequate. Library staff members perform assigned tasks in cramped and inefficient spaces. Physical access to the building from the parking lot for individuals with disabilities is difficult as the ramp does not meet ADA requirements. Because the library is located in a residential neighborhood and the front entrance is very close to the street, parking is quite limited and often interferes with surrounding residential activities. Youth programs are held in the floor space of the children’s area which interferes with other users in adjoining areas. With only one public meeting room, the current space is inadequate to meet the demands placed upon it by public requests, staff needs for program provision, meetings, classes, and other uses. An adjoining room can be used for meeting space, but it also houses collection items and currently serves as the Library Director’s office. Public seating is limited throughout the facility. There is need for more space to house and display collections. The public computer space is cramped and housed inefficiently in one area.

In a county with a poverty rate of 25% in Marianna and 15% county-wide, these computers are heavily used on a daily basis in locating job opportunities, completing job applications, filing for unemployment assistance, and connecting with the wider world around them. The Jackson County Public Library had a valuable and well utilized literacy program in the past, but due to a variety of reasons, including inadequate space for tutoring and service provision, that program has been substantially decreased in recent years.

Through expansion and renovation of the existing facility, the ability of the library to provide 21st century public library service to the residents of Jackson County will be improved. The renovation and expansion of the current facility will provide ADA accessible restrooms and easier access to the facility from the parking lot. Isle widths and all service desks and units will meet ADA requirements. Technology products and services will be increased throughout the facility and new services such as self-check units may be provided. A 600 square foot all-purpose meeting room may be provided.

In addition, expanded meeting space may be provided by the following:

* Children’s program room with additional storage space – 360 square feet
* Conference room – 100 square feet
* Group study room – 80 square feet
* Tutoring room – 48 square feet

The Library Director will receive a private office and the following library staff members will have office systems space:

* Adult Services Librarian
* Youth Services Librarian
* Circulation Supervisor
* Literacy Librarian
* Technical Services Librarian

Staff workroom space will be enhanced and back area work flow improved allowing for efficiencies in the preparation of collection materials, interlibrary loan handling, and the re-shelving of returned library materials.

To meet collection and public use needs, over 4000 square feet will be available for collection housing and display. There will be 80 units of public seating possibly including an area designed for teen use.

This expansion/renovation of the Marianna Library from enables the library to increase public meeting space and expand its use. Providing separate program space for Children’s programming will enable the library to increase and enrich its offerings to this important segment of library users. With a conference room and other meeting space, the library can expand its programming to adults. The addition of group study and tutoring space along with a designated teen area will provide welcome resources for all users, bring younger users into the library, and allow for an increased adult literacy program.

In short, through this expansion and remodeling project, the Marianna Library will be brought into the 21st century, and staff will have the ability to provide new and enhanced services expected by their users.

**SECTION B - SCOPE OF SERVICES REQUIRED**

This solicitation is for the schematic and design development drawings/specifications as well as construction documents and contract administration.

Therefore, it is the intent of this RFQ to have the successful applicant prepare full scope schematic and design development drawings, which would include at a minimum the following requirements:

1. To engage Architectural Design Services to assist in the development of schematic and design development plans for the following disciplines:
2. Architectural/Structural \* HVAC
3. Plumbing \* Interior Decoration
4. Lighting \* Electrical
5. Civil \* Fire Protection
6. Furnishings and equipment \* Data and telecommunications
7. Vehicular traffic at project location
8. To develop probable cost estimates to ensure the design remains within the County’s budget.
9. To develop color renderings of the agreed upon plan for presentation to the council, media, and for the use of support organizations for fundraising and educational purposes.

The cost of this project is expected to be approximately $500,000, including architectural and consultant fees as well as initial furniture and equipment.

The successful firm will be selected as the project architect for the entire project.

**SECTION C - PROPOSAL REQUIREMENTS**

1. Proposals shall be limited to 30 pages.
2. Resumes of the personnel who will be assigned to work with, or consult with, the County shall be included.
3. Identify the project manager and the extent of the person’s involvement with and availability during the project.
4. Provide experience of the firm and staff with providing architectural and engineering services for similar construction projects.
5. Provide list of references.
6. Provide any additional information that may be of value to the County during the selection.

**SECTION D - GENERAL CONDITIONS**

**Instructions:** Careful attention must be given to all requested items contained in this RFQ. Applicants are invited to submit responses in accordance with the requirements of this RFQ. **PLEASE READ THE ENTIRE SOLICITATION BEFORE SUBMITTING A PROPOSAL.** Applicants must provide a response to each requirement of the RFQ. Responses should be prepared in a concise manner with an emphasis on completeness and clarity. All Responses shall be submitted in a sealed envelope or package with the RFQ number and opening date clearly noted on the outside of the envelope.

**Rejection of Proposals:** The Jackson County Board of County Commissioners reserves the right to accept or reject any or all responses, to waive any irregularities, technicalities, or informalities, and to re-advertise for a Request for Qualifications when deemed in the best interest of Jackson County.

**Responses/Proposal Receipt:** Sealed Responses will be accepted in accordance with the instructions detailed on the cover of this RFQ. After that date and time, Responses will not be accepted. The Applicants shall file all documents necessary to support its Proposal and shall include them with its Proposal. Applicants shall be responsible for the actual delivery of Responses during business hours to the exact address indicated in the RFQ.

**Governing Law:** Applicants will agree that agreements shall be governed by the laws of the State of Florida and the venue for any legal action will be Jackson County, Florida.

**Public Records:** Any material submitted in response to this Request for Qualification will become a public document pursuant to Florida Statute §119.07. This includes material which the responding applicants might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Florida Statute § 119.07.

**No Contingency Fees:** By responding to this solicitation, each applicant warrants that it has not and will not employ or retain any company or person, other than a bona fide employee working solely for the firm, to solicit or secure an agreement pursuant to this solicitation and that it has not and will not pay or agree to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the firm, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of an agreement.

**Public Entity Crimes**: By submitting a proposal each firm is confirming that the firm has not been placed on the convicted vendors list as described in the Florida Statute.

**SECTION E - INSURANCE AND INDEMNIFICATION**

Before starting and until termination of work for, or on behalf of, the COUNTY, the CONSULTANT shall procure and maintain insurance of the types and to the limits specified.

Insurance shall be issued by an insurer whose business reputation, financial stability and claims payment reputation is satisfactory to the County, for the County's protection only. Unless otherwise agreed, the amounts, form and type of insurance shall conform to the following minimum requirements:

1. WORKERS' COMPENSATION The CONSULTANT shall purchase and maintain Worker's Compensation Insurance Coverage for all Workers' Compensation obligations whether legally required or not. Additionally, the policy, or separately obtained policy, must include Employers Liability Coverage of at least $100,000 each person-accident, $100,000 each person - disease, $500,000 aggregate - disease.
2. COMMERCIAL GENERAL, AUTOMOBILE, PROFESSIONAL LIABILITY

AND UMBRELLA LIABILITY COVERAGES

The CONSULTANT shall purchase coverage on forms no more restrictive than the latest editions of the Commercial General Liability and Business Auto policies filed by the Insurance Services Office. The COUNTY shall be an Additional Insured for Commercial General Liability and such coverage shall be at least as broad as that provided to the Named Insured under the policy for the terms and conditions of this Contract. The County shall not be considered liable for premium payment, entitled to any premium return or dividend and shall not be considered a member of any mutual or reciprocal company. Minimum limits of $1,000,000 per occurrence, and per accident, combined single limit for liability must be provided, with umbrella insurance coverage making up any difference between the policy limits of underlying policies coverage and the total amount of coverage required.

Commercial General Liability coverage must be provided, including bodily injury and property damage liability for premises, operations, products and completed operations and independent contractors. Broad Form Commercial General Liability coverage or its equivalent shall provide at least, broad form contractual liability applicable to this specific agreement, personal injury liability and broad form property damage liability. The coverage shall be written on occurrence-type basis.

1. Business Auto Policy coverage must be provided, including bodily injury and property damage arising out of operation, maintenance or use of owned, non-owned and hired automobiles.
2. Professional Liability insurance coverage must be provided to afford protection for errors and omissions arising out of services provided under, or associated with this Contract.
3. Umbrella Liability Insurance coverage shall not be more restrictive than the underlying insurance policy coverages. The coverage shall be written on an occurrence-type basis.
4. CERTIFICATES OF INSURANCE

Required insurance shall be documented in the Certificates of Insurance which provide that the COUNTY shall be notified at least thirty (30) days in advance of cancellation, nonrenewal or adverse change or restriction in coverage. Jackson County Board of County Commissioners shall be named on each Certificate as an Additional Insured and this contract shall be listed. If required by the COUNTY, the CONSULTANT shall furnish copies of the CONSULTANT's insurance policies, forms, endorsements, jackets and other items forming a part of, or relating to such policies. Certificates shall be on the "Certificate of Insurance" form equal to, as determined by the COUNTY and ACORD 25. Any wording in a Certificate which would make notification of cancellation, adverse change or restriction in coverage to the COUNTY an option shall be deleted or crossed out by the insurance carrier or the insurance carrier's agent or employee. The CONSULTANT shall replace any canceled, adversely changed, restricted or non-renewed policies with new policies acceptable to the COUNTY and shall file with the COUNTY Certificates of Insurance under the new policies prior to the effective date of such cancellation, adverse change or restriction. If any policy is not timely replaced, in a manner acceptable to the COUNTY, the CONSULTANT shall, upon instructions of the COUNTY, cease all operations under the Contract until directed by the COUNTY, in writing, to resume operations.

5.LOSS CONTROL AND SAFETY The CONSULTANT shall retain control over its employees, agents, servants and subcontractors, as well as control over its invitees, and its activities on and about the subject premises and the manner in which such activities shall be undertaken and to that end, the CONSULTANT shall not be deemed to be an agent of the COUNTY. Precaution shall be exercised at all times by the CONSULTANT for the protection of all persons, including employees, and property. The CONSULTANT shall make special effort to detect hazards and shall take prompt action where loss control/safety measures should reasonably be expected.

6. HOLD HARMLESS The CONSULTANT shall indemnify and hold harmless the COUNTY, its officers and employees, from any and all liabilities, damages,

losses, and costs, including, but not limited to, reasonable attorney’s fees, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of the CONSULTANT and persons employed or utilized by the CONSULTANT in the performance of this contract. The CONSULTANT’s obligation shall not be limited by, or in any way to, any insurance coverage or by any provision in or exclusion or omission from any policy of insurance.

7. PAY ON BEHALF OF THE COUNTY

The CONSULTANT agrees to pay on behalf of the COUNTY, as well as provide a legal defense for the COUNTY, both of which will be done only if and when requested by the COUNTY, for all claims as described in the Hold Harmless paragraph. Such payment on the behalf of the COUNTY shall be in addition to any and all other legal remedies available to the COUNTY and shall not be considered to be the COUNTY's exclusive remedy.

**SECTION F - LENGTH OF CONTRACT**

The contract time for the professional engineering consultant’s services will be for a period of time as mutually agreed to between the County and consultant and shall be made a part of the contract before final execution of the document.

**SECTION G - AWARD AND CONTRACT EXECUTION**

All proposals will be reviewed by the selection committee. The Committee shall select in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services. At the direction of the Board of Commissioners the County Administrator will negotiate with the top ranked firm. If unable to reach an agreement the County Administrator will then attempt to negotiate with the 2nd ranked firm and so forth.

**SECTION H - NUMBER OF COPIES REQUIRED**

One (1) original and five (5) copies shall be submitted in one proposal package.

**SECTION I - EVALUATION OF PROPOSALS**

Proposals shall be evaluated and a selection made using the following criteria:

1. Composition and Qualifications of staff.
2. Experience of the firm with respect to architectural and engineering services, especially with regard to public library buildings.
3. Ability to meet time and budget requirements.

**SECTION J - AFFIDAVITS AND ACKNOWLEDGEMENTS**

The following forms and affidavits must be completed and included in the submittal:

* Drug Free Work Place Certificate
* Anti-Kickback Affidavit
* Certification Regarding Debarment

EVALUATION SHEET - JACKSON COUNTY PUBLIC LIBRARY MARIANNA BRANCH - ARCHITECTURAL DESIGN SERVICES

Name of Firm(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Composition and Qualifications of Staff maximum - 40 Points \_\_\_\_

a. Number of employees

b. Staff resources and experience

c. Qualifications of individual staff members

selected to work on this project

2. Experience of the Firm maximum - 40 Points \_\_\_\_

a. Previous projects of similar scope and size

3. Ability to Meet Time and Budget Requirements maximum - 15 Points \_\_\_\_

a. Current workload

b. Ability to meet schedules

c. Ability to meet budgets

d. Financial stability of firm

4. Certified SBE/MBE firm 5 Points \_\_\_\_

Total Points \_\_\_\_

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DRUG FREE WORK PLACE CERTIFICATE**

"I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

NAME OF FIRM

* Publishes a written statement notifying that the unlawful manufacturer, distribution, dispensing

possession, or use of a controlled substance is prohibited in the workplace given above, and specifying actions that will be taken against violations of such prohibition;

* Informs employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
* Gives each employee, engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
* Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written [\*] statement to acknowledge their receipt.
* Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
* Makes a good faith effort to continue to maintain a drug free workplace through the implementation of the drug free workplace program.

"As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein."

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed

Sworn to and subscribed before me this \_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_

Personally known \_\_\_\_\_\_\_ or produced Identification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Type of Identification]

Signature of Notary Public \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My Commission Expires \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANTI-KICKBACK AFFIDAVIT**

**STATE OF \_\_\_\_\_\_\_\_\_\_}**

COUNTY OF \_\_\_\_\_\_\_\_\_}

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum negotiated will be paid to any employees of Jackson County, its elected officials and \_\_\_\_\_\_leave blank per the Purchasing Agent \_\_or its design consultants, as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sworn and subscribed before this

\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_

Notary Public, State of Florida

(Printed Name)

My commission expires:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION**

**PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS**

**FAR 52.209-5 and 52.209.6 (Abbreviated)**

The Submitter certifies, to the best of its knowledge and belief, that the Submitter and/or any of its Principals:

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have not, within a three-year period preceding this certification, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property;

(C) Has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency; and

(D) Are not presently indicted for, or otherwise criminally or civilly charged by a government entity with, commission of any of the offenses enumerated in Paragraph (B) above.

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FIRM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_