

Request for Architectural Qualifications

City of Van Meter Public Library & Public Safety Facilities

Van Meter, Iowa

Issued: October 20, 2017

Submittals Due: 2:00 PM Central Daylight Savings Time
November 6, 2017

Introduction

The Van Meter Public Library and Van Meter Department of Public Safety seek architectural services in planning a new public library and public safety building. These are separate buildings in one project.

- The library is developing a building program with the assistance of library planner George Lawson. Preliminary estimates suggest a library building of about 4,000 gross square feet. A site owned by the city, at 416 West Street, has been selected for the library project.
- The architect will work with the public safety team to fully identify those programmatic needs. Research by the public safety team suggests a facility of between 19,000 – 29,000 gross square feet. The new DPS building will be located on the site where the public safety and library facilities are presently located.

Scope of the Work

Services provided by the architectural firm will be in two phases. Work on each phase is to commence only at the written instruction of the City of Van Meter. Phase 2 is to begin only after project funding is secured.

Phase 1

- Evaluate both sites to determine their suitability.
- Provide conceptual design planning for the new library and public safety buildings.
- For the building solutions that are ultimately selected by the City of Van Meter provide a site plan, plan drawings including furnishing layouts, colored elevations, a perspective drawing, and an estimate of probable total project costs.
- Support the community information process by providing project marketing materials including digital models. The firm will also participate in two or three community project presentations. Other promotional materials or services may be requested as an additional service.
- **The work for Phase 1 is to be undertaken at a flat rate not to exceed \$15,000 inclusive of all fees and expenses.**

Phase 2

- After the library and department of public safety have secured project funding the architect will provide all services necessary to design, specify, bid, construct, equip, and furnish the facilities and site under a contract to be negotiated at that time.

Information to be Included in Firm's RFQ Response

Please provide the following information in a concise manner, clearly labeled, and in the order requested. Additional material may be included in the form of appendices.

1. **Cover Letter**
2. **Firm Contact Information:** Please provide this information on its own page and include the email address for the team member who is to receive selection process communications.
3. **Project Team:** Identity for all primary personnel to be assigned to the project, providing their experience and credentials.
4. **Three library and three public safety projects or other projects** the firm wishes to cite completed by the firm or the project architect. For each project provide the following:
 - a. Client name and contact person with position, address, telephone
 - b. Project and design architects, interior designer
 - c. Project description including completion date
 - d. Gross square feet
 - e. Pre-bid estimate of construction costs
 - f. Actual cost of construction
 - g. Total project cost
 - h. Floor plan and photographs or drawn renderings of selected exterior and interior views
 - i. Pre-construction timeline for completion and final acceptance by client
 - j. Post-construction actual timeline to completion and final acceptance by client

Preliminary Selection Process

1. **QBS:** The core tenets of the Qualifications Based Selection process will be employed.
2. **Request for Qualifications:** Responses to this solicitation will be reviewed and evaluated by the members of the Library Board of Trustees, the Library Director, the DPS command staff and Director of Public Safety. A short-list of firms will be selected for interviews.
3. **Interview:** One-hour personal interviews with the entities listed in (2) will be scheduled with short-listed firms. The library consultant will assist as a non-voting participant. All interview expenses incurred by the selected firms will be borne by the firms.
4. **Contract Negotiation:** Following the interviews, the City of Van Meter will enter into contract and fee negotiation with the preferred firm. If a mutually satisfactory contractual agreement is not reached, the City of Van Meter may, at any time, select and enter into negotiation with another firm.

Administration

Issuance:

1. This RFQ is issued by the City of Van Meter.
2. **Closing Date: Seven** (7) copies of the firm's response to this Request for Qualifications must be received in the office of Director Suzanne Lindaman no later than 2:00 pm, Central Daylight Savings Time, November 6, 2017.

Suzanne Lindaman, Director
Van Meter Public Library
505 Grant Street
PO Box 160
Van Meter, Iowa 50261
515-996-2435

3. **Acceptance/Rejection of Submittals:** The City of Van Meter intends to award the project to the firm who best satisfies the needs of the City. This request for qualifications does not commit the City to award a contract or share in the expense of preparing a proposal. Any submittal not received on or before the stated deadline or not addressing the required points may be rejected. The City reserves the right to reject any or all submittals, to waive any irregularities, and to make the final determination as to the best architect for the project.