



REQUEST FOR QUALIFICATIONS
for
Owner's Representative Services

Jefferson County Library

CLOSING DEADLINE: January 20, 2023
PLACE: Jefferson County Library
241 SE 7th St.
Madras, OR 97741

SECTION 1 - NOTICE

Jefferson County Library District (hereinafter referred to as "JCLD" or "Owner") is requesting proposals for *Owner's Representative Services* (hereinafter referred to as *OR Services*) that meet the needs of JCLD, acting on behalf of JCLD and providing expertise, guidance and oversight throughout the funding, planning, team assembly, development, design, construction, and occupancy process. JCLD will accept responses until no later than January 20, 2023 at the Jefferson County Library 241 SE 7th St, Madras, OR 97741 by 5:00 PM PST. JCLD will ultimately award an exclusive contract to meet JCLD's needs.

Notice is hereby given that JCLD is seeking proposals from qualified *OR Services* firms interested in providing services related to the planning, representation, and management, of a remodel and expansion of the current library structure located at 241 SE 7th St, Madras, OR 97741. Scope of funding and size of project to be determined based off advisement of *OR Services*.

PROJECT DESCRIPTION:

The Jefferson County Library District is a center for sharing resources to educate, enrich, and connect our diverse community. The library is the single branch serving a county population of 25,068. The county seat, Madras, was one of the fastest-growing cities of its size in Oregon in 2022. JCLD is an independent library district, funded with a permanent levy of \$0.4349 per \$1000.

The current JCLD structure, located in downtown Madras, was built in 1991. The library structure is 5,946 square feet and is located on 0.34 acres. Additional lots owned by the library surrounding the structure combine to make a 0.64 acre lot, plus 2 lots across the street that are a combined 0.5 acre lot. The library building is on the edge of a 100-year floodplain that is being reevaluated by Jefferson County Commissioners, City of Madras, and FEMA.

The library renovation and expansion will reimagine the current structure of the existing 5,946 square feet building to accommodate the community's expanding needs. The additional square footage is to facilitate space for separate adult and youth areas, a children's activity area, a full-service technology lab, makerspace, a special heritage collection, study rooms, flexible meeting and event room, media room, office space, and green space. Some additional room for collection expansion is necessary although not the focus of the expansion needs. Additional space to accommodate potential partnerships should be taken into consideration during the design process.

SECTION 2 - REQUIREMENTS

1. Provide direction in the identification of scope, capital planning, initial costing, and prioritizing of this project.
2. Direct assembly of the Financing Team and devising a Financing Plan.
3. Provide direction in the selection of the Design/Build Team, including advertising, generating Requests for Proposals (RFPs), checking references, analyzing fees, managing the interview process and attending interviews.
4. Develop contracts in conjunction with legal counsel for the Architect and Construction Manager.
5. Prepare a preliminary project budget to be maintained and updated regularly throughout the project.
6. Manage and oversee of the entire project through all phases of the project, including the planning/programming, design, construction document, bidding/negotiation/Guaranteed Maximin Price(GMP), construction, and closeout phases.

SECTION 3 – SCOPE OF WORK

1. Establish regular meetings with the Library's Project Team consisting of two library board members and necessary library staff for this building project.
2. Work with the Owner, Architect, and Contractor, help identify and prioritize building needs and develop a Building Program and refine the scope of work to be within Library's budget.
3. Assure that the renovations and construction conform to the Building Program and priorities of the Owner and city.
4. Report to the Board regarding project progress each month at regularly scheduled Board meetings.

5. Obtain building permits, other governmental approvals, authorizations and signoffs as necessary for the design, construction and operations of the project.
6. Review all applications for payment and generate monthly draw request for Library – process TBD.
7. Review and approve furniture and equipment specifications to determine conformance with the Building Program and manage the installation of the furniture and equipment.
8. Assist Owner in processing needed approvals and responding to Requests for Information in a timely manner.
9. Maintain comprehensive project records for Owner's use.
10. Review all insurance documents.
11. Advise Library on resolution of claims and disputes.
12. Obtain and review all operating and maintenance manuals and close-out submittals including As-Built Drawings.
13. Prepare a final report on budget and provide Owner with all deliverables and documentation.

SECTION 4 – RESPONSE FORMAT AND REQUIREMENTS

Response should include, but is not limited to the following information:

1. Company background and history
2. Experience of personnel and available resources, specifically provide resume for the persons who would be acting as the OR for this project
3. Describe current workload and available personnel
4. Relevant Project Experience (municipal projects or library projects) - List 2-3 distinct projects and references
 - a. Business/Organization Name
 - b. Address
 - c. Contact Name
 - d. Contact Direct Phone #
 - e. Contact Email
 - f. Scope of Project (Square Feet and Dollar Amount of Contract)
 - g. Date Contracted/Date Completed
5. Describe how you would address the following:
 - a. Financing acquisition
 - b. FEMA floodplains
 - c. Architect and General Contractor selection
 - d. Solar projects
 - e. Project mediation between team members or partners
 - f. Project documentation
 - g. Cost estimating
 - h. Permitting
 - i. RFIs, RFPs, and similar requests for design or construction services
 - j. Quality oversight
 - k. Use of salvaged materials.

6. Price proposal
 - a. Provide fees as lump sum cost
 - b. Provide estimate of monthly fees for services and reimbursable expenses, as well as level of effort and durations of involvement
 - c. Provide itemized list of services recommended for project scope
 - d. Provide list of potential reimbursable expenses and an estimated cost based on previous projects of this size
 - e. Provide hourly rates for expected personnel
7. List your expectations and needs from the Jefferson County Library District
8. Signature and date of authorized representative certifying the proposal

Interviews and Selection

Responding firms will be evaluated separately and ranked in order of their qualifications. As part of this evaluation, the Owner may hold interviews with individual firms. The Owner expects to enter into contract negotiations with the firm ranked most qualified to perform the services needed. The Owner reserves the right to select one or more project delivery methods in any manner the Owner deems appropriate. Firms selected for interviews will be advised via telephone and email by February 3, 2023, for the RFQ. All other firms will be notified of their status by regular mail. Interviews will be scheduled to occur between February 13th and February 24th. Award of this contract will not be solely based on low cost. Selection of the successful candidate will be made based on the firm's credentials and related experience; quality of proposal materials; projected work schedule, including the level of effort and duration of involvement; and proposed staffing and available resources. Awarding of this contract is estimated to take place beginning of March 2023.

Submission/Response Deadline

Submit the firm's statement of qualifications as one hard copy, by mail or in person, addressed to Jane Ellen Innes, Director, Jefferson County Library District, address 241 SE 7th St, Madras, OR 97741. If submitted by mail, the envelope must be postmarked no later than January 20, 2023. If submitting in person, the envelope must be handed in at the front desk by January 20, 2023, by closing time. Responses that are received after this date will not be considered.

Questions; Inquiries

Questions regarding interpretation of the content of this RFQ must be directed by email to Jane Ellen Innes, Director, Jefferson County Library District, e-mail address jane@jcld.org, by no later than 5:00 PM PST on January 9, 2023. Updates to this RFQ, including answers to any questions shall be documented and shall be posted on the Owner's webpage at www.jcld.org. The Owner will also endeavor to notify firms who are on record with the Owner as having received a copy of this RFQ when an update has been posted to the Owner's webpage. It is therefore imperative that firms provide full and accurate contact information to the Owner, including e-mail addresses, and updates will be deemed to have been validly given if emailed or otherwise furnished to each firm's contact person of record. Notwithstanding the foregoing, all firms will be presumed to have actual knowledge of all information posted on the Owner's webpage relating to this RFQ, and firms shall not avail themselves of incomplete knowledge and/or lack

of familiarity of this RFQ and any addenda thereto resulting from the firm's failure to register with and provide accurate contact information to the Owner and/or a firm's failure to check the Owner's webpage. Interpretations, corrections and changes of the RFQ which are made in any manner other than a written addendum will not be binding. The name of the party submitting questions will not be identified in the answers.

Reservations

Owner reserves the right at any and all times to reject all statements of qualifications, to cancel this RFQ or any portion of this RFQ, and to cancel any phase of the Project. Owner shall have no liability to any firm arising out of such cancellation or rejection. Owner reserves the right to waive minor variations in the selection process. Owner reserves the right to reject any and all qualifications, and to waive any informalities, technical defects, or clerical errors in any proposal, as the best interest of the Owner may require. Selection procedures will be conducted in conformance with all applicable procurement laws.

Owner assumes no responsibility for costs incurred in the preparation, presentation or submission of the statements of qualifications.

Confidentiality

JCLD will limit distribution of full proposals to the RFQ Project Team, Library Director, and the Library Board. JCLD may elect to share a written summary of proposals selected for further consideration with certain library staff. JCLD will not agree to a more restrictive approach to confidentiality. However, if a proposal contains any information that is considered a trade secret under ORS 192.501(2), each section of such information must be marked as a "trade secret."