



**Request for Qualifications –
Owner’s Representative
Republic Library, Community Center and
Childcare Facility**

RFQ Response Due: October 4th, 2024
Remit to: Emily Burt at emilyb.forl@gmail.com
and Nick Olsen at cityclerk@republicwa.org

I. Introduction

The City of Republic desires to retain a professional Owner Representative/Project Management firm to provide project management services including but not limited to planning, budgeting, permit expediting, delivery strategy, public communication, bidding, contracting, furniture fixtures and equipment procurement, closeout, and post occupancy surveys. The successful proposer will have demonstrated successful experience in Washington Alternative Delivery (both GC/CM and Progressive Design-Build (PDB) in Washington State, including appropriate procurement, preconstruction services and construction management and closeout. The selected firm will be expected to work closely with the City of Republic and Friends of Republic Library (FORL) on all matters associated with the project and to help determine the best delivery method for this project. The successful proposer must have recent experience in receiving Project Review Committee (PRC) approval for both GC/CM and PDB.

All interested firms must register with NAME, TITLE, to ensure proper notification of any addenda to this RFQ.

II. Description/Background

The City of Republic, in close partnership with FORL, Rural Resources, Tri-County Economic Development District and other community organizations are partnering to build a new Republic Library, Community Center and Childcare Facility. The facility will include a library, a separate-entrance level for child care, outdoor program space and a community hall/conference room.

A broad alliance of Ferry County based organizations, individuals and businesses has banded together to plan, design and build a multi-use facility that addresses the urgent issues of childcare, senior services, digital equity, veteran services, and economic advancement. A multipurpose design, targeting specific age groups and community functions with dedicated spaces, reflects the innovative approach to meet diverse needs.

To date, partners have secured \$1.1 million in funding, have acquired a building site from a local donor, have \$7.6 million in grant applications submitted with a full funding plan in place, and done extensive research and planning.

The scope of work is to assist the City of Republic with the management of the new library facility through all phases of the project from procurement through design, construction and closeout: The City and its partners desire to not only grow the library and provide additional community space but also partner to provide facilities for certified childcare . Multiple site options, including a one story or two story facility, are under consideration as is final funding depending on partnerships for the childcare facility.

Preliminary scoping of the project puts the project cost between \$12-17M.

III. Scope of Performance

- Coordination of all meetings and scheduling of such meetings. Included are FORL, City of Republic representatives and other appropriate representatives. Meeting objectives will be to schedule, plan and execute construction details pertaining to the overall outcome of job completion.
- The owner's representative will assist the City of Republic and FORL representatives in choosing the best methodology (design build, progressive design build, etc) for proceeding with the project and then coordinate and schedule next steps in the chosen method.
- The owner's representative will coordinate the hiring process to procure the architect, general contractor and project engineer through a competitive bid process which is primarily focused on appropriate parties' qualifications of performance and harmonious working relationships between these trades. The overall goal is to adhere to budget constraints between these parties throughout the construction process.
- The owner's representative will be responsible to said contracting parties throughout the permitting process and work closely with the City of Republic staff and their mandatory regulations to achieve a working permit in a timely manner.
- The owner's representative will keep the owners and said parties apprised of any changes that may occur throughout the construction process. If any changes result in increased costing, the owners and their representatives will be involved in meetings to resolve such matters.
- The owner's representative will provide at least monthly status reports to the owners and said parties for their review. They will also be required to track both hard and soft costing for meeting review.
- The owner's representative will be required to perform budgeting throughout the completion of the project to insure there are no cost overruns without the consent of the owners and their representatives.
- The owner's representative will **coordinate, validate and review** (As Built) drawings at the completion of the project, including all of the subcontractors' location of plumbing, wiring and HVAC lines. These will include all cut-sheets and specifications of installed devices.

Conclusion: The owner's representative will select and coordinate all contractors and project representatives to perform their tasks in a harmonious and expeditious manner resulting in an on time and on budget completed project.

IV. Submittal Requirements

General – The statement of qualifications shall be in the format described below and each page shall be identified with the project name, proposer's name, and page number.

Cover Letter – The statement of qualifications shall include a cover letter, not exceeding two pages in length, which summarizes key points.

Demonstrated Experience, Schedule & Budget – The statement of qualifications shall list previous work experience that demonstrates the ability to complete owner's representative and project management services for public buildings. At a minimum, the following information should be included:

- 1) The name(s) and experience of any Project staff. Considering your team's current commitments, can work on this project begin immediately upon successful selection as stated in the preliminary RFQ Schedule in Section VI?
- 2) A list of sub-consultants and their experience related to the scope of work, if any.
- 3) The company's philosophy and strategies used to ensure projects are completed in an appropriate manner that considers a library's role in a community in the 21st century.
- 4) Any aspect of the organization that, by way of background, experience, unique qualifications, or other basis, sets your company or team apart from the competition in its ability to accomplish this particular project.
- 5) **A proposed outline of tasks for the next twelve months, including the estimated number of hours required to complete each task. This project contract will cover one year with the option for the City of Republic to renew and define upcoming work at the end of the one year period.**
- 6) Minimum of three examples of similar projects completed by the firm with references and contact information. Include information regarding projects completed in Washington State, if possible.
- 7) Discuss your firm's experience with sustainable design. LEED Silver Certification is a requirement of the project. In addition, general sustainability, including furniture that will stand the test of time, is desired by NCW Libraries.

Staff may contact the references to gain additional information on the firm's performance.

V. Selection Process

Selection of firm(s) will follow the submittal-interview process.

From a review of statements of qualifications received, The City of Republic intends to evaluate the proposals and possibly invite one or more firms to be interviewed before making a final selection of a firm for this project. Potential candidates may be requested to present to a selection committee. The City of Republic reserves the right to make a selection based solely on statements of qualifications received.

Evaluation Criteria

The criteria used to evaluate the RFQ responses will include, but not be limited to, the following.

Stage 1 – Mandatory Criteria

“MANDATORY CRITERIA”	SATISFIED (YES/NO)
Demonstrated experience providing requested services for similar projects of scope and scale by providing three recent examples of projects completed on budget and on time.	
Demonstrated direct industry experience and familiarity with modern library design, construction, and operations.	
Provide documentation for insurance requirements.	
Meet requirements and provide documentation for public works roster and state licensing.	

Stage 2 – Rated Criteria (105 points possible)

“RATED CRITERIA”	RELATED CRITERIA POINTS	WEIGHTING OF POINTS
Methodology respondent will use to conduct work outlined within and evidence of ability to perform such work.	20 Maximum Points Possible	20%
Previous experience performing related projects of complex nature.	20 Maximum Points Possible	20%
Responses from provided references submitted.	15 Maximum Points Possible	15%
Demonstrated experience and knowledge working with similarly sized projects and ability to comply with any Authorities Having Jurisdiction codes, policies, and regulations.	15 Maximum Points Possible	15%
Capability and availability of professional staff to serve the City of Republic and the project in a competent and timely manner.	15 Maximum Points Possible	15%
Respondents whose primary place of business is in the NCW Libraries service area will receive an additional 5 points.	5 Maximum Points Possible	5%
Demonstrated experience and capability of working with local contractors and subcontractors.	10 Maximum Points Possible	10%
TOTAL	100 MAX. POINTS POSSIBLE	100%

VI. Submittal Location & Deadline

Submittal Location

Interested firms or individuals shall email their completed submittal to: emilyb.forl@gmail.com and cityclerk@republicwa.org.

Questions regarding this RFQ should be directed to Nick Olsen at cityclerk@republicwa.org.

Submittal Due Date

The submittal shall include “Republic Community Project Owner’s Representative” in the email subject line. It shall be received no later than 4:00 pm Pacific on Friday, October 4th. No submittal or supplemental information will be considered after this time.

VII. Preliminary RFQ Schedule

Request for Qualifications Opens	September 11, 2024
Pre-Bid Walk	September 24, 2024
Submittal Deadline	October 4, 2024
Selection Committee Complete Review	October 18, 2024
Selection presented to Republic City Council	October 21, 2024
Selection and Fee Negotiation	October 31, 2024
Contract Execution	November 15, 2024

VIII. Contract

The City of Republic intends to contract with the selected firm using standard AIA contract templates. The final agreement will incorporate agreed upon scope of work, responsibilities, deliverables and schedule. Contract award will be authorized by the City of Republic Council.

IX. General Comments

Any costs incurred by the respondents in preparing and submitting a response or making an oral presentation shall be the respondents’ sole responsibility.

All responses, inquiries or correspondence relating to this request will become property of the City of Republic.

The City of Republic reserves the right to evaluate all proposals, to reject any or all proposals and solicit again at a later date, if necessary. The City of Republic may waive any irregularities in the proposal or negotiate variances from specifications and make awards that are in the best interests of the project. The City of Republic will have final decisions in all matters regarding acceptance of proposals and issuance of awards.