

**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL DESIGN SERVICES
December 27, 2023**

The St. John the Baptist Parish Library is soliciting Statements of Qualifications (“SOQs”) from qualified individuals or firms to provide Design Professional Services for the Library’s Branch Renovation Projects: LaPlace Branch Library and Edgard Branch Library (the “Project”). Services are anticipated to include preparation of schematic design, design development documents and construction documents, as well as construction administration.

St. John Parish Libraries are a vital community connector: championing economic vitality, promoting cultural awareness and encouraging a lifelong love of reading, learning and literacy. We seek to provide quality resources representing diverse points of view; present creative, thoughtful and relevant programming; and strengthen community through networking and collaboration. We aspire to empower every voice in our community.

The communities of St. John have experienced devastation from Hurricane Ida and are in a re-birth of economic growth and community engagement. The goal is to provide future forward libraries, with flexible defined space use and collaborative vision for the future of St. John Parish.

The Library anticipates that it will use a construction manager at risk delivery model for the construction of the Projects.

Possible design will include partial or full demolition of existing structures, hazmat remediation, coordination with building project partners, and updating to current building codes. The new design will include updates, improvement and sustainable designs for water and wind impact, as well as climate change.

Project Description:

LaPlace Branch Library, design of a facility following Hurricane Ida to address current building codes, future forward library trends, Hurricane resilience, and gathering spaces for multiple, flexible uses. Possible design to include demo and new build, or demo and reuse of the existing slab and existing structure only.

Programming elements to include: Interactive Children’s areas, Multi-purpose meeting spaces, telehealth and studio concepts, public computers, teen spaces and tutor spaces.

The Laplace Library is anticipated to be a full rehabilitation of approximately 26,000 square feet. The anticipated construction budget (hard costs) is \$ 12,500,000.

Edgard Branch Library, renovation design to focus on creating a long-term flexible and inviting library for the community of Edgard. Project to address visual appearance, additional bathrooms, HVAC and window updates. Closure for construction/remodeling to be limited.

The Edgard Library is anticipated to be a limited renovation of approximately 5,000 square feet. The anticipated construction budget (hard costs) is \$1,000,000.

Submittals:

Interested firms should submit electronic PDF of their SOQs to: aftullos@stjohnlib.com addressed to Andrea Tullos, Library Director, subject line to indicate RFQ for St John Libraries.

Submittals shall be submitted in 8 ½" X 11" format and consist of no more than 20- single sided pages (10 double page spreads) not including cover sheets or section dividers. Text fonts shall not be smaller than 10 point. Firms to acknowledge receipt of Addenda.

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 this RFQ. Submittal Deadline: SOQs will be received until 10:00 am, CST (Central Standard Time), January 24th, 2024.

Anticipated Schedule:

Request for statements of qualifications December 27th 2023

Deadline for Questions January 10th, 2024

Addenda Issued January 17th, 2024

Proposals Due January 24th, 2024 (10am CST)

Anticipated Project kickoff February 2024

Anticipated opening LaPlace Fall 2026

Anticipated opening Edgard Fall 2025

Questions, Clarifications and Addenda:

All questions concerning this RFQ shall be directed in writing via email to Andrea Tullos, Library Director at aftullos@stjohnlib.com. Questions are due by 5pm CST on January 10th, 2024.

Addenda will be issued to www.stjohnlib.com/workwithus no later than January 17, 2024. Firms shall not rely on any oral instructions or answers.

Qualifications:

These qualifications are listed in order of importance. Submittals should include the following:

1. Education & Experience – Provide the education and experience of the principal-in-charge of the Project, Project Manager, Design Principal, Library Designer, as well as any other individuals assigned to the Project. At this time, we are only interested in the Architectural team. Upon negotiation stage with the preferred team, proposed consultants will be added for consideration. Provide a project team organizational chart showing how the identified individuals will communicate with the Owner.

2. Firm's History and Experience – The firm's experience in providing substantially similar services (i.e., design services for libraries of similar size and specifically including any experience with the construction manager at risk delivery model. Please describe:

- a. The firm's experience, approach, and specific expertise involving library projects.
- b. The firm's experience with stakeholder engagement for libraries.
- c. The firm's experience, approach, and specific expertise in innovative planning for the use of space, technology, and systems that support library functions.
- d. The firm's experience in designing public buildings with a focus or emphasis on sustainability and resiliency.

3. Past Performance based on References – Past performance as reflected in evaluations of previous and current clients for which the firm has provided or is providing similar services; please include a list of five (5) relevant projects involving similar services performed by the firm during the past five years. Include the following information for each project:

- a) Project owner, name of project and location;

- b) Brief description of the project, including size of project (e.g., square footage, number of stories) and project delivery model (e.g., general contractor, construction manager at risk, design-build, etc.);
- c) Year services were completed or anticipated completion date;
- d) Construction cost;
- e) Other relevant information about the project and the firm's services; and
- f) Reference contact person and phone number.

4. Proposed Timeline – Proposed internal timeline stated in durations for completion of the Project and the various services to be provided by the firm for pre-construction (programming, schematic design, design development and completion of construction documents), construction, and close-out phases of the Project.

5. Proposed process with a focus on:

- a) initial stakeholder engagement and concept design;
- b) integration of sustainable and resilient design
- c) adherence to a 'design to' budget
- d) preparing initial budget estimates
- e) value engineering

6. Unique Qualities and/or Expertise – Unique qualities and/or expertise that set the firm apart from others as it relates to the required services for the Project.

7. Construction Phase Services – The firm's practices with respect to managing quality and design intent during construction.

Firms must provide Professional Liability Insurance Coverage & Claims History, the firm's insurance coverage, including errors and omissions.

Please Include:

- a) The coverage amounts and types of insurance coverage, particularly the firm's commercial general liability and professional liability limits;
- b) Specific information about any claims asserted against the firm or its professional liability carrier within the last 5 years, including the resolution of the claim(s)

Firms submitting a Statement of Qualifications will be evaluated and ranked in order of their qualifications. Following this evaluation, a selection will be made from the firms determined to be most qualified. These firms may be asked to meet with Library representatives to present the firm's qualifications and proposed approach for the Project before a final selection is made. The Library reserves the right to award both projects to a single firm or to make multiple awards.

Upon selection of the firm determined to be most qualified to provide the requested services for the Project, the Owner reserves the right to negotiate the price for services to be provided, with such firm. If the Owner and the selected firm agree to a price and scope of services, the form of agreement between the Owner and the selected firm will be a modified AIA Document B-133 Owner Architect Agreement with Construction Manager Edition.

Any questions should be submitted to the owner by January 10th, 2024. Addendums to be issued by January 17th, 2024.

