

RFQ

Request for Qualifications Design, Build, and Other Services

Project Name: Viroqua Public Library, Cultural and Wellness Center for Viroqua, Wisconsin

Location: Viroqua, population of 4,500
Vernon County, Wisconsin population of 28,056

Project Size:

A Library space use and cost study has been completed. A complete copy is available at the existing Library for your public viewing and copy. Some of the estimated space needs (these are not guaranteed and may change as per the advice and consultation with the community and selected professionals) are as follows:

1. 18,800 square feet for a public Library.
2. 22,000 square feet for a Hospital health and fitness center.
3. 10,000 square feet for a community center for the arts. (auditorium, art gallery, lobby, and other spaces to support the facility)
4. 2,000 square feet for a community youth center.

The vision of this project is to construct the Viroqua Public Library Cultural and Wellness Center around the area of the existing 26,000 square foot Western Technical College Building at 220 South Main in Viroqua, WI.

Project Purpose: The Library Task Force is requesting qualification packages from qualified teams to develop a comprehensive plan to result in the development of a public Library Cultural and Wellness Center for the City of Viroqua. The team's concept and strategies will be expected to promote general improvements for the quality of life for City of Viroqua residents and businesses.

Consultants will be expected to have a full range of professional services to support the development of the community vision for this complex including expertise in:

- Design and Build concepts.
- Business attraction for a community destination point.
- Technological resource installation and acquisition.
- Green construction which could lead to platinum LEED certification.
- Capital campaign assistance with the ability to work with the city financial advisor.
- Site selection along with lease and contract negotiations.

This center is expected to be a physical, cultural, and virtual resource for Vernon County in Southwestern Wisconsin. In addition it will be an essential educational connector to other parts of the world.

The new building will replace the existing Library structure on Jefferson Street which has served the Viroqua area since 1905.

The new facility must provide a harmonious balance of public service areas and the necessary support spaces. It is anticipated that the Library, as measured by checkouts, customer visits, and electronic access, will show that there is a continued emphasis on books and reading in the service area. However, any library that expects to serve its residents in the 21st century must also provide a healthy array of information technologies, creative and stimulating programming, and public meeting spaces. Therefore, there must be considerable adaptability within the design to permit adjustments for new services, furnishings, and equipment over time.

Selection Process: A three-stage process for final selection of a qualified team will be used.

Stage 1 will consist of a qualifications package submitted by those teams interested in being considered. The Library Task Force will select up to five (5) short listed teams based on an evaluation of materials submitted. Short-listed firms will be asked to submit full proposals.

Stage 2 will be an invitation for verbal and multimedia in person presentations from the short listed teams.

Stage 3 will consist of the selection of one to three finalist firms one week following stage 2. The Task Force will invite the finalist to submit a draft proposal and scope of work. If negotiations are unsuccessful, the Task Force will enter into this process with another short-listed team.

Contract Document: Upon final selection, the successful team will be sent a master contract for execution, and one firm will serve as the Master Contractor. The Master Contractor will be responsible for securing all sub contracts, and will be required to submit copies of executed sub contracts to determine compliance with proper risk management and licensing requirements of the Center project. The Master Contractor will secure performance bonds and or guarantees from all subcontractors, and be required to indemnify the City for all sub contractor deficiencies. The final contract will be written for a lump sum fee with various draw provisions and guarantees. When the contract is executed by both parties, the consultant will be instructed to commence providing the work outlined in the contract. All information, data, documents, photos, computer records and other material of any kind developed by the team pursuant to this project shall become the property of the City of Viroqua and the Library Task Force.

Submittal Requirements:

Qualification packages shall include the following:

- Brief history of firm including areas of expertise and technical capabilities.
- Descriptions of relevant previous projects that key project staff have played a central role in developing.
- General project approach which demonstrates an understanding of project goals, local issues and needs.
- Names and qualifications of specific project staff that will play the primary role(s) in this project, name of project manager included and sub-contractors as needed.
- No more than five (5) references for similar projects. References must include current contact name and phone number.
- At least one (1), but no more than three (3) sample products from similar previous products.
- Additional information that will assist the Library Task Force in considering the evaluation criteria outlined below.
- Ten (10) color copies of the qualifications package to be submitted.
- One copy submitted electronically on a flash drive or dvd.
- Materials should be no more than 15 pages of text and 5 pages of project samples including pictures. Teams may submit references to web page links, but projects to be considered must be part of the submission package.

Sealed Request for Qualifications, Marked “RFQ – Viroqua Public Library” addressed to Trina Erickson, Library Director, McIntosh Memorial Library, 118 E. Jefferson Street, Viroqua, WI 54665. RFQ’s will be accepted until 5:00 PM, August 20, 2010.

Contacts: Trina Erickson Library Director (608) 637-7151 Ext 5. Fax 608-637-8608 E-Mail t.erickson@wrlsweb.org

The RFQ will be made available on the Library and City of Viroqua webpage.

Library: www2.wrlsweb.org/viroqua

City: www.viroqua-wisconsin.com

All inquiries and requests for information affecting this RFQ must be submitted in writing to the Library Director as listed above. The Task Force reserves the right to determine whether any questions should be answered. If responses are provided, the responses will be written and provided to all. Copies of the written responses will be issued via an Addendum and available on the City and or Library websites. No negotiations, decisions or actions shall be initiated by any Respondent as a result of any verbal discussion with any consultant of the Library Task Force or with any Library or City employee.

Evaluation Criteria (150 points)

Consultants will be evaluated on the basis of the following criteria:

1. Key project personnel: individual qualifications and previous related work, particularly with regard to working with facilities, municipalities of similar size, government structure and issues. (15 points)
2. Team: qualifications and previous related work, particularly with regard to working with facilities, municipalities of similar size, government structure and issues. (15 points)
3. Understanding of project goals and local issues and needs. (15 points)
4. Firm's ability to perform work in a reasonable time line, considering the team's current and planned work load. Provide estimated time line for completing the project assuming full financing secured by January 30, 2011. (10 points)
5. The demonstrated ability of key project personnel to organize and lead effective, productive public meetings and in-house project meetings. (15 points)
6. Quality of sample materials and qualifications package submitted.(10 points)
7. Ability to deliver current and future technological and programming needs. (10 points)
8. Ability to incorporate green and energy efficiency standards. (20 points)
9. Ability to execute a capital campaign. (15 points)
10. Ability to assist with site selection, and design an adaptable facility. (15 points).
11. Ability to assist the Library with incorporating the American Indian heritage into the building design. (10 points).

The Viroqua Library Task Force reserves the right to reject any or all qualification packages submitted, to waive technical or legal deficiencies, and to accept any qualification packages that it may deem to be in the best interest of the Library. By submitting a qualification package, the team members hereby authorizes the Task Force to contact references and make such further investigations as may be in the best interest of the Task Force including credit, and or legal background searches.