

**REQUEST FOR QUALIFICATIONS
FOR ARCHITECTURAL SERVICES
BULVERDE AREA RURAL LIBRARY DISTRICT
BULVERDE, TEXAS
January 6, 2017**

The Bulverde Rural Area Library District (BARLD), a political subdivision of the State of Texas, Board of Trustees is seeking qualifications from an architectural firm working in Central Texas for construction documents for an expansion to the Bulverde/Spring Branch Library facility located in Bulverde, Texas.

Requirements for submitting qualifications are provided below. Copies of the Request for Qualifications (RFQ) may be picked up at the **Bulverde/Spring Branch Library, 131 Bulverde Crossing, Bulverde, TX 78163**. Copies of the RFQ may also be obtained from the library website: **www.bsblibrary.org**. The Library Board of Trustees will accept responses to this RFQ until 3:00 p.m. CST on February 3, 2017. Responses must be delivered to the following address: ***Bev Lemes, President, Bulverde Area Rural Library District, 131 Bulverde Crossing, Bulverde, TX 78163.***

I. BACKGROUND OF THE PROJECT

The Bulverde/Spring Branch Library is located approximately 20 miles north of San Antonio, Texas, in a fast growing area of the state. Our library serves a 200 square mile area in the western portion of Comal County. The current facility is centrally located in the District and has proximity to the major retailers in our area, many local schools, and the Hwy 281/Hwy 46 crossroad.

The current building, constructed in 2008 with an addition in 2014, is approximately 19,000 square feet. The Library welcomed over 154,000 visitors who checked out almost 300,000 items in the last year.

In December 2015, the Trustees contracted with Dewberry to complete a 10 year Masterplan for the District. In the fall of 2016, the Trustees approved moving forward with the first phase of the Masterplan, an expansion of approximately 12,800 SF to the existing library facility. To date, the concept design for the expansion has been completed.

II. PROJECT SCOPE

The Project Committee includes BARLD Trustees, Library staff, Friends of the Library and Foundation Board members, and other qualified parties. The BARLD Board of Trustees are now issuing an RFQ for Architectural services to complete the expansion project detailed in the 10 year Masterplan. The Masterplan included community input and the creation of a building program and concept design for the expansion. Minor changes to the concept plan are anticipated as well as the design development and construction documents for competitive bidding.

III. A SPECIAL CONDITION

The Bulverde Area Rural Library District Board is looking for a local architect to collaborate with a Library Planner who BARLD will contract with directly. The intent is to hire a nationally recognized Library Designer and Planner to provide guidance to BARLD as well as provide the following services:

- provide consulting services to the Library Board, Library staff and the local architectural firm hired to provide A/E services for the project
- attend up to 9 design meetings and provide recommendations as well as quality control and review of the final Design Development and construction document drawings
- provide the interior finishes and provide the technical information and coordinate with the A/E on interior specifications
- be available during Bidding and Construction Administration to answer questions and provide guidance
- work with the Library Board and Library staff in the selection, specifications and procurement of all FFE for the new spaces and reuse of existing furniture. This will be coordinated with the needs for power and data etc.

The Preliminary Building Program and concept plan will be available to all firms prior to an interview.

IV. BUILDING OWNERSHIP

All library facilities are owned the Bulverde Area Rural Library District. Invoices will be sent to the Bulverde/Spring Branch Library for payment. The BARLD President will be the primary liaison with the chosen firm. Project updates will be shared with the Building Committee. The Library will engage the services of a Project Manager who will work with all project contractors to ensure contract terms are met.

V. STATEMENT OF QUALIFICATIONS

1. The Statement of Qualifications shall identify all personnel to be assigned to the project. If subcontractors are proposed, they shall also be identified. Staff and subcontractors listed in the Statement of Qualifications cannot be replaced without the advanced written approval of the BARLD Board of Trustees
2. The Project Architect must possess an accredited degree in architecture, is a member of AIA, and licensed to practice architecture in the state of Texas.
3. The Statement of Qualifications will present relevant experience pertaining to public library buildings and renovations. Particular experience relative to public library design should be emphasized.
4. References who are knowledgeable about the firm's experience on specific projects will be required as part of the qualifications statement.
5. Billing rates for staff assigned to this project must be included.

VI. SELECTION CRITERIA

The selection of the architect to accomplish this project will be based on the following criteria:

1. The selected firm must be willing to collaborate with BARLD's Library Planner. Note the "Special Conditions" clause.
2. The quality of work on other library projects and the depth of expertise of the individual(s) working on the project will be considered.
3. All competing firms must include the resumes of key personnel assigned to the project.
4. The Statement of Qualifications shall include any public libraries, government buildings or facilities of similar size completed by the architect within the last five (5) years.

5. The Statement of Qualifications should include a sample contract between the firm and the Bulverde Area Rural Library District.

6. The Statement of Qualifications should demonstrate the ability to prepare professional design/building documents and proof of ability to perform the assigned tasks within an identified timeframe.

7. The Statement of Qualifications must be received by **3 PM Friday, February 3, 2017**. A review committee will recommend finalists. Finalists may be asked to interview with the Library Trustees or designated committee. The BARLD Board of Trustees will select the most qualified firm. The Bulverde Area Rural Library District Board of Trustees reserves the right to reject any or all proposals for any reason.

VII. SELECTION PROCESS

RFQs will be opened and acknowledged upon receipt. The RFQ will then be evaluated by the Library Building Committee and/or Library Board of Trustees. After an initial review, the finalist(s) may be interviewed by the Library Building Committee and/or Library Board of Trustees. The Library Board of Trustees will select an architectural firm based on the criteria of the RFQ and follow-up interview(s).

VIII. RFQ INSTRUCTIONS

Please include the following information:

- Name, address, phone number, website, and e-mail for firm
- Basic Contract between firm and Library
- Selection Criteria
- Proof of Insurance
- Responding firm should submit five (5) hard copies and one (1) electronic copy of their response. The RFQ must be received no later than 3:00 PM Friday, February 3, 2017.
- Address to: Bev Lemes, BARLD President, 131 Bulverde Crossing, Bulverde, TX 78163, (830) 438-4864 President@bsblibrary.org