



REQUEST FOR BOARD ACTION

ITEM NO. 22.

DATE OF MEETING: June 22, 2009

REQUESTED BY: Mike Taylor, Director, Pender County Public Library

SHORT TITLE: Resolution to Authorize the Release of a Request for Qualifications to Architects to Design a New Topsail Regional Branch Library and to Redesign the Current Library Facility into a County Office Annex

BACKGROUND: For the past year, planning and site selection has been underway for a new regional library facility to serve all of eastern Pender County. This is phase one of a master plan for library facilities developed in 2007 as presented to the Board of County Commissioners at that time. At the beginning of the current fiscal year, the Board of County Commissioners allocated \$250,000 to the Capital Improvement Plan for the planning of this project.

A consultant was contracted in August 2008 to develop a program for the library facility which was presented to the Board on January 21 at the retreat. In review, this plan allocates about 21,000 square feet with specifications by function. A building site on school property adjacent to the current branch library has been identified for the new library, subject to confirmation of suitability and approvals. This site will provide access to the school system's wastewater treatment plant. The project will also allow the current library facility to be renovated into a county office annex serving eastern residents as previously reviewed by the Board of Commissioners.

SPECIFIC ACTION REQUESTED: This resolution requests approval to release the attached Request for Qualifications (RFQ) to architects soliciting responses by July 15. This resolution also seeks approval of the architect selection process. Applications would be reviewed by the Building Committee comprised of the County Manager, the Facilities and Property Manager, the Library Director, the Hampstead Branch Manager, and a representative each from the County Library Board and the Topsail Township Friends of the Library. A recommendation to the County Commissioners regarding a preferred architectural firm should be ready by August 17.

COUNTY MANAGER'S RECOMMENDATION

Respectfully recommend approval.

 RM
Initial

RESOLUTION

NOW, THEREFORE BE IT RESOLVED by the Pender County Board of Commissioners that the Library Director is authorized to issue a Request for Qualifications to architects, and that a Building Committee comprised as described herein evaluate responses, conduct interviews, and make a recommendation back to the Board of County Commissioners.

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

YEA VOTES: Tate ___ Brown ___ Blanchard ___ Rivenbark ___ Williams ___

Jimmy T. Tate, Chairman

Date

ATTEST

Date

Pender County Public Library
REQUEST FOR QUALIFICATIONS
Topsail Regional Branch Library

INTRODUCTION

Pender County is inviting Architectural firms to submit statement of qualifications to provide professional services for the Topsail Regional Library project to be located in Hampstead, North Carolina

SUBMISSION REQUIREMENTS

Eight (8) copies of qualification statements must be delivered to: Mike Taylor, Library Director, 103 S. Cowan Street, Burgaw NC, 28425. **IMPORTANT NOTICE:** Packages will be accepted until 5:00 PM, July 15, 2009.

Pender County has completed a building program for a 21,000 square foot library facility including shelving capacity for 78,000 items including adult, teens and children's books, audiovisual material and public meeting space. The successful firm will design the facility to meet the needs outlined in the program. The facility will include a public computer center for at least 12 work stations, individual study rooms, a children's story time space, and will include public meeting space to accommodate 120 people including a kitchen and storage area. The facility will also provide space for library personnel needed to operate the facility.

The Topsail Regional Library will be constructed at a site adjacent to the existing Topsail library facility in Hampstead. The existing facility will be renovated to house public service departments including Planning, Inspections, and Sheriff's personnel. The successful firm will work with County staff to develop a renovation design to accommodate the functions and needs of the staff. The renovation project will begin upon completion of the library project and will be bid as a separate construction contract.

Both projects include the development of a site design including storm water, erosion control, electrical, mechanical, plumbing, telephone, cable, water and sewer service, parking, site access and securing the necessary building and civil permits needed to complete the projects. Additionally, Pender County may request the selected firm to provide Project Management services for both projects.

The selected architectural firm will work with the County to select a local professional for site civil and survey work to be secured under separate contract.

The design process will involve meetings, reviews and approvals with the Library Director and Library Building Committee. Presentations to the Board of Commissioners of design and project progress will be required as part of the professional services to be offered.

Qualification statements are limited to a total of 25 pages, including transmittal letter, resumes, and all exhibits; but excluding divider pages. No table of contents is required. The statements must contain the following information presented in the following order:

1. Transmittal letter.
2. The firm's experience in the design of Library and Government Administrative Facilities. Experience should include history of working with libraries and library administrative staff in the development and or the refinement of design.

3. Staff experience in library and government facilities. Identify key staff who will manage and be involved in this project. Provide an organizational chart of key project staffing, outlining individual role and responsibility of each person, and include appropriate or condensed resumes.
4. Firm experience in designing facilities in coastal counties subject to poor soils and extreme weather conditions.
5. Proposed schedule for design, permitting and construction.
6. Ability to design & perform within established budgets and on schedule.
7. Ability to apply value engineering to identify cost savings while maintaining a high quality product.
8. Proof of professional liability insurance for the lead firm.
9. References on similar development projects completed within the past five years.
10. Rate schedules.

EVALUATION PROCEDURES

Services will be secured in compliance with Pender County policies and procedures. All proposals will be reviewed and evaluated by the Library Building Committee the Committee may select a firm or firms to be invited to make a formal presentation.

Qualification statements will be evaluated on a number of factors including but not limited to:

- Experience of the firm and staff in handling successful projects of similar nature and size
- Recommendation of previous clients
- Local presence and resources; interest in using local contractors and vendors
- Experience with public contracting laws in North Carolina
- Current work load and project schedule projections
- Project management ability, strategies and capabilities.
- Experience with local and state permitting agencies and regulations
- Past record of accuracy in estimating and performing within project budgets and scheduling
- References

Pender County reserves the right to accept or reject any or all proposals without further action.

Questions concerning this RFQ must be submitted in writing to Pender County, Mike Taylor, Library Director, 103 S. Cowan Street, Burgaw, NC, 28425, or by email: taylor@m@pender-county.com . All questions and answers are public information.