

REQUEST FOR PROPOSALS
FOR SELECTION OF
ARCHITECTURAL SERVICES

BEAUREGARD PARISH LIBRARY
DERIDDER, LOUISIANA
September 27, 2017

The Beauregard Parish Library Board of Control is seeking qualifications from an architectural firm working within 200 miles of DeRidder, Louisiana for designing a new branch library facility to be constructed outside DeRidder, Louisiana in the unincorporated community of Wye, Louisiana. Requirements for submitting qualifications are provided below.

Copies of the Request for Proposals (RFP) may be picked up at the Beauregard Parish Library, 205 S. Washington St., DeRidder, LA 70634 or call (337) 463-6217 to have a copy mailed. Copies of the RFP may be obtained from the library website: <http://library.beau.org> or can be sent to you via e-mail by contacting Erin Chesnutt at admin@beau.org.

The Library Board of Control will accept responses to this RFP until 3:30 p. m. CST on November 1, 2017. The responding firm should submit ten (10) hard copies and one (1) electronic copy of their response, the Statement of Qualifications. Responses shall be delivered in a sealed packet to the following address:

Beauregard Parish Library Board
205 S. Washington St.
DeRidder, LA 70634

The outside of the packet must be clearly marked : REQUESTS FOR PROPOSAL FOR “Proposed art services for construction of a library at Wye, Beauregard Parish, Louisiana By the Beauregard Parish Library Board of Control.”

I. BACKGROUND OF THE PROJECT

Beauregard Parish is located on the Texas / Louisiana state border, approximately 70 miles north of the Gulf of Mexico. The parish population is approximately 36,000 with most of the population residing in rural, unincorporated communities. The Beauregard Parish Library serves all residents of the parish living within an area of 1,157 square miles.

The Beauregard Parish Library is a quasi- independent agency of parish government governed by a Library Board of Control appointed by the Beauregard Parish Police Jury. The library system services the citizens from 5 branch facilities throughout the parish, including a main branch in DeRidder, Louisiana.

This new facility will replace a 6th branch facility that was closed several years ago. Strong local interest from the community for a return of local library services led to a generous donation of land by Cameron Communications, LLC / Elizabeth Telephone Company to the Beauregard Parish Police Jury for the express purpose of allowing the library system to build a new library branch facility on the donated land. The land is and building will be owned by the Beauregard Parish Police Jury.

The new facility should create parish-wide interest in improved access to library services.

II. PROJECT SCOPE

The Beauregard Parish Library of Board control has budgeted to build a 1,400 sq foot community library for the residents of the eastern Beauregard Parish communities of Sugartown, Dry Creek, Wye, and surrounding areas. The funds to finance the project have already been acquired by the Beauregard Parish Library through careful planning and budgeting over several years.

The new facility will be located on a 100 foot by 200 foot tract of land owned by the Beauregard Parish Police Jury on Parcel Number 9708272506A located on the south side of State Route (Highway) 26, just west of its intersection with State Route (Highway) 113. An aerial view of the lot can be searched for online at <https://atlas.geoportalmaps.com/beauregard>. An address has not yet been assigned to this land.

The new facility requires a simplistic but attractive design that compliments the surrounding area. The Library Board would like to explore the use of a metal building as the shell of the structure as a cost-saving measure. Our Board envisions a mostly open floor plan with adult, teen, and children collections interspersed with reading and work areas plus a small computer lab, display area, and study areas. A multipurpose program / meeting room should be open to the main area of the library when not in use and closed off for privacy and noise reduction when in use. A family-style, ADA-compliant restroom, a staff work- / break-room, and storage & custodial closets are also required. Interior ceiling heights throughout of 10 ft and, if possible, raised flooring for future rearranging of data and power lines are desired. The Beauregard Parish Library Board's ultimate goal is to have an attractive, efficiently comfortable facility that has the necessary functionality to serve as a flexible modern library branch.

Additional site work associated with the library branch will include installation of drive-way(s) and parking area, accessibility ramps and rails, if needed, a covered, drive-up book-drop area, connection of water, power, sewer, and other utilities as necessary, and installation of signage and low-maintenance landscaping.

The Beauregard Parish Library Board is looking for a regionally experienced architect to provide design, blueprint / schematic services, bid assistance, and construction oversight for the

new East Beauregard branch of the Beauregard Parish Library which is to be completed in a timely manner.

It will be the responsibility of the Designer to integrate the design and construction phases, utilizing skills and knowledge of design and general contracting to provide design, code analysis, value engineering and constructability reviews to contribute to the development of the Project during the construction / design phases.

As the land and building will both be owned by the Parish, the Designer will be required to work with representatives of both the Library and the Parish during the project.

III. STATEMENT OF QUALIFICATIONS

Interested architectural firms should submit a Statement of Qualifications to the Beauregard Parish Library Board of Control for consideration. The Statement of Qualifications shall include the following :

1. A cover letter shall include the proposal signed by an authorized representative of the firm and shall confirm the company's interest in this project and availability to accomplish and complete the project in a timely manner. The letter shall include:
 1. Company name
 2. Business address
 3. Primary contact name, telephone, and email address
 4. Year company was established
 5. Proof of liability insurance
 6. Proof of license to practice in the State of Louisiana
2. A list of the company's recent (within the past 7 years) library and civic projects with verifiable references
3. A summary of the company's principals and key personnel who would be assigned to this project. Include degrees and/or certifications and fee schedules.
4. Narrative and illustrative materials that adequately describe the company's relevant project experience, including projects that meet the evaluation criteria.
5. A sample contract between the firm and the Beauregard Parish Library.
6. A narrative and informal sketch of initial design ideas for the project.
7. Verification of the company's ability to prepare professional design documents

including, but not limited to, electrical and data plan, and plumbing plan.

IV. PRE-SUBMITTAL QUESTIONS OR REQUESTS FOR INTERPRETATION

Interested teams may direct Questions about the RFP and selection process prior to submission to Erin Chesnutt, Director, Beauregard Parish Library, 205 S. Washington St., DeRidder, LA 70634 or admin@beau.org. All questions or Requests for Interpretation must be submitted, in writing, no later than ten (10) days prior to the due date of November 1, 2017. The Library is not obligated to and will not respond to questions received after this deadline.

V. CONTACT DURING THE SOLICITATION PROCESS

Any questions, comments, or other communications shall be directed only to Erin Chesnutt, Director, Beauregard Parish Library, 205 S. Washington St., DeRidder, LA 70634 or admin@beau.org. No other contact shall be made regarding this request for qualifications with any other staff, elected official, agents, consultants, or representatives of the Library or Beauregard Parish during the request for qualification process. Failure to comply with this requirement shall result in the offending company being removed from consideration.

VI. SELECTION CRITERIA

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

1. Experience in public library design.
2. Certified to provide architectural design services in the State of Louisiana and certified by the AIA which provides professional qualifications of individuals assigned to the project.
3. Strong consideration will be to firms located in Beauregard Parish and it's immediate surroundings first over firms from other locations.
4. Demonstrated ability of the firm to design a flexible infrastructure within assigned parameters to support evolving needs and technologies.
5. Have references from clients and contractors who have worked with the firm in the past 7 years which demonstrate experience in working effectively with clients and local governments on architectural projects.
6. Have a history of effective schedule and budget management.

VII. APPLICANT RESPONSIBLE FOR PROPOSAL COSTS

The Library is not liable for any costs incurred by any applicant associated with the preparation of a proposal, the negotiation of a contract, nor for any services incurred prior to the award of the Agreement and approval of the professional services contract.

Selected applicants may be asked to attend an interview, present their proposals, and/ or to demonstrate ability to provide products or services to the Library's representatives in DeRidder or in another mutually agreed upon location. The applicant shall bear all costs of such presentations.

VIII. PROFESSIONAL SERVICES AGREEMENT & INDEPENDENT CONTRACTOR

The Library will enter into a professional services agreement with the successful applicant.

The successful applicant will be an independent contractor. The independent contractor is not entitled to workers' compensation benefits. An independent contractor is obligated to pay federal and state income tax on any monies earned pursuant to the contract relationship.

Additionally, it is understood that the independent contractor is not entitled to unemployment insurance benefits unless unemployment compensation coverage is provided by the independent contractor or some entity other than the library. The applicant shall provide Errors and Omissions coverage including contractual indemnity coverage in at least the minimum amount of the projected cost of construction.

IX. RESPONSE ACKNOWLEDGMENTS

Statements of Qualifications will be opened and acknowledged at 4:30 on November 1, 2017. Afterwards, the references will be contacted and Statements will be evaluated by the Library Building Committee and / or the Library Board of Control. Finalists will be contacted for interviews or presentations after references have been checked at the sole discretion of the Board.

The Library Board of Control will meet again at a date to be determined to deliberate and name their chosen design professional.