

REQUEST FOR QUALIFICATIONS - ARCHITECTURAL/ENGINEERING/DESIGN SERVICES - 2017
HUDSON LIBRARY AND HISTORICAL SOCIETY

The Hudson Library and Historical Society (“Owner”) is seeking written statements of qualifications (“Statement of Qualifications”) from firms for professional architectural, engineering and design services pursuant to the requirements described in this Request for Qualifications (“RFQ”).

1. Project Description

The project involves the existing land and building (“Library Property”) located at 96 Library Street, Hudson, Summit County, Ohio, commonly known as the Hudson Library and Historical Society (“Library”). The Owner is seeking a professional architectural design firm for (i) all design architectural and engineering services related to potential additions and alterations to the Library Property, including, but not limited to, development of program requirements and conceptual and other drawings for the potential new construction of an annex building on the Library Property, and any and all architectural and engineering services related thereto or resulting therefrom, and (ii) a building life cycle cost analysis of existing building on the Library Property to ascertain estimates of replacement costs and expected useful life of the building and its components (together, the “Project”). The budget and the design and construction schedules for the Project have not yet been established.

2. Project Owner

Owner is a non-profit association library organized under the laws of the State of Ohio. It is governed by the Board of Library Trustees and is fiscally independent of the City of Hudson. Owner receives allocations of the State of Ohio’s Public Library Fund.

3. Scope of Services

The architectural, engineering and design services tentatively include, but are not limited to, some or all of the following:

- Assistance with development of program requirements for alterations and additions on the Library Property
- Assistance with development of Project budget and design and construction schedules
- Architectural design (including all surveys, plans, specifications, drawings and renderings)
- Mechanical, electrical, plumbing and fire protection design
- Structural engineering
- Information technologies design
- Communications/data systems design
- Interior design
- Plans, specifications and bidding packages
- Lighting design
- Building code and ADA review
- Community engagement
- Cost estimating and value engineering
- Development of schematic and construction documents
- Assistance with publicly bidding and awarding construction contracts
- Construction administration and post-construction activities

4. Evaluation and Selection Criteria

The firm selected for the Project shall be the firm determined to be most qualified to provide the scope of services set forth in this RFQ. Specific criteria that will be considered in the evaluation of the Statement of Qualifications include:

- A minimum of 3 projects in the last 3 years for the new construction of library buildings.
- A minimum of 3 projects in the last 3 years for major renovation and updating of library buildings.
- Prior relevant experience with new and emerging technologies.
- Demonstrated ability to meet Owner's vision, scope, budget and schedule on Owner's previous projects.
- Working knowledge of the Library building and its systems and existing technologies.
- Qualifications and experience of individuals directly involved with the Project.
- Resources and capacity to meet the needs of the Project.
- Experience and familiarity with the community.

Firms may visit the Library during normal business hours.

Owner reserves the right to, but shall not be required to: (i) waive any irregularity in any Statement of Qualifications, (ii) request additional information from any firm that submits a Statement of Qualifications, and (iii) reject any Statement of Qualifications or all of them. All submissions become the property of Owner who shall have the right to use the information contained in the Statement of Qualifications and any ideas presented in response to this RFQ whether or not the firm is selected as the most qualified.

5. Selection

The Owner's selection team will review each Statement of Qualifications timely submitted. The Owner's selection team will identify and rank all firms that meet the minimum qualifications. As part of the selection process, Owner's selection team may, but shall not be required to, meet in person with any or all of the firms determined to meet the minimum qualifications. If the contract negotiations with the highest ranked firm are unsuccessful, the Owner reserves the right, but shall not be required, to enter into negotiations with the next highest ranked firm.

6. Submission Requirements and Deadline

Submit three (3) signed paper copies of Statement of Qualifications in a sealed envelope no later than 12:00 p.m. Eastern Standard Time on May 3rd, 2017, at the following address:

**Hudson Library and Historical Society
96 Library Street
Hudson, Ohio 44236
Attention: Leslie Polott, Executive Director
RE: Statement of Qualifications**

Any Statement of Qualifications received after that time will be excluded from the selection process. Facsimile or e-mailed copies of the Statement of Qualifications will not be accepted and will be excluded from the selection process.

The Statement of Qualifications must have a cover sheet containing all of the following:

- Name of Firm
- Address of Firm
- Telephone Number
- Name of Contact Person
- Email address of Contact Person
- Re: 2014 Hudson Library and Historical Society RFQ – Architectural and Design Services
- Name of person submitting Statement of Qualifications
- Signature of person submitting the Statement of Qualifications, certifying that the information provided is accurate and complete.

This RFQ shall be posted on the Owner's webpage at <https://www.hudsonlibrary.org> . In addition, Owner will provide a copy of this RFQ upon request.

Questions regarding this RFQ, if any, must be submitted only to the Executive Director of the Library via e-mail at leslie.polott@hudson.lib.oh.us and to no other Library employee or member of the Board of Library Trustees. Any such unauthorized communication may, at the discretion of the Owner, result in the rejection of such firm's Statement of Qualifications.