



Department of Public Works

Engineering Division

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Principal Engineer 1

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Facilities & Sustainability

Jeanne E. Hoffman, Manager

Operations Manager

Kathleen M. Cryan

Mapping Section Manager

Eric T. Pederson, P.S.

Financial Manager

Steven B. Danner-Rivers

December 11, 2015

REQUEST FOR QUALIFICATIONS For ARCHITECTURAL CONSULTING SERVICES For PINNEY LIBRARY

The City of Madison requests statements of qualifications for architectural and engineering design services for the **PINNEY LIBRARY** project.

Architectural consultants wishing to be considered for this project should submit one electronic copy in PDF format on a CD or flash drive, to Randy Wiesner, Architect 3, Dept. of Public Works, City-County Bldg. Rm. 115, 210 Martin Luther King, Jr. Boulevard, Madison, Wisconsin 53703, no later than 2:00 P.M., FRIDAY, JANUARY 8, 2016. Direct questions to Randy Wiesner, (608) 267-8679 or rwiesner@cityofmadison.com

The Request For Qualifications can be found on the City's website at <http://www.cityofmadison.com/business/pw/requestForProposals.cfm>.

The Project is the development and preparation of programming and conceptual plans within a "grey box" being constructed by the private developer of the property. Scope of work shall include interior space planning; interior finishes; construction plans, details and specifications; preparation of construction documents including assisting in the preparation of bid documents; assistance in the bid process and construction administration for the design and construction, including limited site work and landscaping, for the Madison Public Library, Pinney Library relocation.

The scope of this project includes professional architectural and engineering design services that will achieve LEED Silver certification following the U.S. Green Building Council's LEED for New Construction (LEED-NC) Rating System. For a copy of the LEED-NC Rating System go to www.usgbc.org and click on LEED.

The project is the design and relocation of an existing neighborhood library to a new space located in the Royster Corners development in the 500 block of Cottage Grove Road. Pinney Library will occupy space within a new mixed-use development being built by a private developer and will consist of a single first floor of approximately 20,000 square feet, a lower level mechanical room of approximately 850 square feet, and approximately 3,000 square feet of outdoor space.

The new Pinney Library will function as a hub for library services and community engagement initiatives on the east side of Madison. The Library will include spaces for collaborative work, community meetings, film screenings/performances, early childhood learning, teens, technology clusters, reading areas, collections, public service points, self-service stations, staff areas,

storage, multipurpose programming, and outdoor seating. The Library will also use the parking lot and building atrium for programs and exhibits on occasion. A drive-up materials return is planned for the site.

The project shall include interior construction, exterior landscaping and will include all aspects of design including programming, architectural, mechanical, plumbing, electrical, structural, interior and exterior signage, FF&E, technology including audio/visual, security, fiber/data/networking, WAP's, RFID and other related technology. The project shall be designed in Autodesk Revit.

The environmental sensitivity and high performance characteristics are part of the project objectives. The City is particularly interested in technologies that address waste reduction and recycling, energy efficiency, water efficiency, locally sourced materials and resources, indoor environmental quality, and operations and maintenance savings.

The Project is scheduled for design in 2016 with construction completion scheduled for 2017.

The preliminary construction budget for this project is in the range of approximately \$5,000,000 including all items mentioned above.

The primary consultant shall be an Architect licensed design professional. A copy of the basic Owner-Consultant (Architect) contract that the City anticipates using for this contract is available upon request. The City does not anticipate making changes to the language in the purchase of services contract.

Minimum A/E Team Qualifications:

- Architects (including principal, project manager, project architect, and construction administrator, landscape): Licensed and 10 years experience
- Interior Designer: Licensed with 10 years experience
- Structural Design: PE license with 10 years experience
- HVAC Design: PE license with 10 years experience
- Electrical Design: PE license with 5 years experience
- Plumbing/Fire Protection Design: PE license with 5 years experience; or certified "Designer of Engineering Systems" with 15 years experience
- Lighting Design: PE license and 5 years experience or certified "Designer of Engineering Systems" and 15 years experience
- Acoustical, Security, Technology and other peripheral consultants shall have appropriate credentials.
- The Architect shall provide an independent 3rd party estimating sub-consultant to prepare construction cost estimating services during all phases of the design contract. The minimum qualifications for this sub-consultant shall be a local Madison area general building contractor or cost estimator with at least 5 years of experience in construction projects over \$1,500,000.
- The Architectural team shall have a minimum experience of 3 successful projects in designing libraries, schools, public spaces, and/or learning spaces equal to or greater than the scope of work defined within this RFQ.

Preferred A/E Team Qualifications:

- Demonstrated application of community engagement strategies, including engaging external stakeholders in designing public space
- Ability to identify innovative and flexible learning technologies, knowledge of research related to literacy-informed spaces
- Documented ability to communicate across cultures

- Experience designing inclusive spaces and applying racial equity principles in public process and design
- Evidence of capacity for rich social media and online engagement throughout the design process
- Ability to incorporate place-making principles in a mixed-use public-private setting
- Experience in designing adaptable and resilient spaces

A/E Team Consultants will be expected to perform the following:

- Provide pre-design services including space programming and space summaries
- Provide professional architectural and engineering design services for pre-design, schematic design, design development, and construction documents and shall include architectural, civil, landscape, structural, HVAC, plumbing, electrical power/lighting/communications, technology, interior design, and similar disciplines
- Provide coordination of underground site utilities including fiber
- Provide construction administration services
- Develop statements of the estimated cost of construction
- Assist in the bidding process for the project
- Develop time schedules for the project indicating the expected progress of work including design, bidding, contract award, and construction
- Work with Library staff to implement an iterative community-based design process
- Work with the library community partners to meet with neighborhood groups/stakeholders
- Place design emphasis on creating a space that fosters community connections
- Solicit and apply information from library staff to ensure that design meets service goals
- Employ social media tools, e.g. Pinterest and/or Twitter, to share information and solicit ideas and inspiration from library staff and the community

Performance of the above shall include the following:

- Get familiar with neighborhood and special area plans
- Make design presentations to appropriate City user groups, and prepare appropriate presentation materials
- Make design presentations to local area neighborhood groups, and prepare appropriate presentation materials
- Meet and confer with regulatory agencies as required to obtain necessary approvals and permits. This shall include, but not limited to, Urban Design Commission, Plan Commission, Board of Public Works, Common Council, Zoning, Building Inspection Plan Review, Department of Commerce, Department of Natural Resources, Department of Transportation, Fire, City Engineering, Traffic Engineering, City Information Technology and similar agencies or committees
- Meet and confer with City staff such as Library staff and others as needed or requested by the City, to complete all aspects of this project
- Prepare and distribute meeting minutes
- Make drawings, plans, and updates on public process available to MPL staff to share with the public

Potential A/E Consultants are requested to provide the following information with their RFQ response:

- A description of the qualifications, experience, organization and resources of the firm
- A list of similar types of work previously completed, provide all of the following information for each:
 - Name, and location of similar work

- Current owner point of contact for this project; include name, title and phone number
- Description of project, include square footage, exceptional aspects, and relationship to this project
- Photos, diagrams, or other related items
- Owners initial construction budget
- Total construction cost; include number of change orders and total cost of change orders
- Date project was bid
- Scheduled completion date
- Actual completion date
- Other special project notes
- Whether or not the design project was done in Revit
- A list of staff that will be committed to the project, with their professional resumes
- A description of techniques intended to be used in design delivery approach of the project
- A description of how Library staff and community members will be included in the design process
- A description of techniques intended to be used for green building design and LEED certification
- A description of sub consultants, if any are contemplated, indicating what portion of the work is to be done by them
- A description of techniques intended to be used by 3rd party construction cost estimating services
- Intent to comply with the Affirmative Action Ordinance of the City of Madison
- Intent to comply with the insurance requirements of the City of Madison, which are as follows:

Workers Compensation	Statutory
Commercial General Liability	
Per Occurrence	\$1,000,000
Annual Aggregate (per project)	2,000,000
Automobile Liability (CSL)	1,000,000
Umbrella Liability	2,000,000
Professional Liability Coverage	2,000,000

The City of Madison, its officers, officials, agents and employees shall be listed as an Additional Insured on General Liability.

The RFQ may be obtained at any of the following online locations:

State of Wisconsin, Vendor Net System

www.vendornet.state.wi.us

City of Madison Public Works

www.cityofmadison.com/business/pw/requestforproposals.cfm

Demand Star by On

www.demandstar.com

Respondents are notified that materials submitted to the City in response to this request become public documents. The documents are then available to the public as governed by the "open records" statutes of the State of Wisconsin.

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The City Design Team anticipates reviewing all RFQs and selecting a short list of qualified Architects for interviews and scheduling interviews with the selected candidates for the week of February 8, 2016. The selected candidates will receive a specific scope of work and other project details to use in preparation for their interview. At that time the selected interview candidates will also be required to submit a Request for Proposal (RFP) that will describe the firm's cost of architectural and engineering services for this project according to the scope of work.

Interested A/E Consultants shall submit one electronic copy in PDF format on a CD or flash drive of their statements of qualifications to the Engineering Division by **2:00 P.M., FRIDAY, JANUARY 8, 2016**. Submit qualifications to:

Randy Wiesner
Architect 3
City Madison, Department of Public Works
Engineering Division, Room 115
210 Martin Luther King Jr. Blvd.
Madison, WI 53703

Please carefully review the RFQ and follow all instructions. The successful consultant must be agreeable to the City Of Madison standard contract language in the sample purchase of services contract. Questions regarding this project may be directed to Randy Wiesner, (608) 267-8679 or rwiesner@cityofmadison.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert F. Phillips". The signature is stylized with large, flowing loops and is positioned above the printed name.

Robert F. Phillips, P.E.
City Engineer