



Request for Qualifications

Design services for Expansion, Renovation
and Modernization of the
City Library

City of Mt. Shasta
305 N. Mt. Shasta Blvd
Mt. Shasta, CA 96067
530-926-7510

Request for Qualifications

The City of Mt. Shasta invites submission of qualifications from architectural/design entities to implement a conceptual design and create construction plans including engineering and cost estimates for the expansion and renovation of the Mt. Shasta Public Library located at 515 E. Alma Street, Mt. Shasta, CA 96067.

Introduction and Background

Purpose of the request for qualifications:



The Mt. Shasta Library is one of 12 branches in the Siskiyou County Library system. Under a Memorandum of Understanding, the County provides materials and the City of Mt. Shasta, through a dedicated sales tax provides the building, staffing, computers, and other materials.

The Mt. Shasta Library was built in 1969 and expanded in 1989 to its current size of 4500 sq. ft. The building is essentially one large room. The initial project and subsequent expansion relied on the efforts of the local rotary club and volunteers to construct a building to meet the library needs of the community. Over the past 35 years, needs of the community have changed and increased. The building requires further updating and expansion to accommodate those changes. A Library Building Program was formed and preliminary designs were created. The City of Mt. Shasta et al. requests the services of a qualified architectural/design firm to further develop these plans. The goals for the expansion/renovation of the library include:

- New entry way
- New tutor/private study rooms
- New Community Event room
- New IT room
- Improved staff area
- Improved program areas
- Improved storage area

- Improved parking area
- Improved layout for staff efficiency
- Improved layout for patron navigation
- Renovated restrooms
- Updated HVAC

The project will address the results of public engagement activities used to determine the needs and desires of the community in regards to the features and amenities to be incorporated in to the design of library expansion/renovation. In response to this public process, a conceptual layout has been developed and reviewed.

Interested entities must be able to demonstrate willingness and ability to work with the City of Mt. Shasta, the Library Tax Advisory Committee, the Friends of the Mt. Shasta Library, and the public as represented by the Library Expansion Steering Committee in developing floor plans, elevations, construction details, and cost estimates. Collaboration with the Committee is of major importance as the success of this project requires community support. Entity must also support the environmental review process, both CEQA and NEPA. In addition, entity must be able to adapt design work to finite resources available for the project. Final design will be reviewed and approved by the Steering Committee and the Mt. Shasta City Council.

The City will negotiate pricing with the top-rated entity, and if unsuccessful will consider other submissions in order of ranking.

Administrative:

Contractual Contact:

Name	Mr. Todd Juhasz, City Manager
Address	305 N. Mt. Shasta Blvd, Mt. Shasta, CA 96067
Phone	530-926-7510
Email	tjuhasz@mtshastaca.gov

Due Dates:

All responses to the RFQ are due by March 24th and should be delivered by electronic means in Portable Document Format (.pdf). Forward all responses via email to tjuhasz@mtshastaca.gov. Any response received after the required time and date specified for receipt shall be considered late and will not be evaluated.

Schedule of Events:

Event	Date
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RFQ Publication	March 1st, 2023
RFQ Response Due Date	March 24 th , 2023
Target Date for Review of RFQ responses	April 7 th , 2023
Interview Short List Firms	May 3 rd , 2023
Anticipated decision and selection of firm	May 26 th , 2023
Architectural/Design Contract Due for review	June 16 th , 2023
Architectural/Design Contract approval	June 30 th , 2023
Anticipated commencement date of architectural/design work	July 7 th , 2023

Guidelines for Response Preparation

Response Submission:

Selection of an Architectural/Design entity resulting from this RFQ will be based upon the most compelling presentation of qualifications and experience, and that which, in the sole opinion of the City of Mt. Shasta et al, will best serve their needs and preserve their interests.

The City of Mt. Shasta et al reserves the right to:

Reject any or all offers and discontinue this RFQ process without any obligation or liability to any potential proposer.

Detailed Response Requirements

Executive Summary

Company Overview and Project Staffing

Scope, Approach and Methodology

Deliverables

Project Management Approach

Proposed Cost Estimate for Completion of the Work

Appendix: References

Evaluation Factors for Award

Criteria

Demonstrated ability to work collaboratively with diverse client contact	40%
Experience in public building design (library work extra)	25%
Flexibility of approach	10%
Background of staff assigned to project	10%
Proposed Cost Estimate	10%
Familiarity with project community	05%