

PUBLIC ANNOUNCEMENT
Request for Qualifications for Landscape and Architecture Services
Mary L. Cook Public Library Community Playscape Project

The Board of Library Trustees of the Mary L. Cook Public Library is requesting sealed Statements of Qualifications from professional design firms for the purpose of providing landscape and architecture consulting and design services for the Mary L. Cook Public Library Playscape Project.

The Landscape Architect will conduct pre-design consulting services, develop design plans, secure necessary permitting, and assist with procurement for construction of a community space on library-owned property adjacent to the existing Mary L. Cook Public Library building. The project may also involve demolition of an existing structure.

RFQ documents may be obtained by contacting Kelly Maloney, Library Director, at maloneke@marylcook.com, or by visiting the Mary L. Cook Public Library website at: <https://www.mlcook.lib.oh.us/content/bid-projects>

Submissions will be accepted until 4:30pm EST on Monday, November 13, 2023.

Please contact the Mary L. Cook Public Library at (513) 897-4826 if you have trouble with this procedure or if you need additional information on accessing project information on our website. Please be aware that if you are downloading documents for this project, addendums to the scope may be issued prior to the submission date.



Request for Qualifications
Landscape and Architecture Services
Community Playscape Project

The **Board of Trustees of the Mary L. Cook Public Library** (hereinafter referred to as the "Library") is requesting Statements of Qualifications (SOQ) from professional design firms for the purpose of conducting pre-design consulting services, developing design plans, securing necessary permitting, and assisting with procurement for construction of a community space on library-owned property adjacent to the existing Mary L. Cook Public Library building. The project may also involve planning for demolition of an existing structure and construction of restrooms.

Project Description:

The Mary L. Cook Public Library is located at 381 Old Stage Road, Waynesville, Ohio in Warren County, Ohio. The Library building sits on a 2.848 acre parcel, a portion of which is improved with gardens, walkways, and a gazebo. The Library recently acquired an adjacent parcel of land at 415 Old Stage Road, which is a 1.173 acre parcel containing an existing single-family dwelling, for a total of approximately 4.578 acres of Library-owned property. The Library land to be developed includes a portion of the 381 Old Stage Road parcel and the entirety of the 415 Old Stage Road parcel.

Founded in 1917, the Library has provided services to patrons in the Waynesville community for more than 100 years. A documentary detailing the history of the Library can be viewed at: http://www.youtube.com/watch?v=dhxxvUDj_4IQ. Today, the library continues to serve the Waynesville community, with services ranging from traditional circulation loans of books, print materials and media, to programs for children and teens, to makerspace studio space for community use, to literacy outreach programming, including contributions to the Warren County Imagination Library and Adult New Reader programs.

The Library plans to develop a Community Playscape, which will include landscaping, walkways, sensory and/or adaptive play structures and equipment, a water feature, restrooms, and additional parking with new access points from Old Stage Road and from 5th Street. The Library is particularly interested in imaginative play structures and equipment substantially similar to the

Smart Play structures sold by Landscape Structures, Inc. Prior to the start of the design phase, the Library desires to seek community response through focus groups conducted by the Landscape Architect, so that the ultimate design conforms with the vision and needs of the local community.

The design phase of the project has an estimated completion date of Spring 2024.

Project Budget:

The total project budget, to include professional design services, consultants as required, and final construction is approximately \$1 million.

Submittals:

Interested firms should submit three (3) copies of their Statements of Qualifications. The envelope shall be plainly marked on the outside **“Mary L. Cook Public Library Community Playscape Project Statement of Qualifications.”** Submittals may also be sent electronically to the email address indicated below.

Submittals must be delivered to the following address, before the submittal deadline of **4:30 pm. EST on Monday, November 13, 2023:**

Attn: Kelly Maloney, Library Director
Mary L. Cook Public Library
381 Old Stage Road
Waynesville, Ohio 45068
maloneke@marylcook.com

The Library reserves the right to waive any defect or technicality in any SOQ received or to eliminate any firm that submits an incomplete or inadequate SOQ or that is not responsive to the requirements of this RFQ.

The Library reserves the right to decline all submissions and readvertise this RFQ.

Questions, Clarifications, and Addenda:

All questions concerning this RFQ shall be directed in writing via email to Kelly Maloney, Library Director, at maloneke@marylcook.com. Questions will be reviewed and the Library will determine whether any addenda should be issued as a result of any pertinent or substantive inquiries. Addenda will be issued to all firms that have requested the RFQ for the Project.

Firms shall not rely on any oral instructions or answers.

Qualifications:

Submittals shall include the following:

1. Information about the firm's history.
2. A description of the firm, i.e., the form of business structure (corporation, partnership, joint venture, etc.) that is responding and will serve as the Landscape Architect for the Project. The SOQ shall identify the portion of the work that will be undertaken directly by the Respondent and what portions of the work will require outside consultants and vendors, if any. The Library will have the sole right to approve any outside consultants and vendors.
3. At a minimum, the SOQ shall identify the key members of the team assigned to the Project and their respective roles, education, technical training, and experience of owners and key personnel.
4. Competence to perform the required service as indicated by the technical training, education, and professional experience of the firm's key personnel, especially that of the employees within the firm who would be assigned to perform the services.
5. The firm's experience and past performance providing substantially similar services, including:
 - Engineering design services
 - Permitting services
 - Land surveying services
 - Landscape and architecture services
 - Playscape design services
 - Equipment procurement services
 - Construction administration
6. Ability of the firm in terms of its workload and availability to provide services competently in an efficient and timely manner.
7. The firm's location and proximity to the site for the purpose of attending regular, in-person meetings.
8. Past performance as reflected in evaluations of previous and current clients for which the firm has provided or is providing similar services. Please include a list of three (3) relevant projects involving similar services performed by the firm during the past ten (10) years. Include the following information for each project:

- Project owner, name of project, and project location
- Brief description of the project
- Year services were completed or anticipated completion date
- Reference contact person and phone number
- Outcomes/ successes in the project

Additional Information Requested for the Project:

In addition to the qualifications and information listed above, the firm's submittal should include the following:

1. Identify the principal in charge of the Project, the Project Manager, the primary point of contact, and any other individuals assigned to the Project, together with the education, technical training, and experience of these individuals, to the extent it has not been provided in the firm's qualifications.
2. Describe the steps the firm will take to coordinate and carry out the program with the Library.
3. List of consultants and vendors used to provide any services not performed by the firm.
4. Provide specific information on the program coordination and the firm's experience over the past ten (10) years coordinating similar programs while staying within the initial budget.
5. Professional liability insurance coverage and claims history, including errors and omissions. Please include:
 - The coverage amounts and types of insurance coverage, particularly the firm's commercial general liability and professional liability limits;
 - Specific information about any claims asserted against the firm or its professional liability carrier within the last ten (10) years, including the resolution of the claim(s).
6. List a maximum of three (3) specific and unique qualities that set your firm apart from others in relation to this Project.

Evaluation Criteria:

The criteria the Library will use to evaluate the SOQ's include, but are not limited to, the following:

1. Demonstrated ability to meet Owner's programmed Project vision, scope, budget, and schedule.

2. Competence to perform the required professional design services as indicated by the technical training, education, and experience of the firm's key personnel assigned to the project.
3. Previous experience compatible with the proposed Project.
4. Relevant past work of proposed consultants and vendors, if any.
5. Past performance of the firm, as reflected by the evaluation of previous clients with respect to such factors as design quality, creativity, cost control, scheduling, quality of work, administration, and communication.
6. Qualifications and experience of individuals directly involved with the project.
7. Proposer's previous experience (number of projects, size of projects, relevance of projects) when working with its proposed consultants and vendors.
8. Outline specification writing credentials and experience.
9. Proximity of prospective firm to the project site.
10. Ability of the firm in terms of workload and availability of qualified personnel, equipment, and facilities to perform the required professional services competently and expeditiously.
11. Other qualifications that are consistent with the scope and needs of the Project.

Selection Process:

As required by section 153.65, *et seq.* of the Ohio Revised Code, the Library will use a qualifications-based selection process, and firms will be evaluated and ranked in order of their qualifications. The Library has selected an Evaluation Committee ("Committee") to review the SOQ's and rank the Respondents. The top three (3) Respondents best qualified to perform the Landscape Architecture services for the Project will be recommended for consideration to the Library Board. The Committee will evaluate and rank Respondents' SOQ's based on the Qualifications and Evaluation Criteria discussed within this RFQ.

The Committee reserves the right to interview individual Respondents regarding their Qualifications at any time during the selection and ranking process.

The Library Board will review the top three Respondents' Proposals and may subsequently interview the Respondents prior to entering into negotiations. The Library Board or its designee will attempt to negotiate a reasonable fee for services, and enter into a Contract with the

Respondent considered best qualified, and, if unsuccessful, the Library will attempt to negotiate a reasonable fee with and enter into a Contract with the Respondent deemed next best qualified, and so on, until either a Contract is successfully negotiated, or, in the opinion of the Library, it is not in the best interest of the Library to negotiate with any other Respondents.

The Board reserves the right to terminate any or all negotiations and receive additional qualifications from other interested firms or terminate the process.

The Board shall have no liability for the costs and expenses incurred by the Respondents in responding to the RFQ, responses to clarification requests and re-submittals, potential interviews, and subsequent negotiations. Each Respondent that enters into the procurement process shall prepare the required materials and submittals, attend meetings and interviews at its own expense and with the express understanding that they cannot make any claim whatsoever for reimbursement from the Board for the costs and expenses associated with the process.

The Board reserves all rights to terminate and/or modify this procurement process as well as make follow-up inquiries after evaluating responses to this RFQ.

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