

King County Library System

Expansions and Renovations

**Federal Way Regional Library
Kirkland Library**

**Request for Qualifications
Architecture-Engineering Services**

Submittal Date: July 9th, 2007

The King County Library System requests the submittal of statements of qualifications for either or both of the following projects:

Federal Way Regional Library: expansion of approximately 10,000 square feet and remodel of existing 25,000 square feet building;
Kirkland Library: expansion of approximately 4,000 sq ft and remodel of existing 15,000 sq ft building.

The Federal Way Regional Library is located at 34200 First Way S, Federal Way Washington and was built in 1990-91. The Capital Plan calls for expansion and renovation of the building. Services needed include all phases of planning, cost estimating, design, and permitting and construction administration.

The Kirkland Library, 308 Kirkland Ave., Kirkland, Washington was built in 1994-95. The 2004 Capital Plan includes funds for expanding the library and updating the space plans for the rest of the building. Services needed include all phase of planning, cost estimating, design, permitting and construction administration.

Submittal Requirements for Each Project: Include a statement of qualifications presenting work that the architectural-engineering team has completed for public client projects that are similar in scope. Public presentation experience and work with the public will be important criteria for selection. Each submittal must include: (1) a brief letter of introduction; (2) an organizational chart and summary resumes of key personnel assigned to the project, including designations of the project manager, project architect, and all other professional services providers. (3) Examples of projects of similar type and scale; (4) Names and contact information of references; and (5) please provide a description of the firm's affirmative efforts to provide equitable opportunities for persons of all backgrounds to participate in projects. Please limit required materials to ten pages total. Additional sheets for Photographs of projects should be limited to no more than 8 pages, single sided.

Submittals shall consist of six copies and may be mailed or hand delivered to Attention of Kay Johnson, Associate Director, Facilities Development, King County Library System, 960 Newport Way NW, Issaquah, WA 98027. The outside of the envelope must be marked for the project that is the focus of the submittal "RFQ-Federal Way Library Project" or "RFQ for Kirkland Library". Submittals must be

received no later than **Monday, July 9th, 2007**, at **4:00 p.m.** Based on the submitted qualifications, a list of finalists will be selected for interviews in July, 2007.

Selection Process: The submittals will be evaluated and a short list compiled for interviews during July, 2007. Submittals will be evaluated and screened by KCLS staff. Finalists will be interviewed by a committee including representatives of the King County Library System administration, KCLS Board and at least one person from each of the respective library communities. The work may be awarded to one firm or awarded to two separate teams.

The King County Library System reserves the right to reject any and all responses and to waive irregularities and informalities in this selection process.

Questions should be addressed to Kathy Svajdlenka, King County Library System, 960 Newport Way NW, Issaquah, WA 98027; email svajdlen@kcls.org office number 425.369.3326, fax 425.369.3310. Questions can be accepted until July 2nd, 2007, in order to be answered prior to the submittal date.

Dates of publication in the Seattle Daily Journal of Commerce:

June 14th, 2007

June 19th, 2007

June 29th, 2007