

# KUNA LIBRARY DISTRICT

## REQUEST FOR QUALIFICATIONS (RFQ)

### DESIGN BUILD TEAM

Return this completed RFQ Proposal to:

KUNA LIBRARY DISTRICT  
Attn: Jana Cutforth & Tam Svedin  
457 N. Locust  
P.O. Box 129  
Kuna, ID 83634

TO BE CONSIDERED, PROPOSALS  
MUST BE RECEIVED IN THE  
LIBRARY DISTRICT OFFICE  
BY DECEMBER 29, 2023 12:00 PM

The Kuna Library District Board of Trustees are seeking Statements of Qualification (SOQs) proposals for complete Design-Build services for an addition to the Kuna Library.

## **DESCRIPTION OF PROJECT**

The scope of this project is to add about 1,700 square feet to the ground floor of the existing Kuna Library located at 457 N. Locust, Kuna, ID.

## **SCOPE OF SERVICES**

The Kuna Library District Board is requesting SOQ proposals for complete Design-Build services. The Design Build team should be proactive with the design and construction processes (design phases, Division of Occupational and Professional Licenses plan reviews/permitting, early construction and procurement bid packages, identify long lead items).

The anticipated budget for this project is approximately \$900,000. It is intended that this budget will include fees for designing the project, reimbursables, construction, contingencies, permitting, and tests. A relatively complete construction cost estimate will be required following the schematic design phase and must be updated at each additional design phase. This estimate, when approved, will become the guaranteed maximum contract price.

## **PROPOSAL FORMAT, CONTENT AND EVALUATION CRITERIA**

Provide in your **RFQ** the following:

**A. Cover Letter, no point value but is a required element:** Provide a cover letter as an introductory statement and background for your team. Include the email address and phone number for the primary contact person.

**B. Basic Qualifications, 9 points maximum:** Provide basic data relative to firm's size, history, personnel and special expertise. Office brochures should not be submitted. Please also include the following:

1. List of types of insurance held by each firm, the amounts of coverage for each type of insurance, and the deductible for each type of insurance.
2. Is either firm currently involved in a lawsuit with a client or construction company? If so, please provide a summary of the issue.
3. Has either firm ever been involved in a lawsuit regarding design or construction? If so, please provide a summary of the issue.
4. List any legal claims made to either firm over the past 10 years.
5. May a member of the Library Board contact your insurance carrier? Y/N

The Kuna Library District reserves the right to investigate and confirm the candidate's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.

**C. Specific Qualifications, 34 points maximum:** List the team expected to accomplish this work along with support staff. Describe who will perform the various tasks, the amount of their involvement and

responsibilities, and give their qualifications. Provide an organizational chart.

**D. Understanding and Approach to the Project, 15 points maximum:** Provide a narrative for the following items.

- Understanding of the District and the project site
- Understanding of the project scope.
- Understanding and experience navigating processes and quality control processes for an Idaho governmental entity.

**E. Design Build Past Performance, Client Questionnaire, 5 points maximum:** Submit reference letters from prior clients.

**F. Three Design-Build Project Examples, 9 points maximum (3 points maximum for each example):** Provide renderings and/or photographs of three design build project examples similar to the scope of this project. Two design-build projects must be for other Idaho government entities.

**G. Format, 3 points maximum:** To assist SOQ evaluation, it is desirable to format the submittal to match the headings listed above. The submittals should be clear and to the point and "project specific" (avoid any boiler-plate information).

### **SUBMITTAL REQUIREMENTS**

Submit 7 copies in an 8 ½" x 11" format with no more than **30** pages, pages should be numbered and printed in at least a twelve (12) point font. *Failure to provide the information may result in the proposal being nonresponsive.*

**Questions:** Questions may be submitted to the Kuna Library District at the following address options:

In person or mail:  
Jana Cutforth, Kuna Library District Director  
Tam Svedin, Kuna Library District Director  
457 N Locust Ave  
Kuna, ID 83634  
*or*  
admin1@kunalibrary.org

### **EVALUATION, FINAL RANKING, AND INTERVIEW PROCESS**

A selection committee consisting of at least 3 Kuna Library Board Trustees and 2 Kuna Library Directors will rank the submittals. The initial ranking criteria will be weighted as indicated below and used to determine the teams selected for an interview, if deemed necessary.

The ranking process is accomplished in two steps: initial ranking based on the written submittal and final ranking based on an interview. The selection committee will score the written submittals based on the criteria. If interviews are conducted, the teams invited for an interview will be given content in

the interview invitation. The remaining points will be awarded for the interview. If interviews are not conducted, then scores will be final based on the SOQ only.

The Selection Committee may choose to interview any, all, or none of the respondents as may be in the best interest of the Library. At the conclusion of the RFQ process, committee comments and evaluation scores, as well as contents of all SOQs become public information. Firms not selected will be notified in writing after the conclusion of the selection process.

If applicable the timeframe for the teams invited for an interview is approximately one hour; 25-30 minutes for a presentation; 15-20 minutes for the Selection Committee's Q&A's; and 5-10 minutes for the Design Builder team's closing comments. After interviewing the selected teams, the Selection Committee will rank the interviews to determine the final score.

| Initial Ranking, Written Point Scoring |                         |     |
|----------------------------------------|-------------------------|-----|
| A                                      | Cover Letter            | N/A |
| B                                      | Basic Qualifications    | 9   |
| C                                      | Specific Qualifications | 34  |
| D                                      | Approach to Project     | 15  |
| E                                      | Client Questionnaire    | 5   |
| F                                      | Examples of Work        | 9   |
| G                                      | Format                  | 3   |
| Written Total                          |                         | 75  |

| Presentation-Interview Point Scoring                                                                     |    |
|----------------------------------------------------------------------------------------------------------|----|
| Competency and abilities to address the items that will be provided to the teams selected for interviews | 10 |
| Selection Committee's Q&A                                                                                | 10 |
| Overall Presentation                                                                                     | 5  |
| Interview Total                                                                                          | 25 |

#### **PROPOSED DATES**

|                                |                   |
|--------------------------------|-------------------|
| Receive RFQ Submittals         | December 29, 2023 |
| Oral Interviews, if required   | January 16, 2024  |
| Selection of Design Build team | January 2024      |

#### **Dates Advertised:**

Idaho Statesman – 12/6/2023 & 12/13/2023