

# **INVITATION TO SUBMIT PROPOSAL**

## **REQUEST FOR PROPOSALS**

### **ARCHITECTURAL DESIGN AND ENGINEERING SERVICES**

#### **FOR THE**

#### **BARNESVILLE-LAMAR COUNTY LIBRARY**

#### **RENOVATION AND ADDITION**

**January 16, 2015**

**PRE-PROPOSAL CONFERENCE SITE VISIT : January 30, 2015**  
**DEADLINE FOR SUBMISSION OF QUESTIONS : February 10, 2015**  
**PROPOSALS RECEIVED BY: February 13, 2015**  
**RFP EVALUATION OF/SHORT LIST OF FIRMS: February 17, 2015**  
**INTERVIEW OF SHORT LIST OF FIRMS To be scheduled**  
**CONTRACT NEGOTIATION To be scheduled**  
**NOTICE TO PROCEED To be scheduled**

**FLINT RIVER REGIONAL LIBRARY SYSTEM**  
**BOARD OF DIRECTORS**  
Barbara Jo Cook, Chair

Barnesville-Lamar County Library  
Mr. Britt Lifsey, Chair

**800 MEMORIAL DRIVE**  
**GRIFFIN, GEORGIA 30223**

**INVITATION TO SUBMIT PROPOSAL**

DOCUMENT CHECKLIST:REQUIRED SUBMITTAL FORM

The following documents are contained in and made a part of this package or are required to be submitted with the proposal. It is the responsibility of the Proposer to read, complete and sign where indicated and to return these documents with the qualification package. This is an expected part of the qualification process and lack of completion will cause disqualification.

- \_\_\_ General information for request for proposal
- \_\_\_ General conditions for request for proposal
- \_\_\_ Legal Notice
- \_\_\_ Project Background and Scope of Work
- \_\_\_ Standard Form 330
- \_\_\_ All Addendum

The undersigned Proposer certifies that they have received the above listed documents and acknowledge that they will be returned completed and signed as required to continue to be a part of the qualification process.

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

Flint River Regional Library System  
Office of the Library Executive Director  
800 Memorial Drive  
Griffin, GA 30223  
770-412-4079

## Barnesville-Lamar County Library Renovation/Addition

### **General Information and Request for Proposals**

This is an invitation to supply the Flint River Regional Library System with services as described herein. Sealed proposals need to be received in the Flint River Regional Library System administrative office, 800 Memorial Drive by 5 p.m. on February 13, 2015. Responses can be either mailed or hand delivered in a complete format. Any changes made to the conditions and specifications will be in writing and in the form of an addendum.

The Library reserves the right to reject any or all of the proposals and to waive formalities.

Instructions for preparing and submitting proposals are contained in this Request for Proposals Package. Please note the specific forms required for submittal and that the forms need to be either typed or printed in ink. **If you choose not to submit a proposal, please return the signed invitation and state the reason for not submitting a proposal.**

A pre-proposal conference will be held January 30, 2015 at the Library in Barnesville, Georgia. Attendance at the conference will be an indication of interest level in the project. If you cannot attend, please submit questions on the day prior to the meeting to the Executive Director. These will be read and discussed at the pre-proposal meeting.

Flint River Regional Library has an equal opportunity procurement process. The Library seeks to ensure that all segments of the business community have access to providing services. The Library provides equal opportunity for all businesses regardless of race, color, religion, age, sex, national origin or handicap.

General Information for Request for Proposals

### **Section I**

1) Purpose

This document is to provide general and specific information for use in submitting qualifications to supply the Library with services as described herein. All proposals are governed by the State of Georgia.

2) How to prepare qualifications

- a) All proposals need to be typewritten, word processed or legibly printed in ink. They need to be signed by the authorized representative of the business. Signatures need to be handwritten and in ink. Any erasures or corrections need to be initialed and dated. All signature spaces need to be signed.
- b) Only original documents will be accepted. Each proposal as submitted will be considered an offer. Withdrawal of an offer could result in being dropped from the accepted bidders group.

3) How to submit qualifications

- a) All proposals need to be submitted in sealed opaque envelopes, plainly marked with the qualification title, date and time of submission, and the company name.
- b) Proposals need to be mailed or delivered such that they are received prior to the deadline. If they are mailed, they should be addressed to Natalie Marshall, Executive Director, Flint River Regional Library System, 800 Memorial Drive, Griffin, GA 30223. If they are hand delivered they should be taken to the same address as above.
- c) Please note that proposals not received by the specified time will not be opened or considered.

4) How to submit an objection

Any objections to this request for proposals or the specifications must be brought to the attention of the Library Director in one of the following manners:

- a) The Proposer can object in writing no less than 5 days prior to the proposal submission deadline. Objections not raised at the pre-proposal conference must be in writing.
- b) Objections can pertain to either the form or substance of the request or both.

Failure to object in the manner prescribed above will not be accepted and will constitute a waiver on the part of the Proposer to protest this Request for Proposals.

5) Failure to Offer

Please return the signed invitation sheet if a proposal is not to be submitted.

6) Errors in Proposals

Errors in proposals can result in removal from the qualification process. It is the responsibility of the Proposer to ensure accuracy.

7) Standards for acceptance of qualifications for contract award

The Library reserves the right to reject any and all proposals and also to waive any technicalities or irregularities whenever the rejection or waiver is in the best interest of the Library. The Library reserves the right to reject the offer of any proposer who has previously failed to perform properly or

complete on time contracts of a similar nature or whom investigation indicates is not in a position to perform the contract.

8) Proposer

Whenever the term “Proposer” is used it shall encompass the “Person”, “Business”, “Firm” or other party submitting a proposal to the Library in such capacity before a contract has been entered into between such party and the Library.

9) Compliance with Laws

The Proposer shall obtain and maintain all licenses, permits, liability insurance, workman’s compensation insurance and comply with any and all other standards or regulations required by Federal, State or local statute, ordinances and rules during the performance of any such contract between the Proposer and the Library. Any such requirement specifically set forth in any contract document between the Library and the Proposer shall be supplementary to the section and not in substitution thereof.

10) Contractor

Contractor or subcontractor means any person, firm, business or other party having a contract with the Library. The contractor of goods, material, equipment or services certifies that the contractor shall follow equal employment opportunity practices in connection with the awarded contract as more fully specified in the contract documents.

11) Time of day

All references to the time of day shall be taken to mean the prevailing time of day in Griffin, GA on the date referenced.

12) Executive Director as the Sole Source of Information

The Executive Director shall be the sole source of information regarding this solicitation. Unless specifically directed by the Executive Director, Proposers may not rely on information from any other source while preparing the proposal.

**General Information for Request for Proposals  
Section II**

**SECTION II**

1) Specifications

Any obvious mistake or omission in the qualifications shall not inure to the benefit of the Proposer but shall put the Proposer on notice to inquire of or identify the same to the Library.

2) Completeness

A lack of response to questions specifically asked will be assumed to mean a negative response.

3) Liability Provisions

Where proposers are required to access the construction site to take measurements or gather other information in order to prepare the RFP as requested by the Library, the Proposer will be liable for any injury, damage or loss occasioned by the negligence of the Proposer or his/her agent, or any person the Proposer has designated to prepare the Offer and shall indemnify and hold harmless the Library and Spalding/Lamar Counties from any liability arising therefrom. The contract document specifies the liability provisions required of the successful Proposer in order to be awarded a contract with the Library.

4) Procurement Protests

Objections and protests to any portion of the process or actions of the Library staff may be filed with the Executive Director for review and resolution. Appeals and remedies will be resolved with the following procedures:

## General Information for Request for Proposals- Section II

*Right to Appeal:* Any proposer, offerer or contractor actually working to submit an RFP or having submitted one having a grievance may protest to the Library Director. All protests must be in writing to the Executive Director.

*Authority of Library Director to Settle Protests:* The Executive Director is authorized to settle any protest regarding the solicitation or award of a Library contract, or claim arising out of the performance of a Library contract, prior to an appeal to the Regional Board of Trustees. In the event of an appeal to the Regional Board of Trustees, the Regional Board of Trustees shall have the sole authority to settle the protest.

### 5) Qualifications of Business (responsible proposer)

A responsible Proposer is defined as one who meets, or by the date of acceptance can meet all of the requirements for the licensing, insurance and service contained within his proposal. The Library has the right to request all proposers to submit documentation of the ability to perform the service requested. The Library has the right to disqualify any or all proposers as being unresponsive whenever such Proposer cannot document the ability to deliver the requested service.

### 6) Business License requirement

A current business license issued by the State of GA is required. A firm need not have such a license prior to submitting a proposal, but it must be obtained prior to the award of the contract.

### 7) Insurance Provisions

The following insurance provisions are required to be maintained for the duration of the project. This insurance will be for claims for injuries to persons or damages to property which may arise from or in connection with the work outlined in the proposal performed by the Proposer, its agents, contractors, subcontractors or representatives. The costs will be included in the proposal:

## General Information for Request for Proposals- Section II

### **Minimum Limits of Insurance**

*Commercial General Liability:* \$1,000,000 combined single limit per occurrence for bodily and property damage

*Automobile Liability:* \$500,000 combined single limit per accident for bodily injury and property damage.

*Worker's Compensation:* Covering all employees meeting statutory limits in compliance with the applicable state and federal laws. The coverage must include Employer's Liability with a minimum limit of \$500,000 for each accident.

*Professional Liability Insurance:* \$500,000

*Excess/Umbrella Liability:* In combination with a per occurrence, per claim and aggregate coverage that equals or exceeds the above referenced limits.

*Extended Reporting Periods:* The Contractor shall provide the Library with a notice of the election to initiate any Supplemental Extended reporting and the reason(s) for initiating this option.

*Reporting Provisions:* Any failure to comply with reporting provisions of the policies shall not affect coverage provided in relation to the request.

*Cancellation:* Each insurance policy that applies to this request shall be endorsed to state that it shall not be suspended, voided or canceled except after 45 days prior written notice by mail, return receipt requested, has been given to the Library.

*Proof of Insurance:* The Library shall be furnished with certificates of insurance with original endorsements affecting coverage required by this request. The certificates and endorsements are to be signed by the person authorized by that insurer to bind coverage on its behalf. All certificates of insurance are to be submitted prior to, and approved by, the Library before services are begun.



## General Information for Requests for Proposals-Section II

*Insurer Acceptability:* Insurance is to be placed with an Insurer having an A.M. Best's rating of A and a 5 year average financial rating of not less than V. If an insurer does not qualify for averaging on a 5 year basis, the current Best's rating will be used to evaluate insurer acceptability.

*Lapse of Coverage:* A lapse of coverage in insurance coverage shall constitute grounds for termination by the Library.

*Deductibles and Self Insurance Retention:* Any deductibles or self insured retention must be declared to and approved by the Library. At the option of the Library, either: the insured shall reduce or eliminate the deductibles or self insured retention as related to the Library, its officers, officials, employees and volunteers: or the contractor shall procure a bond guaranteeing payment of related suits, losses, and claims, and related investigation, claims administration and defense expenses.

### 8) Indemnification

The selected Proposer agrees to protect, defend, indemnify and hold harmless Flint River Regional Library System, its officers, agents and employees; Spalding and Lamar Counties, Georgia, , its officers, agents and employees from and against any and all liability, damages, claims, and suits; liens and judgments, of whatever nature including claims for contribution and/or indemnification, for injuries to or death of any person or persons, or damage to the property or other rights of any person or persons caused by the selected Proposer or its subcontractors. The selected Proposer's obligations to protect defend, indemnify, and hold harmless as set forth herein above and shall include, but are not to be limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition, disparagement of product or service or any business tort of any type whatever or any actual or alleged violation of trade regulations. The selected Proposer further agrees to investigate, handle, respond to and to protect, defend, indemnify, and hold harmless the Library and Spalding and Lamar Counties, Georgia, at his/her sole expense, and agrees to bear all other costs and expenses related thereto, even if such claims, suits, etc., are groundless, false, or fraudulent,

## General Information for Requests for Proposals-Section II

including any and all claims of liability for compensation under the Workers Compensation Act arising out of injuries sustained by any employee of the selected Proposer or his/her subcontractors or anyone directly or indirectly employed by any of them.

The selected Proposer's obligation to indemnify the Library and Spalding and Lamar Counties under this section shall not be limited in any way by the agreed upon contract price, or to the scope and amount of coverage provided by any insurance maintained by the selected Proposer.

9] Compliance with Specifications

Terms and conditions-The Request for Proposal, including general conditions, scope of work and special conditions; legal advertisements, general information for request to proposals, including instructions to Proposer and general conditions; Proposer offer; addendum; and/or any other pertinent documents form a part of the Offerer's proposal and by reference are made a part thereof.

10] Signed Response considered an offer

The signed response shall be considered an offer on the part of the Proposer, which shall be deemed accepted upon approval of the Board of Trustees. In case of a default on the part of the Proposer after such acceptance, the Library may take such action as it deems appropriate, including legal action for damages or lack of required performance.

11] Notice to Proceed

The successful Proposer shall not commence work under the Request for Proposals until a written contract is awarded and a Notice to Proceed is issued by the Executive Director. If the successful Proposer does commence any work or deliver items prior to receiving official notification, he/she does so at his/her own risk.

12] Payments to Contractors

Instructions for invoicing are as follows:

Questions regarding payment may be made to the Executive Director at 770-412-4079.

The selected Proposer shall be paid the agreed upon compensation upon satisfactory progress or completion of the work as described in the contract document.

Upon completion of the work, the selected Proposer will provide the Library with an affidavit certifying all suppliers, persons or businesses, employed by the selected Proposer for the work performed for the Library have been paid in full.

The Flint River Regional Library System is a tax exempt entity. Every contractor, vendor, business, or person under contract with the Library is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to the Library by contract. Please consult the State of Georgia, Department of Revenue, Sales and Use Tax Unit in Atlanta 404-656-4065 for additional information.

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The undersigned Proposer certifies that they have carefully read the preceding list of instructions and all other data applicable hereto and made a part of this invitation; and further certifies that the prices shown in their proposal are in accordance with all documents contained in the Request for Proposals package and that any exception taken hereto may disqualify their proposal.

This is to certify that I, the undersigned Proposer, have read the instructions to the proposers and agree to be bound by the provisions of the same.

Date \_\_\_\_\_

By: \_\_\_\_\_  
Signature

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Title

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Company

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Address

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Phone

## **Request for Proposals-General Conditions-Section III**

Flint River Regional Library System  
Office of the Executive Director  
800 Memorial Drive  
Griffin, GA 30223  
770-412-4079

Barnesville-Lamar County Renovation and Construction

### **General Conditions**

1) Description and Objectives

The Flint River Regional Library Board of Trustees is seeking a qualified firm to provide architectural, engineering, interior design and project management services relating to the renovation with additional 4,000 square feet in Barnesville, Georgia. The renovated library will encompass approximately 13,000 square feet.

The attachment entitled Barnesville-Lamar County Library Project will provide the Proposer with an introduction, background, and scope of work requested. This document is intended to be a starting point for the proposal. Architectural responsibilities will also include working closely with a building committee from the Barnesville-Lamar County Library Board of Trustees, the Flint River Regional Library Executive Director and a Georgia Public Library Services construction consultant. A building program has been prepared and can be made available for on-site use to any Proposer at the Flint River Regional Library during normal business hours, Monday-Friday 9 a.m.- 6 p.m.

2) Methodology

The procurement of the services described will be a three step process as follows:

## Request for Proposals-General Conditions-Section III

### Step A: Acceptance and evaluation of proposals

This step will be based on a review of the Proposer's qualifications for projects that are similar in nature to the Barnesville-Lamar County Library construction and a review of the Proposer's capabilities. While a submittal of other documentation is appreciated to demonstrate the Proposer's past work, this part of the review process only requires the submittal of the OMB Standard form 330 parts I and II and completion of other forms and answering the other questions contained in this proposal. All technical requirements must be met by the Proposer or the proposal will be disqualified. Proposals that are deemed to be incomplete will be returned without further consideration. An evaluation committee will review the proposals to develop a short list of at least three (3) and no more than five (5) of the proposals submitted. This step will be based on the review of the OMB standard Form 330 parts I and II. **This step will not include a review of fees and these fees should not be included in the proposal submitted for step one.**

The Library's Construction Committee will make their recommendations to the Regional Library's Board of Trustees for approval.

### Step B: *Interviews/Presentation*

The short listed firms will be interviewed by the Barnesville-Lamar County Board of Trustees and/or Construction Committee. Representatives from the Regional board or GPLS may also be involved. The interviews will be scored. The interview process will not last longer than one hour. It is expected that the design professionals who will be working on the project will be a part of the interview process.

### Step C: *Fee Proposal and refined Schedule*

Following the interview process the top three Proposers will be selected to submit fee proposals. If there are more than three Proposers selected to be interviewed, the list invited to provide a fee proposal will be approved by the Boards.

Recommendations to the Board for contract award will take into account both qualitative excellence of the team and Proposer to accomplish the specified work. The Proposer recommended will have offered the best balance of high quality and reasonable fees. The firm offering the lowest fee will not necessarily be the firm selected.

3) Pre-proposal conference

A pre-proposal conference will be held at the Barnesville-Lamar County Library on January 30, 2015. All prospective qualifiers are encouraged to attend. Firms not able to attend may submit questions to the Executive Director in writing prior to the conference. All questions must be received at least 24 hours prior to the meeting. The questions will be read and discussed at the meeting.

4) Proposal Deadline

The response to the request for proposals must be received by the Library Director in the Flint River Regional Library, 800 Memorial Drive, Griffin, GA. no later than 5 pm on February 13, 2015. The clock used will be the clock in the Executive Director's office. Proposals received after this deadline will not be opened. Any change in the proposal deadline will be communicated to all Proposers.

5) Withdrawal of Proposal

Any proposal submitted before the deadline can be withdrawn by written request. Withdrawal will not prejudice the right of the Proposer to submit a new or amended proposal as long as it is received prior to the submittal deadline.

6) Confidentiality of documents

Upon receipt of the proposal, it becomes the property of the Library for disposition or use by the Library at its discretion (except as provided by the Georgia law for proprietary information). The details of the proposal documents will remain confidential until the final award and are protected under the restraints of law.

7) Format of responses

To be considered, proposers must submit a complete response to the Request for Qualifications. The format for the response is presented in section 3. All responses must be presented in this format. Proposals must be submitted in 10 copies. Qualifiers are encouraged not to send large volumes of

pictures and other sales-related history but to complete Standard Form 330 and all other portions of the Request for Qualifications. Again any questions must be submitted to the Executive Director.

8) Rejecting proposals

The Library reserves the right to reject any and all submissions and will not be bound by a proposal submitted should the Library consider that proposal to be contrary to the best interests of the Library. Similarly, the Library will not be bound to accept the best dollar proposal but will consider qualifications, history and price.

9) Cost to prepare responses

The Library assumes no responsibility or obligation to the proposers and will make no payments for any costs associated with preparing or submitting a proposal.

10) Changes

In the event a contract is awarded, the Library may at any time during the contract period make changes within the general scope of the contract and its technical provisions. If any such changes cause any increase or decrease in the Proposer's costs of performing any part of the contract, whether changed or not changed by any such notice, an equitable adjustment shall be made in the contract price, or in the time of performance, or in both, and a written memorandum of adjustment shall be made. Any claim by the selected Proposer for an equitable adjustment shall be supported by detailed cost and pricing sheets which the Library shall have the right to verify by audit of the selected Proposer's records or at the Library's election by another appropriate means. Any claim for adjustment shall be made in writing prior to proceeding with the additional or changed service requirements. The Library may accept and act upon claims made later if, in the Library's sole discretion, circumstances justify doing so. Nothing in this clause shall excuse the selected Proposer from proceeding with the performance of this contract in accordance with its original terms and conditions and any approved changes.

11) Equal Employment Opportunity

The selected Proposer agrees not to discriminate against any employee or applicant for employment because of race, creed, color, age, national origin, place of birth, physical handicap or marital status during the course of this contract.

12) Georgia Public Library Service

Throughout the project there will be the need to comply with the requirements set forth in the Rules Governing Public Library Grants and deadlines required by the Georgia Public Library



Services. For additional information, contact the Executive Director at 770-412-4079.

13) Design Reviews

The Library desires the broadest practical participation in the project; therefore, design reviews during the schematic design and development phases will include members of the Boards of Trustees and the Library staff team.

### **General Conditions**

The scope of required architectural, engineering, interior design and project management services is summarized below:

- 1) Services required include architectural design, engineering, interior design, project management and landscape design.
- 2) Obtain the services of other specialists, subcontract or partner with others as necessary.
- 3) Meet with Library Staff and the Boards of Trustees to review any specific needs, objectives and/or requirements.
- 4) Meet with representatives of Lamar County to ensure compatibility with county or city requirements for land utilization and construction standards.
- 5) Review permit requirements of the Georgia Public Library Service rules and meet these requirements throughout the project.
- 6) Develop a preliminary schematic design, schedule and budget within the limits of the available funding and regulatory requirements, and obtain approval of the Library Board and Executive Director.
- 7) Submit intermediate design development drawings for approval of the Library Boards and Executive Director.
- 8) Develop final construction documents to include architectural, mechanical, electrical, landscaping, and site drawings and specifications. Develop furniture and equipment layout drawings and specifications, including network infrastructure equipment. Develop comprehensive signage and way finding systems designs. Submit these documents for approval to the Library Boards and Executive Director.
- 9) Develop practical value engineering and life cycle cost analysis both during the design and subsequently in conjunction with the general contractor after the award of the construction contract.
- 10) Prepare a request for bid package for construction as well as furnishings and equipment including network infrastructure

equipment and signage systems. Assist the Library in reviewing the construction proposals received.

- 11) Provide regular and frequent onsite inspection throughout the construction process to assure compliance with the construction documents, specifications, drawings and code compliance.
- 12) Receive, analyze, validate and recommend action on requests for progress payments from the general contractor and other primary vendors based on the quality and quantity of work performed.
- 13) Receive, analyze, validate and recommend action on any change orders which may originate with the general contractor. Assist the Library in preparing any change orders that management requires. Participate in negotiating fair and reasonable change order pricing. Obtain approval of change orders from the Library Board and Executive Director. Review, approve and coordinate all project shop drawings.
- 14) Maintain the same work team on the project through the duration of the project including the construction phase. Any changes to the team must be initiated by the Library or due to a member of the project team leaving the employ of the selected Proposer.
- 15) Provide final inspection of all work including detailed punch lists.
- 16) Formal presentation meetings: The designer and architect will provide support to board and staff as required to support board and other meetings including: visual aids, responding to staff and board questions and comments, public information and outreach, mayor and commission meetings and other formal presentation meetings as necessary.

**LEGAL NOTICE**  
**Barnesville-Lamar County Library Renovation and Addition**

**Special Conditions**

1) Evaluation Factors

Factors such as the Proposer's overall capability, specialized experience, reputation, past performance on similar projects, technical competence, financial stability, ability to meet program goals, excellence of staff to be assigned, commitment to man the project with this staff and reasonable cost will be considered in the award decision.

Proposals will be evaluated initially on the basis of the written proposal. The proposal must be complete. Completion of Standard Form 330, a copy of which is attached, will form the basis of this proposal response for this initial evaluation.

Ten (10) copies will be included with the proposal-one should be loosely clipped and not bound.

2) Letter of Introduction

A letter of introduction is welcome but should be limited to two pages.

3) Confirmation of acceptance

By written confirmation please note the following acceptance within the proposal:

Your firm consents that proposals will not be accepted from any company, firm, person or party, parent or subsidiary against which the Library or Lamar or Spalding County has an outstanding claim or financial dispute relating to prior contract performance with the Library or County.

Your firm will provide through statement of disclosure sufficient detail of any relationship between members of your firm and any Library or City or County employees or their family members. This will allow the Library to evaluate possible conflicts of interest. It will remain the Library Board of Trustees' decision whether the extent of the conflict of interest is substantial enough to disqualify any proposal.

The proposal will remain valid for 60 days from the due date of the proposals and not less than 60 days from the notification of progress in each step of the evaluation.

4) Schedule

Assuming all work will proceed in a prompt and orderly manner, a short discussion of the schedule for performing the required services and length of time to complete the project.

5) Past Experience

Provide detailed information about past experience with minority participation and how the Proposer will obtain minority participation on this project.

6) Form 330

As indicated in other sections, the intention of the first step is not to receive a significant amount of sales information but to evaluate based on the Form 330 and the information specifically requested in the Proposal request package.

7) Evaluation Process

Step 1: *Written responses to Request for Proposals*

This portion of the evaluation will assess the responsiveness and quality of the proposal; it will review whether all the information required has been submitted and if it answers all the questions. The experience of the proposed team and the team structure will also be a part of the evaluation at this step. From this step a short list of proposers will be accepted. This list will be at least 3 and not more than 5 proposers. This portion of the evaluation will be weighted at about 60% of the total evaluation process.

*Step 2: Interviews:*

In this portion of the evaluation, the short list of proposers will be interviewed by a team selected by the Library Executive Director and Library Board of Trustees. This portion of the evaluation process will receive a weighting of about 20% of the total evaluation.

Step 3: *Fees*

Under this step, each of the finalists will provide proposed fees. This portion of the process will be weighted about 20%.

8) Discretion

The Library will have the sole discretion in evaluating both the responses and qualifications of the proposals and proposers.

9) Assignment

The Proposer shall not assign or transfer any interest in the contract without written consent of the Library.

10) Contract

The selected Proposer will be expected to execute a contract within 30 days of contract award. The Library anticipates awarding a contract to extend through the entire plan development and construction phase.

Upon award of the contract, the selected Proposer will be bound to deliver services on the terms and conditions of this document and any negotiations which may occur. As well, the Library shall be bound on the said terms and conditions to procure the services described and remit payment to the successful Proposer on a progress basis when the work is accepted by the Library. The selected Proposer shall understand that as work progresses, minor technical adjustments may be necessary. Timely delivery of services is essential

11) Performance and approval of sub-consultants

The selected Proposer will perform the project as an independent contractor and not as an agent or employee of the Library. Joint ventures and sub-consultant arrangements are not prohibited.

12) Licenses, permits and taxes

The price or prices for the work shall include full compensation for all fees that the selected Proposer is or may be required to pay.

13) Terms of Contract

The Library shall have the right to terminate any contract to be made hereunder at its convenience by giving the selected Proposer written notice 60 days in advance of its election to do so and by specifying the effective date of such termination. The selected Proposer shall be paid for services rendered and not in question or dispute through the effective date of such termination. Further, if the selected Proposer fails to fulfill any of the obligations hereunder, the Library may, by giving written notice to the selected Proposer, terminate the agreement with said firm for such default. If the agreement is so terminated, only the portion of work satisfactorily completed will be paid.

