

Vespasian Warner Public Library District
Request for Qualifications: Engineering Services for Library HVAC System

Date of Issue: Friday, June 24, 2022
Due Date: Friday, August 5, 2022 at 4:00 PM
To: Vespasian Warner Public Library District
Attn: Lucas Snow, Maintenance Supervisor
310 N. Quincy St.
Clinton, IL 61727

Project Description

The Vespasian Warner Public Library District (VWPLD) is seeking statements of qualifications from engineering firms to complete a thorough assessment of the library's current Heating, Ventilation, and Air Conditioning (HVAC) system. Assessment data will be used to develop and execute upgrades, replacements, refits, etc. of HVAC components throughout the building.

Firms with relevant experience are encouraged to apply. Consideration will be limited to firms which have demonstrated successful experience in the provision of professional services of a similar scope for a public library or public sector entities.

General

- The RFQ and addenda are available electronically on the library's website at <https://www.vwarner.org/>.
- A mandatory pre-submission site visit will be held in-person on Thursday, July 14, 2022 at 1:00 PM at the VWPLD.
- All questions pertaining to the solicitation must be sent via email to the library's Maintenance Supervisor, Lucas Snow, at snow@vwarner.org and received by Friday, July 22, 2022 at 4:00 PM. Answers to any questions shall be posted as an addendum on the library's website, <https://www.vwarner.org/>.
- Any changes to the RFQ or addenda will be posted no later than Wednesday, July 27, 2022 at 4:00 PM. Firms are responsible for checking the website to ensure they have the most current information regarding the RFQ.
- VWPLD is not liable for any costs incurred by any firm in connected with this RFQ. Expenses incurred by the responding firms are the sole responsibility of the firm and may not be charged to the library.
- All qualifications statements are binding for ninety (90) calendar days following the submission due date.
- No cost proposals are to be submitted with the qualifications in accordance with the Local Government Professional Services Selection Act (50 ILCS 510/).

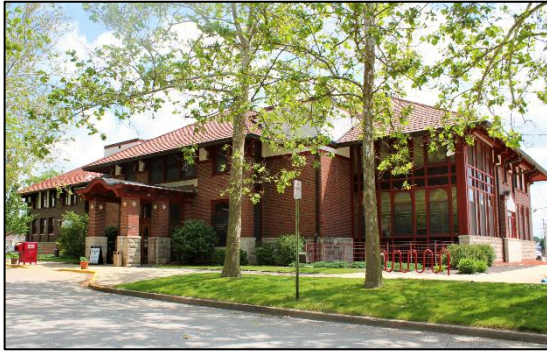
Building & Library Background

VWPLD staff and community members take great pride in their library. With about 36,000 square feet of space, the two-story building is much larger than most public libraries with similar community populations.

The current library is made up of two connected buildings. The original VWPLD building opened in 1908 and is still used today. In 1992, VWPLD opened a new building addition. A unique feature of the addition is that one wall of the original library building serves as a wall of the new building with exposed brick, windows, and a section of roofing. The original building was completely renovated at

that time as well, including plumbing, HVAC, and more. Preserving the integrity of the building is a priority for this project. Digital blueprints are available on the library's website, www.vwarner.org.

The VWPLD organized as a library district in 1989 and serves as unit of local government, independent from the city and county. The library serves just over 10,000 residents of Clinton, Wapella, Hallsville, Lane, DeWitt, and surrounding areas. VWPLD is governed by an elected Board of Trustees. The majority of the library's funding comes from local property taxes, levied by VWPLD.



Mission: The Vespasian Warner Public Library District strives to be a welcoming place that meets the diverse needs of its communities through high-quality resources and supportive services to stimulate and facilitate creativity, curiosity and learning.

Vision: Connecting People, Sharing Knowledge, Enabling Life-Long Learning

Strategic Plan Areas of Focus: Partners & Outreach, Preserving History, Discovery & Knowledge

Current HVAC System

VWPLD currently has a two-pipe system serving the entire facility which is original to the 1992 addition. The main source of treated air throughout the building comes from 102 individual Carrier fan coil units (FCU). In addition to the FCUs, the library also has two (2) air handlers that provide some forced air throughout the building. A ten (10) year old YORK chiller is located in the VWPLD parking lot on the south side of the property. An oversized three (3) million BTU boiler is located in the library's basement and is original to the 1992 addition. The burner was replaced within the last five (5) years.

Purpose and Scope of Services

The purpose of this project is to gain an understanding of the current state of the HVAC system and needs for the future that will help VWPLD create and maintain a well-regulated library environment. The results of this study will inform the decision making process for future design and construction portions of the project.

VWPLD has worked with HVAC contractors for regular maintenance and repair of the system, but parts are becoming increasingly difficult and expensive to obtain. Library staff have also noticed an increased frequency of problems resulting from the state of the 30+ year old system.

The intention is that this is a two-part process. Part one will include an assessment of the existing building and system, to develop an understanding of the HVAC needs at VWPLD. This information will be used to develop budgetary construction costs. Upon successful completion of part one, and if VWPLD is satisfied with the performance of the firm, part two will begin. Part two will consist of the design of the HVAC work, including but not limited to designs and plans for upgrades, replacements,

refits, etc. of HVAC components throughout the building, and construction administration through final completion. Fees and contracts for design services will be negotiated prior to part two beginning.

The assessment phase will include, but is not limited to:

- A thorough evaluation and assessment of the existing VWPLD HVAC system performance in relation to comfort, controls, temperature, humidity, maintenance, and safety.
- Analysis of the energy performance metrics and assessment of energy savings opportunity's, as well as incentives or grants.
- Comprehensive identification of HVAC system deficiencies which should consider, at a minimum: current system performance, maintenance requirements (including a review of records of past attempts to improve the system), operations efficiency (including costs of operation), remaining system operational life, inadequate design, and any other deficiencies observed.
- Generate a report of findings, test results, and recommendations to be presented to the VWPLD staff, Property Committee, and Board of Trustees.

Expected Schedule

All dates are subject to change at the discretion of VWPLD.

RQF Released	Friday, June 24, 2022
Mandatory Pre-Submission Site Visit	Thursday, July 14, 2022 at 1:00 PM
Deadline for Firms to Send Questions	Friday, July 22, 2022 at 4:00 PM
Submissions Due	Friday, August 5, 2022 at 4:00 PM
Evaluation of Qualifications Statements Begins	Week of August 8, 2022
Unsuccessful Firms Notified; Interviews with Top Firms; Ranking and Contract Negotiations RFQ Process Completed (tentative)	August 15, 2022 – September 14, 2022
Assessment Start (tentative)	September – October, 2022

Mandatory Site Visit

A mandatory pre-submission site visit will be held in-person on Thursday, July 14, 2022 at 1:00 PM at the VWPLD. All firms will receive a brief tour of the library building to gain an understanding of the project and familiarize themselves with the facility. Questions about the proposed project and library's current operations will also be answered during this time. Advance notice of attendance is appreciated by contacting Lucas Snow, Maintenance Supervisor, at snow@vwarner.org.

Requirements for Submitting Qualifications

Submit four (4) paper hardcopies to:

Vespasian Warner Public Library District
Attn: Lucas Snow, Maintenance Supervisor
310 N. Quincy St.
Clinton, IL 61727

AND

Submit one (1) electronic copy as a pdf via email, using the subject line "Statement of Qualifications: Engineering Services for Library HVAC System", to snow@vwarner.org.

Submissions are due no later than Friday, August 5, 2022 at 4:00 PM.

Late submissions will not be accepted. Faxed or emailed proposals will not be accepted. Firms mailing their qualifications must allow sufficient time to ensure receipt of their proposals by the time specified. Proposals will not be opened in public, and proposal information will be kept confidential until an award is made. All submissions will receive an acknowledgement.

The Statement of Qualifications must include the following information in the stated order:

Submissions should not exceed 15 single-sided pages, not including resume(s). Documents should be straightforward, concise, and provide “layman” explanations of technical terms that are used.

1. Firm History
 - a. Firm name, address, and telephone number.
 - b. Number of years in business.
 - c. Name(s) of owner(s).
 - d. Describe the size and composition of the business.
 - e. Geographical area of operations.
 - f. Professional affiliations.
2. Personnel
 - a. Primary project contact name with email and telephone number.
 - b. Identify and provide resumes for the person(s) who will be assigned to this project and describe their respective roles and responsibilities.
3. Project Approach
 - a. A concise written statement to demonstrate the firm’s understanding of the two-part project and scope of services being sought by VWPLD.
 - b. Description of the general approach to the planning process and implementation of the assessment project.
 - c. Brief description of the firm’s ability to utilize assessment data to complete designs for future projects, if selected to continue with part two of the project.
 - d. Proposed timeline for the project, including current workload and project availability.
 - e. Any additional work that is not specified in the scope of the project that would be, in its opinion, necessary to complete the project as defined.
4. Experience and References
 - a. Provide three (3) to five (5) public library or other similar projects that the project team members have completed within the past ten years. Include the following information about each project:
 - i. Name and address of client.
 - ii. Name, telephone number, and email address of contact person.
 - iii. Summary of project or plan, including year completed and total cost.
 - iv. Relevant photographs or examples of project work (if applicable).
 - b. Discuss your firm’s experience with HVAC projects for public facilities such as libraries.
 - c. Discuss your firm’s experience with completing projects on-time and within budget.

Reminder: No cost proposals are to be submitted with the qualifications in accordance with the Local Government Professional Services Selection Act (50 ILCS 510/).

Evaluation Criteria The selected firm will be chosen based on its apparent ability to meet the overall expectations of VWPLD. The VWPLD Property Committee and Board of Trustees will be the judge of

which Statements of Qualifications offer the greatest benefit. The following criteria will be applied in the selection process.

- Responsiveness and completeness of the Statement of Qualifications.
- Experience and qualifications of the team.
- Technical quality and methodology of firm's approach to organizing and managing the project and ability to document information and recommendations in a clearly written format.
- Understanding of the project objectives and scope.
- Experience working in public libraries or other public buildings.
- Experience with HVAC assessment and project design.
- Existing projects, workload, and availability to accomplish a project of this nature within the proposed time schedule.
- References and examples of completed similar projects. Satisfaction of former clients within competency of team and completed work.
- Proximity of firm to the VWPLD or ability to travel for onsite work.
- Other factors deemed relevant by the VWPLD Property Committee and Board of Trustees.

Selection Process

- The VWPLD Property Committee and key staff will review and evaluate the written responses to the RFQ.
- The three (3) top ranked firms will be invited to participate in an interview. The specific interview schedule and format will be announced later in the process.
- The VWPLD Property Committee and key staff will evaluate and rank the interviewing firms, check references of selected candidates, make the final selection, and negotiate a contract with the successful firm.
- The VWPLD reserves the right to reject any and all qualification statements at its sole discretion, accept a proposal based on considerations other than cost, and waive or modify any provisions of this RFQ.
- Procurement of services for this project will be in accordance with the Local Government Professional Services Selection Act (50 ILCS 510/).