



Request for Proposal

Acoustic Engineering Services

Main Library Improvements Project

Lake County Library District
Lakeview, OR

April 19, 2019

Release Date: April 23, 2019

Proposal Due Date: May 31, 2019 by 6:00 PM

Pursuant to its Public Contracting Rules, the Lake County Library District (Library) is conducting a selection procedure for an acoustic sound engineer to design acoustic solutions to improve the Main Library through its Main Library Improvements Project. The Library plans to award to the highest ranked proposer selected from those acoustic engineers submitting proposals. The anticipated contract will include all site analysis, design work rendered, and services through bidding and installation of acoustic materials to solve acoustic problems.

The full Request for Proposals may be obtained from the Lake County Library District web site at <https://www.lakecountylibrary.org/acoustic.html> or by contacting:

Amy C. Hutchinson, Library Director
26 South G Street
Lakeview, OR 97630
Telephone: 541-947-6019
amyh@lakecountylibrary.org

Proposals will be received by the Library until closing, 6:00 pm, May 31, 2019. Responses received after this time will be rejected as non-responsive. Proposers shall submit proposals in a sealed opaque envelope, plainly marked "**Request for Proposals for Acoustic Engineering Consultant Services**" addressed as above. Faxed and emailed proposals will be rejected as nonresponsive.

1. REQUEST FOR PROPOSALS

The Lake County Library District (Library) intends to select a licensed acoustic sound engineer to consult on the acquisition and installation of acoustic materials, as described in Section 2, Project Description, from among proposers who respond to this Request for Proposals.

The Library intends to enter into a contract with the selected engineer after negotiating a maximum not to exceed dollar amount. The contract amount will be based upon time and materials for all site analysis, design work rendered, and services through bidding and installation of acoustic materials to solve acoustic problems.

The Library will use the RFP process to evaluate the capabilities of each of the firms responding to this RFP (Proposers) with respect to the evaluation criteria set forth in this document. Information will be obtained from various sources including but not limited to Proposals submitted in response to this document, references, and potentially interviews.

This RFP shall not commit the Library to enter into any agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods or services. The Library reserves the right to accept or reject any and all responses received as a result of this RFP if it is in the Library's best interest to do so.

2. PROJECT DESCRIPTION

2.1. General Description

The Lake County Library District is located in south central Oregon and serves the approximately 8,000 residents of Lake County. The Main Library is located at 26 South G Street, Lakeview, OR 97630. The Lake County Library District began construction of a new approximately 10,000 square foot Main Library facility in 2009 and moved into the almost-completed building in late 2013. Due to budget constraints, a variety of finishing items were unable to be completed prior to move-in, including acoustic materials.

The Library requires the services of a licensed sound engineer proficient in architectural acoustic measurement, speech intelligibility, and noise absorption/abatement to work with the Library through design, purchase, and installation of solutions to acoustic problems at the Main Library, at an estimated total project cost of \$75,000 to \$100,000, which is currently funded with cash in hand.

2.2. Scope of Work

2.2.1. Design

- A) Site analysis to measure acoustic problems.
- B) Design plans and specifications for acoustic solutions.
- C) Design will include the following:
 - 1. Assessment of existing facility;
 - 2. Proposed solutions through installation of appropriate acoustic materials
 - 3. Prioritization of solutions based on Library needs and available budget.

2.2.2. Purchasing/Bidding

- A) Draft acoustic system bid documents as appropriate for inclusion in bid under Public Contracting Rules.
- B) Provide assistance to District during the purchasing phase, including
 - 1. Responding to questions from suppliers during the bidding process
 - 2. Production of addenda to the bid documents
 - 3. Review of substitution requests from product suppliers.

2.2.3. Construction/Installation Services

- A) Review of supplier's submittals, shop drawings and material samples.
- B) Responding to supplier's requests for clarification.
- C) Reviewing and processing change orders.
- D) Periodic oversight and inspection of installation work.
- E) Project closeout services including punch list and warranty review.
- F) Periodic site visits and attendance at occasional meetings.

3. ANTICIPATED CONTRACT PERFORMANCE SCHEDULE

It is anticipated that the acoustic architectural plans and specifications will be completed approximately 8 weeks after the Acoustic Sound Engineer Services

Contract is signed. The Library would like to see the new system installed by early to late fall, 2019.

4. PREPROPOSAL MEETING

No preproposal meeting will be held for the Acoustic Engineering Services RFP for the Main Library Improvements Project.

5. SUBMITTAL INFORMATION

5.1. RFP Does Not Obligate District

This RFP provides instructions for the preparation of a Proposal that will address all RFP requirements. This RFP is not an offer to contract, and the receipt and evaluation of Proposals does not obligate Owner to award a contract. Only the execution of a written contract will obligate the Owner, in accordance with the terms contained in the contract.

The District will not pay any costs incurred in the preparation or submission of a Proposal (including the interview phase), or in the negotiation execution of the form of contract, or in the preparation of the GMP proposal, or otherwise responding to this RFP, all of which will be the sole responsibility of the proposer.

5.2. Single Point of Contact

The single point of contact for this RFP is Amy Hutchinson, Library Director. All Proposals, questions, requests for clarifications, requests for changes, or protests should be submitted in writing and delivered via mail, email, or hand delivery. Faxes will not be accepted. Address all information to:

Lake County Library District
Acoustic Engineering Selection
26 South G Street
Lakeview, OR 97630
amyh@lakecountylibrary.org

5.3. Modifications and Addenda

The Library may modify this RFP via addenda before the proposal due date. Please check the Library's website, for updates. Receipt of all addenda must be acknowledged in submitted proposals. Modifications will be posted to: <https://www.lakecountylibrary.org/acoustic.html>.

5.4. Requests for Clarifications or Changes to the RFP

All written questions, requests for clarifications, or requests for change (including comments on any specifications that a firm believes limits competition) regarding this RFP must be received by May 15, 2019. Prospective Proposers must including reason for the request and any proposed changes.

5.5. Public Disclosure of Proposals

All Proposals are public record and are subject to public inspection after the Owner issues the Notice of the Intent to Award. If a Proposer believes that any portion of its Proposal contains any information that is a trade secret under ORS Chapter 192.501(2) or otherwise is exempt from disclosure under the Oregon Public Records Law ORS Chapter 192, Proposer shall clearly identify trade secret information and provide a fully redacted version of its Proposal.

If Proposer fails to identify the portions of the Proposal that Proposer claims are exempt from disclosure, or fails to provide a fully redacted version of their Proposal, Proposer has waived any future claim of non-disclosure of that information.

5.6. Evaluation and Protest Process

The Selection Committee will evaluate proposals based on responsiveness to Section 6 Submittal Instructions and Section 7 Proposal Evaluation below.

5.6.1. Protest of RFP Terms, Conditions and Requirements

- A) A prospective Proposer may protest any term, condition or requirement of this RFP if such term, condition or requirement is found by the Proposer to be unfair, restrictive of competition, unclear, ambiguous or otherwise improper.

- B) Any protest under this section must be submitted in writing to the Library May 15, 2019. The Library shall not consider any protest submitted after that date.

5.6.2. **Protests of Award**

A Proposer may protest the award of a contract or the intent to award a contract. A Proposer must deliver a written protest specifying the grounds for the protest to the Library within seven (7) days after issuance of notice of intent to award the contract.

The Library shall issue a written disposition of the protest in a timely manner. If the Library upholds the protest, in whole or in part, the Library may in its sole discretion either award the contract to the successful protestor or cancel the procurement or solicitation.

5.7. **Due on Award of Contract**

The apparent successful Proposer shall provide all required bonds and/or proofs of insurance to Library within seven (7) calendar days of the Intent to Award Notice. Failure to present the required documents within the seven (7) calendar-day period may result in proposal rejection. The award may then be made to the next highest ranking responsible Proposer, or all Proposals may be rejected.

6. **SUBMITTAL INSTRUCTIONS**

6.1. **Number of Copies**

One printed copy of the written response to this RFP with original signatures must be received by May 31, 2019, addressed to the single point of contact in section 5.2 above.

6.2. **Proposal Contents**

6.2.1. **Minimum requirements:**

- A) Each proposal shall include an introductory or cover letter. Proposers may use this section to introduce the proposal and the key provisions of the submittal.
- B) The name and contact information of the person(s) authorized to represent the response in negotiating and signing any agreement which may result from the proposal.
- C) Name and qualifications of the individual who will serve as the Project Engineer and professional persons who will assist the Project Engineer. For each, provide a current résumé including a description of their qualifications, skills, and responsibilities. The Library is interested in

professionals with experience serving small governmental entities and experience planning for and designing projects similar to the Main Library acoustic improvements.

- D) Confirmation that the respondent is an acoustic engineer licensed to work in the State of Oregon. Provide OSBEELS license number.
- E) Whether the firm has been terminated on a project in the last 10 years. If so, please provide information about those circumstances.
- F) A list of types and limits of insurance coverage carried, including proof of coverage by Workers' Compensation Insurance or exemption. Also provide a list of claims, a brief description of any claims, and any disputed amount(s) currently pending against your firm
- G) A list of the tasks, responsibilities, and qualifications of any sub consultants proposed to be used on a routine basis and proof of adequate professional liability insurance for any sub consultants.
- H) The names and current phone numbers of individuals representing three owners, to be used as references. References from public works projects are preferred. Please verify that the references identified had direct contact with your proposed team members.
- I) Confirmation that the proposer will make available the necessary personnel for this work. This should include the proximity of personnel to the Library, and affirmation that such personnel can respond to Library inquiries and/or be onsite within a maximum of 24-hours.
- J) The following statement: "Proposer accepts all terms and conditions contained in the Lake County Library District's Acoustic Engineering Services Request for Proposals. This proposal shall be valid for 120 days after the submission deadline."

6.2.2. Additional Proposal Information

Proposals shall include any additional information necessary to enable evaluators to accurately score the proposal as outlined in section 7.3 below.

Proposer may provide additional supporting material that it believes will assist the Selection Committee in the decision process. Only relevant information should be submitted. Items that may be included as support material include: graphs and figures, additional references, project photos, and/or insurance certificate.

7. PROPOSAL EVALUATION

7.1. Evaluation Process

The Library is using a qualifications based selection process. As a result, selection of the most qualified candidate will be made without regard to the price of the services. If the Library does not cancel the RFP, only after selecting the most qualified candidate will the Library and the selected candidate enter into contract negotiations for the price of the services. The Library shall direct negotiations toward obtaining written agreement on the Engineer's performance obligations, a payment methodology that is fair and reasonable to the Library, and any other provisions the Library believes to be in the Library's best interest to negotiate.

If the Library and the selected candidate are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the Library, the Library shall, either orally or in writing, formally terminate negotiations with the selected candidate. The Library may then negotiate with the next most qualified candidate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the Library terminates the RFP.

7.2. Initial Screening

Proposals will be initially screened pursuant to the following minimum qualifications. Proposals meeting the minimum qualifications will be evaluated under the criteria and weights in Section 7.3 below. Minimum qualifications:

- 7.2.1. Proposer is an Acoustic Sound Engineer licensed to work in the State of Oregon.
- 7.2.2. Proposer is an Equal Opportunity Employer and being otherwise qualified by law to enter into the professional services agreement.
- 7.2.3. Proposal is responsive in that it contains the information outlined in section 6.2 above.

7.3. Nonresponsive Proposals

Proposals that do not meet minimum RFP requirements and omission is not a "minor informality" waived by the Library will be classified as "nonresponsive." The Library will disqualify all nonresponsive Proposals from further evaluation.

7.4. Proposal Scoring

Points	Criteria
Pass/Fail	Proposer is an Acoustic Sound Engineer licensed to work in the State of Oregon.
Pass/Fail	Proposer is an Equal Opportunity Employer.
20 points	<p>Firm History and Availability</p> <ul style="list-style-type: none"> • Length of time providing acoustic engineering services • Current firm workload and availability for the project • Prior project terminations
10 points	<p>Insurance Information</p> <ul style="list-style-type: none"> • Types and limits of insurance coverage carried. • Outstanding insurance claims.
20 points	<p>Project Team Experience</p> <ul style="list-style-type: none"> • Experience with public projects, especially those of similar size and complexity • Experience with private projects of similar type • Demonstrated ability to successfully complete similar services on time and on budget, including a record of satisfactory performance.
20 points	<p>Project Management</p> <ul style="list-style-type: none"> • Methodology to be used in approaching this project • Amount of time needed to complete each major task and preliminary schedule of major elements • Description of how the project team will interact with the Library staff and what level of support will be expected from the Library
20 points	<p>Communication</p> <ul style="list-style-type: none"> • Demonstrated understanding of RFP and project • Demonstrated ability to communicate clearly in written and/or graphic form • Demonstrated ability to synthesize technical information and communicate it to laypersons
20 points	Interview Results, if conducted
110 points	Total Possible

8. ATTACHMENTS

The following attachments are hereby incorporated into this Request for Proposals:

8.1. Excerpts from Drawings 12/29/2006, Addendum #1 Revision 3/12/09.

Excerpted drawings are provided for illustrative purposes only to provide basic information about the Main Library's layout and design to facilitate proposal development.

8.2. Photographs of the Main Library Building

Photographs are provided for illustrative purposes only to provide basic information about the Main Library's layout and design to facilitate proposal development.

END OF RFP