

CITY OF SHREVEPORT-PURCHASING DIVISION on behalf of SHREVE MEMORIAL LIBRARY

P.O. BOX 31109 SHREVEPORT, LOUISIANA 71130-1109 • Suite 610, 505 TRAVIS SHREVEPORT, LA 71101-3042
Phone 318-673-5450 web site: www.shreveportla.gov Fax 318-673-5408

November 20, 2020

TO: Prospective Consultants

You are invited to submit a response for **RFS # 20-707 Consulting Architect Services – Downtown Library Roof Replacement**. A complete Request for Statement of Qualification package is attached for use in preparing your response.

Please make **single-sided copies** of the Transmittal Letter and Standard Form 330, which is available on the web at: <http://www.gsa.gov/portal/getFormFormatPortalData?mediaId=33261>

In the Transmittal Letter include the names of all subs. Submit these with any other documentation and return one (1) clearly identified original and four (4) copies (TOTAL OF FIVE (5) DOCUMENTS) on or before the date/time as shown on page number two (2). **Provide an electronic copy (CD or USB drive) of your response in an ATTACHED (NOT A LOOSE) pocket file with each copy (5 documents) of your submittal.** It is up to you to make sure that all the information requested is returned to us by using the envelope format shown in this package. Fees and reimbursable expenses are limited based upon the information listed on page number three (3).

This solicitation does not commit the Shreve Memorial Library, hereafter Library, to award a contract, to pay any costs incurred in the preparation of a response, or to contract for the services. The Library reserves the right to accept or reject any or all responses received as a result of this request, to waive informalities, to negotiate with all qualified consultants, or to cancel in part or in its entirety, if it is in the best interest of the Library to do so.

Sincerely,

Shay Meadows
Senior Buyer

Attachments: Return Envelope Format (one page)

The Felony Conviction Statement (Appendix 1) must be submitted with your response.

Affidavit Attesting that Public Contract was Not Secured through Employment or Payment of Solicitor (Appendix 2) must be submitted with your response.

Revised 12/09/19

Account: SHVPURCHBIDS

Proof of Publication Required

Control # 20141
CONTROL NUMBER MUST BE INCLUDED ON INVOICE

City of Shreveport on behalf of the Shreve Memorial Library
REQUEST FOR STATEMENT OF QUALIFICATIONS

SEALED QUALIFICATION STATEMENTS, addressed to the Purchasing Agent for the City of Shreveport must be received in the Purchasing Division, Government Plaza, Suite 610, 505 Travis Street, Shreveport, Louisiana 71101, **not later than 3:00 p.m. on December 17, 2020**, for the following project:

RFS 20-707 Consulting Architect Services - Downtown Library Roof Replacement

Estimated Professional Services Fee: \$25,000 - \$35,000

Solicitation documents are posted on BidSync.com. To view the general RFS information and receive notices by e-mail, you will have to register with BidSync. Registration is free. Only paper responses are allowed for RFS submittals. If you wish to view or download entire RFS packages, you may do so for a fee. Go to BidSync.com for more information on this. Solicitation documents are also posted on the City's website at www.shreveportla.gov/Solicitations. BidSync shall be the official source for solicitation documents.

Email inquiries should be directed to shay.meadows@shreveportla.gov. All inquiries pertaining to this RFS shall reference RFS number as shown above. It shall be the responder's responsibility to make inquiry as to the addenda issued.

Wendy Wagon, CPPO
Purchasing Agent

Advertise: 11-20-20

12-09-19

CITY OF SHREVEPORT on behalf of SHREVE MEMORIAL LIBRARY
REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR
ARCHITECTURAL FIRMS

1.0 **PURPOSE**

1.1 The City of Shreveport on behalf of Shreve Memorial Library, hereafter Library, is seeking the services of interested and qualified firms to perform the required services for the following construction type project.

1.2 The Library is conducting a competitive selection process to obtain these services.

1.3 It is the Library's intent to use the competitive RFS selection process described herein to select a qualified firm to provide the described services.

1.4 Selection of the Architect shall be weighted by experience with Historic Buildings and location of firm.

2.0 **PROJECT NAME**

2.1 RFS # 20-707 Consulting Architect Services - Downtown Library Roof Replacement

3.0 **Design Fee Based on the State Fee Curve for Architects.** Construction budget expected to be \$250,000 to \$350,000. **Maximum Design Fee Limited to \$35,000.**

3.1 The Architect will be required to design to a fixed limit of construction cost established by the Library. If the lowest responsive construction bid exceeds the amount *Available for Construction*, the Architect shall redesign the project for re-bid at no additional cost to the Library.

3.2 **The Architect selected will be required to track and invoice the costs of each of the library branch locations separately.**

3.3 **OTHER FEES**

3.3.1 Should the project scope require services not identified as basic design services, the Library reserves the right to negotiate for these additional services and may contract separately if deemed beneficial to the Library.

4.0 **REIMBURSABLE EXPENSES**

4.1 **These must be approved in writing by the Library before their incurrence.**

4.2 The successful consultant will provide a not to exceed itemized Reimbursable Expenses Budget and it will be computed as follows:

4.2.1 Actual Cost X 1.0

5.0 **PRIMARY DISCIPLINE(S) REQUIRED**

5.1 Architecture - Interested parties should demonstrate relevant experience in the design renovations for public library facilities.

6.0 **INTENT OF REQUEST FOR QUALIFICATIONS**

6.1 The Library Board of Control Architect Selection Committee is seeking qualified individuals or firms to design and prepare appropriate documents for the project listed above, and to represent the interest of the Shreve Memorial Library during the design, renovation, construction and close out of the project.

7.0 **INSURANCE REQUIREMENTS**

7.1 The Consulting Firm shall at its own expense provide and maintain certain insurance in full force and effect at all times during the term of this Agreement and any extensions thereto.

7.2 Such insurance, at a minimum, must include the following coverages and limits of liability.

7.2.1 Commercial General Liability Insurance in an amount not less than a combined single limit of \$1,000,000 per occurrence.

- 7.2.2 **This policy should be endorsed to name the Library as an additional insured.**
- 7.2.3 It is the intent of the Library that the policy coverage should not be limited by an annual aggregate limitation. If this policy is to be limited by an aggregate annual limitation, the aggregate limitation shall not be less than \$2,000,000 Million otherwise the Consulting Firm must provide a \$1,000,000 per project aggregate applicable for the project specified in this contract.
- 7.3 Comprehensive Auto Liability Insurance, including hired, rented or non-owned automobiles, in an amount not less than \$100,000 per person or \$300,000 each occurrence or a combined single limit of \$300,000 per occurrence.
- 7.3.1 **This policy should be endorsed to name the Library as an additional insured.**
- 7.4 Workers Compensation Insurance as required by the laws of the State of Louisiana and Employers Liability Insurance in a minimum amount of \$1,000,000.
- 7.4.1 This policy shall contain an Other States Coverage Endorsement. When required by the Library, this policy shall also be endorsed to include coverage required by the United States Longshoreman and Harbor Workers Compensation Act and Maritime Coverage.
- 7.4.2 The certificate of insurance required herein, must have the following statement shown in the remark section:
- 7.4.2.1 This policy for workers compensation protects all members of the insured organization, including an employer, a sole proprietor, a partner or bona fide officer of the insured organization, and all employees.
- 7.5 Professional Liability Insurance.
- 7.5.1 For projects with an estimated total cost in excess of \$1 Million the limit of liability shall be in an amount not less than \$1 Million per claim and in the annual aggregate.
- 7.5.2 For projects with a total estimated cost of \$500,000 to \$1 Million the limit of liability shall be in an amount not less than \$500,000 per claim occurrence and in the annual aggregate.
- 7.5.3 For projects with a total estimated cost less than \$500,000 the limit of liability shall be in an amount not less than \$250,000 per claim and in the annual aggregate.
- 7.5.4 Coverage shall be maintained for at least two years following completion of the project.
- 7.6 The Consulting Firm shall promptly notify the Library if any claim is asserted against the contractor whenever such a claim would apply to this coverage.
- 7.7 This notification requirement applies whether the claim results from services performed under this agreement or from any other agreement with any other client.
- 7.8 The Library's intent is to make certain, to the extent possible from such information, the adequacy of the annual aggregate amount of coverage provided under the required professional liability insurance.
- 7.9 All coverage provided for above shall be effective under insurance policies issued by solvent insurance carriers qualified to do business in the State of Louisiana and having an **A. M. Best rating of B+VII** or better.
- 7.10 This rating requirement is waived on the Workers Compensation coverage only.
- 7.11 The Library reserves the right to inspect any and all insurance policies required pursuant to this Agreement, prior to commencement of the services specified in the Agreement and anytime thereafter.
- 7.11.1 Proof that such insurance coverage exists shall be furnished to the Library by means of a Certificate of Insurance form before any part of the service specified by this Agreement are commenced.
- 7.11.2 The certificate must be issued on a standard certificate of insurance form promulgated by the insurer, the Association for Cooperative Operations and Development (ACORD), the American Association of Insurance Services (AAIS) or the Insurance Services Office (ISO). The said Certificate shall name the Shreve Memorial Library, the City of Shreveport and Caddo Parish as an additional insured as indicated herein and include a provision that in case of cancellation or any material change in the coverage stated above the Library shall be notified thirty (30) days prior to any such change or cancellation.
- 7.11.2.1 Said provision shall include cancellation for non-payment of premium.
- 7.11.2.2 The Contractor shall be liable for its subcontractors' insurance coverage of the types and in the amounts stated above, and shall furnish the Library with copies of such Certificates of Insurance.

- 7.11.3 The Consulting Firm and all of its insurers shall, in regard to the above stated insurance, waive all right of recovery or subrogation against Shreve Memorial Library, its officers, agents or employees and its insurance companies, the City of Shreveport and Caddo Parish.
- 7.11.4 The payment of any deductible specified by such insurance policies shall be the responsibility of the Consulting Firm and will be paid solely by the Contractor.
- 7.11.5 If any of the insurance policies referred to above do not have a flat premium rate and such premium has not been paid in full, such policy must have a rider or other appropriate endorsement or waiver sufficient to establish that the issuer of the policy is entitled to look only to the Contractor for premium payment and has no right to recover premium payment from the Library.
- 7.11.6 The Library will give the Consulting Firm prompt notice in writing if the institution of any suit or proceeding and permit the Consulting Firm to defend same, and will give all needed information, assistance, and authority to enable the Contractor to do so.
- 7.11.7 The Consulting Firm shall similarly give the Library immediate notice of any suit or action filed or prompt notice of any claim arising out of the performance of the Contract.
- 7.11.8 The Consulting Firm shall furnish immediately to the Library copies of all pertinent papers received by the Consulting Firm.
- 7.11.9 If any part of the services specified by this agreement is sublet, similar insurance shall be provided by or on behalf of the subcontractor to cover their operations, and evidence of such insurance, satisfactory to the Library, shall be furnished to the Library by the Consulting Firm.

BEFORE A CONTRACT WITH THE LIBRARY IS SIGNED BY THE EXECUTIVE DIRECTOR OF THE LIBRARY, YOUR INSURANCE AGENT MUST VERIFY THE CORRECT COVERAGE ON YOUR INSURANCE CERTIFICATE.

Revised 08/29/16 - Contractors requirements

8.0 **SCOPE OF WORK**

8.1 The scope of this project is to provide design/engineering services to reroof Shreve Memorial Library Main Branch located at 424 Texas St., Shreveport, LA 71101 which is on the Federal Register of Historic Buildings. The estimated time of construction of the current roof is circa 1978. This project consists of removal of the existing built up roofing, approximately 5740 sq. ft., installed over an existing metal roof, down to stable substrate, patching of deck as required, and the installation of a new fleece-backed PVC or TPO membrane (60 mls) applied/adhered in accordance with roofing manufacturer instructions. The low slope roof also includes an approximately 1080 sq. ft. raised mechanical area that may be reroofed over existing. The project also includes the removal of all terracotta copings and installation, reroofing and selective removal and replacement of clay tiles where damage has been observed. The completed roof shall include a 20-year approved manufacturer NDL membrane Roof Warranty. The building will remain occupied for the duration of the project.

9.0 **SCOPE OF SERVICES**

9.1 The basic services of the selected Architect is to conduct visual investigation of the existing building and roof, development of all necessary method/procedures to reroof the existing structure while occupied to create a weathertight building. Established procedures will be developed into a set of construction documents that will be let for public bidding. The selected Architect will assist Shreve Memorial Library in the bidding process and will provide all necessary construction administration services to see the completion of the roofing project. Environmental testing prior to demolition is required for this project. It is estimated that design services should take no more than 60 days.

10.0 **SUBMITTAL INFORMATION**

10.1 **ONE (1) CLEARLY IDENTIFIED ORIGINAL AND ELEVEN (11) COPIES (TOTAL OF TWELVE (12) DOCUMENTS) OF THE QUALIFICATION STATEMENT** and supporting documentation shall be submitted to the Purchasing Agent, City of Shreveport not later than 3:00 p.m. on **the date specified on page two.**

11.0 **PROPOSALS MUST BE DELIVERED TO:**

- 11.1 City of Shreveport
- 11.1.1 Office of The Purchasing Agent
- 11.1.2 Government Plaza-Suite 610
- 11.1.3 505 Travis Street
- 11.1.4 Shreveport, LA 71101-3042

12.0 **DOCUMENTATION OF RESPONSES**

- 12.1 Responses to this request will be recorded in the presence of one or more witnesses.
- 12.2 Responses to this request must be submitted by using the attached envelope format on your sealed container.
- 12.3 Your firm name and address, RFS number, opening date and time, and RFS title should be shown on the outside of the envelope/container.
- 12.4 The City, on behalf of the Library, assumes no responsibility for unmarked envelopes/Containers being considered for an award.
- 12.5 Qualification statements received after the time specified will be recorded and then returned unopened. Questions seeking clarification of an aspect of this RFS may be submitted to shay.meadows@shreveportla.gov.

13.0 **SUBMISSION REQUIREMENTS**

13.1 To achieve a uniform review process and allow for adequate comparability, organize your response to this request in the manner specified below:

- 13.1.1 Letter of Transmittal--limit to four printed pages.
 - a. ___ State your firms understanding of the work to be done, make positive commitment to perform the work, and provide information on similar work that you have performed.
 - b. ___ Email address.
 - c. ___ Total number of employees in your firm.
 - d. ___ Number of employees in the Shreveport office.
 - e. ___ Percent of design work to be provided by the Shreveport office
 - f. ___ Percent of design work to be provided at other locations. List each location separately.
 - g. ___ Provide a list of current and projected projects.
 - h. ___ Identify your proposals principal strengths.
 - i. ___ State whether or not your firm has been involved in any litigation and/or has been disqualified by any agency, including but not limited to Shreve Memorial Library or the City of Shreveport, within the past five (5) years, because of your performance.
 - j. ___ Include names of all subs.

***** Transmittal Letter ends here. *****

- 14.0 Provide Standard Form 330.
- 15.0 Submit the enclosed **FELONY CONVICTION STATEMENT.**
- 16.0 Submit the enclosed **AFFIDAVIT ATTESTING THAT PUBLIC CONTRACT WAS NOT SECURED THROUGH EMPLOYMENT OR PAYMENT OF SOLICITOR.**

- 17.0 Other information and materials may be submitted in support of qualifications, etc.
- 18.0 **Provide an electronic copy (CD or USB flash drive) of your response in an ATTACHED (NOT LOOSE) pocket file with each copy (5 copies) of your submittal.**

19.0 **SELECTION PROCESS AND METHOD OF AWARD**

- 19.1 The qualification statements will be evaluated by the Library Board of Control to determine the firm which it considers the most qualified for and suited to perform the work.
- 19.2 Architect Selection Committee Meeting Notices are posted on the library's website.
- 19.3 Instructions are as follows:
- 19.4 Go to web site: <https://www.shreve-lib.org/380/Board-of-Control>
- 19.5 Click on Meeting Agendas.
- 19.6 Scroll down to the appropriate year and click on it. Click on Committee Meetings.
- 19.7 Shreve Memorial Library's Library Board of Control Architect Selection Committee members will review the qualification statements and letter of interest and may conduct interviews with any or all submitting firms if it finds that such interviews are warranted and will aid in the selection process.
- 19.8 Regular Architect Selection Committee Meetings are public meetings and Interviews are not public meetings.
- 19.9 The Committee will recommend a firm to the full Library Board of Control. The Committee may also opt to send a list of firms to the full board and any lists of firms submitted shall be in order of preference, based on its analysis of the material submitted.
- 19.10 The Shreve Memorial Library Board of Control has the final selection authority.
- 19.11 Factors to be considered by the Architect Selection Committee include location, current workloads in relationship to its capacity, experiences on similar projects, performance on prior contracts with the Library, personnel available for the work, a proposed work plan where applicable, and any other factors necessary to make an informed recommendation.
- 19.12 The selection process will likely take approximately 60 to 90 days.

20.0 **PROCESSING OF DATA WARRANTY**

- 20.1 The Architect shall warrant fault-free performance and fault-free results in the processing of date and date-related data (including, but not limited to calculating, comparing and sequencing) of all hardware, software and firmware products delivered and services provided hereunder individually or in combination, as the case may be from the effective date of the contract.
- 20.2 Also, the Architect warrants the current year and beyond calculations will be recognized and accommodated and will not, in any way, result in hardware, software or firmware failure.
- 20.3 The Library, at its sole option, may require the Architect, at any time, to demonstrate the procedures it intends to follow in order to comply with all the obligations contained herein.
- 20.4 The obligations contained herein apply to products provided by the Architect, its substitute in lieu thereof Architect or any third party involved in the creation of the products to be delivered under this contract.
- 20.5 Failure to comply with any of the obligations contained herein may result in Shreve Memorial Library availing itself of all its rights under the law and under this contract including, but not limited to, its right pertaining to termination or default.
- 20.6 The warranties contained herein are separate and discrete from any other warranties specified in the solicitation document, and are not subject to any disclaimer of warranty or limitation of the Architect's liability.

21.0 **UNSATISFACTORY WORK**

- 21.1 The Library shall not be obligated to pay for unsatisfactory work.

22.0 **COMPLIANCE WITH CIVIL RIGHTS LAWS**

22.1 By submitting and signing this bid, bidder agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, Federal Rehabilitation Act of 1973, as amended, the Veterans Readjustment Assistance Act of 1974, Title IX of The Education Amendments of 1972, the Age Act of 1975, and bidder agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Bidder agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, sexual orientation, gender-identity, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by bidder, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.

23.0 **PUBLIC INFORMATION**

23.1 The contents of any proposal will not be public information until after the contract award is made.

APPENDIX 1

CITY OF SHREVEPORT on behalf of SHREVE MEMORIAL LIBRARY
City of Shreveport
FELONY CONVICTION/E-VERIFY AFFIDAVIT

This document must be furnished with your proposal. Failure to submit at the specified time may result in the proposal being declared as non-responsive.

RFS Number: 20-707

By signing this document in accordance with La. R.S. 38:2227, the appearer, as a proposer on the above project, does hereby attest that:

1.0 No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes:

- | | |
|---------------------------------------|-----------------------------------|
| 1.1 Public bribery (R.S. 14:118) | 1.2 Extortion (R.S. 14:66) |
| 1.3 Corrupt influencing (R.S. 14:120) | 1.4 Money laundering (R.S. 14:23) |

2.0 Within the past five years from the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:

- | | |
|---|---|
| 2.1 Theft (R.S. 14:67) | 2.2 Identity Theft (R.S. 14:67.16) |
| 2.3 Theft of a business record (R.S.14:67.20) | 2.4 False accounting (R.S. 14:70) |
| 2.5 Issuing worthless checks (R.S. 14:71) | 2.6 Bank fraud (R.S. 14:71.1) |
| 2.7 Forgery (R.S. 14:72) | 2.8 Contractors; misapplication of payments (R.S. 14:202) |
| 2.9 Malfeasance in office (R.S. 14:134) | |

3.0 By signing this document in accordance with La. R.S. 38:2212.10, the appearer, as a proposer on the above project, does hereby attest that:

- 3.1 The private employer is registered and participates in a status verification system (E-Verify) to verify that all employees in the state of Louisiana are legal citizens of the United States or are legal aliens.
- 3.2 The private employer shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the state of Louisiana.
- 3.3 The private employer shall require all subcontractors to submit to the employer a sworn affidavit verifying compliance with Paragraphs (3.1) and (3.2) of this Subsection.

If evidence is submitted substantiating that a false attestation has been made and the project must be readvertised or the contract cancelled, the awarded entity making the false attestation shall be responsible to the public entity for the cost of rebidding, additional costs due to increased cost of bids and any and all delay costs due to the rebid or cancellation of the contract.

And, executes this document as:

Company Name: _____

Address: _____

Phone Number: _____ FAX Number: _____

By: _____

Signature of Authorized Owner or Representative

Title

Date

Print Name: _____ E-Mail Address: _____

Fax to: 318-673-5408

OR E-Mail to: shay.meadows@shreveportla.gov

(11-11-20)

APPENDIX 2

CITY OF SHREVEPORT on behalf of SHREVE MEMORIAL LIBRARY

**AFFIDAVIT ATTESTING THAT PUBLIC CONTRACT WAS NOT SECURED THROUGH
EMPLOYMENT OR PAYMENT OF SOLICITOR**

This document must be furnished with your proposal.
Failure to submit at the specified time will result in the proposal being declared as non-responsive.

RFS Number: 20-707

All architects, engineers, contractors, subcontractors, or any other person, corporation, firm, association, or other organization receiving value for services rendered in connection with this contract shall execute the following affidavit:

BEFORE ME, the undersigned Notary Public duly qualified and commissioned, came and appeared _____, authorized representative of _____ who does hereby state as follows, to-wit:

- 1.0 that I employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, in connection with the construction of the public building or project or in securing the public contract were in regular course of their duties for me; and
 - 2.0 that no part of the contract price received by me was paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by me whose services in connection with the construction of the public building or project were in the regular course of the duties for me.
 - 3.0 Architects and engineers are prohibited from owning a substantial financial interest, either directly or indirectly, in any corporation, firm, partnership, or other organization which supplies materials for the construction of a public building or project when the architect or engineer has performed architectural or engineering services, either directly or indirectly, in connection with the public building or project for which the materials are being supplied.
- (a) For the purposes of this Section, a substantial financial interest shall exclude any interest in stock being traded on the American Stock Exchange or the New York Stock Exchange.

THUS DONE AND PASSED before me, Notary, on this _____ day of _____, 20 ____.

Signature
Title

NOTARY PUBLIC _____ Signature Seal _____

FROM: _____

*License # _____

PLEASE RUSH TO:

CITY OF SHREVEPORT
OFFICE OF THE PURCHASING AGENT
505 Travis Street, Suite 610
SHREVEPORT, LOUISIANA 71101-3042

SEALED QUALIFICATIONS FOR:

RFS Number: 20-707

Project Name: Consulting Architect Services - Downtown Library Roof Replacement

Opening Date/Time: _____

Attention: Use this format on the outside of your container when responding with a paper bid.
We do not accept faxed responses for formal solicitations. Revised 10-20-11