

**PUBLIC ANNOUNCEMENT**  
**Request for Qualifications for Architecture Services**  
**Lebanon Public Library Remodel and Renovation Project**

The Board of Library Trustees of the Lebanon Public Library is requesting sealed Statements of Qualifications from professional design firms for the purpose of providing architectural consulting and design services for the Lebanon Public Library Remodel and Renovation Project.

The design professional will conduct pre-design consulting services, develop design plans, secure necessary permitting, and assist with procurement for construction of the project.

RFQ documents may be obtained by contacting Julie McClellan, Library Director, at [juliemcclellan@lebanonlibrary.org](mailto:juliemcclellan@lebanonlibrary.org), or by visiting the Lebanon Public Library website at: <https://lebanonlibrary.org/>.

Submissions will be accepted until 4:30pm EST on Friday, November 17, 2023.

Please contact the Lebanon Public Library at (513) 932-2665 if you have trouble with this procedure or if you need additional information on accessing project information on our website. Please be aware that if you are downloading documents for this project, addendums to the scope may be issued prior to the submission date.

**Request for Qualifications  
Professional Design Services  
Lebanon Public Library Remodel and Renovation Project**

The **Board of Trustees of the Lebanon Public Library** (hereinafter referred to as the “Library”) is requesting Statements of Qualifications (SOQ) from professional design firms for the purpose of conducting pre-design consulting services, developing design plans, securing necessary permitting, and assisting with procurement for construction of a remodel and renovation at the existing Lebanon Public Library building.



**Project Description:**

The Lebanon Public Library is located at 101 South Broadway, Lebanon, in Warren County, Ohio. The Library building sits on a 1.7765 acre parcel, a portion of which is improved with gardens, walkways, and a pavilion, and a portion of which is improved with a parking lot.

In 1903 philanthropist Andrew Carnegie offered the City of Lebanon \$10,000 for the construction of a public library as part of his endeavor throughout his life to create public libraries in small towns throughout the United States. On January 1, 1908, Lebanon’s Carnegie Library was opened to the public. As the City of Lebanon has grown, so has the library. In 1940, use of the library was extended to all residents of Warren County. A bookmobile service was established in 1943, broadening the library’s reach to schools and villages outside of Lebanon. In 1955, the basement was renovated for additional space and a large addition was built in the 1980’s. In 2010, the park and pavilion were added to the library grounds. In 2015, there was a significant renovation to the lower level of the library, adding a technology center and improving story time facilities. Today, the library continues to serve the Lebanon and Warren County community, with services ranging from traditional library services such as loaning books and other media, to programs for children and teens, technology assistance, technology education, and 3D printing. Literacy outreach programming is also an important part of the library’s mission, including contributions to the Warren County Imagination Library and Adult New Reader programs.

The Library plans a renovation project for the main level of the library, which was last renovated and expanded in 1988. The Library wishes to maintain the Carnegie character of the Library, but also to refresh and repurpose areas for utility, economy, and aesthetics, with sight lines and staff and patron safety in mind. The project will include

new flooring on the main level and staircases; new furniture, lighting, outlets, light switches, countertops, shelving endcaps, built-ins, rolling racks, window shades, ceiling tiles, signage, and other fixtures; re-design of the information desk, circulation desk, and other work station areas; and improvement of the old library vestibule and Main Street vestibule areas, including a new automatic sliding door. Additionally, the Library requires a restroom remodel, to replace stalls, flooring, countertops, wall coverings and lighting. The custodial area requires a new sink. The main floor, entrances, and stairways all require new paint. If budget allows, the new design will extend the existing mezzanine along the south wall of the library.

**Project Timeline:**

The design phase of the project has an estimated completion date of summer 2024, with procurement of construction contract(s) to be completed by the end of the summer 2024 and construction to begin September of 2024. Note that construction cannot take place during the summer months due to interference with summer library programming.

**Project Budget:**

The total project budget, to include professional design services, consultants as required, and final construction is a maximum of \$1 million.

**Submittals:**

Interested firms should submit three (3) copies of their Statements of Qualifications. The envelope shall be plainly marked on the outside **“Lebanon Public Library Remodel and Renovation Project.”** Submittals may also be sent electronically to the email address indicated below.

Submittals must be delivered to the following address, before the submittal deadline of **4:30 pm. EST on Friday, November 17, 2023:**

Attn: Julie McClellan, Library Director  
Lebanon Public Library  
101 South Broadway  
Lebanon, Ohio 45036  
[juliemcclellan@lebanonlibrary.org](mailto:juliemcclellan@lebanonlibrary.org)

The Library reserves the right to waive any defect or technicality in any SOQ received or to eliminate any firm that submits an incomplete or inadequate SOQ or that is not responsive to the requirements of this RFQ.

The Library reserves the right to decline all submissions and readvertise this RFQ.

**Questions, Clarifications, and Addenda:**

All questions concerning this RFQ shall be directed in writing via email to Julie McClellan, Library Director, at the email address listed above. Questions will be reviewed and the Library will determine whether any addenda should be issued as a result of any pertinent or substantive inquiries. Addenda will be issued to all firms that have requested the RFQ for the Project.

*Firms shall not rely on any oral instructions or answers.*

**Qualifications:**

Submittals shall include the following:

1. Information about the firm's history.
2. A description of the firm, i.e., the form of business structure (corporation, partnership, joint venture, etc.) that is responding and will serve as the Architect for the Project. The SOQ shall identify the portion of the work that will be undertaken directly by the Respondent and what portions of the work will require outside consultants and vendors, if any. The Library will have the sole right to approve any outside consultants and vendors.
3. At a minimum, the SOQ shall identify the key members of the team assigned to the Project and their respective roles, education, technical training, and experience of owners and key personnel.
4. Competence to perform the required service as indicated by the technical training, education, and professional experience of the firm's key personnel, especially that of the employees within the firm who would be assigned to perform the services.
5. The firm's experience and past performance providing substantially similar services, including:
  - Engineering design services
  - Permitting services
  - Land surveying services
  - Architecture services
  - Historical architecture renovation services

- Equipment procurement services
  - Construction administration
6. Ability of the firm in terms of its workload and availability to provide services competently in an efficient and timely manner.
  7. The firm's location and proximity to the site for the purpose of attending regular, in-person meetings.
  8. Past performance as reflected in evaluations of previous and current clients for which the firm has provided or is providing similar services. Please include a list of three (3) relevant projects involving similar services performed by the firm during the past ten (10) years. Include the following information for each project:
    - Project owner, name of project, and project location
    - Brief description of the project
    - Year services were completed or anticipated completion date
    - Reference contact person and phone number
    - Outcomes/ successes in the project

**Additional Information Requested for the Project:**

In addition to the qualifications and information listed above, the firm's submittal should include the following:

1. Identify the principal in charge of the Project, the Project Manager, the primary point of contact, and any other individuals assigned to the Project, together with the education, technical training, and experience of these individuals, to the extent it has not been provided in the firm's qualifications.
2. Describe the steps the firm will take to coordinate and carry out the program with the Library.
3. List of consultants and vendors used to provide any services not performed by the firm.
4. Provide specific information on the program coordination and the firm's experience over the past ten (10) years coordinating similar programs while staying within the initial budget.

5. Professional liability insurance coverage and claims history, including errors and omissions. Please include:
  - The coverage amounts and types of insurance coverage, particularly the firm's commercial general liability and professional liability limits;
  - Specific information about any claims asserted against the firm or its professional liability carrier within the last ten (10) years, including the resolution of the claim(s).
6. List a maximum of three (3) specific and unique qualities that set your firm apart from others in relation to this Project.

**Evaluation Criteria:**

The criteria the Library will use to evaluate the SOQ's include, but are not limited to, the following:

1. Demonstrated ability to meet Owner's programmed Project vision, scope, budget, and schedule.
2. Competence to perform the required professional design services as indicated by the technical training, education, and experience of the firm's key personnel assigned to the project.
3. Previous experience compatible with the proposed Project.
4. Relevant past work of proposed consultants and vendors, if any.
5. Past performance of the firm, as reflected by the evaluation of previous clients with respect to such factors as design quality, creativity, cost control, scheduling, quality of work, administration, and communication.
6. Qualifications and experience of individuals directly involved with the project.
7. Proposer's previous experience (number of projects, size of projects, relevance of projects) when working with its proposed consultants and vendors.
8. Outline specification writing credentials and experience.

9. Proximity of prospective firm to the project site.
10. Ability of the firm in terms of workload and availability of qualified personnel, equipment, and facilities to perform the required professional services competently and expeditiously.
11. Other qualifications that are consistent with the scope and needs of the Project.

**Selection Process:**

As required by section 153.65, *et seq.* of the Ohio Revised Code, the Library will use a qualifications-based selection process, and firms will be evaluated and ranked in order of their qualifications. The Library has selected an Evaluation Committee ("Committee") to review the SOQ's and rank the Respondents. The top three (3) Respondents best qualified to perform the Architecture services for the Project will be recommended for consideration to the Library Board. The Committee will evaluate and rank Respondents' SOQ's based on the Qualifications and Evaluation Criteria discussed within this RFQ.

The Committee reserves the right to interview individual Respondents regarding their Qualifications at any time during the selection and ranking process.

The Library Board will review the top three Respondents' Proposals and may subsequently interview the Respondents prior to entering into negotiations. The Library Board or its designee will attempt to negotiate a reasonable fee for services, and enter into a Contract with the Respondent considered best qualified, and, if unsuccessful, the Library will attempt to negotiate a reasonable fee with and enter into a Contract with the Respondent deemed next best qualified, and so on, until either a Contract is successfully negotiated, or, in the opinion of the Library, it is not in the best interest of the Library to negotiate with any other Respondents.

The Board reserves the right to terminate any or all negotiations and receive additional qualifications from other interested firms or terminate the process.

The Board shall have no liability for the costs and expenses incurred by the Respondents in responding to the RFQ, responses to clarification requests and re-submittals, potential interviews, and subsequent negotiations. Each Respondent that enters into the procurement process shall prepare the required materials and submittals, attend meetings and interviews at its own expense and with the express understanding that they cannot make any claim whatsoever for reimbursement from the Board for the costs and expenses associated with the process.

The Board reserves all rights to terminate and/or modify this procurement process as well as make follow-up inquiries after evaluating responses to this RFQ.

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