

SPRINGFIELD-GREENE COUNTY LIBRARY DISTRICT
REQUEST FOR QUALIFICATIONS: CONSTRUCTION MATERIAL TESTING AND SPECIAL INSPECTIONS
MIDTOWN CARNEGIE BRANCH LIBRARY – ADDITION AND RENOVATIONS

April 10, 2024

1. SUMMARY

- a. Outline of Project: The Springfield-Greene County Library District is seeking qualifications for the services of a third party special inspection and construction material testing firm for an approximately 2,300 square foot new entry addition and renovations to the Midtown Carnegie Branch located in Springfield, Missouri. The project will accommodate a new, enclosed entry space, renovation to the existing elevator pit and mechanical system, site work to the existing parking lot, and an addition of a 300 square foot dock to the Book Storage Building located at the northwest corner of the site.
 1. Demolition of the existing 1999 entry addition, two-stop elevator, and site stairs / ramp will begin the project.
 2. The new entry will enclose two concrete ramps connecting the parking lot elevation with the main level and basement area of the branch library. The structure consists of concrete spread footings, cast-in-place concrete flooring at the basement level, suspended composite concrete decking at the main level, and metal decking at the roof level all supported on a system of steel columns and beams. The exterior enclosure utilizes metal studs to support terra cotta panel cladding as well as both curtain wall and storefront glazing systems. The roof is a single ply membrane.
 3. The renovation to the existing building includes the removal and replacement of the current three-story elevator jack, removal and replace of the existing heating/cooling equipment, and the removal and addition of new domestic water piping within the building.
 4. The site work includes the regrading of the existing parking lot directly adjacent to the new entry to meet allowable slopes. An alternate is identified for providing a new site light pole.
 5. The new dock addition at the Book Storage Building will provide a new overhead door and dock leveler for receiving shipments of books. The building structure consists of concrete spread footings, cast-in-place concrete slab, and metal stud walls and rafters. The addition will be wrapped in an insulated metal panel with a standing seam metal roof.
- b. Experience Requirements: Each respondent who submits qualifications shall hold any licenses as required by law. No qualifications will be considered that do not fully comply with the provisions as to licenses and insurance. Award of projects will be based on best qualified candidates at the Library's discretion.
- c. Submittal Requirements: Submittals will be accepted no later than 10:00 AM on Tuesday, April 30, 2024. Send by email to proposals@thelibrary.org in a PDF format.
 1. Submissions received after 10:00am will be considered unresponsive and will be disqualified.
- d. Timeline: The project is expected to start construction in the summer of 2024 and conclude by the winter of 2025, with a focus on being finally complete on or before March 1, 2025. The precise schedule and sequence of construction activities will be developed by the Contractor, Crossland Construction Company, at a later date.
- e. Reference Documents and Questions: Interested parties can obtain digital copies of project documents and direct any questions to Dake Wells Architecture (Attn: Joey Hamm, jhamm@dake-wells.com).

2. WORK REQUIREMENTS

- a. The selected professional is expected to meet the requirements of IBC 2018 Section 1705 Required Special Inspections and Tests. Additional scope items may be negotiated with the selected professional pertinent to project specific elements and/or criteria.
- b. The selected professional is required to commit at least one Project Inspector who will be responsible for overseeing all testing and inspections required for the project and report to the Library's representative and its construction manager. The Project Inspector must have experience in overseeing testing and inspection programs for similar projects; must have excellent management and communication skills; and the ability to work in partnership with the Library's representative and staff as required.
- c. The selected professional shall be required to prepare and submit written reports on all inspections and testing. Reports will summarize all findings, conclusions and recommendations determined during testing procedures. All reports shall be prepared under the supervision of a professional engineer registered in the State of Missouri. Reports will be typed and emailed to the Library, their representative and construction manager when completed.
- d. All personnel intended to work on the project shall be approved by the Library prior to working on site. All personnel shall comply with Library requirements and all applicable Federal, State, County and City laws governing safety, health and sanitation.

3. SUBMITTAL CRITERIA

- a. Library administration, along with the Architect of Record, will evaluate all responses based on the qualifications submitted. All submitting responses will be notified after a selection has been made.
- b. Submittals shall include and be organized as follows:
 - 1. Company Background**
 - a. Company name, relevant address(es), and contact information.
 - b. Structure of company, i.e., sole proprietorship, partnership, corporation, and size of company.
 - c. Years company has been in business.
 - d. Primary point of contact.
 - e. Organizational description.
 - 2. General Company History/Qualifications**
 - a. A brief history of the company, philosophy and the services routinely provided.
 - b. The resumes of all persons to be assigned to the Library's project with their prospective roles identified.
 - c. Documentation that the company includes licensed Professional Engineers in the State of Missouri.
 - 3. Experience & References**
 - a. Describe experience in working with public entities, specifically libraries.
 - b. List representative educational projects – in progress and completed. Include a reference point of contact. List a minimum of three (3) relevant projects in Missouri and include the following:
 - Project name and location
 - Year completed
 - Short description of project including scope of work provided
 - Name and contact information of representative tasked with daily responsibilities of the project
 - Name and contact information for General Contractor or Construction Manager

- Cost of construction
- c. List of differentiating factors your firm possesses.

4. Project Approach

- a. In three pages or less, please describe your planning, management and quality control approach to the project.

4. ADDITIONAL INFORMATION

- a. By submitting a response, respondents represent and warrant that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, may be excluded.
- b. The Library and its representatives will not be responsible for the costs incurred by anyone in the submittal of responses.
- c. This RFQ is not a contract or a commitment of any kind. If it results in a contract offer by the Library, the specific scope of work, associated fees and other contractual matters will be determined during negotiations.
- d. The Springfield-Greene County Library District reserves the right to accept or reject all qualifications and proposals received through this request, to negotiate with all qualified offerors, or to cancel in part or in its entirety this request, if in the best interest of the Library.

END OF DOCUMENT