REQUEST FOR QUALIFICATIONS (RFQ):
ARCHITECTURAL/ENGINEERING SERVICES

SPRINGFIELD-GREENE COUNTY LIBRARY DISTRICT

MIDTOWN CARNEGIE BRANCH LIBRARY

November 28, 2022

The Springfield-Greene County Library District (referred to as the “Library”) has
been granted ARPA funds and as a result is requesting qualifications from
interested architectural/engineering firms capable of providing professional
services in connection with the design and renovation of the Midtown Carnegie
Branch Library, 397 E Central Avenue, Springfield, MO 65802. All work is
contingent upon receipt of ARPA funds.

The Library invites parties interested in providing design services for the project,
which may include conceptual and final drawings and bid documents, to submit
statements of qualifications and proposals for consideration by the Library. It is
the intent of this RFQ to describe the required services in sufficient detail to
secure comparable qualifications.

The process for procurement of architectural/engineer services will proceed in
two stages. Stage one will be submission of written qualifications. The Library
will review and evaluate the written responses to the Request for Qualifications.
Written responses to the Request for Qualifications must be received by 5:00 pm
Friday, January 13, 2023. Written responses to the Request for Qualifications
arriving after 5:00 pm on Friday, January 13, 2023 will be disqualified. Please
submit both a written response to the address listed below and an electronic
response at the same time. Electronic submissions should be submitted to:
proposals@thelibrary.org

Regina Greer Cooper, Executive Director
Architectural Services RFQ
4653 S Campbell
Springfield, MO 65810
(417)833-5366

Proposers will be responsible for all costs (including site visits) incurred in
preparing or responding to this RFQ. A mandatory pre-submission meeting and
site tour will be held at the Midtown Carnegie Branch Library on Wednesday,
December 7 at 3:30 p.m. Authorized staff, advisors and current contractors will
be available to discuss the project. Questions from firms that are intended to
clarify the contents of this RFQ must be submitted at this time. Any questions not
answered immediately will be posted with responses at thelibrary.org/purchasing.

The Springfield-Greene County Library District is a political subdivision of the state of Missouri, and any information submitted to the Library is subject to release as provided for by Missouri Public Records Law. The Library will take reasonable efforts to protect any information marked “confidential,” to the extent allowed by Missouri Public Records Law. Confidential information must be submitted in a separate envelope, sealed and marked “Confidential Information” and will be returned to the proposer upon request, after the determination of a list of qualified firms. It is understood, however, that the Library will have no liability for disclosure of such information. Any proprietary or otherwise sensitive information contained in or with any submittal is subject to potential disclosure. All other materials and documents submitted in response to the RFQ become the property of the Library and will not be returned. The Springfield-Greene County Library District is exempt from Federal and State taxes and will execute the required exemption certificates.

The Library will select a firm to provide the required services based upon the statements of qualification and proposals received and the availability of the firm determined most qualified to provide the required services by the Library’s timelines for completion. The Springfield-Greene County Library District reserves the right to reject any and all qualifications, to waive any irregularities in the qualifications received, and to accept the submission deemed most advantageous to the best interest of the Library.

Written qualifications shall include:

- Information regarding the firm’s history including education, technical training and experience of owners and key personnel
- Written documentation should demonstrate the firm’s experience in designing substantially similar projects, specifically library facilities or public projects
- Demonstration of the firm’s ability to complete renovation projects, as well as design and completion of new construction projects
- Demonstration of the firm’s ability to complete the project on the timeline proposed, including availability of the firm’s staff and other equipment and resources to achieve completion of the project on the proposed timeline
- Include a list of all current or past library, or public design and construction projects, including projects for which the firm has submitted
statements of qualification and was considered to provide design and construction services

- Firm’s equipment and facilities
- Past performance as reflected in evaluations of previous and current clients with respect to controlling costs, quality of work and meeting deadlines
- Inclusion of three relevant projects involving similar work which the firm designed in the past five (5) years. Three (3) of these projects should be the firm’s most recent projects including project owner, name of project and location; brief description of the project; year completed or anticipated completion; construction costs; reference contact person and phone number
- Qualifications of the individuals identified by the firm who will be responsible for document production and communication with the Library during the project

In addition to the written qualifications the firm’s proposal should include:

- Identification of the partner in charge of the project, project architect/engineer, as well as other personnel to be involved in the project
- Description of the steps the firm will take to coordinate design and work on the project with the Library and the architect/engineer of record with the respect to scheduling of the project, maintaining construction schedule or post-construction of the project
- Firm’s practices with respect to site visits and oversight of project
- Proposed internal timeline, in months, for completion of the project
- Description of services to be provided by the firm for pre-construction, construction and post construction of the project, including schematic design, design development, construction documents and contract administration
- Explanation the firm’s approach, experience and expertise in the planning for the use of technology
- Explanation of the firm’s approach, experience and expertise in the implementation and planning of environmentally sustainable design
Specific information on project budget development and the experience of working to refine project estimates over the last five years

Specific information regarding interior design and experience with library floor plans

Specific information regarding proposed consulting firms including civil, structural and mechanical/electrical/plumbing engineers

The Library will select no more than three qualified architects/engineers to proceed to the presentation stage of the procurement process. Notification of selected firms will occur after February 13, 2023.

Stage two will consist of an in-person presentation for the Library’s Board of Trustees. Each of the selected qualified architects/engineers will participate in a detailed presentation to discuss more fully their approach to this project. Candidates will be ranked in order of qualification based on responses to the RFQ and presentation. The top candidate will then be invited to proceed to the negotiation stage.

Once a top candidate is chosen and negotiations are complete, the Library requires that the design, planning and selection of a general contractor begin as soon as possible. The Library asks that the chosen candidate assist Library staff and Board with the selection of a single general contractor. Design and construction will need to be completed by December 2026.

The Springfield-Greene County Library District is a city-county library that provides library service to approximately 300,000 residents. The Library serves the residents of Springfield and Greene County with ten branch libraries, two 24 hour library kiosks, one mobile library and a variety of cooperative endeavors. The Library is governed by a board of nine appointed trustees, five from the City of Springfield and four representing Greene County.

The Midtown Carnegie Branch Library, located 397 East Central Avenue, is a three story, 30,000 sq. ft. building. The building was completed in 1905, and it now serves as a cozy neighborhood library. The branch houses approximately 29,000 items, including books, CDs, DVDs and public internet stations. Use of the branch is significant with over 73,000 visitors annually and approximately 55,000 items being checked out annually.

The Midtown Carnegie Branch Library includes a computer training center and maker space. In addition the branch hosts many teen users visiting from Central High School which is adjacent to the building.
Design and renovation of the Midtown Carnegie Branch Library shall include, but is not limited to, certain key elements:

- Design for removal of interior hydraulic elevator system and replacement with a traction elevator system. Priority should be given to this element to provide ADA access to all floors as quickly as possible.

- Design and specifications for a new energy efficient heating, ventilating and air conditioning system. This includes replacement of the existing boiler system and removal of the existing boiler and chiller units. Consideration should be given to a VRF system.

- Design and specifications for water supply line replacement with PEX or equivalent product.

- Collaboration or consultation with existing Library contractors familiar with the Library’s current HVAC and water supply line systems is required.

- Redesign of the north entrance including functional ADA access to the main floor.

- Redesign or removal of the exterior elevator and shaft

- North entrance design should include a plan for grading, drainage or other site work necessary to improve or avoid compounding water seepage issues on the north side of the building.

- Total costs for the design and renovation to be under $2,000,000; meet all compliance requirements for ARPA funds; and comply with requirements of the Americans with Disabilities Act.

The scope of services shall include all stages of architectural design including, but not limited to, project selection, programming, preliminary design, design development and final design. The scope shall also include documentation, construction and evaluation. The project will be divided into multiple phases.

Phase I will include architectural programming, schematic design and cost estimates. Members of the architectural and design team will be available for no less than two meetings with Library staff. The architectural and design team will provide at least two renderings of proposed renovation. The models shall be mounted for display to the public.

Phase II shall include design development and revised project cost estimate. Phase II shall also include construction development and building and
negotiation responsibilities. Phase II will include assisting with the choice of General Contractor for the project. Phase II will also include the construction phase and post construction services.