

**REQUEST FOR QUALIFICATIONS (RFQ): ARCHITECTURAL/ENGINEERING  
SERVICES**

**SPRINGFIELD-GREENE COUNTY LIBRARY DISTRICT**

**REPUBLIC BRANCH LIBRARY**

**October 10, 2023**

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 of the Republic Branch Library, 921 N. Lindsey Ave, Republic, MO 65738.

It is the intent of this RFQ to describe the required services in sufficient detail to secure comparable qualifications. Appropriate questions from firms that are intended to clarify the contents of this RFQ must be submitted to [proposals@thelibrary.org](mailto:proposals@thelibrary.org) by Tuesday, October 17, 2023. Answers will be posted to the Library’s website.

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. All proposals must be in compliance with requirements connected to ARPA funds.

Proposers will be responsible for all costs (including site visits) incurred in preparing or responding to this RFQ. Authorized staff will be available after October 10, 2023, to discuss the project. All architects/engineers are encouraged to evaluate the data contained in the RFQ carefully and visit the existing facility to enhance their understanding of the project.

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 submittal deemed most advantageous to the best interest of the Library.

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 Thursday, October 26, 2023. Written responses to the Request for Qualifications arriving after 5:00 pm on Thursday, October 26, 2023, will be disqualified. Respondents should submit (1) hard copy and (1) electronic response by the deadline. Electronic submissions should be submitted to: [proposals@thelibrary.org](mailto:proposals@thelibrary.org). Hard copies should be sealed and packaged with clear identification as follows:

“Proposal for Republic Branch Library”  
Regina Greer Cooper, Executive Director  
Architectural Services RFQ  
Springfield-Greene County Library District  
4653 S Campbell  
Springfield, MO 65810  
(417)833-5366

The Library will select no more than three qualified architects/engineers to proceed to the oral interview state of the procurement process. Notification of selected firms will occur after October 30, 2023.

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

The Library will likely employ a construction manager at risk for project delivery, and that the design, planning, and selection of a construction manager at risk begin as soon as possible. The Library asks that the chosen firm assist Library staff with the choice of construction manager at risk. Design and construction will need to be completed by December 2026.

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.
- Demonstration of the firm's knowledge of the Republic area, and the Library's history, growth, and plans for the new facility.
- 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 control 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 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 projects.
- 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 of 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 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 Springfield-Greene County Library District is a city-county library that provides library service to approximately 299,000 residents. The Library serves the residents of Springfield and Greene County with ten branch libraries, 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 City of Republic has grown tremendously in recent years. The population of the city has grown by over 25% between 2010 and 2020. A 2030 population projection reaches nearly 28,000 residents. With growth the community has new needs and requirements from their local branch library. Republic citizens will need dedicated space where remote workers and business owners can conduct the day-to-day activities of the modern work environment as well as access valuable resources and tools to help support and develop their businesses and careers. The Library District wants to expand its existing services to create a space in Republic that is uniquely designed to support the entrepreneurs and remote workers driving the unprecedented economic development in and around the city.

The Republic Branch Library, located 921 N Lindsey Avenue, Republic, MO, is a one-story, 10,000 sq. ft. building. The Republic Branch Library opened in 1961 and has relocated five times. Each relocation has increased the capacity of the library. The branch has a nature literacy focus, houses approximately 27,000 items, including books, CDs, DVDs and public internet stations. Use of the branch is significant with over 80,000 visitors annually and approximately 140,000 items being checked out annually.

Design of the Republic Branch Library shall include certain key elements:

- Design and specifications for library space for total collection size of 40,000 items (approximately 10,000 square feet), children's area with separate storytime room for programming, and comfortable seating throughout the branch.
- The following should have separate access from the library proper:
  - Design and specifications for a 150-200 seat auditorium.
    - Auditorium should include a permanent stage.
    - Auditorium to include a permanent audiovisual control space.

- Auditorium should include full audiovisual equipment and lighting equipment for the stage area.
  - Design and specifications for a business center.
    - Business center should include coworking space and several differently sized conference rooms.
    - Business center should include ample space for public Internet computers, print stations, and other specialized equipment.
- Planning for adequate parking for the auditorium, business center, as well as general Library use simultaneously.
- Planning for drive-thru window pick up service that doesn't disrupt pedestrian or traffic flow.
- Total costs for the design and construction will be between \$13,500,000 and \$11,000,000 dependent on budget considerations. The project must meet all compliance requirements for ARPA funds, and comply with requirements of the Americans with Disabilities Act.
- Total square footage desired to be 27,000 square feet, with the ability to reduce size to 22,000 square feet depending on budget considerations.
- Site lot will be 5 +/- acres.

The scope of services shall include all stages of architectural design to include, 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. The Library asks that the chosen candidate assist Library staff and board with the choice of construction manager at risk.

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 staff and trustees. 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 also include the construction phase and post construction services.