

Request for Statement of Qualifications: Architectural Services Scenic Regional Library

January 22, 2020

The Board of Trustees of Scenic Regional Library (referred to as the "Library") hereby gives notice of their intent to contract for architectural services in connection with the renovation of an existing building in Hermann for a new public library facility.

SECTION I: GENERAL INFORMATION

Firms will be responsible for all costs incurred in preparing or responding to this RFQ.

The Library will select a firm to provide the required services based upon the statements of qualification received and the availability of the firm determined most qualified to provide the required services by the Library's timelines for completion.

Scenic Regional Library is exempt from Federal and State taxes and will execute the required exemption certificates.

Scenic Regional Library 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.

SECTION II: PROJECT BACKGROUND

Scenic Regional Library is a Consolidated Library District that provides library service to 141,000 residents within Franklin, Gasconade, Warren and Crawford Counties through 9 traditional branch libraries and a bookmobile. The Library is governed by a board of thirteen appointed trustees, four from each of the three counties in the Library District and one from the Sullivan portion of Crawford County.

Scenic Regional Library is the eighth largest system in Missouri. The District is located in rural Missouri, directly serving communities ranging in population between 2,000 and 10,000. The district headquarters are located in Union, Missouri, approximately a 50 minute drive from downtown St. Louis.

In April 2014, voters approved the library's first tax increase in 55 years. In addition to a dramatic expansion of services, the Library committed to replacing or renovating and expanding all of its existing facilities.

The Library built new facilities in Owensville, New Haven, Pacific, Sullivan, Union, and Wright City, as well as renovated and expanded existing facilities in Warrenton and St. Clair in 2018 and 2019. The projects were financed through certificate of participation bonds or a lease purchase arrangement.

In 2018, the Library purchased a ten-year old, 25,000 sq. ft. vacant building in Hermann. The building, located at 123 Bavarian Hills Plaza, was formerly an ALCO discount store. The Library plans to renovate approximately one-third of the building for the new library and seek tenants for the remaining space. The project will be funded through the Library's reserve funds.

SECTION III: PROJECT SCOPE OF WORK

Engineering services will be required within the Scope of Work of this RFQ. Firms must include their selection for the engineering firm within their Proposal.

Following written notice by the Library Board to proceed with work, the professional services of the architect/engineer shall include the general architectural, interior design and engineering services required to analyze needs and develop recommendations as may be needed by the Library Board during the term of the contract. The services required for the project may include, but are not limited to:

- Meet with the Director or his designees to coordinate the project.
- Provide planning and design services for the project.
- Facilitate the design planning process through information gathering meetings.
- Perform site review and civil engineering studies as needed to establish the basis for the conceptual design.
- Develop a conceptual design for the project which will include, at a minimum, a proposed site plan, conceptual floor plan, conceptual rendering, budget estimates and information on building massing and materials.
- Provide architectural, interior design, engineering, and other services as needed for the design of the project.

The size of the library and extent of renovations may be adjusted as necessary due to budget estimates.

SECTION IV: TENTATIVE SCHEDULE FOR DESIGN WORK

- Deadline for receipt of Firm Qualifications and Response to RFQ – Wednesday, February 5, 2020 at 5:00 PM.
- Notification of interviews with Library Board – Monday, February 10, 2020
- Interviews – Tuesday, February 18, 2020
- Acceptance of negotiated architectural fees and contract to Board – Tuesday, March 17, 2020
- Design work and cost estimating – March-July 2020
- Library Board final approval of design and cost estimates – Tuesday, July 21, 2020

SECTION V: STATEMENTS OF QUALIFICATION

Statements of qualifications should include the following:

1. Information regarding the firm's history;
2. Identification of the architect(s)/engineer(s) in charge of the Project, as well as any other personnel assigned to the Project, together with the education, technical training, and experience of these individuals;
3. The firm's experience in designing substantially similar projects i.e., design and construction of library buildings, etc.;
4. Ability of the firm to complete the Project on the time-line proposed, including availability of the firm's staff and other equipment and resources to achieve completion of the Project on the time-line proposed.
5. Include a list of all current library design and construction projects, including projects for which the firm has submitted statements of qualification and is being considered to provide design services, and the status of each (i.e., what stage of design and/or construction, the estimated dates for completion of design and construction, and the staff assigned to each of the listed projects);
6. The firm's equipment and facilities;
7. Past performance as reflected in evaluations of previous and current clients with respect to factors such as control of costs, quality of work, and meeting deadlines. The firm should include a list of three relevant projects involving similar work, which the firm has designed during the past five years. Three of these projects should be the firm's most recent projects. The following information should be included for each project:
 - a. Project owner, name of project and location;
 - b. Brief description of the project;
 - c. Year completed or anticipated completion date,
 - d. Construction cost;
 - e. Other relevant information about the project and the firm's services;
 - f. Reference contact person and phone number;
8. The ability of the individuals identified by the firm who will be responsible for document production and communication with the Library during the Project to communicate with the Library.
9. Provide specific information on project budget development and the firm's experience with working with architects/engineers of record to refine project estimates over the past 5 years.

10. Explain the firm's experience, approach and specific expertise in planning for the use of technology.
11. The firm's practices with respect to site visits and oversight of the Project.
12. Description of the steps the firm will take to coordinate design and work on the Project with the Library with respect to maintaining the construction schedule and close-out of the Project.
13. List a maximum of four (4) specific and unique qualities that set your firm apart from others as it relates to this Project.

SECTION VI: SUBMISSION REQUIREMENTS

The deadline for receipt of firm qualifications and responses to the RFQ is Wednesday, February 5, 2020, at 5:00 PM.

Please prepare three (3) copies of the proposal and mark the envelope in which the submittals are enclosed as “Qualifications for Architectural Services” and deliver to:

Steven W. Campbell, Director
Scenic Regional Library
251 Union Plaza Drive
Union, Missouri 63084

A firm may also submit an electronic copy of their proposal in either in a PDF file format or a Word document to Steven W. Campbell at swcampbell@scenicregional.org.

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 in writing and directed to Steven W. Campbell, at the address listed above or swcampbell@scenicregional.org. Otherwise, contact with anyone in Scenic Regional Library or its Board regarding this project will disqualify the candidate from consideration.

SECTION VII: EVALUATION & SELECTION

The library administrative staff will review and evaluate the proposals in accordance with the evaluation criteria identified in Section VIII and rank the firms in order of their qualifications. Factors to be considered relative to the qualifications of the firm will include, but not be limited to, the firm’s credentials, experience, capability to perform the work, and distance to the work site.

The three firms which appear to be the best qualified will be invited to participate in an oral interview with the Board to discuss more fully how their approach to this project satisfies the evaluation criteria. It is currently anticipated that firms invited to interview will be contacted no later than Monday, February 10, 2020 at 5 p.m. and interviews will be scheduled to be held on Tuesday, February 18, 2020 beginning at 7 p.m. at the Union branch public meeting room,

located at 251 Union Plaza Drive, Union, Missouri. Interviews will be limited to 30 minutes including questions and answers.

The contract will be awarded to the firm that the Board of Directors of Scenic Regional Library determines is the most qualified to provide the required services in a prompt, competent and professional manner.

The library administrative staff will then begin the process of negotiating a contract for the work with the top-ranked firm. If the library administrative staff is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm shall be terminated. The library administrative staff shall then undertake negotiations with another of the qualified firms selected. If there is a failing of accord with the second firm, negotiations with that firm shall be terminated. The library administrative staff shall then undertake negotiations with the third qualified firm.

If the library administrative staff is unable to negotiate a contract with any of the selected firms, the library administrative staff shall reevaluate the necessary architectural services, again compile a list of qualified firms and proceed in accordance with the Qualifications-Based Selection procedures as previously described.

Scenic Regional Library 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.

SECTION VIII: SELECTION CRITERIA

The Board of Directors of Scenic Regional Library will consider the following selection criteria to determine the most qualified firm for the project:

1. The specialized experience and technical competence of the firm with respect to the type of services required;
2. The capacity and capability of the firm to perform the work, including specialized services, with the time limitations fixed for the completion of the project;
3. The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules;
4. The firm's proximity to, and familiarity with, the area in which this project is located.