

# Request for Qualifications for Architectural and Design Services For Library Renovation/Expansion Plan

## RFQ OVERVIEW

The Polk County Library Board of Library Trustees desires to procure Architectural Design Services for a master plan for expansion and renovation of the Rayl Family Library in Bolivar, MO on its existing site.

Contact Person: Colleen Knight, Director, Polk County Library

Date of Issue: August 18<sup>th</sup>, 2021

Submittal Date: October 7<sup>th</sup>, 2021

Submittals to: Colleen Knight, Director  
1690 W Broadway St.  
Bolivar, MO 65613  
[cknight@polkcolibrary.org](mailto:cknight@polkcolibrary.org)

## RFQ GENERAL

1. This RFQ is available on the library's website at [www.polkcolibrary.org](http://www.polkcolibrary.org)
2. All questions pertaining to this solicitation must be in writing or via email to [cknight@polkcolibrary.org](mailto:cknight@polkcolibrary.org) by October 5<sup>th</sup>, 2021
3. The library is not liable for any costs incurred by any firm in connection with this RFQ. Expenses incurred by the responding firms are the sole responsibility of that firm
4. All proposals submitted shall be binding for 90 calendar days following due dates
5. Please send 6 bound copies to the library address listed above and an electronic copy to [cknight@polkcolibrary.org](mailto:cknight@polkcolibrary.org)

## BUILDING BACKGROUND

The 13,489-square-foot Rayl Family Library in Bolivar was built in 2001. The building sits on 3.54 acres leased from the city of Bolivar on a 99-year lease. The current building was funded entirely with donations. It houses almost 50,000 volumes. The library currently has one meeting room, one conference room, and two study rooms. The library also contains the administration for the Polk County Library.

## ADDITIONAL BACKGROUND

Polk County Library serves a population of approximately 32,000 with four locations. The Rayl Family Library is by far the largest and busiest facility. The system is governed by a five-member Board of Trustees who serve staggered four-year terms.

The operating budget for the FY2021 is \$837,656. The library has \$500,000 reserve fund for buildings.

#### Key figures for Rayl Family Library in 2019:

- Library hours per week: 60 hours
- Library visitors: 75,625
- Circulated items: 129,550
- Programs: 187
- Program attendance: 5,230
- Computer and Wi-Fi sessions: 32,364

## RFQ PURPOSE

The purpose of the project is to create a master space plan that will be used to redesign, refresh, and add to the existing facility to meet emerging service patterns, and fulfill the current and future needs of the community. Aspects of the master plan will likely be implemented in phases in order to avoid complete disruption of library services.

The Board of Trustees, director, and staff expect to collaborate actively with the architect to create a master plan that would meet their expectations and the needs of the community.

## RFQ SCOPE OF WORK

Prepare a master plan, which includes planning, design, and cost estimates to address the current and future needs of the library's interior space for optimal utilization and to adjust to changes in patron use, technology, and emerging patterns and needs.

#### Focus Areas and Issues

- Children services area, including programming room, art/craft room, craft storage, STEAM space
- Dedicated teen area
- Create clearer zones for quiet/social uses
- Assess total space for efficiency and workflow
- Redesign patron service desks to enhance staff/patron interactions
- Improved staff areas with space for courier intake/outtake, breakroom, and storage
- Garage
- More bathrooms

## RFQ EVALUATION CRITERIA

The selected firm will be chosen based on its apparent ability to meet the overall expectations of the library. The board will be the judge of which Statements of Qualifications offer the greatest benefit. The following criteria will be applied in the selection process.

1. Responsiveness and completeness of the Statement of Qualifications
2. Experience and qualifications of architect and management team including demonstrated knowledge of master planning, management, evaluation skills, and experience.

3. Technical quality and methodology of architect's approach to organizing and managing the project and ability to document information and recommendations in a clearly written format.
4. Understanding of project objectives and scope
5. Ability of architect and management team to communicate and build consensus with board, staff, and community
6. Experience in public library planning and/or building projects
7. Other existing projects and how they will affect the timeline of this project
8. References and examples of completed projects. Satisfaction of former clients with competency of architect and completed work
9. Overall project management and architect's ability to accomplish a project of this nature.

## RFQ SELECTION PROCESS

The Board, the library director, and the facilities manager will review and evaluate the written responses to the RFQ. The three top-ranked firms will be invited to participate in an interview. The specific interview schedule and format will be announced later in the process.

The Board, director, and the facilities manager will evaluate and rank the interviewing firms, check references of the selected candidates, make the final selection, and negotiate a contract with the successful firm.

The library reserves the right to reject any and all RFQs at its sole discretion, accept a proposal based on considerations other than cost, and waive or modify any provisions of the RFQ.

## SITE VISITS

All architects are encouraged to visit the existing facility to gain an understanding of the project and to familiarize themselves with the facility. While site visits are encouraged, they are not mandatory and will not be a pre-requisite for submitting a response.

The library director will be available by appointment only for a brief tour of the library building and to answer questions about the current operations and proposed project. Please email [cknight@polkcolibrary.org](mailto:cknight@polkcolibrary.org) or call 417-326-4531 ext. 2002 to schedule an appointment.

## RFQ SUBMISSIONS

Submit 6 printed copies and one electronic copy no later than October 7<sup>th</sup>, 2021 by 5:00 pm to:

Colleen Knight, Director, Polk County Library  
1690 W Broadway St.  
Bolivar, MO 65613  
[cknight@polkcolibrary.org](mailto:cknight@polkcolibrary.org)

Late submissions will not be accepted. Proposals will not be opened in public, and proposal information will be kept confidential until an award is made. All submissions will receive an acknowledgement.

The Statement of Qualifications must include the following information in the stated order. Submissions should be organized as follows:

## Introduction

1. Cover letter with name, address, email, phone, and key contact person
2. Statement of philosophy
3. Concise written statement to demonstrate the firm's understanding of the project and scope of services being sought by library
4. Description of the general approach to the planning process and implementation of project
5. Proposed completion date and a timeline for project
6. Additional consultants you would propose to hire in order to supplement your firm's basic architectural services and their relevant experience

## Firm History

1. Number of years in business
2. Type of ownership, including name(s) of owner(s)
3. Type of organization
4. Geographical area of operations
5. Professional affiliations

## Personnel

1. List the principals in your organization
2. Describe the size and composition of your organization
3. Identify and provide the resumes of the project manager, lead architect, and key personnel who would be assigned to this project, including an organizational chart

## Experience and References

1. Please identify and designate three to five completed public library or other similar projects that the project team members have completed and which best represent the present skills of the project team members to develop a master plan
  - a. Name and address of client
  - b. Name, phone, and email address of contact person
  - c. Summary of project or plan, including year completed and cost
  - d. Photographs of the project
2. Discuss your team's experience with master plans for facilities such as libraries

## Other

Please provide other pertinent information that you feel makes you qualified for the proposed project.

## ANTICIPATED PROJECT TIME LIME

- |   |                              |
|---|------------------------------|
| • Issue RFQ for master planning services                | August 17, 2021              |
| • Nonmandatory site visits                              | August 17-September 30, 2021 |
| • Written proposals due                                 | October 7, 2021              |
| • Architectural firms selected for interviews           | October 28, 2021             |
| • Interviews with library Board of Trustees             | November, 2021               |
| • Selection and notification of highest ranked firm     | December 1, 2021             |
| • Negotiation and contract completion                   | December 15, 2021            |
| • Library Board of Trustees approves and signs contract | December 17, 2021            |

