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# REQUEST FOR PROPOSALS

**Building Demolition – 908/910 North Pine Street, Rolla, MO 65401**

**Issuing Organization:** Rolla Public Library **Political Subdivision of the State of Missouri RFP**

**Number:** RPL-002 **Issue Date:** Monday, June 22, 2026 **Proposal Due Date:** Monday, August 3<sup>rd</sup> at 5:00pm CST **Submission Address:** Rolla Public Library, 900 North Pine Street, Rolla, Missouri 65401

**Email Address:** director@rollapubliclibrary.org

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## SECTION 1: INTRODUCTION AND PURPOSE

The Rolla Public Library ("Library"), a political subdivision of the State of Missouri, is soliciting proposals from qualified contractors to demolish its facility located at 908 and 910 N Pine, Rolla, Missouri. All work must be performed in compliance with applicable federal, state, and local regulations.

The Library is a public entity and this procurement is subject to Missouri public procurement law. The Library reserves the right to reject any or all proposals, to waive technicalities, and to accept the proposal deemed most advantageous to the Library.

Sixty calendar days will be allowed for this project from the Notice to Proceed.

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## SECTION 2: BACKGROUND

The Rolla Public Library is undertaking a renovation project that requires the demolition of its existing facility at 908-910 N Pine, Rolla, MO. Prior to demolition, a contractor was hired to remove all asbestos tile and environmental waste within the building. The Library also hired an engineering firm to examine the external wall in the 908 North Pine Street building neighboring the Children's Wing of Rolla Public Library at 906 North Pine Street. The firm issued a letter directing the contractor hired for demolition to remove a portion of the ceiling and send pictures to the firm for further direction at that time. This letter is included in this RFP.

The Library anticipates awarding a single contract for all demolition work described herein.

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## SECTION 3: SCOPE OF WORK

Scope of work will be to demolish building structures at 908 and 910 N Pine Street down to the concrete slab-on-grade. The structure at 906 N Pine (Children's Wing of Rolla Public Library) is to remain operational and must be protected during demolition. The existing demising wall between 906 and 908 is to remain in place and be protected.

The Library is interested in pricing for the bid alternate of demolition to grade, with removal of all underslab utilities.

The contractor is responsible for protecting any adjacent sidewalks, structures and streets.

The selected contractor shall furnish all labor, materials, equipment, supervision, and disposal necessary to complete the following:

### **3.1 Pre-Demolition Activities**

Prior to full demolition of 908 and 910, the ceilings inside 908 adjacent to the demising wall must be demolished and photographs taken for the engineer of record to confirm how the roof structure and demising wall interact. Once the conditions are confirmed, final directions will be provided by the engineer for completing demolition. A demolition diagram from the engineering firm is included in this RFP.

The contractor is responsible for coordinating the termination of all building utilities.

The contractor is responsible for creating a traffic control plan during the period of demolition. This will need to be approved by the City of Rolla Public Works Department. The building is located at the intersection of Pine Street and 10th Street and this crossroads sees significant traffic. Traffic control will need extensive planning and coordination with the City of Rolla.

### **3.2 Demolition Activities**

The existing demising wall between 906 and 908 is to remain in place and be protected.

The contractor is responsible for protecting any adjacent sidewalks, structures and streets.

### **3.3 Waste Handling and Disposal**

The contractor is responsible for the appropriate handling and disposal of all demolition waste according to the City of Rolla and the County of Phelps, Missouri regulations.

### **3.4 Post-Demolition Clearance**

The contractor is responsible for clearing the building area of 908-910 N. Pine Street down to concrete slab on grade.

### **3.5 Documentation and Closeout**

The contractor is responsible for walking through the area with the Library Director and relevant library staff, board members and consultants' post-demolition to answer questions or address concerns.

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## **SECTION 4: REGULATORY COMPLIANCE**

The successful bid will need to provide bond or liability insurance verification, workman's compensation insurance for hired staff, and require employees to be E-Verified. Bids must have valid contractor's licenses, certifications or permits necessary from the City of Rolla and the County of Phelps, Missouri.

### **4.1 Performance Bond and Labor and Material Payment Bond**

The Rolla Public Library will require the contractor to furnish bonds covering the faithful performance of the contract and the payment of all obligations arising under the bidding or contract documents.

Copies of all permits, contracts, notifications, and regulatory correspondence shall be provided to the Library.

## **4.2 E-Verify Requirement**

The Rolla Public Library requires companies that are not already enrolled and participating in the federal work authorization program E-Verify to do so.

Acceptable enrollment and participation documentation consists of two pages of the E-Verify Memorandum of Understanding (MOU) at the end of this RFP.

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## **SECTION 5: PROPOSAL REQUIREMENTS**

Proposals shall be organized as follows and submitted in a sealed envelope or package clearly marked "**RPL Demolition RFP — Do Not Open**" or with files attached via email to [director@rollapubliclibrary.org](mailto:director@rollapubliclibrary.org) titled "**RPL Demolition RFP**".

**5.1 Cover Letter** — Signed by an authorized representative of the firm, confirming the firm's intent to perform all work as described, acknowledgment of all addenda issued, and the name and contact information of the firm's designated project manager.

**5.2 Firm Qualifications** — Company history and years in business performing demolition; current contractor licenses and certifications for all applicable disciplines; list of key personnel with individual Missouri certifications and any other relevant credentials; and a statement confirming the firm has no outstanding regulatory violations or enforcement actions.

**5.3 Project Approach** — A narrative describing the firm's proposed methodology for each phase of demolition work, proposed project schedule from notice to proceed through closeout, safety plan overview and waste disposal plan identifying the proposed licensed disposal facility or facilities.

**5.4 References** — A minimum of three comparable demolition projects completed within the past five years, preferably including projects performed for Missouri public entities. Each reference shall include the project owner's name and contact information, project location, scope and contract value, and date of completion.

**5.5 Cost Proposal** — Submitted in a separately sealed envelope within the proposal package and clearly marked "Cost Proposal — Confidential." The cost proposal shall include an itemized lump sum price for all demolition work by task or material type, unit costs for any line items subject to quantity adjustment, a schedule of values to support progress payment requests, and identification of any assumptions, exclusions, or allowances. Include the bid alternate for removing down to grade along with underslab utilities.

**5.6 Required Certifications** — Non-collusion affidavit; certification that the firm is not debarred or suspended from participation in federal or state programs; confirmation of site visit attendance; and, if applicable, a completed Missouri local preference disclosure (see Section 9).

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**SECTION 6: INSURANCE REQUIREMENTS**

The selected contractor shall maintain the following insurance throughout the duration of the contract and shall provide certificates of insurance, naming the Rolla Public Library as an additional insured prior to commencement of work:

Commercial General Liability: \$2,000,000 per occurrence / \$4,000,000 aggregate; Pollution Liability (contractor's professional and environmental): \$2,000,000 per occurrence / \$4,000,000 aggregate; Workers' Compensation: Statutory limits per Missouri law; Employer's Liability: \$1,000,000 per occurrence; Automobile Liability: \$1,000,000 combined single limit.

The Library reserves the right to require higher limits based on project scope and risk. All policies shall be with carriers licensed to do business in Missouri and rated A- VII or better by AM Best.

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**SECTION 7: EVALUATION AND AWARD**

Because the Library is a political subdivision of the State of Missouri, this procurement is conducted in the public’s interest and award will be made to the responsible proposer whose proposal is most advantageous to the Library considering the following criteria:

| Criteria                                      | Weight |
|-----------------------------------------------|--------|
| Cost proposal                                 | 40%    |
| Qualifications, licensing, and certifications | 25%    |
| Technical approach and project methodology    | 20%    |
| References and comparable project experience  | 10%    |
| Proposed project schedule                     | 5%     |

The Library reserves the right to conduct interviews with shortlisted firms, to request best and final offers, to negotiate contract terms, and to reject any or all proposals. Award is subject to approval by the Library Board of Trustees.

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**SECTION 8: PROJECT SCHEDULE**

| Milestone                        | Date                     |
|----------------------------------|--------------------------|
| RFP Issue Date                   | June 22, 2026            |
| Mandatory Pre-Proposal Site Walk | July 13 , at 12:00pm CST |
| Written Questions Due            | July 20 at 5:00pm CST    |
| Addendum Issued                  | July 27, 2026            |

| Milestone                       | Date                          |
|---------------------------------|-------------------------------|
| Proposals Due                   | August 3, 2026, at 5:00pm CST |
| Evaluation and Selection        | August 10, 2026               |
| Board of Trustees Approval      | August 20, 2026               |
| Contract Execution              | August 27, 2026               |
| Anticipated Notice to Proceed   | September 4, 2026             |
| Required Substantial Completion | November 13, 2026             |

**Attendance at the pre-proposal site walk on July 13 , at 12:00pm CST is mandatory.** Proposals submitted by firms that did not attend the site walk will not be considered. The site walk will be the only opportunity to inspect the facility interior.

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## SECTION 9: GENERAL TERMS AND CONDITIONS

**Public Records.** The Library is a public entity subject to Missouri Sunshine Law (RSMo Chapter 610). Proposals and related documents may be subject to public disclosure following award. Respondents wishing to claim any portion of their proposal as proprietary must clearly identify those sections and provide a written basis for the claim; however, the Library makes no representation that claimed proprietary information will be withheld from disclosure.

**Missouri Preference.** Missouri law (RSMo §34.073) provides a preference for Missouri businesses in certain public procurements. Respondents shall disclose their state of domicile in their proposal.

**Prevailing Wage.** This project will be subject to Missouri Prevailing Wage Law (RSMo Chapter 290). The contractor shall comply with all applicable prevailing wage requirements.

**No Contingent Fees.** The contractor warrants that no person has been retained to solicit this contract on a contingent fee basis.

**Contract Form.** The selected contractor will be required to execute the Library's standard professional services/construction contract, which will incorporate this RFP and the successful proposal by reference. The Library's contract form will govern in the event of any conflict.

**Indemnification.** The contractor shall indemnify, defend, and hold harmless the Rolla Public Library, its Board of Trustees, officers, employees, and agents from and against any claims, damages, losses, and expenses arising out of or resulting from the contractor's performance of the work.

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## SECTION 10: QUESTIONS AND SUBMISSION

All questions regarding this RFP must be submitted in writing to:

**Rebecca Buckley, Library Director** Rolla Public Library 900 North Pine Street, Rolla, Missouri 65401  
or [director@rollapubliclibrary.org](mailto:director@rollapubliclibrary.org)

Questions must be received no later than July 20, 2026 at 5:00pm CST. Oral questions will not be accepted. Responses to all written questions will be issued to all registered respondents via written addendum. Respondents are responsible for checking for addenda prior to submission.

**Proposals must be received** at the address above no later than August 3, 2026 at 5:00pm CST. Proposals received after the deadline will not be accepted regardless of the cause of delay. The Library assumes no responsibility for delays in mail or delivery.

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*The Rolla Public Library is an equal opportunity institution and encourages proposals from all qualified firms, including minority- and women-owned businesses.*

## **Affidavit of Work Authorization and Documentation**

Effective January 1, 2009 and pursuant to 285.530 R.S.Mo, for all agreements in excess of \$5,000.00, the bidder must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by

- submitting a completed, notarized copy of **“AFFIDAVIT OF COMPLIANCE WITH SECTION 285.500 R.S.MO., ET SEQ. FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00”** and
- providing documentation affirming the bidder’s enrollment and participation in a federal work authorization program (see below) with respect to the employees proposed to work in connection with the services requested herein.

The Rolla Public Library requires companies that are not already enrolled and participating in a federal work authorization program to do so.

E-Verify is an example of a federal work authorization program. Acceptable enrollment and participation documentation consists of the following two pages of the E-Verify Memorandum of Understanding (MOU): 1) a valid, completed copy of the first page identifying the bidder and 2) a valid copy of the signature page completed and signed by the bidder, the Social Security Administration, and the Department of Homeland Security - Verification Division.

Information regarding E-verify is available at

[http://www.dhs.gov/xprevprot/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm). or by calling 888-464-4218.

**AFFIDAVIT OF COMPLIANCE**

**SECTION 285.530.2**

State of Missouri                    )           ss

County of \_\_\_\_\_ )

Now this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_, the undersigned, being first duly sworn,  
deposes and says:

1. I am more than 18 years of age.
2. I make this affidavit from my personal knowledge of the facts stated herein or upon information and facts available to me as a duly authorized owner, partner, corporate or LLC officer or Human Relations Director of \_\_\_\_\_.

\_\_\_\_\_  
(name of Corporation, LLC, sole proprietorship or partnership)

3. I am authorized to make this affidavit on behalf of \_\_\_\_\_.

\_\_\_\_\_  
(name of business entity, same as above)

4. I state and affirm that \_\_\_\_\_ is enrolled and is currently  
(Name of business entity, same as above)  
participating in E-Verify, a federal work authorization program or another equivalent electronic verification of work authorization program operated by the United States Department of Homeland Security under the Immigration Reform and Control Act of 1986.

5. Further, \_\_\_\_\_ does not knowingly employ any person who is  
(name of business entity, same as above) an unauthorized alien.

6. Further, \_\_\_\_\_ has performed an electronic verification check (name of  
business entity, same as above) as described above on all workers hired since January 1, 2009 or obtained documents required for completion of a federal I-9 form before it began participating in e-verify.

7. Attached to this affidavit is a true and accurate copy of this company's Memorandum of Understanding with the United States concerning the use of e-verify.

I certify under penalty of perjury that the statements above are complete, true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
(Authorized Agent, Partner, Owner or Officer)

*If business has a Human Relations Director or equivalent, that person must sign as an affiant as well.*

I certify under penalty of perjury that the statements above are complete, true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
Human Relations Director

*This form is promulgated pursuant to 15CSR 60-15.020. Use of this form is not required but the Attorney General has deemed this affidavit sufficient in form to satisfy the requirements of section 285.545, RSMo., Supp. 2008.*

FURTHER THE AFFIANT SAYETH NOT

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(Signature)

On this \_\_\_\_\_ day of \_\_\_\_\_ in the year 20 \_\_, before me, \_\_\_\_\_  
\_\_\_\_\_, a Notary Public in and for said State, personally  
appeared \_\_\_\_\_, known to me to be the person  
who executed the within affidavit, and acknowledged to me that he/she executed the same for  
the purposes therein stated.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal in the  
county and State aforesaid, the day and year first above written.

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Notary Public

My Commission Expires:



APPROXIMATE LOCATION OF EXISTING DEMISING WALL

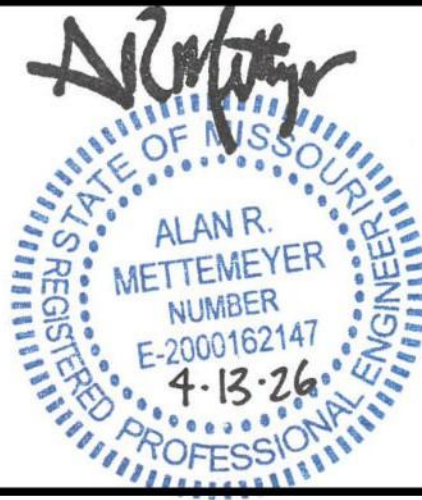


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Date: April 13, 2026  
To: Rebecca Buckley  
  
From: Leanna Hurt, PE  
Copies:  
Project: Rolla Public Library  
Project #: 26-0152

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## Observations:

On Thursday April 2<sup>nd</sup>, I arrived on site at the Rolla Public Library around 10:30 am, and walked the site with Rebecca Buckley, the library director.

The existing building to be demoed has sustained significant damage from roof leaks- there were puddles of water inside the units, smelled of mold, and had several locations where the framing had failed due to water rot. Temporary shores had been erected at several locations. There is a hard ceiling attached to the underside of the wood roof joists above the drop ceiling, so visibility was limited- but at certain places where the water damage was extensive, we were able to see the direction of the wood framing. The roof joists framing this north side, runs parallel to the shared demising wall separating the children's wing of the library (which they intend to keep), and therefore does not impart roof loads to the walls. These wood joists span between steel W-sections, which either pocket into the CMU demising walls or possibly sit on furred out steel columns. These bump outs were concealed so we were unable to verify which- however, this would not make much difference either way for the projected demo scope.

On the children wings side, there were several minor leaks. By popping up the ceiling tiles, I was able to see that the demising wall in question is load bearing from this side. From the google maps view we can see this wall continues above the roof deck as a parapet, although it was

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impossible to determine the roofs tie in from the interior point of view. The wood joists appear to run over the top of the wall, so these joists either pocket into the side of the CMU wall so that it may continue upwards to form the parapet, or are supported by a furred out wood wall that runs alongside the CMU, so that the demising wall is otherwise not connected on the children's wing side.

There is more information EOR requires to verify that the demolition of the two units will not affect the demising wall to remain. While it is not load bearing from the north side we're demolishing, it is possible that its roof framing is bracing this CMU wall – this would be most likely if, in fact, the framing from the children's side is supported by a furred out wood wall. If that is the case, some additional bracing may be required so that the demising wall may be adequately connected to the roof that is to remain.

There is also a possibility that the demising wall is comprised of two separate CMU walls, one supporting each side of the building. Rebecca and I investigated back of house to see if we could determine the width of the demising wall, and it was impossible to discern for certain. While unlikely, this would be ideal- the demolition would need only to remove the CMU wall supporting the north side, and leave what is remaining.

We ask that additional pictures be provided to the EOR during the initial demo, when the hard ceiling is removed and the tie ins at the roof framing become visible. EOR can provide more direction at that time.



Photo 1: furred out columns at steel beam bearing



Photo 2: joists at children's wing side



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Photo 3: Exterior CMU, ungrouted cell



Photo 4: roof framing, partially exposed



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Photo 5: joist @ steel beam



Photo 6: steel beam, pocket in block



Photo 7: Roof framing



Photo 8: Roof framing



Photo 9: Roof framing



Photo 10: inside demo-ed area, furred out beam colum.





Photo 11: water damage



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