



REQUEST FOR QUALIFICATIONS

FOR ARCHITECTURAL & ENGINEERING SERVICES

Issue Date: July 20, 2026

**Rolla Public Library
900 N. Pine Street
Rolla, Missouri 65401**

SECTION I — GENERAL INFORMATION

The Board of Trustees of Rolla Public Library (**Library**) invites qualified architectural firms to submit statements of qualifications for **professional architectural, engineering, planning, and design services** for a potential library expansion/renovation or a new building totaling approximately 20,000 square feet, located in Rolla, Missouri. The library owns their current building and the neighboring lot with an empty storefront with approximately 11,000 square feet.

Architectural services will include assisting the Library in evaluation of potential properties, conceptual planning, feasibility evaluation, and design recommendations for potential properties. Upon completion of this initial scope of work, future additional services may include community engagement, programming, and full A/E services from schematic design through construction.

All costs incurred in preparing responses to this RFQ shall be the responsibility of the submitting firm. All material submitted becomes the property of the Library and is subject to Missouri Public Records Law.

SECTION II — PROJECT BACKGROUND

Rolla Public Library is a municipal library district serving the city of Rolla, Missouri, which has a population of approximately 20,000 residents. The library also serves many non-residents residing in Phelps County which includes an additional 20,000 residents. Rolla Public Library is a very busy library with an estimated 150,000 in-person visits annually. The library has definite need for meeting rooms, staff workspace, technology resources and programming space as well as sufficient square footage to house a physical collection of approximately 60,000 items.

The Rolla Public Library is presently housed in a historic building constructed in 1914 as a Post Office. The library took over the building in 1963. There have been multiple additions and alterations to the original building over the years, including a walkway attachment built in 2014 to attach a neighboring storefront building currently being used as the library's Children's Wing. Complete library square footage is approximately 10,500 square feet. The last building renovation occurred in 2018 when the front steps were restored to the original building style. An outdoor courtyard/pocket park was added on the library property in 2021. The library also owns vacant property next to the Children's Wing, which used to hold a storefront of approximately 11,000 square feet. The library property is situated prominently in a historic area on a main downtown thoroughfare.

Funding for a potential Rolla Public Library expansion/renovation or a new building is being planned for presently. An Architectural and Engineering Team is needed to assist in calculating the necessary cost for the much-needed expansion and renovation. The Library

Board is projecting a need for a combination of funding sources, including fundraising and a tax levy increase to present to city voters. The Rolla Public Library has not had a tax levy rate increase since 1993.

The Library seeks a highly experienced architectural partner capable of guiding planning, community engagement, and phased design.

SECTION III — SCOPE OF WORK

The selected architect will provide comprehensive architectural and engineering services, including but not limited to:

A. Pre-Design Planning

- Review and evaluate **potential building sites**, including:
 - zoning and regulatory issues
 - environmental considerations
 - access, traffic, and parking
 - utilities availability
- Conduct **programming sessions** with library leadership, staff, trustees, and community stakeholders.
- Facilitate **vision and strategic planning workshops**

B. Conceptual Design

- Develop conceptual site plan(s), floor plans, building massing, and preliminary renderings.
- Provide initial **project budgets** and **budget-to-program alignment**.
- Present design concepts at public meetings and to the Library Board.

C. Campaign Support

- Provide renderings for use in supporting fund raising and/or a bond campaign
- Attend up to three community events to present design concepts

D. Schematic Design

- Develop schematic design based on selected property, approved programming, and conceptual design.
- Coordinate work of structural, mechanical, electrical, plumbing, civil, and fire

protection engineers as required.

- Identify major materials and systems.
- Update project budgets.
- Produce deliverables including schematic site plan, floor plan(s), and interior & exterior renderings.

E. Design Development

- Prepare detailed design development drawings sufficient for preliminary pricing.
- Coordinate engineering disciplines.
- Further develop and refine site design, floor plans, architectural elevations, interior planning, finishes, and furniture layout.

F. Construction Documents

- Prepare complete, biddable, permit-ready architectural and engineering construction documents.
- Coordinate with appropriate authorities to ensure all codes and standards are met.

G. Bidding/ Negotiation

- NOTE: Rolla is considering a Construction Manager at Risk delivery model. If adopted, this process will conform with that decision.
- Assist with contractor solicitation and bid evaluation.
- Respond to bid questions and issue addenda as needed.

H. Construction Administration

- Review shop drawings and submittals.
- Conduct site visits and prepare field reports.
- Attend construction meetings.
- Review payment applications and certify work.
- Provide punch lists and final inspections.

I. Project Schedule

- List any important or desired dates for completion of any of the above scope of work
- Conduct site visits and prepare field reports.
- Attend construction meetings.

J. Optional / As-Needed Services

- Assistance with grant-related design reporting (modeled on EDA grant requirements)
- Public engagement and communications presentations
- Interior design and FFCE planning
- Technology, AV, and Makerspace integration
- Sustainability and energy-efficiency planning
- Other tasks requiring architectural or engineering expertise that may arise during this phase of the project[S

SECTION IV — R F Q SUBMITTAL REQUIREMENTS

Firms must organize responses using the following format:

1. Company Profile

- a. Name, address, phone, email
- b. Year established; ownership structure
- c. Missouri professional licenses and registration information
- d. Office that will execute the project
- e. Proof of professional liability insurance

2. Organizational Structure's Project Team

- a. Team chart
- b. Identification of project manager and key staff
- c. Resumes of key personnel

3. Engineering/Consulting Team

- a. Identified engineering/consulting partners
- b. Resumes of key personnel

4. Project Experience

- a. Up to **five relevant projects completed within the last 5–7 years**, preferably:
 - i. public libraries
 - ii. civic buildings
 - iii. community or cultural centers
- b. Include project size, scope, cost, completion date, and client contact

5. Approach Methodology

- a. Narrative of the firm's understanding of project goals
- b. Proposed approach to programming and community engagement

- c. Approach to design and documentation
- d. Strategy for cost control and budget alignment
- e. Approach to sustainability and energy efficiency
- 6. Schedule Capacity**
 - a. Current workload
 - b. Provide a proposed schedule for the scope of work
- 7. References**
 - a. Minimum of 5 references, with at least three from similar-scale projects
- G. Disclosures**
 - a. Any and all conflicts of interest, pending litigation, or claims (per prior RFQs)

SECTION V — SELECTION CRITERIA

The Library’s evaluation will include:

1. Specialized experience and technical competence
2. Capacity to perform work within project timeline
3. Past performance on similar projects
4. Familiarity with regional context
5. Quality of proposal and clarity of approach
6. Strength of engineering partners
7. Demonstrated cost control and value engineering experience

After review of written submissions, the Library may invite **up to three firms** for interviews and presentations.

SECTION VI — TENTATIVE SCHEDULE

Milestone	Target Date
RFQ issued	July 20, 2026
Questions due	August 3, 2026
RFQ submissions due	August 31, 2026
Notice for Interviews	September 14, 2026
Interviews (if necessary)	September 22, 2026
Board selection	September 24, 2026
Contract negotiations	September/October 2026

SECTION VII — SUBMISSION INSTRUCTIONS

Submit **six (6) printed copies** and **one (1) electronic copy (PDF)** of your proposal in a sealed envelope marked:

“Architectural Services: Design and Construction Administration”

Deliver by **no later than 3:00pm** on the date listed above to:

Rolla Public Library
c/o Rebecca Buckley
900 North Pine Street
Rolla, MO 65401

Late submissions will not be considered.

SECTION VIII — RIGHTS RESERVED

The Rolla Public Library reserves the right to:

- Reject any or all proposals
- Request additional information
- Waive irregularities
- Reissue or amend the RFQ
- Negotiate with any qualified proposer
- Select the proposal determined to be in the Library’s best interest

RFQ SUBMISSION CHECKLIST

Rolla Public Library – *Architectural Services*

This checklist is provided to assist firms in preparing a complete submission.
All items should be included **at the time of submission** unless otherwise noted.

A. Submission Package Requirements

- ☐ **Six (6) printed copies** of the full proposal
- ☐ **One (1) electronic PDF** (USB drive or email submission, as permitted)
- ☐ Submission delivered in a **sealed envelope** clearly labeled:
“Architectural Services: Design and Construction Administration”

- ☐ All pages formatted at **8.5" x 11"**
- ☐ Maximum 60 pages printed front and back
- ☐ Tabs or labeled dividers separating major section

B. Required Disclosures

- ☐ Conflict of interest disclosures
- ☐ Pending litigation, claims, or contract disputes

C. Additional Documents

- ☐ Signed statement certifying accuracy of information provided
- ☐ Insurance coverage summary (professional liability)
- ☐ Optional: Project-specific unique qualifications (max 4)