REQUEST FOR QUALIFICATIONS

FROM

PROGRAMMING AND ARCHITECTURAL FIRMS

FOR

MID-CONTINENT PUBLIC LIBRARIES HEADQUARTERS

LOCATED IN

INDEPENDENCE, MO

MAY 1, 2024
REVISION 1 - MAY 8, 2024

1.0   INTRODUCTION

MID-CONTINENT PUBLIC LIBRARIES ("Client") is requesting submission of your qualifications to provide design professional services for the programming and concept feasibility design for their headquarters office building ("Project"). Once programming is complete, the Client will be considering multiple options for its new facility, from which the selected firm will be tasked to provide feasibility concepts. The options could range from renovating its existing building or adding onto it; leasing or buying another existing building and renovating it; to possibly new construction. Refer to Exhibit A – Scope of Services for additional information. The Client's libraries serve Clay, Platte and Jackson Counties, and the new building could be located in any one of these counties. It is the intent that should the Project move forward, the selected firm would move forward with remaining design services. However, it is also possible the Client will split programming services from design services, depending on which firm is selected. Firms may team with a programmer or designer, if desired. Proposals in response to this Request for Qualifications ("RFQ") must be submitted on or before **4:00 p.m. EST on May 17, 2024** (the "Submittal Date"). Failure to comply with any of the requirements of this RFQ may result in the proposal not being considered.

2.0   POINT OF CONTACT

.1   Point of Contact: The point of contact for this RFQ is:

Ellis Katz
Project Management Consultants LLC
3900 Key Center
127 Public Square
Cleveland, OH 44114-1291
404-895-8054 – Mobile
ellis.katz@aboutpmc.com

.2   General Communication: All correspondence regarding this RFQ should be emailed to the Point of Contact listed above. Phone calls, while accepted, are discouraged during this RFQ response period.

.3   Specific Inquiries: All inquiries or questions by the responding firms must be submitted by email to the Point of Contact listed above on or before **5:00 p.m. EST May 13, 2024**. Responses will be issued by **Noon EST May 15, 2024**.

3.0   SHORTLISTING AND INTERVIEWS

The Client will shortlist select firms from the RFQ response. Those selected firms will be ranked using criteria set out in Section 8.289, RSMO and the RFQ. If an interview is required, a representative of the Client will call to confirm a mutually agreeable time. The interviews may be in person or via Teams. The purpose of the interview will be to meet the proposed project team, become familiar with key personnel, and understand the firm's project approach and ability to meet the stated objectives for the Project.

The Client will negotiate a contract with the firm selected as the best qualified and capable of performing the desired work. If the Client is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm shall be terminated. The Client shall then undertake negotiations with the next qualified firms in order of their rank. If the agency is unable to negotiate a contract with any of the shortlisted firms, the agency shall reevaluate the necessary architectural, engineering or land surveying services, including the scope and reasonable fee requirements.

4.0   RFQ SUBMISSION REQUIREMENTS

.1   Project Experience. List your specialized experience and technical competence as a programmer and design firm on this Project type. Project experience may include both prior experience of your firm and prior experience of proposed Key Staff (see Item 3 below) while at other firms; however, (a) all listed prior experience for the firm must have been executed, in part, by at least one individual proposed as Key Staff for this Project, and (b) any individual experience must clearly indicate (i) that it is the individual experience of a proposed Key Staff member, (ii) the firm such Key Staff member was associated with at that time, and (iii) the specific project role of the Key Staff member on that project, and (c) the prior experience should show the performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules.

.2   References. For each project you have listed in response to Item 1 above, include a contact name and phone number for (a) the client of the project listed and (b) the general contractor and/or construction manager of the project listed.

.3   Staff. Provide the following:

(a)   Staff Size – number of programmers, designers, project managers, other technical staff, and support staff and which office will be working on the Project (if you have multiple offices); support staff of other offices (if any) should be listed separately;

(b)   Key Staff Experience – resumés for the proposed Principal-in-Charge, Lead Programmer, Project Manager, Principal Designer, and any other proposed Key Staff; and

(c)   Team Organization – proposed organizational chart showing areas of responsibility, lines of communication, and proposed interface with Client and other consultants.

.4   Capacity.   Provide information demonstrating your staffing capacity and capability to produce the design documents required for the Project. Include a staffing chart showing assignment of key personnel during all phases of the Project and proposed duration of staffing (full time, half time, etc.).

.5   Location. The firm's proximity to and familiarity with the area in which the Project is located.

.6   Insurance. State the current limits of liability under your professional liability insurance coverage.

.7   Understanding of the Project. Provide a narrative that clearly reflects the firm's understanding of the Project and how you feel your firm differentiates itself from the competition and adds value should you be selected.

5.0   **INSTRUCTIONS FOR SUBMISSION OF PROPOSALS**

Firms responding to this RFQ must deliver (via email) a PDF of its proposal and the other information, documentation and submittals required by this RFQ. The proposal should contain a table of contents and headings corresponding to the information requested in this RFQ.

6.0   **MISCELLANEOUS**

.1   Respondents to this RFQ, and those preparing for and making oral presentations or interviews, do so at their sole expense.

.2   The Client reserves the right to reject any or all proposals.

.3   Proposers' common law, statutory and other reserved rights (including copyrights) in all design concepts and work product relating to this RFQ, including drawings, preliminary plans, graphics and other documents, whether hard copy or on electronic media (collectively, "Work Product") shall be the property of the Client. In furtherance of the foregoing, firms responding to this RFQ hereby unconditionally and irrevocably transfer and assign to the Client an exclusive, royalty-free license to the Work Product provided.

SCOPE OF SERVICES

A.   Facility Needs Assessment

The Facility Needs Assessment involves an analysis of the Owner's current facility inventory, space utilization, deficiencies, and conditions regarding the long-range goals the Owner has for a similar facility, as well as the apparent needs of a proposed project. The Facility Needs Assessment is the step which makes the initial determination as to whether, at the most basic level, the facility has sufficient space, a shortage or a surplus of space of certain types, and whether the proposed project will involve the renovation of existing space, relocation to another existing space, the acquisition or construction of new facilities, or other options.

B.   Programming Overview

Generally, programming is the process of defining, describing, and quantifying the physical and qualitative and quantitative requirements of a project, determining the probable cost required to achieve those requirements, and identifying and analyzing issues which will impact the project. The process may address tangible as well as intangible requirements. The finished product is an architectural program, or simply, the Program.

Developing the program is a process which occurs at several points in the development of a project. The level of detail required increases as the development of the project evolves. In the model utilized in this RFQ, those points and the respective terms used to identify them are as follows:
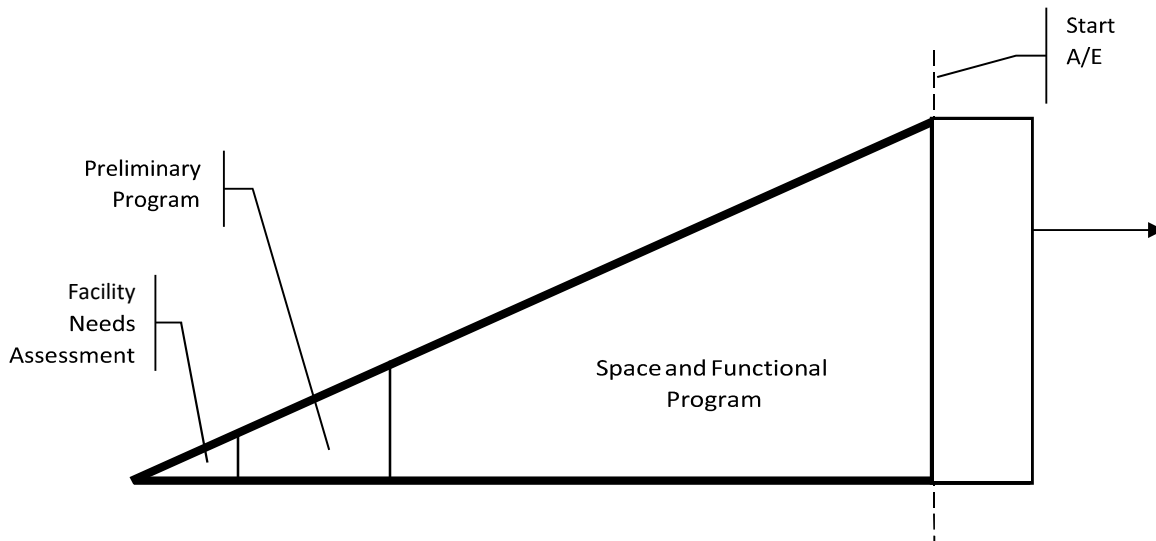
1. Preliminary Program

    The Preliminary Program represents the first effort to identify and list the various activities which need to be accommodated, the kinds of spaces or other construction elements required in a project. It constitutes the most fundamental ideas about the content of project preliminary budget and can only be prepared by the Owner.

    The Preliminary Program should include all of the information developed in the Facility Needs Assessment, a list of the kinds of areas or other specific design elements of interest that are required, a statement about the size or capacity of those facilities or spaces, and an estimate of the total square footage involved.

2. Space and Functional Program

The Space and Functional Program is the first complete statement of what the project is intended to include and accomplish, and must identify the quality and quantity of the project in considerable detail.

A project involving substantial renovation or construction should include the following items in the Space and Functional Program:

The Preliminary Program, updated to reflect the additional detail developed below. Any significant changes should be specifically noted.

- Where the floor area involved is an appropriate measure of the quantity of work involved, a listing of the number and approximate size of each room or space, as well as estimates of the size of all ancillary spaces, and the size of the entire building or area involved in the construction. The net area, net to gross and gross areas.
- Where floor area is not an appropriate measure of the quantity of work involved, a listing of relevant facilities, as appropriate. For simple projects not involving the renovation or creation of floor area, the description of the physical elements involved may be on a system-by-system basis, or may be a list of components, equipment, etc.
- A listing of all other improvements, including site work, as applicable.
- An estimate of the total square footage involved or other measure of other facilities, as appropriate.
- A preliminary project budget.

3. Program Verification and Feasibility Concepts

A full Feasibility Analysis, which would be required for several very different alternatives, involves the following steps:

- Renovation for Re-use of the Existing Building: Can the program be accommodated within the existing facility? Can the existing facility physical conditions allow for renovation?
- Addition to the Existing Facility: Does the existing facility require an addition to accommodate the program?
- Renovation of an Existing Building at Alternative Sites: Test fit the program into one or more alternative existing buildings in other locations around the three-county area. Assess the condition of those existing facilities.
- New Building Construction: Assist in determining the proper size of the site based on the programmatic needs.