

**Henry County Library
Request for Proposal
Community Room Remodel
December 20, 2021**

The Henry County Library Board of Trustees are seeking proposals from interested architectural firms to provide design and consulting related services for the construction of a new public community room. Proposals are due no later than 2/28/2022 at 5:00pm. All proposals must be submitted to the library director email. The proposal information will be available starting Monday, December 20, 2021 on the library website, henrycolib.org. Proposals will be reviewed by the Board of Trustees at the scheduled board meeting on March 29, 2022. For more information or to request bid specifications please contact:

Stephanie Rogers, Director
stephanie.rogers@henrycolib.org
Henry County Library
123 E Green St.
Clinton, MO 64735
660-885-2612 ext. 109

A. Overview: The Henry County Library, herein after (“HCL”) is soliciting proposals from qualified architectural or contracting firms.

B. RFP Schedule:

RFP Issued:	12/20/2021
Proposals Due:	02/28/2022
Proposal Review:	03/29/2022
Selection:	03/29/2022

C. RFP Submittal:

Proposals are to be submitted via email clearly identified with the RFP title in the email subject line with all attachments according to schedule and deadlines cited above to:

Henry County Library
ATTN: Stephanie Rogers
123 E Green St.
Clinton, MO 64735
Email: stephanie.rogers@henrycolib.org

Each complete submission is to include a digital version of the completed proposal with a scanned signature and all attachments. All proposals are to be created using a recent version of Microsoft Office Word and/or .pdf file. Proposals delivered after the above required date and time will be received but will not be considered and will be rejected for lateness.

All proposals submitted will become property of the HCL and will be considered a public document under applicable Missouri State law.

D. Point of Contact: Questions and requests for clarification regarding this RFP must be emailed by January 31, 2022 to:

Henry County Library
ATTN: Stephanie Rogers
123 E Green St.
Clinton, MO 64735
Email: stephanie.rogers@henrycolib.org

Questions and requests for clarifications must be sent via email, provided that the RFP title, and the words “question” and/or “clarification” are identified in the subject area of the email. Questions and requests without this subject identification may be considered routine emails, and may not get properly addressed.

No communications of any kind may be considered a change to the terms, conditions, and specifications in this RFP unless posted as an official addendum on the web site.

E. Proposal Requirements:

Include Key Objectives of the Library

- Maximize flexibility, including innovative spaces that can adapt over time.
- Creating a community space that is inspirational yet functional.
- Create a civic hub for the community.

F. Scope of Services

1. Community Room Design:

- a. Prepare a series of design options, comparative evaluations to define the arrangement and character of the space needed to meet the community room goals in a manner that provides low operation costs and long term building performance.
- b. Provide evaluation, selection, and specification of interior finishes and furnishings to support the needs of the staff and public for educational, productivity, and recreational uses by patrons and the community.
- c. Firm shall employ design strategies to minimize energy consumption, maintenance and other expenses that are practical within the project and are within the budget parameters.
- d. Acoustics as it relates to patron and staff occupancy of the space need to be evaluated and placed into the design specifications.

2. Proposal Format

- a. Title Page: the title page should clearly state your company name, contact name, address, telephone, and fax number.
- b. Company Background: Provide a brief history of your firm, ownership, capabilities and areas of expertise.
- c. Organization and Staffing: Within this section, please include resumes of all key project team members. Please make us aware of any other projects the team members will be involved with concurrent with this project.
- d. Experience in Library Design: Identify projects of similar size and scope that your firm has completed within the last five years. State the qualities

and attributes your firm brings to this project that may distinguish it from others. State any previous experience with the Henry County Library.

- e. Project Approach: Provide a brief discussion of:
 - i. Emerging trends in library service and the impact of these trends on design
 - ii. Sustainable design strategies
 - iii. Design methodology you propose for our project
 - iv. Cost control procedures for controlling the project budget
 - v. Describe your qualifications and experience in providing consulting and reporting for similar institutions and similar circumstances.
 - vi. Describe your firm's approach to providing services to HCL as described in the "Scope of Work".
 - vii. Provide a sample engagement document to include costs to HCL for the services as proposed. The price you include should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.
 - viii. Project Schedule: Include a project schedule outlining a time frame and estimated completion date of each major task. This should include a schedule for all deliverable products throughout the design phase.
 - ix. Copy of Proof of Insurance

G. Customer References:

Provide references from at least three (3) customers to which the vendor has provided the services required under this RFP. These should be recent customers with needs comparable to those of HCL. Select a mix of long-standing and new customers. Library or other governmental references are preferred. References should include a contact name, phone number, and address of reference.

H. Evaluation and Selection

HCL will review proposals submitted by the RFP deadline and select a winning firm. HCL reserves the right to interview a short list of proposing firms. HCL will negotiate a contract with the selected firm. HCL will select the proposed services and terms that are most advantageous to it.

I. Right of Acceptance and Rejection

HCL reserves the right to accept or reject any or all proposals and to waive any formalities, informalities, and deviations, which, in its opinion, best serve the interests of HCL. HCL is not bound to accept the lowest priced proposal, but will select the proposal that represents the best value for HCL.