

REQUEST FOR PROPOSAL
FACILITIES ASSESSMENT CONSULTANT
SPRINGFIELD GREENE COUNTY LIBRARY DISTRICT
SPRINGFIELD, MO

Introduction:

The Springfield Greene County Library District (SGCLD) is seeking proposals from interested firms (Firm) to conduct a comprehensive facilities assessment of the system's ten facilities and two remote locations. The consultant will provide a facility analysis of SGCLD facilities both owned and leased. The consultant shall provide an analysis of the facilities to determine short and long-term major maintenance needs. Assessment needs to look at least at a ten-year period. The needs identified should be presented by the year, estimated cost and type of major maintenance or capital improvement that shall be needed at each of the facilities. The consultant will also be asked to prepare a footprint assessment and population trend analysis. SGCLD staff will evaluate all submittals and then negotiate and enter into a contract with the facilities assessment consultant that SGCLD staff find to be the best qualified and to have submitted the most favorable proposal. Such contract shall be for services hereinafter more fully described.

Procurement Process:

One original proposal and one electronic proposal, on a USB drive, must be delivered to SGCLD no later than 2 p.m. CDT, Thursday October 23, 2025 to:

Springfield Greene County Library District
Facilities Assessment Proposal
Attention: Jim Schmidt
4653 S. Campbell Avenue
Springfield MO, 65810

It is the responsibility of the submitter of the proposal to see that the proposal is in the administrative office before the time specified above. No proposals will be accepted after the above date and time.

A copy of this RFP may be obtained from the administrative office at the Springfield Greene County Library District, 4653 S. Campbell Avenue, Springfield MO, 65810 or from the SGCLD website at <https://www.thelibrary.org/standard-pages/purchasing>

Firms may call or e-mail with appropriate questions that are intended to clarify the content of this RFP. All appropriate questions should be addressed to

Jim Schmidt
Associate Director
(417)-616-0587
jims@thelibrary.org

Answers to aforementioned questions will be posted on the SGCLD website at
<https://www.thelibrary.org/standard-pages/purchasing>

SGCLD reserves the right to reject any and all proposals and to waive any “informalities” in the proposals received whenever such selection, rejection or waiver is in SGCLD’s best interest. A pre-proposal conference will be held October 16, 2025 at the Library Center, 4653 S. Campbell Avenue, Springfield MO, 65810. Attendance in person is preferred, but not required. A link for electronic attendance will be provided upon request.

The pre-proposal meeting will begin with an overview of Springfield Greene County Library District facilities, followed by a question and answer session.

Proposals are due Thursday October 23, 2025 by 2pm. One paper copy and one electronic copy (preferably USB storage device) are required.

The Springfield-Greene County Library District is a political subdivision of the state of Missouri, and any information submitted to The Library is subject to release as provided by Missouri Public Records Law. The Library will take reasonable efforts to protect any information marked “confidential” to the extent allowed by Missouri Public Records Law. Confidential information must be submitted in a separate envelope, sealed and marked “Confidential Information” and will be returned to the proposer upon request, after the determination of a list of qualified firms. It is understood, however, that the Library will have no liability for disclosure of such information. Any proprietary or otherwise sensitive information contained in or with any submittal is subject to potential disclosure. All other materials and documents submitted in response to the RFP become the property of The Library and will not be returned.

Submittals may be withdrawn without prejudice any time before the deadline for receipt of submittals. If a mistake or error is discovered by the Firm or SGCLD after the submittal opening, SGCLD has the right to call this error to the Firm’s attention and request verification of the submittal. If the Firm acknowledges the mistake and requests relief, SGCLD will proceed in the following manner:

Any mistake, which is obviously a clerical one, such as an error in placement of decimal points, etc., may be corrected by SGCLD after verification is made by the Firm.

Actual changes in submittal pricing, terms, or conditions will NOT be permitted after the deadline for receipt of submittals.

SGCLD staff will review and evaluate the responses in accordance with the evaluation criteria that are set forth herein. Interviews may be required. The staff will select, from the Firms that respond to this RFP, that Firm or those Firms that the staff, in its sole discretion, believes to be best qualified.

The Contract with the selected Firm shall provide that it is in effect for a term as described in the “Purpose/Scope of the Work” section to be provided by the selected Firm. The Contract shall also provide that SGCLD, at its discretion, may at any time during the term of the Contract terminate the Contract, upon not less than thirty (30) days written notice to the Firm. The Contract shall further require that the Firm provide all services in a prompt, diligent, ethical, honorable and professional manner, and in accordance with standards of competency and performance which would generally prevail in the Southwest Missouri area for professionally competent Firms providing services as described in the Scope of Work.

If staff is unable to negotiate a satisfactory Contract with the first Firm that is selected, negotiations with that Firm shall be terminated. Staff may or may not undertake negotiations with respect to a Contract with another of the qualified Firms that has been selected by the Committee as described above. If there is a failing of accord with the second Firm, negotiations with such Firm shall be terminated. Staff may or may not, then undertake negotiations with a third qualified Firm. If staff is unable to negotiate a Contract with any of the selected Firms, then staff shall reevaluate the necessary services, again compile a list of Firms that might be qualified and proceed in accordance with the qualifications-based selection procedures hereinabove described in this RFP.

Anticipated Timeline:

Pre-proposal conference October 16, 2025

Deadline for receipt of Response to RFP: October 23 2025, 2 p.m. CDT

Possible Oral Presentations: November 6, 2025

Anticipated Date for Selection of a Facilities Consultant November 17, 2025

Anticipated Project Completion and Report to Staff: March 31, 2026

Evaluation Criteria:

SGCLD staff will review and evaluate the submittals in accordance with the evaluation criteria identified below. Factors to be considered:

Firm experience includes how long the Firm has been in the business of consulting on the facilities life cycle.

Qualifications of the Firm will include, but not be limited to, the Firm’s credentials and capability to perform the work.

Performance will include the Firm’s ability to perform the scope of services including an assessment of the sample deliverables.

Fees will include, but not be limited to, the Firm's fees that will be charged for the consulting services.

Firm's ability to complete assessment and produce report by March 31, 2026.

Firm's ability to prepare a footprint assessment and population trend analysis.

Background:

The Springfield-Greene County Library District (SGCLD) is a political subdivision and public library system serving the residents of Greene County, Missouri, and the City of Springfield. Established in 1905, the Library District has evolved into a robust network of 10 branch libraries, two remote locations, and a Mobile Library that serves rural and underserved communities. SGCLD also operates a digital branch, offering access to a wide array of e-resources.

The system's headquarters is located at The Library Center, 4653 S. Campbell Ave., Springfield, MO, a full-service branch housing administrative offices and specialized departments. Other notable branches include The Library Station, Midtown Carnegie Branch Library (a historic Carnegie building), and the Republic Branch Library, among others.

SGCLD libraries vary in size, age, and construction, ranging from newly built facilities to historic buildings requiring ongoing maintenance and preservation. The district serves a population of over 299,000 residents, providing access to more than 500,000 physical items, extensive digital resources, and numerous community programs and services.

The SGCLD is governed by a Board of Trustees and led by an Executive Director, with funding primarily from property taxes and supplemented by grants and donations. As a forward-thinking institution, SGCLD continually seeks to improve services, ensure accessibility, and maintain high-quality facilities that meet the evolving needs of its patrons.

Scope of Services:

The successful Firm shall:

A.

Analyze and prepare a facility assessment for all owned and leased facilities of SGCLD identifying the short and long-term major maintenance and capital improvement needs. The needs should cover at least a ten-year period for each facility's components evaluated according to industry accepted practices. Also, a report should be presented on the annual reinvestment rate to replace components as they become unusable and determine the approximate replacement cost and the estimated year it will need to be repaired for each of the building components. The repair or corrections should be identified in detail. Designate the repair as a maintenance repair, a replacement, retro-commissioning, upgrade or enhancement.

The data must be updateable. All major renovation or capital repairs shall be ranked by priority of importance. The data must be sortable by priority (defined below), facility location, repair/correction type, cost and projected year of repair. The Facility Assessment consultant must have the technical capability to address a broad range of infrastructure designs and systems. The consultant must identify the life cycle and replacement schedule required to maintain components of each facility as it becomes unusable. Someone that meets professional standards for commercial property inspections should be a part of the team who performs all inspections.

Analyze and prepare a future footprint assessment. Assess and make recommendations as to size and location of additional service points within the current service area of SGCLD. Take into account forecasted population growth, urban growth areas, and population shifts to identify areas for recommended service points. Include size and type of facility. Look at SGCLD's service area to determine areas for patron self-service options.

Analyze and prepare a trend analysis and assessment for the SGCLD service area. Consider and evaluate trends and best practices as they relate to the Springfield Greene County Library District for planning needs and incorporate this broader lens into the final facilities assessment plan.

B.

During the contract period the consultant may be asked by SGCLD staff to perform additional services or provide advice beyond the scope of work listed in this RFP. These services will be provided on an hourly rate or a fee basis approved by the Director prior to work commencing.

Project Requirements:

All assessment data must be stored and organized in an electronic format that supports project objectives and requirements as described in this document. The electronic file must provide SGCLD the capability to continue to update all data, manage deferred maintenance and be used for future capital projects. In addition, services provided must meet the following requirements:

Enhance facility planning capabilities by addressing the highest priority needs and future needs. Develop budgets according to accepted industry standards and processes.

Develop budgets for energy conservation measures in each building as appropriate along with anticipated savings.

Identify deferred maintenance and upgrades for library facilities.

Develop service location recommendations based on population trend data.

Data and Standards Elements To Be Used:

The consultant must provide SGCLD with the methodology and collection standards to be used in the facility condition assessment. The consultant will use this methodology and standards to measure and report conditions for the following property elements:

- Site: grounds, drainage, sidewalks, utilities, parking areas and paving systems
- Assessment of environmental factors near the site.
- Exterior systems: roofs, walls, window systems, exterior doors, waterproofing and structural components
- Interior systems: walls, doors, floors, millwork, casework, ceilings and finishes
- Fire/life safety issues
- Accessibility (ADA) requirements
- Heating, ventilating and air conditioning (HVAC) systems including retro-commissioning and/or balancing
- Energy management and control systems
- Electrical and electrical distribution to include lighting (facility and site)
- Plumbing and waste systems
- Fire protection (sprinkler systems)
- Special construction
- Elevators
- Building Code Compliance

Priority Definition:

Because SGCLD expects the correction of the identified repairs in each of the facilities to be a multi-year task, SGCLD must be able to assign a priority to each repair. Before data collection begins, the consultant and SGCLD will establish prioritization standards. The assessment software must have the ability to be modified to support these standards.

An example of priority standards:

Priority 1 – Currently Critical (Immediate)

- Correct a cited safety hazard
- Stop accelerated deterioration
- Return a facility/system to operation

Priority 2 – Potentially Critical (year 1)

- Intermittent operations
- Rapid deterioration
- Potential life safety hazards

Priority 3 – Necessary/Not Yet Critical (years 2-4)

- Predictable deterioration
- Potential downtime
- Associated damage or higher costs if deferred further

Priority 4 – Recommended (years 5-10)

- Sensible improvement to existing conditions that is not required for the basic function of the facility
- Overall usability improvement resulting in a long term cost reduction

Priority 5 – Does Not Meet Current Codes but “Grandfathered”

- No action is required at this time—if work is required later the “grandfather” status may be made null

Required Meetings:

We anticipate at a minimum an initial site visit at each branch location and one on-site meeting to review the draft before the final document is submitted to SGCLD staff.

The number of meetings will be negotiated and finalized with the successful bidder.

Present a report to SGCLD staff at a date to be announced.

Present a report at SGCLD Board of Trustees meeting (TBA).

Cost Estimating, Budgets and Schedules:

Provide specific work scopes and project cost estimates. Project cost to also include all related costs such as Architect and Engineering fees, commissioning, retro-commissioning, environmental testing etc. Provide and describe the cost estimating bases used for the Mid Missouri area to determine budgets. All items will be designated and grouped either as a maintenance item or a capital project.

- Provide appropriate groupings to delineate between routine maintenance, major repairs and replacement items and / or costs.
- The use of life cycle cost analysis and remaining useful life will be used to determine if an item should be repaired or replaced.
- Provide all documentation and calculations to support repair or replacement recommendations.
- Provide related budgets for each priority ranking.
- Provide comparative analysis of year-by-year penalty for deferring requiring repair or replacement.

- Provide a master 10-year budget plan.

Documentation Requirements:

- Provide written documentation of processes, inspection methods, cost data, adopted standards, computer software and applications. Include all information necessary to enable SGCLD staff to continue to use and update the information and systems as a permanent planning tool.
- Provide training for SGCLD staff in all aspects of the process and program including updating information and generating reports based on various budget options.
- Provide written reports as directed by the SGCLD for documentation of progress and for final presentation.
- Provide the data packages in electronic form compatible with Microsoft Office.

General Conditions of Submitting Proposals:

Inspection of Records Prior to Submittal: Inspection of records prior to submittal may be arranged by

Jim Schmidt
(417) 616-0587
jims@thelibrary.org

Such records include, but are not limited to: prior reports, as-built building drawings, owner's manual, original specifications, and any maintenance records.

Submittal Acceptance: A submittal acceptance period of sixty (60) calendar days is required. Submittals offering fewer than sixty (60) calendar days may be rejected. Unless otherwise indicated, sixty (60) days prevail.

Disputes: If any dispute concerning a question of fact arises under this contract, other than termination for default or convenience, the contracting Firm and SGCLD, which is responsible for the administration of this contract, shall make a good faith effort to resolve the dispute. If the dispute cannot be resolved by agreement, then the SGCLD shall resolve the dispute and send a written copy of the decision to the contracting Firm.

Fund Allocation: Continuance of any resulting agreement or contract after the end of the current fiscal year is contingent upon the allocation of SGCLD funds for the next fiscal year (July 1 – June 31).

Officials Not to Benefit: No regular employee or elected or appointed member of the SGCLD Board shall be admitted to any share or part of this contract, or to any benefit that shall arise there from; but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

Equal Opportunity: SGCLD is an equal opportunity affirmative action employer pursuant to federal and state law, and all respondents submitting bids shall be considered to be EEO/AA employers in compliance with federal and state laws, unless otherwise stipulated by the bidders herein.

Americans With Disabilities Act: The successful contracting Firm agrees to comply with all applicable provisions of the Americans with Disabilities Act and the regulations implementing the Act, including those regulations governing employment practices.

Confidentiality of Information: All data made available to the Firm by SGCLD is and will remain the property of SGCLD. All proposals, records, and written correspondence received from a Firm will be deemed public records and presumed to be open.

Insurance: General Liability, Automobile, Professional Liability, and Worker's compensation insurance are required. The successful Firm shall provide, if requested, and maintain insurance at its sole cost for the term of the Contract, and shall furnish SGCLD with certificates showing the type, amount, class of operations covered, effective dates and dates of expiration of insurance coverage. Such certificates, which do not limit the Firm's indemnification, shall also contain substantially the following statement: "Should any of the above insurance covered by this certificate be canceled or coverage reduced before the expiration date thereof, the insurer affording coverage shall provide thirty (30) days' advance written notice to the SGCLD by certified mail". It is agreed that the Consultant shall maintain in force at all times during the performance of this Agreement all appropriate coverage of insurance required by this Agreement with an insurance company that is acceptable to SGCLD and licensed to do insurance business in the State of Missouri. Endorsements naming SGCLD as additional insured shall be submitted with the insurance certificates.

1. The Firm shall maintain the following insurance coverage:

- Workers' Compensation:
 - Statutory coverage as required by the State of Missouri, including Employers' Liability with minimum limits of:
 - \$1,000,000 Each Accident
 - \$1,000,000 Disease Each Employee
 - \$1,000,000 Disease Policy Limit
- Commercial General Liability (CGL):
 - Coverage shall include premises-operations, independent contractors, products-completed operations, personal injury, and contractual liability with minimum limits of:
 - \$1,000,000 Per Occurrence

- \$2,000,000 General Aggregate
 - \$2,000,000 Products & Completed Operations Aggregate
 - \$1,000,000 Personal & Advertising Injury
 - \$100,000 Damage to Rented Premises
 - \$5,000 Medical Payments (Optional)
- Automobile Liability:
 - Coverage for owned, hired, and non-owned vehicles with minimum limits of:
 - \$1,000,000 Combined Single Limit (CSL) per accident
- Professional Liability (Errors & Omissions):
 - Insurance covering acts, errors, or omissions in the rendering of professional services with minimum limits of:
 - \$1,000,000 Each Claim
 - \$1,000,000 Annual Aggregate
- Umbrella or Excess Liability (Optional but Recommended):
 - Additional limits of liability applying in excess of the primary policies listed above, with a minimum of:
 - \$1,000,000 Per Occurrence and Aggregate

Notes:

- All insurance shall be written by companies licensed to do business in Missouri and rated A- or better by A.M. Best.
- The Springfield Greene County Library District shall be named as an Additional Insured on the General Liability, Auto Liability, and Umbrella policies using ISO forms CG 20 10 and CG 20 37 or equivalent.
- Coverage shall be primary and non-contributory with respect to any insurance maintained by the District.
- A Waiver of Subrogation in favor of the District is required on all applicable policies.
- The Consultant shall provide 30 days' written notice of cancellation or material change in coverage.

2. Firm agrees that in the event of loss due to any of the perils for which it has agreed to provide comprehensive general and automotive liability insurance, Firm shall look solely to its insurance for recovery. Firm hereby grants to SGCLD, on behalf of any insurer providing comprehensive general and automotive liability insurance to either Firm or SGCLD with respect to the services

of Firm herein, a waiver of any right to subrogation which any such insurer of said Firm may acquire against SGCLD by virtue of the payment of any loss under such insurance.

3. To the fullest extent not prohibited by law, the Firm shall indemnify and hold harmless SGCLD, its Board of Trustees, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of firm, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with Contractor or a subcontractor for a part of the services), or of anyone directly or indirectly employed by the firm or by any subcontractor, or of anyone for whose acts that the firm or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require the firm to indemnify, hold harmless or defend SGCLD from its own negligence.

4. The insurance limits required by SGCLD are not represented as being sufficient to protect the Firm. The Firm is advised to consult Firm's insurance broker to determine adequate coverage for Firm.

Cost of Proposal: All costs incurred in the preparation of the response to this "Request for Proposal" (RFP) will be sole responsibility of and borne entirely by the submitter. All submissions become the property of SGCLD and will not be returned to the consultant.

Work Performance: All work shall be performed in accordance with all applicable federal, state and municipal laws and regulations legally enacted as of the date the work commences.

Content of Proposals:

A: Transmittal Letter:

A transmittal letter shall accompany each proposal. Such a letter must be signed by a person authorized to contractually obligate the vendor to the scope, terms, specifications, and pricing contained in the response and the RFP. The letter of transmittal should be no longer than two (2) pages and should include the following:

- Certification that the bidder can perform the scope of services listed above.
- This letter should clearly indicate the name, address, phone number, and facsimile number, email address of one (1) contact person of the Firm for the RFP.
- A statement of commitment to provide services in a timely manner. Indicate if the anticipated timeline can be met. If not please indicate when preliminary and final reports would be ready.
- A brief summary of the Firm's qualifications to perform this type of engagement.
- A brief statement on why your Firm should be selected as the facility life cycle consultant.

B. Table of Contents:

- The table of contents should include clear and complete identification of the materials submitted by section and page number.

C. Required Questions:

Provide sections to answer all the following questions so each Firm can be evaluated using the following:

FIRM EXPERIENCE:

1. Provide a brief description of your Firm, including the name and address of the headquarters. Note any local offices, if appropriate. Indicate how long your Firm has been in business, how long the Firm has worked in the state, and the kinds of work the Firm is doing. Also include the number of years providing facility condition, energy conservation, air conditioning system and maintenance needs.
2. Please describe your company's experience with consulting on facility life cycle assessment and planning for other libraries, governmental entities or businesses of our size.
3. Is your company a subsidiary or affiliate of another company? Please provide full disclosure of any direct or indirect ownership or control. Describe any pending agreements to merge or sell your company.
4. Provide three references of employers with similar plans (preferably of similar size).
5. Describe your experience with assessing structural integrity, masonry, curtain wall systems, and custom HVAC systems.
6. Please provide a list of all subcontractors that will be used in the project. Please note that SGCLD would like to approve all subcontractors selected for the project.

QUALIFICATIONS OF THE FIRM:

1. List the individual(s) who will have primary responsibility for this contract. Attach brief resumes or descriptions of qualifications.
2. Indicate the current status of any current or pending litigation and any other major circumstances which might be of concern to SGCLD.
3. Please describe the insurance covered by your Firm.

PERFORMANCE:

1. Give a brief description on how the Firm intends to perform the scope of services.
2. Submit brief hard copy samples of deliverables that will be provided to SGCLD at project completion. Include the basis used in estimating cost for the Mid Missouri area to determine budgets. Please provide a sample report provided to a client of similar size. You can remove any names attached to the report or change the name to something generic.
3. Please provide a detailed schedule on how the project is to be completed. Please indicate if our target completion date of March 31, 2026 can be met.
4. Please indicate the information you will need from library staff to complete the project.

FEES:

1. Provide a contract fee to be charged as follows:
 - A. Facilities Condition Assessment \$ _____
 - B. Future Footprint Assessment \$ _____
 - C. Trend Analysis Assessment \$ _____
2. Please include the approximate number of work hours included in the bid amount above.
3. How many meetings and presentations are included in the bid amount above?
4. Please include a statement on how expenses will be billed. Please include an estimate of the travel costs to be incurred. SGCLD does reimburse for all necessary and reasonable expenses. Please note that SGCLD has a policy that does not allow reimbursement for alcohol expenses.
5. Provide a schedule of hourly rates that will be charged for additional services that may be requested.

TIMELINE:

1. Estimated date for visit to SGCLD (in person) TBD
2. Estimated date for initial report for review (in person or electronically) TBD
3. Estimated date for final report TBD
4. Estimated date for report to Board of Trustees (in person) TBD

Appendix: A

Springfield Greene County Library District Facilities

Owned:

Library Center
4653 S Campbell Ave
Springfield, MO 65810
Occupancy: 11/1999
Built: 1995
SF: 83,000 + 10,500 (construction complete 2026)

Library Station
2535 N Kansas Expressway
Springfield, MO 65803
Occupancy: 06/2003
Built: 1973
SF: 33,000

Midtown Carnegie Branch Library
397 E Central St
Springfield, MO 65802
Occupancy: 1905
Built: 1904-05
SF: 30,000

Republic Branch Library
921 N Lindsey Ave
Republic, MO 65738
Occupancy: 2026
Built: 2025-26
SF: 22,000
New facility under construction 2026 completion

Schweitzer Brentwood Branch Library
2214 Brentwood Blvd
Springfield, MO 65804
Occupancy: 1972
Built: 1971-72
SF: 17,000

Leased:

Ash Grove Branch Library
101 E Main St
Ash Grove, MO 65604
Occupancy: 1945
SF: 1400

Fair Grove Branch Library
81 S Orchard Blvd
Fair Grove, MO 65648
Occupancy: 2000
SF: 1445

Park Central Branch Library
128 Park Central Square
Springfield, MO 65802
Occupancy: 04/2008
SF: 3100

Strafford Branch Library
101 S State Highway 125
Strafford, MO 65757
Occupancy: 08/2008
SF: 3750

Willard Branch Library
304 E Jackson
Willard, MO 65781
Occupancy: 07/2009
Built: 2008-09
SF: 5000

Library Express East (self serve unit)
3263 E Chestnut Expressway
Springfield, MO 65802

Library Express West (self serve unit)
3872 W Chestnut Expressway
Springfield, MO 65802