

Request for Qualifications

for

Architectural and Engineering Services

for

**Renovations at the St. Charles City – County Library’s
Kathryn Linnemann Branch, Spencer Road Branch,
and Central Services Building**

Date: January 14, 2026

ST. CHARLES CITY-COUNTY LIBRARY DISTRICT

**Request for Qualifications
for
Architectural and Engineering Services
for**

**Renovations at the St. Charles City – County Library’s Kathryn Linnemann Branch,
Spencer Road Branch, and Central Services Building**

SCHEDULE

RFQ Issue Date:	Wednesday, January 14, 2026
Description:	The St. Charles City-County Library District (“Library”) seeks proposals from qualified and experienced firms to provide Architectural and Engineering Services for Renovations at the Kathryn Linnemann Branch, Spencer Road Branch, and Central Services Building.
Web site address:	https://www.stchlibrary.org/bids-and-rfps
Proposal Delivery Address: (by mail or hand delivered)	St. Charles City-County Library District Ms. Chris Donnelly, Purchasing and Building Projects Manager Central Services Building 77 Boone Hills Drive St. Peters, MO 63376 <i>Requests for Qualifications hand delivered to the Library’s Central Services Building should be placed in the package drop box located on the building’s delivery dock.</i>
RFQ Administrator:	Ms. Chris Donnelly Purchasing and Building Projects Manager 636-441-2300 x1564
Written Questions Due:	Thursday, January 22, 2026 by 5:00 p.m. CT Email questions to: Ms. Chris Donnelly at purchasing@stchlibrary.org
Response to Questions:	Tuesday, January 27, 2026 by 2:00 PM, CT Issued by Addendum and available at https://www.stchlibrary.org/bids-and-rfps .
Proposals Due:	Wednesday, February 4, 2026 by 2:00 PM, CT
Interviews (if needed):	Monday, February 9, 2026
Notice of Award:	Upon Board of Trustees Approval

REQUEST FOR QUALIFICATIONS

The Board of Trustees of the St. Charles City-County Library District (the “Library”) invites qualified firms to submit responses to this Request for Qualifications (RFQ) to provide architectural and engineering services for the development of a plan for renovations at the Library’s Kathryn Linnemann Branch, Spencer Road Branch, and Central Services Building as further described in this RFQ.

Responses must be received no later than 2:00 p.m. CT on February 4, 2026, and should be submitted to:

St. Charles City-County Library
Ms. Chris Donnelly
Purchasing and Building Projects Manager
Central Services Building
77 Boone Hills Drive
St. Peters, Missouri 63376

To ensure the integrity of the selection process, all inquiries regarding this RFQ must be directed in writing to Ms. Chris Donnelly at purchasing@stchlibrary.org no later than 5:00 p.m. CT on January 22, 2026.

SCOPE OF SERVICES

The Library is seeking professional architectural and engineering services for the development of a plan for renovations at the Library’s Kathryn Linnemann Branch, Spencer Road Branch and Central Services Building.

Kathryn Linnemann Branch

The Kathryn Linnemann project includes reimagining the branch operations after relocation of the Local History and Genealogy collection to a new Heritage Center. This will free up approximately 3,000 sq. ft. The anticipated budget for construction is \$750,000 to \$2,000,000. Key project elements include:

- A review of service points with a goal to reduce the number of staffed service points and to provide a centralized “ask us” desk
- Provide low-cost options that improve sightlines, accessibility, and operational efficiencies
- Identify opportunities to create flexible space
- Improve ADA accessibility
- Evaluate condition and functionality of shelving
- Enhance the Library entrance and accessibility

- Evaluate code compliance of public restrooms

Project schedule is a critical component of this phase of work. It is anticipated that the Local History and Genealogy collection will be relocated from the facility in June. The team's response shall include a detailed schedule and description of work that details the tasks and timeline.

Spencer Road Branch

The Spencer Road Branch has the largest number of rooms available for public use, some of which are in high demand during peak hours of operation. This branch also has the greatest square footage of all locations and is therefore a logical place to deploy innovative new services alongside the expansion of current offerings. A key objective of this study is to examine the use of collection and meeting room spaces to ensure that community needs are being met and that space is used optimally, as well as to identify opportunities to create more flexible-use spaces and enhance areas to expand program and service offerings. The full scope of this project will likely be completed in phases. The anticipated construction budget is \$750,000 to \$2,000,000.

- Review allocation of all rooms, which include but is not limited to the study, community, event and program rooms, to determine if the spaces meet customer demands and usage
- Identify options for expansion of early literacy collection, program, and interactive play spaces
- Identify options for expansion of teen collection and program space
- Evaluate current government documents collection footprint
- Provide conceptual space planning options for specialized services and makerspaces
- Identify expansion of co-work spaces and other flexible environments to improve patron experience

It is anticipated that this phase of work will occur concurrently with the Kathryn Linnemann Branch and that the space planning efforts complement the public offering within these branches.

Central Services Building

The Central Services Building project includes an assessment of current space usage and infrastructure capacity, and to evaluate the feasibility of consolidating operations currently housed in a leased warehouse at 224 Turner Boulevard that includes Friends of the Library functions, general storage, and Bookmobile storage into the Central Services Building.

The Central Services Building encompasses approximately 30,000 square feet on the main level and an additional 11,000 square feet on the second floor. It currently houses a range of departments, including Executive, Finance, Human Resources, Marketing, Information Technology, Facilities, Collection Services, Outreach, Adult and Youth Services, and the Library Foundation. The offsite warehouse primarily supports Bookmobile housing and operations,

Friends of the Library operations, and general Library storage needs. The anticipated budget for construction is \$350,000 to \$550,000. Key project elements include:

- Identify opportunities to consolidate Adult & Youth Services and Outreach Services Departments, including Bookmobile staff with exterior door access and housing for Bookmobile vehicle inside the building
- Review HVAC and Mechanical Systems
- Evaluate code compliance of employee restrooms
- Review storage and shelving to reduce footprint
- Improve site security and access management

The team shall recognize as part of the planning process that should this project proceed to construction the IT department needs to operate throughout the construction process with access to the main network closet and have continuous power and internet service.

A key objective of this study is to determine whether functions currently housed in the leased warehouse can be successfully integrated into the Central Services Building. The consultant will evaluate the spatial, infrastructural, and operational requirements of these functions, including vehicle access, climate control, and loading/unloading needs, volunteer access and assess the feasibility of accommodating them onsite.

The selected firm will collaborate closely with Library leadership to conduct a comprehensive review of these spaces, workflow, and needs.

PROJECT PHASES

Project Initiation and Data Collection

The project will include a kickoff meeting to establish goals, timelines, and lines of communication. The consultant will review all relevant documentation, including existing drawings, space assignments, and staffing information. The kickoff meeting will include a site visit of the Kathryn Linnemann Branch, Spencer Road Branch, Central Services Building, and the leased warehouse.

Master Planning

Based on the findings of the previous phases, the consultant will develop a Master Plan for each facility that presents conceptual layouts, space plans, and recommendations. The plan will address opportunities to improve operational efficiency and support future growth.

Pre-Design and Procurement Preparation

To support future implementation through a Design-Build or Construction Manager at Risk (CMAR) delivery method, the consultant will prepare comprehensive design criteria packages. These packages will serve as the foundation for procurement and project execution, and will include a basis-of-design narrative, preliminary floor plans, a detailed space program summary, infrastructure and building systems requirements, and high-level cost estimates.

In addition, the consultant will assist the Library in developing procurement strategies and construction phasing plans that minimize disruption to ongoing operations. As part of this effort, the consultant will prepare draft bid documents suitable for use in soliciting Design-Build, CMAR, or design-bid-build proposals. These documents may include technical specifications, performance criteria, design and engineering drawings, and other materials necessary to clearly communicate the Library's objectives to prospective bidders and final cost estimates.

Construction Administration

Provide construction administration and observation services, including submittal review, site visits, meeting attendance, and punch list development.

RESPONSE REQUIREMENTS

Requirements

The Response must arrive no later than 2:00 p.m. CT on February 4, 2026. No Response will be accepted after this time and any Response arriving after this time will be returned unopened.

The Response must be addressed as follows and delivered to the following address:

St. Charles City-County Library District
Ms. Chris Donnelly
Purchasing and Building Projects Manager
Central Services Building
77 Boone Hills Drive
St. Peters, Missouri 63376

The Response must bear the following legend:

Response to Request for Qualifications for the development of a plan for renovations at the Library's Kathryn Linnemann Branch, Spencer Road Branch, and Central Services Building.

Each Responder must submit three (3) complete and bound copies of each Response and one (1) unbound original, with original signatures, and one (1) "public/press" copy of the Response in which the individual or firm should redact any information that it deems confidential or proprietary. The response should also include an electronic copy on a flash drive.

Any Responder desiring an explanation or interpretation of the Request for Qualifications must request it in writing, directed only to Ms. Chris Donnelly at purchasing@stchlibrary.org no later than 5:00 p.m. C.T. on January 22, 2026. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a Responder concerning a solicitation will be furnished promptly to all other Responders as an

amendment of the Request for Qualifications, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective Responders.

If this Request for Qualifications is amended, then all terms and conditions, which are not modified, remain unchanged. Responders shall acknowledge receipt of any amendments to this solicitation by: (i) signing and returning the amendment; and (ii) identifying the amendment number and date in the space provided for this purpose. The Library must receive the acknowledgement by the time specified for receipt of Responses.

No Response shall be withdrawn for a period of 90 days subsequent to the opening of the Responses without prior written consent of the Library.

Cover Letter

Cover Letter must indicate that the signer is authorized to bind the Responder contractually and must identify the title or position of the signer. The letter shall also contain the following:

- The name of the Responder, and address and telephone number.
- A statement that the Responder is willing and able to perform the services required for a successful engagement.
- The name of the individual within the Responder, who will be the primary contact concerning this engagement.

An unsigned submission shall be rejected.

Response Content

Content of the Request for Qualifications will be used to measure the qualifications of the firms responding. The Response shall contain the following information at a minimum:

- (a) General Information About the Firm. Please provide a brief description of the firm.
- (b) Experience. The Response must clearly identify the firm's qualifications, competence and relevant experience in providing the scope of services described in this Request for Qualifications.
- (c) Personnel. Please indicate the name, location, telephone number, fax number and email address of the primary contact person for the firm. Identify the individuals proposed to serve the Library; specify their capacity and roles; and include a brief resume for each. If the firm is selected to give an oral presentation, only those individuals listed will be invited to participate.

(d) References. Responses should include the name, title, organization and telephone number for no more than five references for which your firm has provided similar services.

(e) Description of Work. Responses should include a description of the work to be completed, including project approach, milestones, and deliverables.

(f) Schedule. Responses should include a detailed schedule.

(g) Conflict of Interest. If your firm believes that a conflict of interest may arise, describe the nature of the conflict and the proposed resolution of the conflict. Further, please describe whether the firm or any of its employees has any interests or relationships which might conflict with or compromise the expectations of the Library in providing the services set forth in this Request for Qualifications.

(h) Financial Interest. Please disclose any professional or personal financial interest that could be a possible conflict of interest in representing the Library.

(i) Insurance. Each Responder should list the insurance coverage to be provided.

(j) Other Factors. Discuss any other factors that your firm believes should be considered by the Library.

(k) Fee schedule and anticipated manhour estimate.

Fee Proposals to be Provided Upon Request

If selected for negotiation, the Selection Committee will request in writing that the identified firm provide a fee proposal in a separate, self-addressed, and sealed envelope for the services described in this Request for Qualifications.

Selection Procedures

The following procedures will be used to evaluate the responses.

1. Responses will be reviewed by a Selection Committee.
2. The Selection Committee will rank the responses based on the Evaluation Factors set forth herein. The committee may at its discretion interview the top three (3) firms. Interviews, if needed, will be on February 9, 2026. Once the Selection Committee has identified the most qualified firm capable of performing the desired services for the project, the Selection Committee will request in writing that the identified firm provide a Fee Proposal to commence negotiations.

3. The identified firm(s) shall submit such Fee Proposal(s) in self-addressed stamped envelopes. If the fee presented is acceptable or can be negotiated, then a contract will be awarded.
4. If the Selection Committee is unable to negotiate a satisfactory contract with the highest ranked firm selected, then negotiations with that firm will be terminated. The Selection Committee will then proceed to negotiate with the second highest ranked firm.
5. If the Selection Committee is unable to negotiate a satisfactory contract with the second highest ranked firm, then negotiations with that firm will be terminated. The Selection Committee will then proceed to negotiate with the third highest ranked firm.
6. If the Selection Committee and the third highest ranked firm fail to reach a satisfactory contract, the Selection Committee may negotiate with the next highest ranked firm to reach an agreement unless the Selection Committee determines that it is in its best interest to re-solicit a Request for Qualifications.
7. The Selection Committee may terminate the selection process at any time and reject any and all Responses.
8. Negotiated contracts will be presented to the Board of Trustees for approval if the contract costs \$20,000 or more. Contracts costing less than \$20,000 will be referred to the Chief Executive Officer.

Evaluation Factors

Responses will be evaluated using the following criteria:

- (a) The specialized experience and technical competence of the firm with respect to the type of services required. The team should have past public library experience. (20 pts.);
- (b) The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations required (40 pts);
- (c) The past experience and record of performance of the firm with respect to factors such as control of costs, quality of work, and ability to meet schedules, with references for comparable work (30 pts.); and
- (d) The firm's proximity to and familiarity with the Library and its facilities (10 pts.).

Award

1. The right is reserved by the Board of Trustees to cancel the Request for Qualifications or reject in whole or in part for good cause any and all Responses when in the best interests

of the Library and to waive any irregularity or informality with respect to any Responses.

2. The Library reserves the right to reject any and all Responses.

3. An award will be made by the Library to the Responder who demonstrates competence and is most qualified in accordance with the Selection Procedures.

4. All Responders will be notified of the Library's selection as soon as possible.

5. The successful Responders will be issued a Notice of Award. Within 10 business days, such Responder shall provide the following minimum documentation:

(a) Proof of the appropriate insurance coverage:

- Worker's Compensation & Employers Liability—Statutory Amount
- (Mandatory)
- Comprehensive Automobile Liability for vehicles used—\$500,000
- Comprehensive General Liability—\$1,000,000
- Professional Liability—\$2,000,000

(b) Federal Tax Payer Identification Number.

(c) Evidence that the Responder is authorized to do business in Missouri.

(d) Evidence that the Responder is a licensed professional in the State of Missouri in good standing.

6. All Responders on Library contracts for services in excess of \$5000 must provide the Library with documentation and a sworn affidavit, with respect to employees working in connection with the contracted services, affirming enrollment in a Federal Work Authorization Program ("FWAP"). The affidavit shall also provide that the Responder does not knowingly employ any person in connection with the contracted services who is an unauthorized alien as required by Section 285.530 of the Missouri Revised Statutes. Such affidavits must be provided with the Response to this Request for Qualifications. Subcontractors must provide similar affidavits to their general contractors when the general contractor hires the subcontractor. A contractor or subcontractor is not required to perform an electronic verification check on employees hired before January 1, 2009.