



REQUEST FOR QUALIFICATIONS

FOR ARCHITECTURAL SERVICES

LIBRARY CENTER OF THE OZARKS

Branson, Missouri

SECTION I — GENERAL INFORMATION

The Board of Trustees of the **Library Center of the Ozarks (Library)** invites qualified architectural firms to submit statements of qualifications for **professional architectural, engineering, planning, and design services** for the development of a new public library facility to be constructed within the Branson/Hollister Library Subdistrict, located in Missouri.

The Library does not yet own or control the building site. Architectural services will include assisting the Library in **site review**, conceptual planning, feasibility evaluation, and design recommendations for potential properties.

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.

Confidential material must be submitted in a separate envelope labeled **“Confidential Information.”**

SECTION II — PROJECT BACKGROUND

The Library Center of the Ozarks serves the Branson/Hollister Library Subdistrict. This project represents a major advancement in library service capacity, community learning, digital access, and cultural programming.

The existing library space is no longer adequate to serve projected population growth, expanded technology needs, and modern programmatic expectations. The Library intends to design and construct a new **modern, flexible, multi-use library facility** of approximately **30,000 square feet**, subject to site conditions and budget refinement.

Funding may include a combination of local sources, grants, partnerships, and financing instruments, including a public bond. 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 **cost estimates** and **budget-to-program alignment**.
- Present design concepts at public meetings and to the Library Board.

C. Schematic Design

- Prepare schematic designs based on approved programming and conceptual direction.
- Coordinate work of structural, mechanical, electrical, plumbing, civil, and fire protection engineers.
- Identify major materials and systems.
- Update project cost estimates.

D. Design Development

- Prepare detailed design development drawings sufficient for preliminary pricing.
- Coordinate engineering disciplines.
- Develop architectural elevations, interior planning, finishes, and site designs.

E. Construction Documents

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

F. Bidding & Negotiation

- Assist with contractor solicitation and bid evaluation.
- Respond to bid questions and issue addenda as needed.

G. Construction Administration

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

H. Optional / As-Needed Services

- Assistance with grant-related design reporting (modeled on EDA grant requirements)
- Public engagement and communications presentations
- Interior design and FF&E planning
- Technology, AV, and Makerspace integration
- Sustainability and energy-efficiency planning

SECTION IV — 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. Professional liability insurance

2. Organizational Structure & Project Team

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

3. 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
- 4. Approach & Methodology**
- a. Proposed approach to programming and community engagement
 - b. Strategy for cost control and budget alignment
 - c. Approach to sustainability and energy efficiency
- 5. Schedule Capacity**
- a. Current workload
 - b. Ability to meet anticipated schedule milestones
- 6. Engineering Team**
- a. Identified engineering partners
- 7. References**
- a. Minimum of 5 references, with at least three from similar-scale projects
- 8. 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 & technical competence
2. Capacity to perform work within project timeline
3. Past performance on similar projects
4. Proximity to Branson and 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 will invite **up to three firms** for interviews and presentations.

SECTION VI — TENTATIVE PROJECT SCHEDULE

Milestone	Target Date
RFQ issued	December 2, 2025
Questions due	December 16, 2025
RFQ submissions due	January 8, 2026
Interviews (if necessary)	January 20, 2026
Board selection	February 3, 2026
Contract negotiations	February 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”

Deliver to:

Library Center of the Ozarks
c/o Jacob O’Dell, Interim Co-Director
200 S. 4th St
Branson, MO 65616

Digital submissions may also be sent to jodell@lcozarks.com.

Late submissions will not be considered.

SECTION VIII — RIGHTS RESERVED

The Library Center of the Ozarks 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

Library Center of the Ozarks – 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”
- ☐ All pages formatted at **8.5” x 11”** (11” x 17” allowed for large diagrams)
- ☐ Tabs or labeled dividers separating major sections
- ☐ All confidential information placed in a **separate sealed envelope** labeled
“Confidential Information” (if applicable)

B. Firm Qualification Components

1. Company Profile

- ☐ Firm name, physical address, phone, website
- ☐ Primary contact name / email
- ☐ Year established and ownership structure
- ☐ Missouri business licensing information
- ☐ Location of office performing the work
- ☐ Parent company or subsidiaries, if applicable

2. Organizational Structure

- ☐ Organization chart
- ☐ Proposed project team structure
- ☐ Identification of Project Manager

3. Key Staff Resumes

- ☐ Project Manager résumé
- ☐ Lead architect résumé
- ☐ Engineering partners' résumés
- ☐ Other key staff résumés

4. Relevant Project Experience (maximum 5 projects)

For each project:

- ☐ Project name and owner
- ☐ Description, including size (SF), scope, and building type
- ☐ Completion date
- ☐ Construction cost
- ☐ Role of your firm
- ☐ Client reference name/phone/email

5. References

- ☐ Minimum of **five (5)** references
- ☐ At least **three (3)** for similar-scale library/civic projects

C. Project Understanding & Approach

- ☐ Narrative of the firm's understanding of project goals
- ☐ Approach to working without a predetermined site
- ☐ Methodology for programming and public engagement
- ☐ Proposed design approach
- ☐ Approach to sustainability / energy efficiency
- ☐ Cost control and value engineering strategy
- ☐ Project schedule approach and capacity

D. Engineering & Specialty Services

- ☐ Identification of engineering firm(s) included in proposal
- ☐ Structural, mechanical, electrical, plumbing, fire protection partners

- ☐ Any specialty consultants (technology, acoustics, interiors, AV, makerspaces)

E. Required Disclosures

- ☐ Conflict of interest disclosures
- ☐ Pending litigation, claims, or contract disputes
- ☐ Any prior work with Branson-area entities that may relate to this project

F. Additional Documents

- ☐ Signed statement certifying accuracy of information provided
- ☐ Insurance coverage summary (professional liability)
- ☐ Proof of ability to meet Missouri Unauthorized Alien Workers Act requirements
- ☐ Optional: Project-specific unique qualifications (max 4)

G. Proposal Completeness Review

Before sealing the package, confirm:

- ☐ All required sections are included
- ☐ All required signatures are present
- ☐ Electronic copy is readable and complete
- ☐ Envelope is properly labeled
- ☐ Submission will be delivered **before the deadline**