

THE LIBRARY BOARD
OF THE
PARIS CARNEGIE PUBLIC LIBRARY
PARIS, ILLINOIS

REQUEST FOR QUALIFICATIONS

Architectural and Engineering Professional Services

FOR AN

EXISTING FACILITY EVALUATION

SEALED PROPOSALS DUE NO LATER THAN

~~**2:00 P.M. Central Standard Time Monday,**~~

~~**December 2, 2024**~~ **4:00 PM Central**

Standard Time Thursday December 5,
2024 (Updated 11/18/2024)

Attention: Ceili Boylan, Director

Paris Carnegie Public Library

207 South Main Street

Paris, Illinois 61944

PROJECT OVERVIEW

Andrew Carnegie donated \$18,000 to build the public library in Paris. On June 24, 1904, a public library opened in Paris, Illinois. On the day it opened to the public, the library had over 3,000 volumes on the shelves. This public library was built with an Andrew Carnegie grant and the hard work of the people of Paris, Illinois.

In 1992, Paris Carnegie Public Library completed an addition to the building. The addition provided a street-level entrance on the north side of the building and an elevator just inside that entrance, offering an accessible alternative to the imposing steps of the original entrance. Parking is available on Main Street and in the lot on the library's north side. Today, in addition to more than 30,000 books, Paris Carnegie Public Library offers ebooks, public computers, meeting rooms, and much more. Many library services extend beyond the walls of this historic building.

The Paris Carnegie Public Library has a rich heritage of 120 years of continuous service to the community and is listed in the National Register of Historic Places. The Library Board and staff are committed to maintaining the building for generations to come.

The Library Board's objective is to approach this historic structure from a holistic perspective. The deliverable resulting from this RFQ is a needs analysis for the library with a priority being the structural and systems including an opinion of estimated costs for high priority structural and system improvements.

SCOPE OF WORK

The Architect shall provide:

1. Building Evaluation. Review the historic 1904 building and the 1992 building addition and the .483 acre site. All building systems, including the site, shall be reviewed and documented:
 - Exterior walls
 - Exterior doors/windows
 - Roof including roof membranes, gutters, downspouts, etc.
 - Interior finishes
 - Stairs
 - Elevator
 - Structural system including: foundation, structural framing, attic and roof framing, etc.
 - Plumbing system including: plumbing fixtures, domestic and waste piping, etc.
 - Mechanical system including: HVAC equipment, ductwork, etc.
 - Electrical system including: electrical panels, wiring, lighting, fire alarm, etc.
 - Civil/site: Pedestrian access, sidewalk, parking, landscaping, drainage, etc.

REQUIREMENTS FOR PROPOSAL PREPARATION

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the qualifications be organized in the format specified.

1. Title Page
Show the RFQ subject, the name of the Architectural and/or Engineering Firm), address, telephone number, name of contact person and the date.
2. Cover Letter
The letter shall highlight the services of the Architectural and/or Engineering Firm and include the name and title of the proposer's Project Manager. Limit to one page.
3. Table of Contents
Clearly identify the materials by sections and page number(s).
4. Firm Background
Provide an overview of the firm's history and that of the identified Project Manager,
5. Project Approach
Discuss how the Firm will approach and execute the project.
6. ~~Prioritization of identified structural/building needs and an Opinion of Cost for each.~~
(Omit this item, 11/18/2024)
7. Relevant Project List a minimum of four (4) relevant historic building projects.
8. Current workload and availability to begin project.
9. References-Provide three (3) references with contact names, email and telephone numbers
10. Project Team-Resumes
Identify team members to be assigned to the project , including any proposed subconsultants for the project. Please provide resumes for team members and subconsultants.

SELECTION AND EVALUATION

Library Board will appoint a selection committee consisting whose responsibility will be to recommend to the Board a Firm to provide Architectural and Engineering Professional Services for the Paris Carnegie Public Library, following a Qualifications Based Selection process. Upon receipt of submittals by interested firms, the selection committee will review and determine those firms best qualified for interviews based on the following information:

- Firm's ability to assist the Library Board in meeting objective of the Request for Qualifications
- Firms' representative site visit to the Library
- Firm's experience with building evaluations with focus on historic buildings.
- RFQ response conforms to specifications requested
- References
- The Firm's proximity to and familiarity with the area in which the project is located

INSTRUCTIONS TO FIRMS

The Statements of Qualifications submission must be in a sealed envelope marked "Building Needs Assessment." RFQ responses must be received by 4:00 p.m. CST on ~~Monday, December 2, 2024~~ Thursday, December 5, 2024 (updated 11/18/2024). Late proposals will not be considered. Firms seeking consideration shall bind all submissions and include four (4) copies. The Library Board encourages concise submittals. Qualifications must be delivered to the following address:

ATTN: Ceili Boylan
Paris Carnegie Public Library
207 South Main Street, Paris,
IL 61944

Applicants may submit questions in writing via email to Director Ceili Boylan, Paris Carnegie Public Library at CBoylan@parispubliclibrary.org no later than November 27, 2024. If needed, the Library Board will issue clarifications to the RFQ to respondents.

The Library Board reserves the right to waive technicalities and information in the qualifications process, to reject any or all qualifications, or any part of any qualifications for any reason. The Library Board also reserves the right to obtain clarification of any point in a firm's qualifications or to obtain additional information. The determination of whether any qualifications by a firm does or does not conform to the conditions and specifications of this RFQ is the responsibility of the Library Board.

This RFQ is subject to the provisions of the "Equal Opportunity and Affirmative Action Clause included in a later section of this document.

GENERAL INFORMATION

Site Visit

Respondents to this RFQ are required to visit the site and tour the building. All Firms must schedule their site visits with Ceili Boylan.

Public Information

All material submitted is available for public inspection. Every firm is hereby notified that no part of their proposal or any other material submitted may be marked as confidential information. Any material so designated by the firm will be made public information by its inclusion in its submission.

Errors and Omissions

All documents shall be completed as requested by the Library Board. No claim for errors or omissions in the proposal will be considered. Should a firm find during examination of specifications or other documents, discrepancies, omissions, ambiguities or conflict among documents or be in doubt as to

their meaning, it is the responsibility of the firm to notify Ceili Boylan who will then issue the necessary clarifications to all prospective firms by means of addenda.

Disclaimers

The RFQ issued may or may not result in an awarded contract. The Library Board reserves the right to cancel any request, at any time, for any reason, and to reject all proposals. Receipt of RFQ materials from the Library Board or submission of a proposal to the Library Board confers no rights upon the firm nor obligates the Library Board in any manner. The determination of whether any qualifications submitted by a firm does or does not conform to the conditions and specifications of this RFQ is the responsibility of the Library Board. Any contract resulting in an award from this RFQ is invalid until properly approved and executed by the Library Board. The successful firm must not commence any billable work until a valid contract is fully executed. A contract resulting from the RFQ shall not preclude the Library Board from obtaining equipment or services from other firms if the successful firm for this RFQ is unable to satisfy the project needs in an acceptable manner and its contract is terminated

Clarification of Qualifications

The Library Board reserves the right to obtain clarification of any point in a firm's qualifications or to obtain additional information. Failure of a firm to respond to such a request for additional information or clarification could result in rejection of the proposal. Firms may be asked to make oral presentations to more fully explain their qualifications if requested by the Library Board. These presentations would be held subsequent to the opening of the responses to provide an opportunity for the firm to clarify its qualifications. The Library Board would schedule a time and location for each oral presentation.

Award

If awarded the contract will be to the firm who in the Library Board's opinion serves the best interest of the Library Board. The Library Board reserves the right to reject any or all qualifications and to waive minor informalities in any quotation in order to make this award.

Payment

If a contract is awarded, payment for services will be made in accordance with the policies and procedures of the Library Board.

Acknowledgement of Addenda

Original signature of firm official on an addendum document shall be construed as acknowledgement of receipt of any and all addenda pertaining to any specific qualifications. Identification of addenda should be noted in the cover letter.

Equal Opportunity and Affirmative Action

It is the policy of the Library Board no person shall, on the grounds of race, color, religion, sex, age, national origin, ancestry, disability, sexual orientation, or veteran status, be excluded from consideration for employment, denied employment with or be subject to discrimination of any kind by the Library Board. In accordance with this policy, we support and encourage minority and female participation in all aspects of our institution, as well as with those individuals who interact with us.