WEBSTER GROVES
PUBLIC LIBRARY

REQUEST FOR QUALIFICATIONS

Architectural & Engineering Services

Facility Assessment • Capital Improvement Planning • Design • Bidding • Construction Administration

RFQ Issue Date	November 20, 2026
Questions Due	December 16, 2026 – 4:30 p.m.
Qualifications Due	January 8, 2027 – 2:00 p.m.
Optional Site Visit	December 8, 2026 – 2:00 p.m.
Contact	Madison Morris, Library Director mmorris@wgpl.org – 314-961-3784

301 E. Lockwood Avenue • Webster Groves, Missouri 63119

1. Invitation

Webster Groves Public Library ("Library") is requesting Statements of Qualifications from qualified architectural and engineering firms or teams to provide professional services related to a comprehensive assessment and planned improvement of the Library's existing facility at 301 E. Lockwood Avenue in Webster Groves, Missouri.

The Library intends to select one qualified architectural/engineering team for a continuing, potentially multi-phase professional relationship. The initial professional-services agreement will authorize only the existing-conditions assessment, capital improvement planning, preliminary renovation concepts, and final report (Initial Assignment). Subsequent design, bidding assistance, and construction administration may be negotiated with the selected team and undertaken only if separately authorized by the Library; no subsequent phase or construction project is guaranteed.

The selected firm will assist the Library in evaluating known building deficiencies and functional needs, identifying additional needs, establishing priorities, developing preliminary cost estimates, and determining an appropriate sequence for future capital improvements.

The Library is seeking a team with particular expertise in renovation of existing public or institutional buildings, building-envelope and water-intrusion issues, roofing and drainage, historic or architecturally significant structures, interior renovation, accessibility, and construction within occupied facilities.

2. Library and Facility Background

Webster Groves Public Library is an independent public library serving the Webster Groves community and governed by a Board of Trustees. The Library Director manages day-to-day operations and reports to the Board. The building is an important and recognizable civic facility. Portions of the building are approximately 75 years old, while a newer portion is approximately 15 years old. The facility contains approximately 21,000 square feet across three floors: the children's area, main floor, and lower-level reference area. Storage and utility space is located within the lower-level Reference floor; there is no separate cellar or fourth level.

Although the building is not being approached solely as a historic-preservation project, the Library considers it historically and architecturally significant to the community. Improvements should respect the character and identity of the existing facility while improving long-term durability, functionality, accessibility, efficiency, and usefulness as a modern public library.

The Library recently completed a significant replacement of its HVAC system. This new system represents a substantial investment and should be preserved and appropriately integrated with future renovation work.

The list of needs in this RFQ represents conditions currently known to the Library. The selected professional team will be expected to independently evaluate the facility and identify additional deficiencies, needs, or opportunities that should be considered.

3. Library Goals and Intended Outcomes

The Library seeks a comprehensive, financially responsible plan for preserving, maintaining, and improving its facility, including an ongoing framework for planned maintenance, capital renewal, and future space and equipment needs. The selected professional team will help the Library:

1. Evaluate existing building conditions, including water intrusion and deterioration, and identify appropriate corrective measures.

2. Develop a prioritized capital improvement and long-range facility stewardship plan with preliminary costs, project dependencies, realistic phasing, anticipated replacement cycles, and recommended preventive-maintenance planning priorities.
3. Identify opportunities to improve public and staff spaces, accessibility, safety, and long-term maintainability.
4. Preserve the building's architectural character while modernizing aging components and finishes.
5. Plan improvements to minimize disruption to Library operations.
6. Identify future furniture, fixtures, and equipment (FF&E) needs—including shelving, furnishings, service counters, and related equipment—and coordinate their replacement or acquisition with anticipated building improvements.
7. Provide professional design and construction-related services for subsequent projects only if separately authorized by the Library.

4. Preliminary Facility Needs

The needs identified below communicate the anticipated scope of assessment and are not predetermined design solutions. The Library expects the selected team to evaluate conditions independently and recommend appropriate solutions.

A. Roof, Skylights, Drainage, and Water Intrusion

- Condition of existing roofing systems and need for repair or full replacement.
- Large existing skylight section, including repair, replacement, modification, or other appropriate treatment.
- Existing roof drainage system, including interior piping associated with roof drainage that has been identified as a significant concern.
- Roof penetrations, flashing, transitions, and drainage.
- Sources of current or historic water infiltration and the relationship among roofing, skylights, masonry, windows, drainage, and interior damage.
- Long-term solutions intended to prevent recurring water intrusion.

B. Building Envelope

- Exterior masonry and tuckpointing needs.
- Windows and window systems, including remaining useful life and potential replacement.
- Exterior sealants, joints, flashing, doors, and transitions between the older and newer portions of the building.
- Moisture infiltration and other envelope deficiencies discovered during assessment.

C. Water-Damaged Ceilings, Drywall, and Plaster

- Drywall ceilings throughout affected portions of the facility, including areas that may require complete replacement.
- Water-damaged drywall and plaster; potential concealed damage associated with historic leaks.
- Appropriate repair/replacement methods and sequencing after exterior water-infiltration problems are corrected.

D. Restroom Renovations

- Fixtures, finishes, partitions, plumbing, lighting, ventilation, accessibility/ADA considerations, durability, and maintenance.

- Determine whether individual restrooms require cosmetic renovation or more comprehensive reconstruction.

E. Flooring and Painting

- Replacement of carpet throughout the building and evaluation of appropriate flooring materials by area.
- Painting throughout the facility, including wall and trim repair.
- Coordination of finish replacement with other construction.

F. Children's Room Reconfiguration

- Remove an existing enclosed office located within the central portion of the children's room.
- Create a more functional staff workspace with improved visibility, supervision, storage, electrical/data access, and workflow.
- Improve public floor space, shelving/collection layout, flexible programming space, lighting, furniture, and the overall environment for children and families.

G. Reference Area Reconfiguration

- Add enclosed patron study rooms.
- Create appropriate office and/or workspace for staff.
- Improve staff workflow, patron seating/workspaces, shelving, acoustics, electrical/data access, lighting, and flexible use of space.

H. Exterior Concrete and Site Improvements

- Replacement or substantial repair of concrete at the front of the building.
- Exterior railings, accessible paths and entrances, and site drainage.
- Parking lot condition, reconstruction/replacement, drainage, striping, and accessible parking requirements.

I. Building Systems and Code Considerations

- Electrical systems/capacity, plumbing, lighting, fire/life safety, emergency lighting/egress, technology/data infrastructure where relevant, accessibility, and applicable building codes.
- Interaction between proposed renovations and the recently completed HVAC improvements.

5. Anticipated Scope of Professional Services

The Library intends to select one professional team capable of supporting a potentially multi-phase capital improvement program. The initial agreement will authorize only Phase I. Detailed design, bidding assistance, and construction administration are potential subsequent services that may be negotiated with the selected firm, subject to Board approval, available funding, and applicable procurement requirements. No later phase or construction project is guaranteed.

Phase I – Initial Assignment: Facility Assessment, Capital Planning, and Concept Development

- Review available plans, reports, maintenance information, and building documentation.
- Meet with Library administration and appropriate staff and conduct an on-site assessment of all three floors, including the storage and utility areas within the lower-level Reference floor.
- Document existing conditions and investigate known water-intrusion concerns.
- Evaluate roofing, skylights, drainage, envelope, masonry, windows, interior water damage, site conditions, and relevant systems.

- Review functional and programmatic needs in the children's area, main floor, and reference area, including lower-level storage and utility areas; develop preliminary concepts for the children's and reference spaces.
- Identify accessibility/code concerns and conditions requiring specialized investigation.
- Identify additional facility needs not currently recognized by the Library.
- Recommend corrective actions, preliminary project scopes, priorities, phasing, and project packages.
- Provide order-of-magnitude cost estimates and identify immediate or emergency concerns.
- Present findings and recommendations to Library administration and/or the Board.

Phase I Required Deliverables — Facility Assessment and Capital Improvement Plan

The initial assignment must produce an illustrated existing-conditions assessment and a Board-ready capital improvement plan covering all three floors, including the lower-level storage and utility areas. Document observed deficiencies with photographs and identify likely causes of water intrusion, visible structural concerns, and areas requiring specialist investigation. Flag potential asbestos, lead-based paint, mold, or other hazardous conditions and recommend qualified testing where warranted; invasive testing is not presumed included without separate authorization. Classify recommended projects by the priority categories below. The assessment should also identify major component service-life considerations and opportunities to coordinate routine preventive maintenance with future capital work. The report shall distinguish directly observed conditions from conditions not accessible or requiring further investigation.

Priority	Category	General Purpose
1	Critical / Immediate	Stop active deterioration, water intrusion, or other urgent conditions.
2	Building Preservation	Protect major building components and infrastructure.
3	Building Renewal	Replace or renovate aging components and finishes.
4	Functional Improvements	Improve Library service, patron experience, and staff operations.
5	Long-Term Improvements	Plan improvements that can reasonably be deferred.

For each recommended project or project package, provide the condition and corrective recommendation; priority; dependencies and sequencing; recommended timeframe; preliminary construction cost and estimating assumptions; contingency; anticipated professional fees and other soft costs; potential testing/remediation allowances; and impacts on Library operations. Provide two or three practical conceptual layout alternatives, as appropriate, for the children's area and reference area, with order-of-magnitude costs. Deliver an executive summary, annotated plans or diagrams where useful, draft report for Library comment, final PDF report, editable cost tables, photographic appendix, and one Board presentation. Explain the accuracy and limitations of preliminary estimates. Include a practical planning-level maintenance and capital-renewal schedule identifying major building systems/components, recommended inspection or maintenance intervals where supportable, expected renewal/replacement windows, and FF&E planning considerations. Distinguish observations and recommendations from a full facilities-management program;

identify items requiring specialist follow-up. Organize recommendations into a suggested multiyear capital improvement schedule, with preliminary total project budgets and project groupings.

Potential Subsequent Services — Separately Authorized

The services below are not part of the initial Phase I contract. Each may be negotiated and authorized separately, and the Library is not obligated to proceed with any of them.

Phase II – Programming and Design

- Detailed programming and existing-condition documentation.
- Schematic design and design development.
- Architectural, structural, civil, MEP, roofing/envelope, interior-design, accessibility, and cost-estimating services as needed.
- Construction documents, phasing/logistics planning, regulatory coordination, and presentations.

Phase III – Bidding and Procurement Assistance

- Prepare bid documents and assist with public notice/bidding requirements.
- Assist with pre-bid meetings, bidder questions, addenda, bid review, tabulations, and recommendations regarding award.
- Assist with construction agreement preparation. The Library retains responsibility for final procurement and contract decisions.

Phase IV – Construction Administration

- Preconstruction meetings and periodic site observations.
- Review submittals, shop drawings, RFIs, payment applications, and change orders.
- Construction progress meetings, substantial-completion inspections, punch lists, final completion, closeout, and warranty-period review as appropriate.

6. Occupied Library Considerations

The Library is an active public facility and intends, where reasonably possible, to continue serving the public during construction. The selected team should have experience developing phasing and logistics plans for occupied buildings.

- Patron and employee safety and accessible entrances.
- Noise and dust control and protection of collections, furniture, equipment, and technology.
- Temporary relocation of collections or services and maintenance of critical building systems.
- Scheduling disruptive work, construction barriers, and communication with Library administration.
- Evaluation of partial or full temporary closures where necessary.

7. Statement of Qualifications Requirements

The Library seeks a prime architectural or architectural/engineering firm capable of coordinating all disciplines necessary for the project, including architecture, structural/civil/MEP engineering, roofing/building-envelope expertise, moisture/water-intrusion investigation, interior design/space planning, accessibility, cost estimating, and construction administration.

Particular interest will be given to teams with demonstrated experience involving public libraries, municipal/public facilities, occupied-building renovation, historic or architecturally significant buildings, roofing/water intrusion, envelope restoration, phased capital programs, and publicly bid construction.

A. Cover Letter

Brief introduction and individual authorized to represent the firm.

B. Firm Information

Firm name, address, phone, website, primary contact, years in business, number of employees, serving office, and general services.

C. Project Team

Principal-in-charge, project manager, project architect, key engineers, envelope/roofing specialists, interior design, cost estimator, consultants, roles, qualifications, licensure, and anticipated involvement.

D. Relevant Project Experience

Approximately three to five relevant projects completed within the past ten years. Include project name, owner, location, description, construction cost, completion date, services, key team members, and owner reference. Provide at least three client references for comparable work (which may be drawn from these projects), including contact name, title, email, and telephone number.

E. Project Approach

Assessment, water-intrusion investigation, roof/skylight/drainage/envelope evaluation, prioritization, cost estimating, stakeholder engagement, occupied-building phasing, quality control, and cost control.

F. Availability and Capacity

Identify the earliest realistic start date after contract authorization; the availability and committed participation of the proposed project manager and key specialists; current workload; and a proposed Phase I schedule with major milestones, draft report, and final Board presentation. The Library intends to begin work promptly after selection and contract approval and seeks a team able to mobilize in the near term.

G. Public-Sector Experience

Familiarity with publicly funded construction, public procurement, competitive bidding, and construction administration for Missouri public entities.

H. Financial Capacity

Provide a brief statement regarding the firm's financial stability and capacity to undertake the proposed services. Identify any material financial circumstances that could affect the firm's ability to perform the work. Audited financial statements are not required with the initial submission.

I. Typical Fee Structures

Briefly describe the firm's customary fee arrangements for facility assessments, capital planning, design, and construction administration, such as fixed fees, hourly billing, or percentage-based fees. Do not provide a project-specific fee proposal. This information will not be used to rank firms during the qualifications evaluation.

8. Selection Process

The Library intends to select professional architectural and engineering services based on demonstrated competence and qualifications for the type of services required. The Library may appoint an evaluation committee, develop a short list, conduct interviews, request additional information, and rank firms based on qualifications.

Following ranking, the Library intends to negotiate scope, contractual terms, and fair and reasonable compensation with the highest-ranked firm. If satisfactory terms cannot be reached, the Library may discontinue negotiations and initiate negotiations with the next-ranked firm.

9. Evaluation Criteria

The Library will evaluate the following factors holistically, without predetermined numerical weights. The evaluation committee will document its comparative assessment and rank firms based on demonstrated competence, qualifications, and capacity to meet the Library's needs.

Qualifications Evaluation Criteria (Unweighted)
Relevant experience with renovation of existing public/institutional buildings
Qualifications and experience of proposed project team
Roofing, water intrusion, drainage, and building-envelope expertise
Understanding of the Library's project and proposed approach
Libraries, historic/community-significant buildings, and occupied-facility renovation
Public-sector/Missouri project experience
Availability, capacity, and responsive project management
References and demonstrated past performance

10. Anticipated Schedule

The Library intends to proceed promptly following the RFQ process and required approvals. Respondents should demonstrate the ability to start Phase I soon after notice to proceed and propose a credible timeline for the initial assessment and Board-ready capital plan. The anticipated schedule is subject to change at the Library's discretion. Any changes affecting respondents will be communicated through a written addendum.

Milestone	Date
RFQ Issued	November 20, 2026
Optional Site Visit	December 8, 2026 - 2:00 p.m.
Deadline for Questions	December 16, 2026 - 4:30 p.m.
Addendum/Responses Issued	December 21, 2026
Statements of Qualifications Due	January 8, 2027 - 2:00 p.m.
Evaluation / Shortlisting	January 11-15, 2027
Interviews, if conducted	January 19-22, 2027
Firm Ranking / Selection	January 26, 2027
Contract Negotiations	January 26-February 8, 2027
Board Approval, if required	February 17, 2027
Anticipated Notice to Proceed	February 22, 2027

11. Questions and Communication

Questions regarding this RFQ should be directed in writing to:

Madison Morris, Library Director
Webster Groves Public Library
301 E. Lockwood Avenue
Webster Groves, Missouri 63119
Email: mmorris@wgpl.org
Telephone: 314-961-3784

Questions must be received no later than 4:30 p.m. Central Time on December 16, 2026. Responses that materially clarify or modify the RFQ will be issued through a written addendum posted on the Library's website. Firms should not rely upon verbal interpretations.

12. Submission Requirements

Statements of Qualifications must be received no later than 2:00 p.m. Central Time on January 8, 2027. Firms may submit their qualifications electronically or in hard copy.

Electronic submission: Shall be provided in PDF format and emailed to mmorris@wgpl.org with the subject line “Architectural and Engineering Services RFQ.”

Hard-copy submission: Webster Groves Public Library, Attn: Madison Morris, Library Director, 301 E. Lockwood Avenue, Webster Groves, Missouri 63119.

RE: Architectural and Engineering Services RFQ

The Library requests that Statements of Qualifications be limited to approximately 20 pages, excluding covers, dividers, and resumes. Late submissions may be rejected.

13. Site Visit

The Library will conduct an optional pre-submission site visit for interested firms on December 8, 2026, at 2:00 p.m. Interested firms should meet at the Library’s main entrance at 301 E. Lockwood Avenue.

The visit is intended to allow firms to become generally familiar with the facility and does not replace the selected firm’s responsibility to conduct its own professional investigation after award.

14. Terms and Conditions

The Library reserves the right to:

- Reject any or all Statements of Qualifications; waive informalities or irregularities where permitted; request clarification or additional information; conduct interviews; investigate qualifications; and contact references.
- Modify the anticipated scope or schedule; negotiate the final scope; contract for only a portion of the services; authorize services in phases; or decline to proceed with subsequent phases.
- Cancel the solicitation when determined to be in the Library’s best interest and take other action consistent with applicable law.

All costs associated with preparation of a response are the responsibility of the responding firm. Issuance of this RFQ does not obligate the Library to enter into a contract or proceed with any particular project. The successful firm and applicable professional personnel shall maintain all licenses and authorizations required for the final scope.

15. Contract and Insurance

The selected firm will be required to enter into a professional services agreement acceptable to the Library. Prior to execution, the Library may require documentation of appropriate professional liability/errors and omissions, commercial general liability, workers’ compensation, automobile liability, and other coverage appropriate to the scope. Specific requirements will be established during contract negotiations.

16. Library-Provided Information

- Existing building drawings and plans, if available.
- Information regarding previous additions/renovations and the recent HVAC project.
- Maintenance records and photographs/documentation of leaks and water damage, where available.
- Previous reports or assessments, if any, and other relevant facility information.

The selected firm will be responsible for determining the extent to which existing information can be relied upon and for identifying additional investigation necessary.

17. Desired Outcome

The Library is not seeking simply to address a list of isolated repairs. It seeks a professional partner capable of helping the Library understand the facility as a whole, address urgent infrastructure and water-intrusion problems, protect public investment, improve spaces for patrons and staff, and establish an achievable plan for improvements over time. The selected firm should have the professional team and capacity to continue into later design and construction phases if those services are authorized.

The selected team should balance urgent building preservation, responsible use of public funds, long-term durability, functional improvements, accessibility, maintainability, operational needs, architectural character, and the Library's role as an important civic institution.