University City Public Library
6701 Delmar Blvd.
University City, MO 63130
Request for Qualifications - Architectural Services

The Board of Trustees of the University City Public Library invites qualified firms with experience in library planning, design and construction to submit their qualifications for services related to assessing the facility, planning and preparing cost estimates for adding doors to the Library's first floor restrooms. If you are interested in being considered for this project, please provide us with four (4) printed copies of the following information no later than 4 p.m. on February 11, 2026.

Proposals shall be sealed and clearly marked "Request for Qualifications – Architectural Services." Please send proposals to:

Patrick Wall, Director
University City Public Library
6701 Delmar Blvd.
University City, MO 63130

Scope of Services

The University City Public Library is seeking a qualified firm to provide architectural services relating to the installation of ADA doors in the first-floor restrooms of the Library. The successful firm shall:

Provide concept design options for

- Out-swinging doors with ADA compliant closers
- In-out-swinging doors with ADA compliant closers
- Automatic closures

Provide construction documents, procurement and construction administration

Deliverables—bid documents.

Proposal Instructions

Information (20 page limit – pages can be double sided) should include:

1. **Firm Description**. Briefly describe your firm's structure, staff and experience.

2. **Project Approach**. Briefly describe your company's approach to meeting the Library's requirements and needs as outlined in the RFQ. Indicate any major requirements that cannot be met. Describe how your firm is uniquely qualified for this project.

3. **Relevant Experience**. Provide a brief description of relevant library projects, and a minimum of three (3) references for which you have recently completed similar work.

4. **Specialty Experience**. Provide a brief description of relevant public restroom renovation projects.

5. **Resumes**. Provide resumes for key staff members you propose will work on this project, including each member's library design experience.

6. **Additional Information**. Include additional relevant information regarding your firm's expertise or unique qualifications.

No emailed, faxed or late proposals will be accepted. The Library will not be responsible for proposed which do not arrive by the deadline. Proposals received after the deadline will not be considered.

The Library Bboard plans to review all of the information that is received and, if needed, schedule interviews accordingly. The Library expects to enter into contract negotiations with the firm ranked most qualified to perform the services needed.

Criteria for Selection

The Library intends to secure the most qualified firm to assist us with these efforts. Library staff will evaluate and select the most qualified firm to assist with these efforts. The selection criteria will include, but not be limited to, the following items:
- Demonstrated understanding and responsiveness to this Request for Qualifications;
- Experience of firm and key personnel named in the proposal;
- Past experience assisting with this type of project;
- Satisfaction of previous clients;
- Completeness and quality of RFQ; and
- Interview (if applicable).

Contact with Library Personnel

At no time should a firm, its agent, or representatives communicate with Library personnel, except for Patrick Wall. All questions relating to this RFQ are to be directed to Patrick Wall, Director, at pjwall@ucpl.lib.mo.us or 314-727-3150. Addenda information shall be shared, as necessary, to all participants.

Questions must be submitted no later than 10 a.m. on Monday, February 9, 2026. Answers to any questions will be provided in writing and provided to all firms who are on record with the Library as having received a copy of this RFQ.

General Provisions

The selected firm will be required to enter into a contract with the Library. The final contract is subject to approval of the Board of Trustees. This RFQ and the Proposal will be incorporated as part of the contract.

This RFQ does not commit the Library to award a contract or to pay for any cost incurred by a successful or unsuccessful submittal in preparation for this RFQ.

Firms will disclose all business interests or family relationships with any Library Trustee, officer or employee who was, is or will be involved in selection, negotiation, drafting, signing, administration or evaluation of firm performance.

All firms shall provide a sworn affidavit, substantially in the form of the Federal Work Authorization Program Affidavit, with respect to employees working in connection with the contracted services, affirming enrollment in a Federal Work Authorization Program. The affidavit shall also provide that the firm does not knowingly employ any person in connection with the contracted services who is an unauthorized alien.

The selected firm shall have a valid business license and hold all applicable certifications. The selected firm shall at all times observe and comply with all Federal and State laws, all local laws, ordinances and regulations enacted at the time of or enacted subsequent to the execution of the contract.

Disposition and Disclosure of Proposals

All responses to this RFQ become property of the Library and a matter of public record. The Library shall follow the Missouri Sunshine Law, Chapter 610, RSMo, and therefore all proposals may be subject to disclosure pursuant to Missouri law. Firms should identify, in writing, all copyrighted materials, trade secrets or any other proprietary information that it claims is exempt from disclosure.

Expiration of Proposals

By submitting a response, the firm offers to enter into a contract with the Library. The firm's response shall not be revocable for 90 days following the response deadline. The Library reserves the right to waive any defects in the proposal, to reject any and all proposals, and to request additional information from any and all firms.