



REQUEST FOR QUALIFICATIONS NO. 2025-001  
FOR  
CIVIL ENGINEERING SERVICES  
CASS COUNTY PUBLIC LIBRARY

The Cass County Public Library is soliciting Request for Qualifications (RFQ) from firms interested in Civil Engineering Services. Firms should be licensed in Missouri and have demonstrated professional competence. Interested firms should submit five (5) hard copies and one (1) digital copy (PDF) on a USB drive responding to the General Scope of Service on page 2 required contents listed on page 2.

**RESPONSES MUST BE RECEIVED BY (6/13/2025 5PM CST) IN A SEALED ENVELOPE MARKED WITH "REQUEST FOR QUALIFICATIONS NO. 2025-001" RESPONSES RECEIVED AFTER SUCH DATE AND TIME WILL BE REJECTED**

**Submit to the attention of:**

Facilities  
Cass County Public Library  
400 E Mechanic St.  
Harrisonville, MO 64701  
816-380-4600

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There will be an opportunity to email questions about the RFQ to [RFQ@casscolibrary.org](mailto:RFQ@casscolibrary.org). The deadline to submit these questions via email is (6/4/2025). Responses to all questions will be sent to all interested firms who have submitted questions and will be posted as an addendum to this RFQ.

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**Tentative Schedule**

5/27/2025

Request for Qualification Publication (Online)

6/4/2025	Deadline to Submit Questions via Email
6/9/2025	Response to Questions Sent via Email
6/13/2025	RFQ Response Submission Deadline at 5PM CST
6/18/2025	Board of Trustees Recommendation for Negotiation of Contract

## **Overview**

The Cass County Public Library places the highest priority on service to our patrons with over six locations throughout Cass County Missouri, we continue to develop our organization to encourage discovery, community, and collaboration through quality collections and connections. The Library intends to enter into an agreement with a single qualified and licensed professional design phase engineering construction firm.

The Library reserves the right to reject any or all Statements of Qualifications. The Library reserves the right to negotiate modifications to qualifications that it deems acceptable, to reject any or all qualifications, and to waive minor irregularities in the procedures described herein.

## **General Scope of Services**

The Cass County Public Library is soliciting qualification statements for engineering services to assist the Cass County Public Library with preliminary designs, final designs, project management and administration services for a multi-phase StoryWalk® at our Pleasant Hill Branch.

Phase One: Design and estimate cost of a walking trail on the southwest side of the branch property.

Phase Two: Design and estimate cost of an ADA compliant ramp system that connects the existing building to the walking trail.

Phase Three: Design and estimate cost of a parking lot with access to the walking trail on the west side of the branch property.

## **Evaluation of Criteria for Submissions**

- The specialized experience and technical competence for the firm with respect to civil engineering;
- The capacity and capability of the firm to perform the work in question, including specialized services, within the limitations fixed for the completion of the project;
- The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules; and
- The firm's proximity to and familiarity with the area in which the project is located.

## **Submittal Contents**

The submittal should be no more than twenty (20) single-sided pages, including a cover letter.

Submittals shall include:

- A cover letter listing the firm name, address, telephone number, and single point of contact for the responding firm;
- The experience and availability of key personnel;
- Specific evidence of past performance of the duties listed in the General Scope of Services, including a minimum of two (2) references, preferably from municipal, governmental, or nonprofit agencies with which the firm has worked. Each reference must include an email address; references may be asked to complete a survey regarding their experience with the firm.

## **Other**

This Request for Qualifications (RFQ) is an invitation by the Library for interested firms to submit qualifications, which may be subject to subsequent discussions. It is not a request for competitive bid. A firm's submittal of qualifications does not create any right in or expectation to contract with the Library. The Library reserves the right to reject any and all responses to the Request. Materials submitted in response to this Request shall become the property of the Library and will not be returned. The Library is not providing any compensation for submission of a response to this RFQ.

Firms are hereby notified that pursuant to 285.530, RSMo., as a condition of the award of any contract in excess of \$5,000, the selected firm will be required to affirm by sworn affidavit and documentation its enrollment and participation in a federal work program with respect to the employees working in connection with the contracted services, and that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

Firms are hereby notified that pursuant to 34.600, RSMo., as a condition of the award of any contract in excess of \$100,000, the selected firm shall certify that the firm is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. This shall not apply to contractors with few than ten employees.

The StoryWalk® Project was created by Anne Ferguson and developed in collaboration with the Kellogg-Hubbard Library in Montpelier Vermont. Storywalk® is a registered service mark owned by the Kellogg-Hubbard Library.