



**Request for Qualifications (RFQ)
Architectural Services for Roof and Parking Lot Project**

Released June 12, 2025

RFQ Response Due Date and Time: **July 14, 2025, by 5 p.m. CST**

Return Sealed Proposal to: St. Charles Public Library District
One South Sixth Ave.
St. Charles, IL 60174-2195
Attn: Kate Buckson, Library Director
kbuckson@scpld.org

Mark Face of Envelope with: RFQ Response – Architectural Services

Number of Copies: Submit 1 electronic and 3 hard copies of the proposal. *Submittals by fax will not be accepted.*

Offers may not be withdrawn for a period of 90 days after proposal due date without the consent of the St. Charles Public Library District. The Library will not return any materials received in response to this invitation. Submittals will not be opened in a public forum.

1. Purpose and Intent

The Board of Trustees of the St. Charles Public Library District ("Library") seek professional architectural services under contract to implement a roof and parking lot project. The project will be comprised of a roof assessment, roof repair, and parking lot repair.

2. Background Information

The Library building, which sits in the St. Charles historic district, consists of an original Carnegie building erected in 1908 with three additions (1963 & 1987 & 2020) and several renovations totaling approximately 66,800 square feet. The significant renovations that took place in 2020 did not include a full roof replacement and left several areas of the historic Carnegie wing untouched.

The upcoming project seeks an architect to lead updates and improvements to primarily the Carnegie portion of the roof and building. The Library worked with an outside consultant to provide an ADA Assessment of the building in late 2024. Several of the concerns cited in the report are also being included in the upcoming project. More details can be found in Appendix A. Specifically, details of the project include the following:

- The roof is roughly 40,000 sq ft broken into 4 different sections. See Appendix B for corresponding image.
 - The original Carnegie area is around 3,400 sq ft. Last roof update was in 2005.

- The 1963 addition is roughly 7,800 sq ft. Last roof update was in 2003.
- The 1987 addition is roughly 22,200 sq ft. Last roof update was in 2003.
- The 2020 addition is roughly 6,600 sq ft. Last roof update was in 2021.
- The Library parking lot, several sidewalks, and walkways need to be re-graded for ADA accessibility as well as a full seal and stripe.
- The Library has a parking agreement with St. Mark's Church and the shared parking area is included in the area to be resealed and striped.
- Interior renovation work involves potential conversion of two unused bathrooms into storage closets and additional minor interior improvements as funds may allow.

3. Scope of Work for Architectural Services

The Library is requesting full architectural services for assessment, planning, design, cost estimating, preparation of construction documents, reproduction costs, bidding, bid evaluation, construction administration, periodical inspections by engineers employed by the architect, final inspection, and project acceptance.

A construction manager will be hired and this firm will be part of the planning during the design phase. As part of your services, the Library will require your firm to participate in the selection process of the construction manager. In summary, the successful architectural firm provides a full range of professional services, exclusive of soils test and special inspections, to assist in the successful completion of the project.

The anticipated start date for construction will be determined by the architect, construction team and Library upon hire, however, the Library has set a target date of completion for November 2026.

Detailed Scope of the Services includes, but is not limited to:

- Provide the schematic and conceptual design for needed repairs.
- Participate in the selection of construction company.
- Conduct a pre-construction conference and issue the notice to proceed.
- Provide construction engineering including regular on-site supervision of construction work, facilitating and recording construction meetings, construction administration and preparing inspection reports.
- Assure project compliance with all federal and state labor standards as applicable, including reviewing payroll reports to assure compliance with prevailing wage requirements.
- Prepare the construction bid package in conformance with applicable requirements and supervise the construction bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the pre-bid conference, bid opening, and evaluation of bids.
- Provide quality control to ensure the contractor and subcontractors are providing materials, labor and products consistent with what is identified in the design and specifications.
- Provide quality control to ensure compliance with technical specifications and conformance with codes and standards.
- Review and approve all contractor requests for payment within approved budget and submit approved requests to the Library for payment processing, excluding change orders.
- Provide one complete set of as built, reproducible plan drawings to the Library upon project completion.
- Conduct final inspection, testing and approval of the completed project for acceptance, including successful completion of the punch list.

4. Schedule

Below is the estimated timeline for the search for the architectural firm. The following schedule is subject to change. Except as provided below, changes will only be made by written amendment to this RFQ.

Estimated Date	Event
June 12, 2025	Release Request for Qualifications
June 26, 2025	Site visit (optional)
July 14, 2025	Proposals Due
July 21 – 25, 2025	Interviews conducted (if requested)
July 30, 2025	Library Board Awards Contract <i>(subject to delay without notice to proposers)</i>

5. Site Visit

An optional pre-proposal site visit will be held at the Library (One South 6th Ave., St. Charles, IL 60174) on June 26, 2025, from 10 a.m. to 12 noon.

Firms are encouraged to use this opportunity to ask clarifying questions, obtain a better understanding of the project, and to notify the Library of any ambiguities, inconsistencies, or errors discovered upon examination of this RFQ. All responses to questions during the site visit will be oral and in no way binding to the Library.

6. Questions

Questions must be submitted in writing to the Library Director no later than 5 p.m. CST, on July 3, 2025. Questions are best received and most quickly responded to when sent via email directly to kbuckson@scpld.org. Questions will not be accepted by telephone.

Only a letter of addendum may change the requirements of this RFQ. Oral responses to questions made outside of the addendum shall not be binding on the Library.

7. Corrections and Addenda

- If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFQ, the proposer shall immediately notify the contact person of such error in writing and request clarification or modification of the document. Modifications will be made by addenda as indicated below to all parties in receipt of this RFQ.
- If a proposer fails to notify the contact person prior to the date fixed for submission of proposals of a known error in the RFQ, or an error that reasonably should have been known, the proposers shall submit a proposal at their risk, and if the proposer is awarded a contract they shall not be entitled to additional compensation or time by reason of the error or its subsequent correction.
- Addenda issued by the Library interpreting or changing any of the items in this RFQ, including all modifications thereof, shall be incorporated in the proposal. The proposers shall submit the addenda cover sheet with the proposal (or deliver them to the Library Director's Office, St. Charles Public Library, One South Sixth Street, St. Charles, IL 60174, if the proposer has previously submitted a proposal to the Library). Any oral communication by the Library's designated contact person or any other Library staff member concerning this RFQ is not binding on the Library and shall in no way modify this RFQ or any obligations arising hereunder.

8. Selection Process

The Library will consider the materials submitted by respondents, including references, and may include formal presentations and interviews. Proposals will be evaluated in part on the basis of the evaluation criteria below.

Evaluation Criteria:

Selection criteria refers to the qualifications that the Library would require in order to award a contract for services, or qualifications that the Library intends on using to evaluate proposals in order to select the most qualified proposal for the project. At a minimum, respondents must provide all the requested information in this RFQ. The Library will consider:

- a. overall quality of the RFQ response
- b. qualifications and experience of the professional personnel to be assigned to the project, including reference checks
- c. understanding of project and scope
- d. demonstrated ability to perform services described
- e. architect's capability to meet time and project budget including present or projected workload that would affect completion of the project requirements and availability of personnel to respond and provide services in a timely manner
- f. satisfaction of former clients with competency of architect and quality of work as verified by references
- g. ability to communicate and build rapport with staff members and the Library Board
- h. related experience on similar projects
- i. recent or current work related to libraries

The Library may, during the evaluation process, request additional information from any proposer which the Library deems necessary to determine the proposer's ability to perform the required services. If such information is requested, the proposer shall be permitted two business days to submit the information requested.

The Library reserves the right to select the proposal which, in its sole judgement, best meets the needs of the Library. All firms responding to this RFQ will be notified of their selection or non-selection after the Library has completed the selection process.

Generally, the firm selected by the Library will be recommended to the Library Board for this project, but the Library Board is not bound to accept the recommendation or award the project to the recommended firm. After initial screening, the Library may select those firms deemed most qualified for this project for further evaluation. Interviews of these selected firms will be conducted as part of the final selection process. Interviews may have their own separate scoring during the evaluation process. Top ranked group (three to six firms) will be invited to participate in an interview with the Library, at the candidate's own expense.

Upon final selection after the interviews, negotiations will begin with the architect of first choice. If a satisfactory contract cost cannot be reached with the architect of first choice, the next architect(s) will be contacted.

9. Other Conditions

- This RFQ is only an invitation to submit a Statement of Qualifications and does not commit the Library in any way to enter an agreement or to proceed with the project.

- The issuance of this RFQ does not obligate the Library to pay any costs whatsoever incurred by a respondent in connection with this RFQ, including without limitation (a) the preparation and presentation of a Statement of Qualifications, (b) any supplements or modifications to this RFQ, or (c) negotiations with the Library or other party arising out of or relating to this RFQ or the subject matter of this RFQ.
- All firms submit their proposals to the Library with the understanding that the recommended selection of the Library is final and subject only to review and final approval by the Library Director and the Library Board. Upon submission, all proposals shall be treated as confidential documents until the selection process is completed.
- The Library expressly reserves the right at any time, and from time to time, and for its own convenience, in the library's sole discretion, to do any or all of the following:
 - Waive or correct any minor or immaterial defect or irregularities or technical error in any response, proposal, or proposal procedure, as part of the RFQ or any subsequent negotiation process.
 - Reject any and all Statements of Qualifications for any reason at any time, including but not limited to false or incomplete statements in connection with a proposal, without indicating any reason for such rejection.
 - Request that certain or all respondents to this RFQ supplement or modify all or certain aspects of the information or Statements of Qualifications submitted.
 - Reissue a request for qualifications.
 - Procure any service by any other means.
 - Modify the evaluation and selection procedure, the scope of the proposed project, or the required responses.
 - Extend deadlines for accepting responses, request amendments to responses after expiration of deadlines, or negotiate or approve final agreements.
 - Select an Architect based directly on the Statements of Qualifications or to negotiate with any, all, or none of the respondents without limiting any of its rights described in any section of this RFQ.
 - The selected firm will be chosen on the basis of its apparent ability to best meet the overall expectations of the Library. The Library will be the judge of which Statements of Qualifications offer the greatest benefit.

10. Proposal Format and Submittal Requirements

Proposals should be submitted in bound form in an 8.5" x 11" format (generally). Please provide the Library with a concise statement of your firm's qualifications. It should include the following information and any other specific material that you feel is important in the Library's consideration of your firm as the architect for this project. Please provide the specific information requested in the order listed below.

a. Introduction: Provide an introduction describing the respondent, including the following information:

- The firm's legal name, address, telephone and fax number and principal contact email address.
- The principal (s) of the firm and their experience and qualifications.
- The primary contact person who will be associated with the Library's project and the professional resume of this individual.
- A description of the firm's prior experience, including design and construction management of any similar renovation projects, location of project, and total construction cost.
- A description of the firm's current work activities and how these will be coordinated with the Library project, as well as the firm's anticipated availability during the term of the Library project.

- A list of key personnel, including their back-ups that may be associated with the Library's projects. For each person included on the list, provide a brief biographical sketch. Include the individual's relationship with the firm, current job title and employment with the firm, educational background, and number of years of relevant experience. It is required that, if your firm is selected for the final interviews, that the primary contact person and at least one other key personnel identified above will be the representatives from the firm making the presentation.
 - References and completed projects of the team (primary contact person and key personnel). Please identify and designate three to five completed public library or other similar projects that team or members have done within the past five years.
 - For each reference project include:
 - Brief description of project and date of occupancy;
 - Square footage and square foot actual costs (estimates) versus budgeted costs.
 - Client contact – name, position, address, telephone number, and email address.
 - Illustrative drawings of floor plans of similar type projects the firm has designed, if any, along with renderings and/or photographs of completed projects. The format should be 8.5" x 11" and only include enough material to be illustrative, not complete sets of drawings.
 - Relevant information selected by the architect.
- b. Statement of Philosophy**
- c. Description of Approach to Projects**
- d. Description of Services (Understanding of Scope):** State the knowledge and understanding of the needs of the Library.
- e. Certification:** Certify that all components of the proposal will remain firm for a minimum period of ninety days following the opening of the proposal.
- f. Acceptance of Conditions:** Provide an acceptance-of-conditions statement that affirms the respondent's acceptance of all conditions and requirements contain in the RFQ.
- g. Execution:** Sign the proposal in ink and provide the postal address of the respondent.
- h. Supplementary Information** at the discretion of the firm.
- i. Fee Structure:** Not applicable; please do not provide this information, pursuant to the provisions of section 5, "Evaluation Procedure," of the Local Government Professional Services Selection Act [50 ILCS 510 / 5]

Exterior: Parking

Finding: 2

The cross slopes (narrow dimension) and/or running slopes (long dimension) of the access aisle exceeds 2%.

The running slope and the cross slope in an accessible parking stall and the access aisle must not exceed 2%.

Citation:

2015 ABAAS Section: 502.4

2010 ADAS Section: 502.4

As Built:

Two spaces south of building: left stall - 3%, shared access aisle - 2.4%, right stall - 2.5%; Four spaces on east side of building, south two spaces: south stall - 2.6%, south access aisle - 3.8%, north stall - 3%, north access aisle - 2.3%; Four spaces on east side of building, north two spaces: south stall - 3.1%, south access aisle - 3%, north stall - 3.7%, north access aisle - 3%

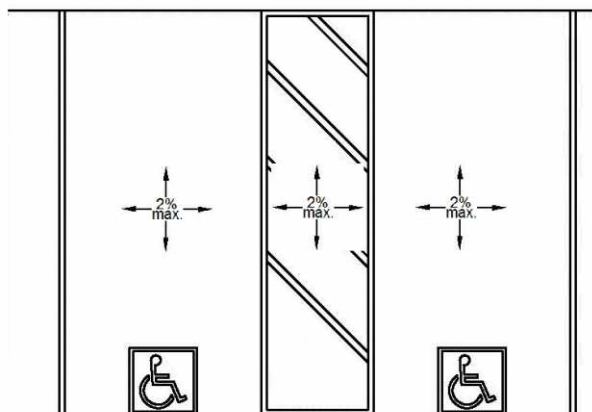
Recommendation:

Repair or correct slope of parking space and access aisle to max 2.08% in any direction.

Phase:

1 (Phase 1): Should be completed immediately. This category includes findings that have little or no cost, were in violation of the codes at the time of construction, or pose an imminent safety threat.

Finding #2 Continued



Finding #2 Additional Finding Photos



Finding #2 Additional Finding Photos



Finding #2 Additional Finding Photos



Exterior: Parking

Finding: 3

The parking stall contains abrupt edges and surface irregularities over a 1/4 inch vertical.

Parking spaces and access aisles serving them shall be stable, firm, and slip resistant. Access aisles shall be at the same level as the parking spaces they serve. Changes in level are not permitted and shall not be sloped steeper than 2% in any direction.

Citation:

2015 ABAAS Section: 502.4

2010 ADAS Section: 502.4

As Built:

Two spaces south of building: CIL of .5" at head of both stalls and shared access aisle where blacktop meets cement gutter, left stall - manhole cover has gap of 1.25" on it; Four spaces on east side of building, south two spaces: gap of 1.5" at gutter at south stall/north access aisle

Recommendation:

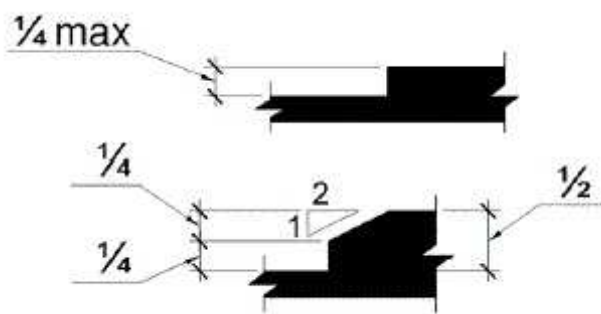
Repair, bevel and ramp CIL in stalls and access aisles.

Correct or fill gaps to max .5".

Phase:

1 (Phase 1): Should be completed immediately. This category includes findings that have little or no cost, were in violation of the codes at the time of construction, or pose an imminent safety threat.

Finding #3 Continued



Finding #3 Additional Finding Photos



Exterior: Parking

Finding: 4

The accessible parking stall signage is incorrect and/or missing from each accessible parking space.

Parking space identification signs shall include the International Symbol of Accessibility. Signs identifying van parking spaces shall contain the designation "van accessible." Signs shall be 60 inches minimum above the finish floor or ground surface measured to the bottom of the sign.

Citation:

2015 ABAAS Section: 502.6

As Built:

All four east side
spaces lack signage

Recommendation:

Acquire or replace and mount at appropriate heights and locations accessible parking signs where incorrect or missing. We recommend R7-8 signage.

Phase:

1 (Phase 1): Should be completed immediately. This category includes findings that have little or no cost, were in violation of the codes at the time of construction, or pose an imminent safety threat.



Finding #4 Additional Finding Photos



Exterior: Parking

Finding: 5

The van stall is missing a sign identifying it as a van accessible stall.

Parking space identification signs shall include the International Symbol of Accessibility. Signs identifying van parking spaces shall contain the designation "van accessible."

Citation:

2015 ABAAS Section: 502.6

2010 ADAS Section: 502.6

As Built:

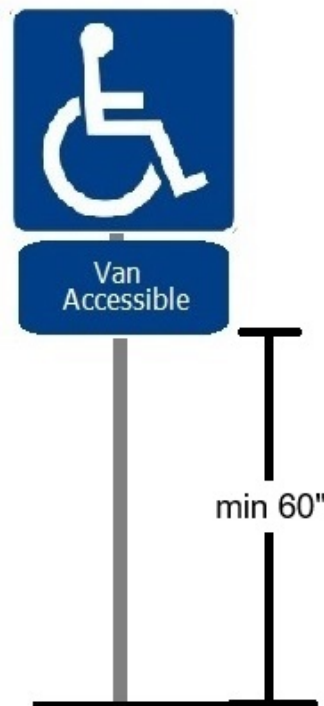
Lacks any van signs

Recommendation:

Add one van parking sign to one accessible stall and ensure stall and access aisle are 11' and 5' or 8' and 8'.

Phase:

1 (Phase 1): Should be completed immediately. This category includes findings that have little or no cost, were in violation of the codes at the time of construction, or pose an imminent safety threat.



Finding #5 Additional Finding Photos



Exterior: Parking

Finding: 6

The access aisle is not located on an accessible route of travel to the accessible building entrance.

Accessible parking spaces serving a particular building shall be located on the shortest accessible route of travel from adjacent parking to an accessible entrance. In buildings with multiple accessible entrances with adjacent parking, accessible parking spaces shall be dispersed and located closest to the accessible entrances.

Citation:

2015 ABAAS Section: F208.3.1

2010 ADAS Section: 208.3.1

As Built:

All six accessible parking spaces require a route of travel via the vehicular way

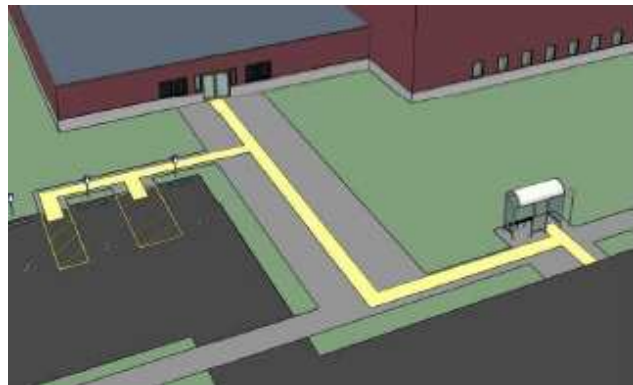
Recommendation:

Reconfigure accessible stalls on east side of building to avoid requiring pedestrians to cross vehicular way, in the alternative, leave as is with striped crosswalk.

Provide a curb ramp at the head of each access aisle at the two spaces on the south side of the building to connect to AR.

Phase:

1 (Phase 1): Should be completed immediately. This category includes findings that have little or no cost, were in violation of the codes at the time of construction, or pose an imminent safety threat.



Finding #6 Additional Finding Photos



Exterior: Exterior Accessible Route

Finding: 32

The passenger drop-off and loading area is not accessible.

Drop-off and loading zone shall provide an access aisle at least 60 inches wide and 20 feet long adjacent and parallel to the vehicle pull-up space. The vehicular pull-up space must be 96 inches wide minimum and 20 feet long minimum. Access aisles shall adjoin an accessible route and shall not overlap the vehicular way. Vehicle standing spaces and access aisles shall be level with surface slopes not exceeding one unit vertical in 48 units' horizontal (2-percent slope) in all directions. If there are curbs between the access aisle and the vehicle pull-up space, a curb ramp shall be provided. Each passenger drop-off and loading zone designed for persons with disabilities shall be identified by a reflectorized sign permanently posted immediately adjacent to and visible from the passenger drop-off or loading zone stating "Passenger Loading Zone Only" and including the International Symbol of Accessibility, in white on dark blue background.

Citation:

2015 ABAAS Section: 503.1, 503.2, 503.4

2010 ADAS Section: 503.1, 503.2, 503.4

As Built:

Slope of 2.8% at south
end of loading zone,
slope of 3.5% for 10' at
north end of loading
zone

Recommendation:

Correct or repair slope along passenger loading zone to max 2.08%.

Phase:

1 (Phase 1): Should be completed immediately. This category includes findings that have little or no cost, were in violation of the codes at the time of construction, or pose an imminent safety threat.



Finding #32 Additional Finding Photos



Exterior: Exterior Accessible Route

Finding: 7

The stripe on the stair tread does not contrast adequately with the stair tread.

Exterior and interior stairs are recommended to have the upper approach and lower treads marked by a stripe providing clear visual contrast.

Citation:

2015 ABAAS Section: Advisory 504.4

2010 ADAS Section: 504.4

As Built:

Exterior stairs between
The Terrace Garden
and The Daily Bean
outdoor patio space -
24 treads (including
landings) lack visual
contrast

Recommendation:

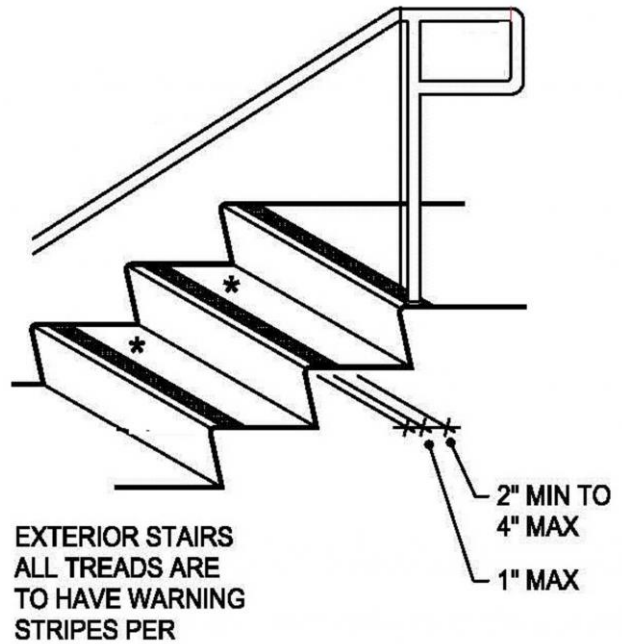
Install contrasting strip along front 2" of each tread.

The stripe shall be a minimum of 2 inches wide to a maximum of 4 inches wide placed parallel to, and not more than 1 inch from, the nose of the step or upper approach. The stripe shall extend the full width of the step or upper approach and shall be of material that is at least as slip resistant as the other treads of the stair. A painted stripe shall be acceptable. Grooves shall not be used to satisfy this requirement.

Phase:

5 (Smart Practice): Should be completed but not necessarily required. This category includes findings and or elements that were in compliance with previous editions of the codes and standards but have since changed. This category also includes techniques or elements that are not a part of the federal or state requirements, but are suggested in advisory language, or have been successfully implemented by other entities. Generally, these items are easily modified to provide the greatest degree of access as well as compliance with the most current codes and standards.

Finding #7 Continued



Exterior: Exterior Accessible Route

Finding: 8

The walkway contains abrupt vertical edges and/or variations over a 1/4 inch.

1/4 inch is the maximum vertical rise. Changes in level between 1/4 inch and 1/2 inch must be beveled at 1:2 or less.

Changes in level greater than 1/2 inch must be by way of a ramp.

Citation:

2010 ADAS Section: 303.2, 303.3

As Built:

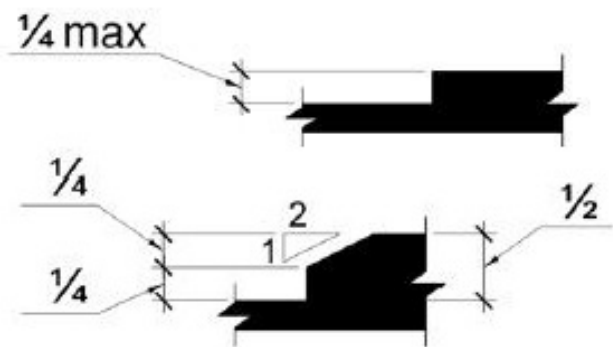
CIL of .5" on route to accessible employee entry 3

Recommendation:

Repair, bevel or ramp change in level along accessible route.

Phase:

1 (Phase 1): Should be completed immediately. This category includes findings that have little or no cost, were in violation of the codes at the time of construction, or pose an imminent safety threat.



Finding #8 Additional Finding Photos



Exterior: Exterior Accessible Route

Finding: 9

The landing at the bottom of the ramp has a slope greater than 2%.

Bottom landings shall have a dimension in the direction of ramp run of not less than 60 inches and have a slope of less than 2% in any direction.

Citation:

2015 ABAAS Section: 405.7.1, 405.7.1
EXCEPTION

2010 ADAS Section: 405.7.1, 405.7.1 Exception

1997 IAC Section: 400.310(e)(4)(a),
400.310(e)(4)(b), 400.310(e)(4)(c), 400.310(e)(4)(d),
400.310(e)(5), 400.310(e)(5)(a), 400.310(e)(5)(b),
400.310(e)(5)(c), 400.310(e)(5)(d), 400.310(e)(5)(e),
400.310(e)(5)(f), 400.310(e)(5)(g)

As Built:

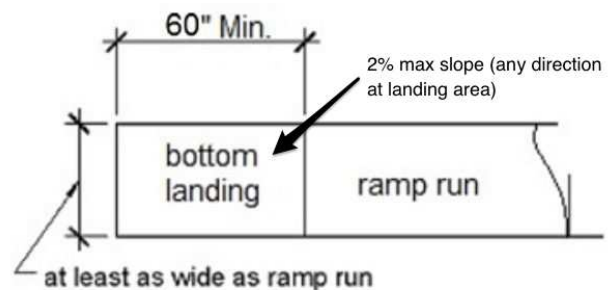
Curb ramp near
accessible employee
entry 3 - bottom
landing is 56.25" long,
slope of 2.3%

Recommendation:

Correct ramp landing depth dimension to a minimum 60" with slope to max 2.08%.

Phase:

1 (Phase 1): Should be completed immediately. This category includes findings that have little or no cost, were in violation of the codes at the time of construction, or pose an imminent safety threat.



Finding #9 Additional Finding Photos



Exterior: Exterior Accessible Route

Finding: 10

The running slope of walking surfaces shall not be steeper than 1:20. The cross slope of walking surfaces shall not be steeper than 1:48.

Citation:

2010 ADAS Section: 403.3

As Built:

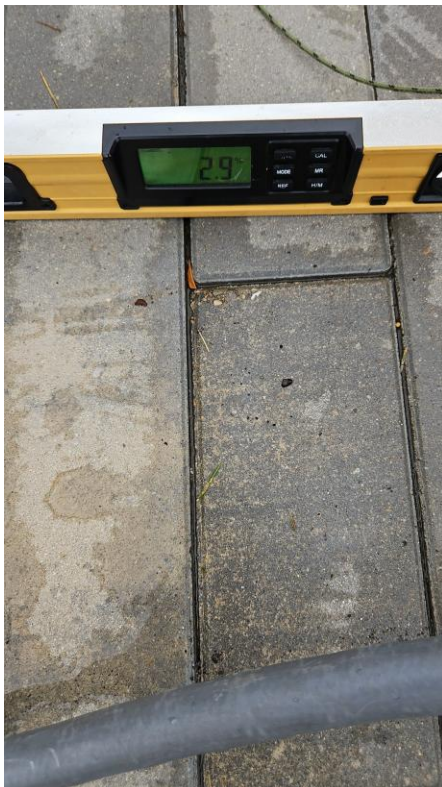
Cross slopes of 2.9%
and 3.3% at both ends
of west side of
westernmost low
garden bed

Recommendation:

Correct cross slopes to max 2.08%.

Phase:

1 (Phase 1): Should be completed immediately. This category includes findings that have little or no cost, were in violation of the codes at the time of construction, or pose an imminent safety threat.



Finding #10 Additional Finding Photos



Exterior: Exterior Accessible Route

Finding: 11

The running slope of walking surfaces shall not be steeper than 1:20. The cross slope of walking surfaces shall not be steeper than 1:48.

Citation:

2010 ADAS Section: 403.3

As Built:

Cross slope of 3.1%
adjacent to manhole
cover on route to
garden and employee
entrance 3

Recommendation:

Correct cross slopes to max 2.08%.

Phase:

1 (Phase 1): Should be completed immediately. This category includes findings that have little or no cost, were in violation of the codes at the time of construction, or pose an imminent safety threat.



Finding #11 Additional Finding Photos



Exterior: Exterior Accessible Route

Finding: 12

There is a gap spaced greater than a 1/2 inch.

Openings in floor or ground surfaces shall not allow passage of a sphere more than 1/2 inch diameter. Elongated openings shall be placed so that the long dimension is perpendicular to the dominant direction of travel.

Citation:

2015 ABAAS Section: 302.3

2010 ADAS Section: 302.3

1997 IAC Section: 400.310(a)(12)

As Built:

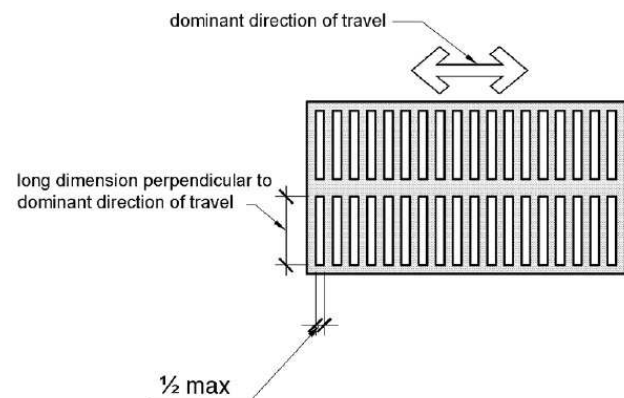
Gap of 1.25" adjacent to manhole cover on route to garden and employee entrance 3

Recommendation:

Correct or fill gaps to be max .5".

Phase:

1 (Phase 1): Should be completed immediately. This category includes findings that have little or no cost, were in violation of the codes at the time of construction, or pose an imminent safety threat.



Finding #12 Additional Finding Photos



Exterior: Exterior Accessible Route

Finding: 13

The accessible route of travel that crosses or adjoins the vehicular way and the walking surface is not separated by curbs, railings, or other elements between the pedestrian areas and vehicular areas.

If a walk crosses or adjoins a vehicular way, and the walking surfaces are not separated by curbs, railings or other elements between the pedestrian areas and vehicular areas, the boundary between the areas shall be defined by a continuous detectable warning which is 36 inches wide.

Citation:

2010 ADAS Section: 705

1997 IAC Section: 400.310(t)(4)

As Built:

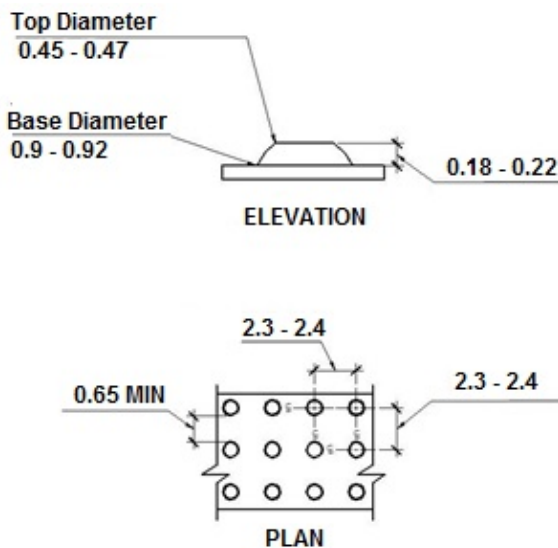
Lacks detectable
warning at curb ramp
near accessible
employee entry 3

Recommendation:

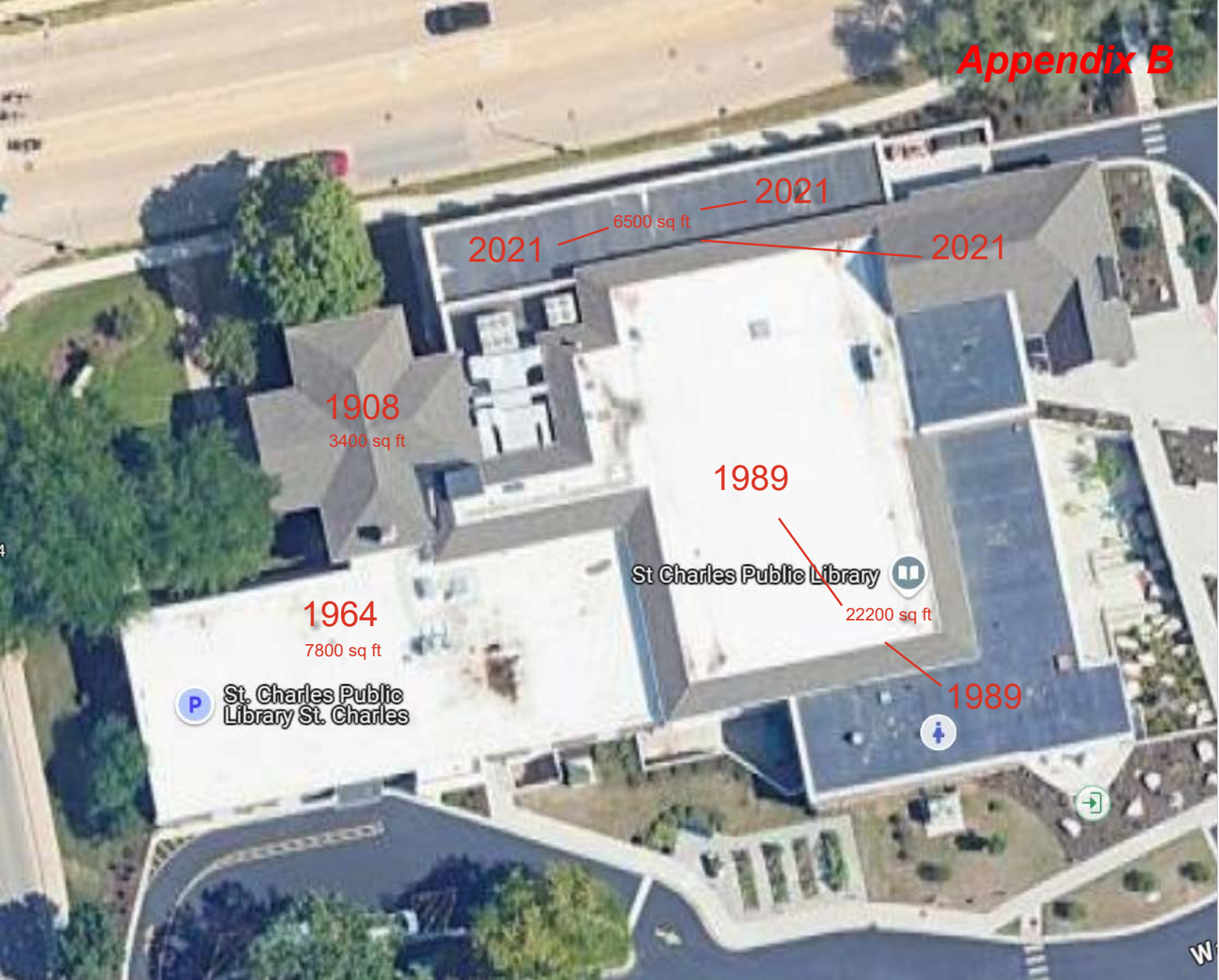
Install detectable warning where accessible route crosses the vehicular way as a smart practice.

Phase:

5 (Smart Practice): Should be completed but not necessarily required. This category includes findings and or elements that were in compliance with previous editions of the codes and standards but have since changed. This category also includes techniques or elements that are not a part of the federal or state requirements, but are suggested in advisory language, or have been successfully implemented by other entities. Generally, these items are easily modified to provide the greatest degree of access as well as compliance with the most current codes and standards.



Appendix B



2021

6500 sq ft

2021

2021

1908

3400 sq ft

1989

St Charles Public Library

1964

7800 sq ft

22200 sq ft

1989

P St. Charles Public
Library St. Charles





Request for Qualifications (RFQ) Addendum
Architectural Services for Roof and Parking Lot Project

Released July 7, 2025

The following questions were submitted to the St. Charles Public Library and are issued, along with accompanying documents, as an official addendum to the RFQ.

Questions and Answers

1. What is the budget you have and are you actively seeking more to expand scope if possible?

Answer: The budget is not included in the RFQ document because we believe a roof assessment is needed to better understand costs associated with the project. We anticipate no less than \$500,000, and we are prepared to spend more if the scope is expanded to cover unforeseen issues based on the building condition. Depending on the architect's recommendations and availability of budget, we may expand the scope beyond what is listed in the RFQ.

2. Do you have existing drawings of Carnegie?

Answer: Please see Appendix C for drawings from the 2020 construction project.

3. Has an environmental report/investigation been done in the area of remodel at the Carnegie bathrooms?

Answer: No

4. Can you highlight what areas of the roof are to be included in the scope (on the image included in the RFQ). The RFQ says primarily Carnegie but others were discussed on the tour.

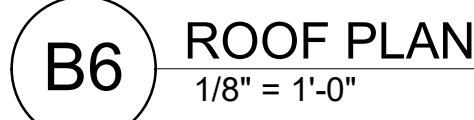
Answer: Please see Appendix D which is a replica of Appendix B, but it includes the requested highlighting of the roof. The Carnegie roof is highlighted in blue and the rest of the older sections are highlighted in yellow. We will rely on the roof assessment to determine when the other areas will need replacement.

5. I have included an image of the site. Could you highlight the areas of Shared Parking to be included in the scope please?

Answer: Please see Appendix E. Image attached shows all shared parking lot areas to be included.

B

1



2. ROOF REPLACEMENT WORK AT EXISTING CONDITIONS INCLUDES ADDITIONAL ABOVE DECK THERMAL INSULATION BOARD PER INTERNATIONAL ENERGY CODE REQUIREMENTS. UNLESS OTHERWISE NOTED, SEE ROOF TYPES ON SHEET A520.01 FOR ADDITIONAL INFORMATION.
3. ALL EXISTING CONSTRUCTION TO REMAIN AT EXISTING ROOFS TO BE REPLACED SHALL BE RECONFIGURED AS REQUIRED TO ACCEPT ALL NEW CONSTRUCTION INCLUDING BUT NOT LIMITED TO THE NEW ROOF FINISH MEASURES, AND INSULATION.
4. NEW DOWNSPOUT AND GUTTER SYSTEM TO CONNECT TO BELOW GRADE PLUMBING UTILITIES, PROVIDE CAST ROOF ROOT AT EACH LOCATION, UNLESS OTHERWISE NOTED, SEE PLUMBING DRAWINGS.
5. PROVIDE FULLY ADHERED SIP-RESISTANT WALKING SURFACES AT ALL NEW PVC ROOF ASSEMBLIES. WALK SURFACE TO BE LOCATED AROUND ENTIRE PERIMETER OF ALL ROOF HATCHES/SOFTLIES AND MECHANICAL EQUIPMENT FOR A WIDTH OF NOT LESS THAN 4.0 FT.

SHEET NOTES - FLOOR PLANS	
SN-SHEET NOTE NUMBER	SN-SHEET NOTE TEXT
1	INFILL EXISTING WALL WITH CMU BLOCK TO MATCH THICKNESS OF EXISTING WALL AND ANCHOR TOP, BOTTOM AND REINFORCING.
2	CONTRACTOR TO ADJUST EXISTING LIVERY SPACE RECESSED IN NEW WALL. FIELD VERIFY ALL DIMENSIONS AND COORDINATE WITH ARCHITECT.
3	06116 PLASTIC LAMINATE WALL SHELVING ON STANDARDS AND BRACKETS, PL-11, 2" DEEP, 4 SHELVES HIGH
4	9014 PLASTIC LAMINATE WALL SHELVING ON STANDARDS AND BRACKETS, PL-11, 2" DEEP, 4 SHELVES HIGH
5	EXISTING HATCH MOUNTED ROOF ACCESS LADDER TO REMAIN.
6	NEW ROOF HATCH AT EXISTING ROOF OPENING. V.F.M DIMS
7	CONTRACTOR TO OPEN UP EXISTING OPENINGS IN CARNAGE WALL, NOTIFY ARCHITECT OF ANY QUANTITIES IN THE FIELD
8	TYPICAL AT INTERIOR ROOMS 1.14" DIAMETER UNO
9	PROVIDE SEMI-FLUSH FIVE NAILKIN-TYPE VENDOR IN EXISTING WALL. EXACT LOCATION TO BE DETERMINED BY FIELD WITH GATORS ARCHITECT. SEE SHEET AND/OR FOR ADDITIONAL INFORMATION.
10	INFILL EXISTING OPENING WITH NEW WALL CONSTRUCTION TO MATCH ADJACENT EXISTING TO REMAIN. - SEE DEMO PLAN FOR LOCATIONS. PROVIDE STRUCTURAL TIES INTO EXISTING WALL. CAP OFF EXISTING NEW LATERAL EARTH PRESSURE ON OPENINGS. EXTEND NEW EXISTING SUPPORTING SYSTEM ALONG EXISTING WALL. NOW CONSIDERED TO BE BELOWGRADE TO AREA WALL DEMOLITION.
11	EXTEND EXISTING AREA WALL WITH NEW AREA WALL RETAINING WALL AND GLANDWIDE TO MATCH EXISTING
12	HATCH INDICATES AREA OF NEW INFILL SEAL. SEE DETAIL E6450.09
13	HATCH-ONE PLY FORMED MATE. COPING TO RUN CONTINUOUS ABOVE CURTAIN WALL. FRAMING BELOW. SEE DETAIL B6450.09

S/N SHEET		SHEET NOTES - FLOOR PLANS
NOTE NUMBER		S/N SHEET NOTE TEXT
14		EXISTING ROOF RIGID TO REMAIN; REWORK BASE FLASHING TO COORDINATE WITH ROOF FLOOR FINISH. SEE ARCHITECTURAL REPAIR DRAWINGS FOR MASSCONCRETE TYPIC REPAIR REQUIREMENTS.
15		CONTRACTOR TO INSTALL EXISTING GATES FURNISHED BY OWNER. CONTRACTOR TO PROVIDE RIGID CONCRETE CONNECTIONS FOR ALL REQUIRED ELECTRICAL AND DATA GATES TO BE CENTERED ON ENTRY CURB. REFER TO MANUFACTURER'S INSTRUCTIONS FOR SPACING OF GATES.
16		EXISTING ROOF CURBS TO REMAIN. PROVIDE NEW SHEET METAL, CAP SHEET METAL CAP TO PROVIDE POSITIVE SLOPE TO ALL EDGES AND FLASH INTO EXISTING ROOF MEMBRANE TERMINATION, DELEGATED DESIGN.
		EXISTING PRECAST COPING WITH SHEET METAL COPING CAP TO EXISTING ROOF MEMBRANE TERMINATION, DELEGATED DESIGN.
		EXISTING RADON EXHAUST TO REMAIN.
		ROOF SCULPTURE TO REMAIN.
		INSTALL SLAVEROOF DRAINS, TYP.
		NEW ROOFTOP CONDENSING UNIT; SEE MECHANICAL DRAWINGS.
		TRAYWAY TO REMAIN; SEE MECHANICAL DRAWINGS.
		SEE FIRE ALARM ANNUNCIATION PANEL.
		EXISTING ROOF CURB TO REMAIN. PROVIDE NEW INSULATED SHEET METAL CAP SHEET METAL CAP TO PROVIDE POSITIVE SLOPE TO ALL EDGES AND FLASH INTO EXISTING ROOF MEMBRANE TERMINATION, DELEGATED DESIGN. THERMAL INSULATION TO BE R-3.0 MIN.

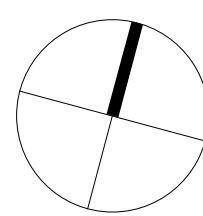
 LOUVER, SS

PRD NEW PRIMARY ROOF DRAIN; SEE PLUMBING

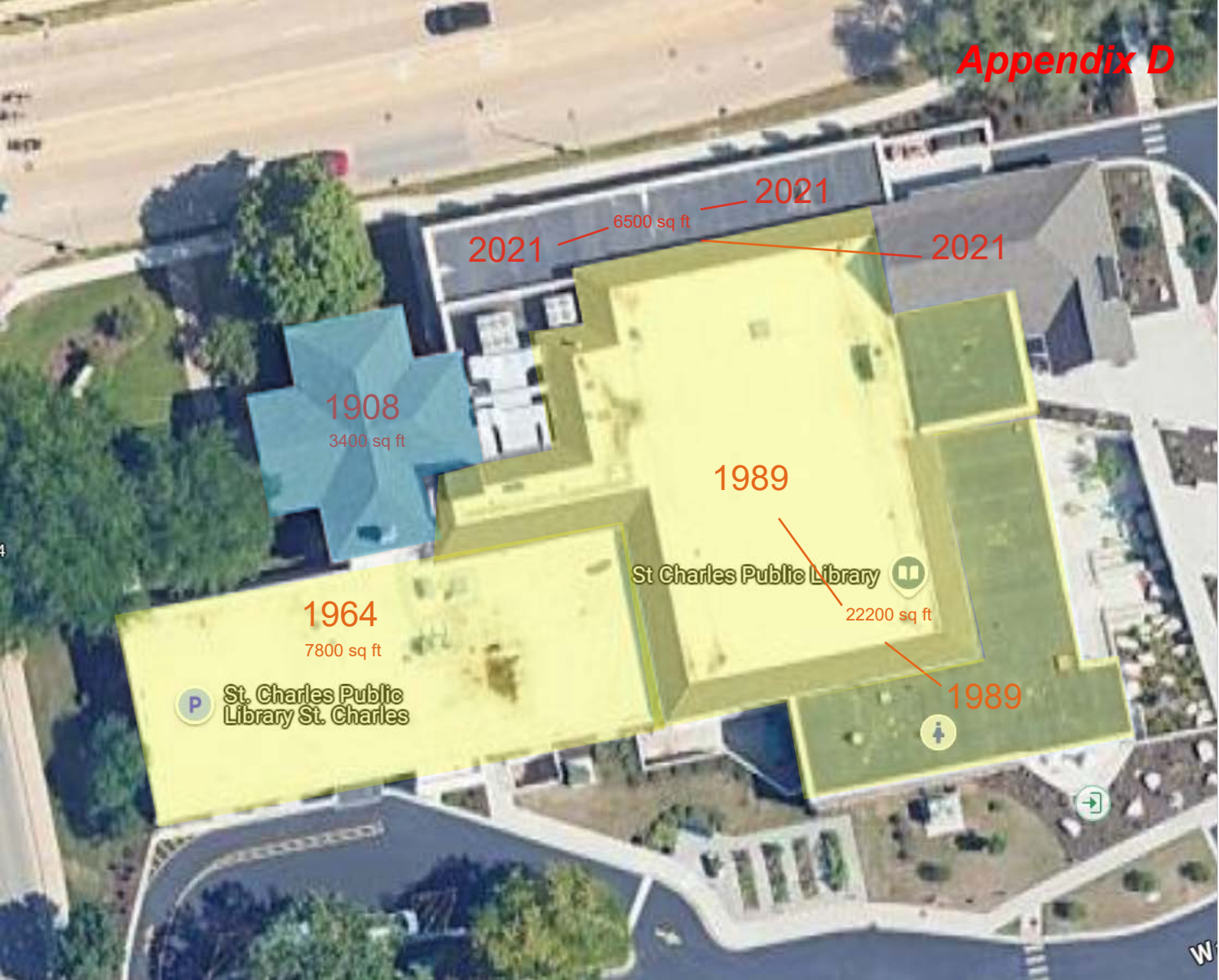
SRD NEW SECONDARY ROOF DRAIN; SEE PLUMBING

1	ISSUED FOR BID AND PERMIT	01.29.2020
No.	Description	Date

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Appendix D



2021 6500 sq ft 2021 2021

1908
3400 sq ft

1989

St Charles Public Library

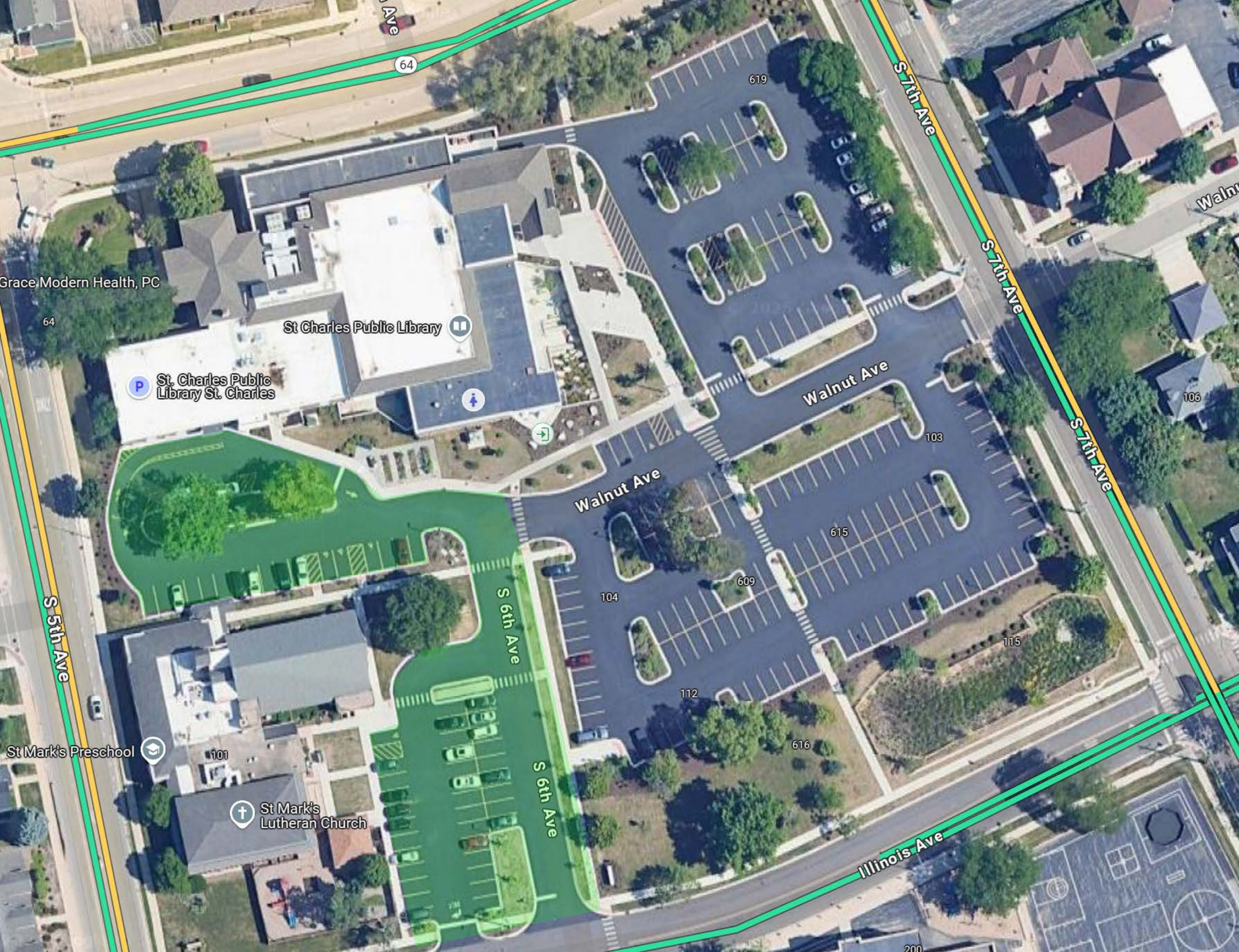
22200 sq ft

1964
7800 sq ft

P St. Charles Public Library St. Charles

1989





64

619

S 7th Ave

S 7th Ave

S 7th Ave

64

St Charles Public Library

St. Charles Public Library St. Charles

Walnut Ave

Walnut Ave

S 5th Ave

S 6th Ave

S 6th Ave

615

609

104

112

616

115

101

St Mark's Presbyterian Church

St Mark's Lutheran Church

Illinois Ave

106

200