

REQUEST FOR QUALIFICATIONS (RFQ)

Project: Main Library Roof Replacement

Client: Akron-Summit County Public Library

Location: 60 South High Street, Akron, OH 44326

Deadline to Submit Qualifications: 12/2/25 at 12:00 pm

1. Introduction

The Akron-Summit County Public Library (the "Library") is seeking qualified independent building exterior consulting firm to provide comprehensive design services for the replacement of the existing roof system at its Main Library Branch and Administrative Headquarters. This project involves the replacement of the low-sloped roof sections. The Library has experienced issues with leaks in various areas of the building above roofline, including in the walls between roof elevations and skylight components, to be included in the repair project.

2. Project Description

The projects scope includes, but is not limited to, the complete design for the replacement of the low-sloped roof systems and repairs to walls between roof elevations and skylights.

3. Scope of Services

The selected Respondent shall provide the following services:

- **Site Assessment and Investigation:** Conduct a thorough on-site inspection of the existing roof systems and components above roofline to determine their condition, identify existing problems (including the sources of leaks). This includes core sampling and moisture surveys as deemed necessary.
- **Preliminary Design:** Develop preliminary design concepts for low-sloped roof replacements, including material options, insulation requirements, drainage solutions, and any necessary structural modifications. Present these concepts to the Library for review and feedback.
- **Schematic Design:** Based on the selected preliminary design concept, develop schematic design documents, including preliminary drawings, outline specifications, and a preliminary cost estimate.
- **Design Development:** Prepare detailed design development documents, including drawings, detailed specifications for materials and installation, and updated cost estimates.
- **Construction Documents:** Develop complete and biddable construction documents, including detailed drawings, technical specifications, and bidding requirements.
- **Bidding and Negotiation Assistance:** Assist the Library with the bidding process, including pre-bid meetings, responding to bidder inquiries, and evaluating bids. Provide recommendations for contractor selection.

- **Construction Administration:** Provide construction administration services, including periodic site visits, daily onsite field observation and reports, review of shop drawings and submittals, responding to contractor inquiries, and certifying payment applications.
- **Project Closeout:** Assist with project closeout activities, including final inspections, punch lists, and review of warranties and as-built documentation.

4. Respondent Qualifications

Respondents should demonstrate the following qualifications:

- Proven experience in the design and administration of similar roof replacement projects, for low-sloped roof systems, preferably for public sector and institutional clients. Show five project examples for comparable projects in the past two years.
- Have an Ohio Licensed Structural Engineer on the Design Team with experience in similar roof projects and with a history of working on this Team for at least the past five years.
- The firm has been practicing in independent building exterior consulting for more than ten years.
- Strong communication and project management skills.
- Ability to meet the project schedule.
- Professional liability insurance coverage.

5. Submission Requirements

Interested firms are requested to submit a statement of qualifications (SOQ) that includes the following information:

- **Company Profile:** Provide a brief history of the firm, its organization, and relevant experience. Include resumes of key personnel who will be assigned to this project.
- **Project Experience:** Provide detailed descriptions of at least five (5) comparable roof replacement projects completed within the last two (2) years, including project scope, client references (with contact information), and project costs. Clearly indicate experience with low-sloped roof systems and components above roofline.
- **Project Schedule:** Provide a proposed project schedule, including estimated timelines for each phase of the work.
- **References:** Provide contact information for at least three (3) client references for similar projects.
- **Insurance:** Provide proof of professional liability insurance coverage.

Please Note: This is a Request for Qualifications only. Fee proposals are not requested at this time. The Library will evaluate the qualifications of the submitted firms and may subsequently request fee proposals.

6. Evaluation Criteria

Statements of qualifications will be evaluated based on the following criteria:

- Relevant experience and qualifications of the firm and key personnel, including experience with low-sloped roof design and repairs to components above roofline.
- Demonstrated understanding of the project requirements, including the challenges presented by the existing roof conditions.
- Proposed approach and methodology for all phases of the project, including the site assessment.
- Clarity and completeness of the submission.
- References.

7. Submission Instructions

Respondents shall submit their statement of qualifications (SOQ) electronically in PDF format to pschantz@akronlibrary.org. The subject line of the email should clearly state: **"RFQ – Akron-Summit County Public Library Main Branch Roof Replacement."**

8. Questions and Clarifications

Questions regarding this RFQ should be submitted in writing via email to Pschantz@akronlibrary.org no later than 11/25/25 at 12:00 pm. Responses to all submitted questions will be provided to all prospective Respondents via email.

9. Right to Reject

The Akron-Summit County Public Library reserves the right to reject any or all submissions, to waive any irregularities or informalities in the submissions received, and to select the firm(s) deemed to be most qualified to provide the required services.

10. Next Steps

Following the review of the submitted qualifications, the Library will notify the short-listed firms and may request a more detailed proposal at that time.

Contact:

Peter Schantz, Director of Facilities, Akron-Summit County Public Library (330) 643-9175
pschantz@akronlibrary.org.