

Request for Proposal
Facilities Assessment Consultant
Springfield Greene County Library District
Springfield, MO

Questions and Answers week of October 20, 2025

Question: How many facilities have elevators?

Answer: The Library Center, 4653 S Campbell, has an interior elevator that services the administrative (2nd floor). The Midtown Carnegie, 397 E Central, has an interior elevator that services all three floors.

Question: Does the library district use any software to track building maintenance or monitor any building systems?

Answer: The Springfield Greene County Library District does not have dedicated software to track building improvements and repairs. There is some documentation, but much of that type of information will need to be documented through emails, invoices, etc. The district hopes to work specifically with the firm that is ultimately chosen to supply as much information as possible.

The library district does use some software to monitor and control some of our HVAC systems primarily at the Library Center, Midtown Carnegie, and Schweitzer Brentwood Branch locations.

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Question: Does the library district contract with specific vendors for building and system maintenance work? If so, would that include inventory information?

Answer: The Springfield Greene County Library District does contract with a local HVAC company for much of our maintenance and repair work. It is possible that the vendor may have a list of units, make, model etc. Staff can work with the firm and our current vendor when the time comes.

Question: Does the library district have plans in place to add buildings to the existing profile?

Answer: Staff do have some thoughts on additional locations, but we want to get additional information from the firm to see if our thoughts are correct and if there are other locations that might also need to be considered.

Question: In addition to facilities assessment and demographic information, our firm also can assist with community engagement. At this time the Springfield Greene County Library District is not interested in those services?

Answer: The district is primarily focused on assessing existing locations and identifying areas of business and population growth. We may be interested in community engagement and surveys in the future.