

## Request for Proposal for Architectural Services

**Due July 12, 2018**

### Introduction

The Mont Vernon Library Trustees are planning to construct a new library to replace the current library. The Mont Vernon Library Trustees are requesting bid proposals, **Due July 12, 2018**, to provide architectural services to complete a Schematic Design and Cost Analysis for construction of the new library. The new building is expected to have approximately 6,000 square feet of useable space

### Project Summary

The Daland Memorial Library serves a growing community, which has outgrown the current library programming capability. The goal is to provide an attractive facility that supports and enhances a full range of contemporary public library services. The property designated as the site of the new library is part of a town-owned parcel shared with the future cemetery on Grand Hill Road, east of the current library, between and behind the Post Office and Carleton Pond. Portions of the property are currently planted with corn, which should be respected to the extent practical. Prior to beginning the formal design, the selected firm will conduct a thorough review of the site characteristics and present the Mont Vernon Library Trustees (“Trustees”) with recommendations for a preferred location for the new building on the subject property. Following completion of the Schematic Design and Cost Analysis, the Trustees will use these materials to enhance fundraising efforts, and ultimately secure Town Meeting support for the project.

### Project Characteristics

The following drawings are attached for your use:

- 2001 Altus Engineering Site Plan – includes useful soils information for a portion of the site.
- 2014 Meridian Land Services Plot Plan – depicts site boundaries

The following preliminary information is available electronically upon request:

- Library Needs Assessment, 2018
- Community Survey 2018

Questions should be directed to:

- Bonnie Angulas - [dalandlibrary@comcast.net](mailto:dalandlibrary@comcast.net) or 603-673-7888

### Design considerations should include:

- Single story design - not to exceed 7,500 gross square feet
- Programming/Event Room adjacent to the Children’s Space
- Children’s Space separate from the Adult Collection Area
- Unisex Family Restroom with diaper changing area
- Young Adult/ Teen Area
- Adult Collection Area.

- Multifunctional Circulation Desk Area
- Interlibrary Loan Work Area
- Public Computer Stations
- Adult Reading/Computer Room
- Administrative Office Space for Library Director
- Kitchen/Break Room attached to Programming/Event
- Ample Storage/Custodial Space
- Easy access to mechanical/electrical/server locations
- Parking for library patrons and meeting room capacity
- Road and entrance to accommodate a school bus stop
- Building placement & orientation on designated lot should take into consideration proximity to new access road, adjacent street, children's fishing pond, future cemetery, US Post Office building and natural surroundings and light
- The design must anticipate future expansion and be situated on the site such that expansion is not impeded by the site boundaries
- ADA compliance and energy efficiency

### **Architectural Programming and Pre-design:**

- Programming must incorporate the Library Needs Assessment produced with input from the library staff, Trustees and the public.
- The architect must analyze detailed information about the existing site boundaries, physical features, traffic patterns and the like.

### **Deliverables:**

- The successful firm will prepare preliminary plans and schematic drawings including as a minimum, sketches showing the proposed external and internal configuration of the building and allocation of space by function.
- The successful firm must collect and incorporate information obtained from user group meetings into the design.
- The successful firm must provide at least two renderings of the new library on the selected site. The renderings must be mounted on illustration board and be of such quality to be displayed during the fundraising process. The renderings should include a floor plan, an interior and an exterior perspective view.
- The successful firm must provide a detailed project cost estimate. That cost estimate must include all expenses required to be paid by the Daland Memorial Library to complete the project. This must include site work necessary to prepare the selected building site for the project.
- The successful firm will provide the Trustees with copies of all documents in digital and hard copy formats.

### **RFP Process and Requirements**

The Trustees seek proposals from regional architectural firms. The Trustees will review and evaluate the submitted proposals and will schedule interviews with select firms at its discretion.

## Proposed Timeline - 2018

<b>RFP circulated</b>	<b>June 28</b>
<b>Proposals due</b>	July 12
<b>Review of proposals</b>	Week of July 16
<b>Interviews with selected firms</b>	Week of July 23
<b>Trustees award contract to selected firm</b>	Week of July 30
<b>Kickoff Meeting with Library Staff and Trustees</b>	Week of July 30
<b>Public Information Gathering Session</b>	August 2018
<b>Presentation of Preliminary Design</b>	September 14
<b>Delivery of Design and Cost Analysis</b>	September 24
<b>Public Presentation / Q&amp;A Session</b>	October 2018

## Proposal Format

Proposals should provide a straightforward, concise description of the vendor's capabilities to satisfy the requirements of the RFP.

Respondents must submit an electronic email copy by 5:00 p.m. on July 12, to [dalandlibrary@comcast.net](mailto:dalandlibrary@comcast.net) and six hard copies to Bonnie Angulas, Daland Memorial Library, P.O. Box 335 or 5 North Main Street, Mont Vernon, NH 03057.

Proposals should identify all proposed team members and their qualifications including those of the architect and any sub-consultants. Professional qualifications and resumes of all parties who will work on this project must be included. The architect's principal in charge and lead architect/project manager must be identified. The proposal must include descriptions of similar or relevant projects, with contact information for each project. Proposals should provide the timeline necessary to complete all tasks. Cost Proposals must include a fixed price proposal for all services required to address the scope of services outlined below.

The successful firm will provide certificate of insurance coverage including professional liability, general liability and workers' compensation insurance. The Trustees anticipate using an AIA B101-2017 Standard Form of Agreement between Owner and Architect.

## Scope of Services

Cost proposal must include all labor, materials, equipment, and other expenses to complete the schematic design and construction cost estimate of the proposed facility including:

- A total of three design meetings with the Trustees and other entities – project kickoff, public input session and preliminary design review as noted in the project timeline.
- Site review in order to determine primary and secondary site selection options. The site selection will be finalized prior to completion of the schematic design documents.
- Production of building design schematics and projected costs including architectural, structural, mechanical, plumbing, fire protection, electrical, and code compliance.
- Production of presentation materials and personal presence at the Public Presentation and Q&A Session, tentatively planned for October 2018.

## Evaluation and Selection

Proposals will be evaluated by the Trustees based on the following criteria:

- Overall firm and team qualifications
- Similar library and municipal facility project history
- References
- Professionalism and ability to work with the Committee & Town Staff
- Cost proposal

Qualifications-Based Selection will be used to evaluate proposals.

## Conditions & Limitations

The Trustees reserve the right to postpone or cancel this RFP or reject any and all proposals for any reason. The Daland Memorial Library and the Trustees are not liable for any costs incurred in the preparation of proposals or for any work performed. Late proposals will not be considered for evaluation. All submitted materials become the property of the Daland Memorial Library.

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