**REQUEST FOR PROPOSALS**

**Design/Build \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Library \_\_\_\_\_\_\_\_\_\_\_\_\_, Maine**

**TOWN OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[contact information]

**January 9, 2012**

The Town of \_\_\_\_\_\_\_\_\_, Maine seeks proposals from licensed firms with relevant design/build experience for the design and construction of the new municipal library, excluding earthwork, as directed by the Town.

**Proposals must be submitted no later than 4:00 p.m. on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Please see specific proposal submittal requirements as outlined below.**

Please submit proposals to:

[contact information]

**Mark envelopes plainly and label them: Design/Build – \_\_\_\_\_\_\_\_\_\_\_\_ Public Library**

**Thank you for your interest!**

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**1. Project Summary Sheet**

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| **Purpose of Project**  | The goal of this project is to construct a new library. The purpose of the RFP process is to identify the most qualified respondents offering a cost-effective design/build solution to our project. The firm ultimately selected by the Town will provide full design/build services for the design and construction of the new Library, as directed by the Town.   |
| **Property Location**  | [address] |
| **Land Area**  | .34 acres   |
| **Building Use**  | Library and possible future use as a community center   |
| **Building Size**  | Proposed: 3,000 square feet   |
| **Current Zoning**  | [zoning restrictions if applicable] |
| **Anticipated Project Dates**  | [dates] |

**2 Introduction**

**2.1 Purpose**

The purpose of this Request for Proposals is to evaluate and select a Design-Build Team (D-B) to provide design, pre-construction and construction phase services for the building of a Town library.

**2.2 Project Background**

\_\_\_\_\_\_\_\_\_\_\_\_\_is located \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The population is \_\_\_\_\_\_\_\_\_\_\_\_, as of the 2010 Census. The Town of \_\_\_\_\_\_\_\_\_\_ website can be found here: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://www.richmondmaine.com/)

The Town of \_\_\_\_\_\_\_\_\_ plans to construct a new Public Library to replace the former Library. Built in \_\_\_\_\_, the former library located on \_\_\_\_\_\_\_\_ suffered from major structural deterioration, functional obsolescence and mold contamination, and was demolished in March 2011. The library has been temporarily housed elsewhere, pending construction of a new facility, which will be located on the site of the old library (*See Site Map in Appendix A*).

For the last couple of months, a newly revitalized Library Advisory Committee has worked to create a conceptual design and desired characteristics to fit an extremely modest budget (*See conceptual sketch in Appendix B*). At Town Meeting on Tuesday, April 3, 2012, voters will be asked to support the Town borrowing money, to supplement the existing reserve fund, to build a new library.

**2.3 Project Overview**

The Town of \_\_\_\_\_\_\_\_\_ is planning to build a new facility on the site of the former library. All site clearance will be carried out by the Town of \_\_\_\_\_\_\_\_and its contractors. The facility is currently envisioned to include a fully usable “daylight” basement that could eventually house a Community Center, Senior Center, additional library space, or other uses. The main floor will make up the Library. The facility will conform to all current building codes and any other local and state ordinances and regulations applicable to this type of facility. Since the library will be located in the Historic District, the design must conform to the requirements specified in the \_\_\_\_\_\_\_\_ Land Use Ordinances for new buildings in the Village District (*see attachment*). Some on-site parking is envisioned along the \_\_\_\_\_\_Street side of the lot (*see attached conceptual site plan*). Additional parking will be accommodated by on-street parking along Main Street.

**2.4 Project Budget**

The construction budget is approximately $\_\_\_\_\_\_ but subject to change up or down based on grants and Town Meeting approval.

**3. Scope of Work**

The scope of work includes design and construction of a facility (minus site clearing and grading), exterior and interior lighting, mechanical systems, fire prevention systems, and utilities. The scope includes preparation of all necessary and applicable design and construction documents, including drawings, specifications, etc. This preliminary Scope of Work is for informational purposes only and does not limit or define the actual Project. Any final contract resulting from this RFP will define the Project. Other specific features and items to be included will be identified during the design process. It is anticipated that a detailed Scope of Work will be developed by the project proponents to include but not be limited to the following:

**3.1 Scope of Services**

**Phase I: Design/Pre-construction**

Design-Build services during the Pre-construction include, but are not limited to:

Develop conceptual design and preliminary cost estimate, including interior design, site plans, elevations and sections as required to depict the proposed building. A draft conceptual sketch as well as other design considerations is included in this RFP.

* Meet, as necessary, with Town staff and Committee members to refine design documents.
* Develop construction documents for the building, including all engineering documents as needed.
* The site selected for this project was the site of the old library, which was demolished in March 2011.
* Boundary site survey is completed and attached to this RFP.
* Acquisition by the Team of all required permits from federal, state, county and local agencies
* Site Planning – Not anticipated.
* Geotechnical investigations – Not anticipated.
* Landscape Design – Not anticipated.
* Civil Engineering, including stormwater management – Not anticipated.
* Mechanical and Plumbing
* Electrical Engineering
* Fire Alarm/Security
* Cost Estimating – An early estimate is required. Additional periodic pricing updates will also be required to confirm conformance with the Town’s budget goals
* Acquisition by the Team of all required permits from federal, state, county and local agencies
* Signage and Graphics Design – To be performed by the Town
* Leadership in Energy and Environmental Design (LEED) Certification – Not anticipated, but the Town would like to discuss any energy saving operations
* Public outreach and meetings – To be discussed.
* Selection of materials

Phase I concludes with the submittal of a Guaranteed Maximum Price (GMP) proposal for the Town’s optional acceptance reflecting the entire cost, scope of work, schedule, and quality intent of the Project before any construction funds are committed. The GMP Proposal shall be supplemented with a clearly defined and detailed breakdown of costs for the entire Project. All proposed allowances included shall be approved by the Town and shall include estimated quantities and values justified by the Design-Build team. All clarifications, exclusions, exceptions must be identified as part of the GMP.

**Phase II/Construction**

Design-Builder services during the Construction phase include, but are not limited to:

* The Town will do preparatory site work and grading.
* Ledge blasting will be needed for this project.
* Quality control and Quality Assurance of design and construction.
* Coordination and cooperation with any and all other entities participating in construction activities.
* Construction management.
* Field supervision.
* Coordinating of subcontractors.
* Maintaining quality.
* Meeting schedules.
* The entire design-build process shall allow for “open book” policy and facilitate review of all Project contracts, records, accounting and other documentation.

**3.2 Project Characteristics and Design Considerations**

The Town of \_\_\_\_\_\_\_\_\_\_ and its Library Committee wish to build a new library that will better serve its community of current and future users. This new library must not only meet the needs of the existing community of users, it must also be designed and programmed to anticipate and engage the needs and technologies of the next several decades. The Library Committee developed a list of design features and concepts that should be considered, if feasible, as a point of departure for the design process.

* The building should be “municipal” in character, blending in with the village historic district but not overpowering other buildings on the street.
* There should be a substantial street presence to provide a clear, convenient, identifiable main entrance.
* We wish to retain the large maple tree on Main Street and as many street trees as possible.
* The main entrance to the building will be on Main Street with a side entrance from the on-site parking spaces off \_\_\_\_\_\_Street. Both entrances should be ADA accessible.
* The existing Veteran’s Monument on the northwest corner of the site will remain in place.
* The interior should have a flexible spatial configuration to allow for modular current use, future use, and technology changes.
* The building will have a full *unfinished* basement for future use as a Community Center or additional library space, and will have a separate entrance. The Library will be on the main floor.
* The interior should be designed so that future rearrangements can be planned with a maximum of ease and so that open space can be changed or modified more easily and less expensively. Load-bearing partitions and columns should be kept to a minimum.
* For both functionality and cost considerations, spaces should be simple squares or blunted rectangles. Function will take precedence over form and every square foot of space possible will need to be utilized. The emphasis of the building project should be placed on flexibility, square spaces, and function over form, and using each dollar wisely to provide as much space as possible.

**Library Space (Main floor):** This space needs to be designed with a flexible interior space to allow for both modular current use and future use.

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| **Program Space**  | **Function**  | **Physical Considerations**  |
| **Public Entry/Foyer**  | To provide a visible, recognizable entrance into the building and public access to restrooms and the Multipurpose Room without entering into library.  | One main entrance, to promote security and cost effectiveness. The area should be warm, inviting and set the tone for the building.  |
| **Circulation**  | Checkout and return of library materials. Provide space for 1-2 staff to work at the circulation desk. Most customer service is provided from this area, including reference, directions, and general information.  | Should be contiguous with the staff work area, if possible. Should be easily visible to patrons and where the entire facility is visible to staff, if possible.  |
| **Office Space**  | To provide library staff with suitable workspace and privacy for consultation with Town staff, patrons and employees. Should also provide space for staff break or lunch area.  | Ideally, would adjoin workroom. Space for 1-2 file cabinets for secure records storage, computer, printer and phone, and desk with locking drawer. Window or partial glass for visibility into workroom and circulation area. Locking door.  |
| **Work Area**  | To provide staff with suitable workspace and storage for tools and supplies necessary for day-to-day tasks of library operations.  | Ideally, adjoin with circulation desk area to help monitor activities in the library. Space for a large, sturdy work table and cabinets appropriate to store library processing  |

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|  |  | supplies. Open shelves for books in processing or repair. |
| **Collections – Fiction and Nonfiction**  | Shelving for all adult fiction and nonfiction, including special collections and circulating research materials. Also includes space for reading, quiet study and computer usage.  | 6’ tall adjustable stacks with 4’ wide aisles. Four-way computer table with four computers. Chairs scattered throughout both Adult and Young Adult areas for reading and quiet study.  |
| **Adult Section (in General Collections Area)**  | Quiet areas for adult patrons to relax and read.  | Should be comfortable, appealing to adults to sit and read. Should be at a distance from children’s room.  |
| **Young Adult Section (in General Collections Area)**  | Includes young adult fiction, periodicals, reading and computer space. | Relaxed atmosphere for 11-15 year-olds. Afterschool use. Computer accessibility.  |
| **Children’s Room**  | Fun and educational area to introduce children to the library and teach them to use and enjoy facility.  | Carpeted. Easily visible to patrons and staff. Welcoming with as much natural light as possible. Provide areas for children to sit and read, with a play area for puzzles and board books.  |
| **Multipurpose Room/Future Expansion**  | An area for meetings, arts and crafts, children’s story hour, other library programs, and other future uses as needed.  | Separate from library space, with separate entrance accessible from foyer, to be available for after-hours library meetings. Should include a small kitchenette. Should seat 30. No natural light is preferred. Storage area for tables and chairs.  |
| **Public Restrooms (2)**  | Provide convenient sanitation facilities for patrons and the general public.   | Unisex, with one providing baby-changing station. Located in foyer, with easy access to multipurpose room and library.  |

**Future Program Area (Ground Level):** This space will be built and needs to meet all local and state requirements for municipal use. The space will not be occupied in the near future.

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| **Program Space**  | **Function**  | **Physical Considerations**  | **Built Out?**  |
| **Maintenance/Mechanical**  | House mechanical equipment and store equipment and tools.  | Houses heating unit, water heater and other mechanical equipment.  | Yes  |
| **Program Room**  | An area with future potential for community programs and meetings, library expansion, and other community functions.   | Separate from library with a separate entrance.  | No  |
| **Kitchenette**  | Kitchenette for future program use  |   | Rough-in plumbing and electrical; otherwise no   |
| **Restrooms (2)**  | Restrooms for future program use  |   | Rough-in plumbing; otherwise no   |

**Proposed Program Space Allocations (square feet)\***

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| --- | --- |
| **Program Area**  | **Proposed Square Footage**  |
| Foyer/Vestibule  | 100  |
| Circulation  | 100  |
| Director’s Office  | 150  |
| Staff Work Area  | 200  |
| Collections – Fiction and Nonfiction  | 1,120  |
| Reader Seating Spaces in Collections Area – Adult Section  | 180  |
| Reader Seating Spaces in Collections Area – Young Adult Section  | 180  |
| Children’s Room  | 200  |
| Multipurpose Room  | 300  |
| Bathrooms (2)  | 120  |
| Utility Room  | 160  |
| General Storage  | 150  |
| Janitorial Storage  | 40  |
| **Totals**  | **3,000**  |

\*All square footage assignments are approximate. They may vary by 10 percent.

**Construction Components**

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| **Construction Component**  | **Desired Characteristics**  |
| **Footprint**  | Use the existing lot   |
| **HVAC**  | Heating system is envisioned to be a hydronic radiant floor system. Air conditioning may be required for some times of the year when natural ventilation cannot keep the building comfortable.   |
| **Plumbing**  | Two bathrooms (main floor); two bathrooms rough-in plumbing (ground floor); kitchenette (main floor); rough-in plumbing for future kitchenette (ground floor)   |
| **Structural/Wall Covering**  | In accordance with Historic District regulations   |
| **Foundation**  | Concrete   |
| **Electrical**  | Separate panels for library (main floor) and future program space (ground floor). Ample outlets.   |
| **Internet and Security Wiring**  | Wi-Fi; local security system   |

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| --- | --- |
| **Roofing**  | In accordance with Historic District regulations   |
| **Fire Protection**  | Per Building Code; alarm connected to local Fire Department   |
| **Kitchenettes**  | One (Library – Main Floor); rough-in (Ground Floor)  |
| **Parking**  | Some on-site parking, including the required handicapped accessible spaces, is envisioned along the Myrtle Street side of the lot (See attached survey). Additional parking will be accommodated by on-street parking along Main Street subject to local Planning Board guidance.  |
| **Flooring**  | Suitable for high-traffic public spaces.  |

**4.0 Selection Process and Schedule**

**4.1 Anticipated Project Schedule**

The following schedule milestones are currently envisioned for this project, and are contingent upon funding and local approvals:

The site is visible from Main Street and may be viewed at any time without coordination with the Town. There will be no formal site meeting.

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| **Event**  | **Date**  | **Time**  |
| Issuance of RFP  | Monday, January 9, 2012  |   |
| Receipt of written questions and clarifications due  | Monday, January 23, 2012  | 2:00 p.m.  |
| RFP Responses Due (see below)  | Monday, February 13, 2012  | 2:00 p.m.  |
| Selection of Finalist Firms  | Wednesday, February 22, 2012  |   |
| Interviews with Selected Firms  | Week of March 19, 2012  |   |
| Final Selection Announced  | Wednesday, April 4, 2012  |   |
| Anticipated Notice to Proceed  | Monday, May 7, 2012 (or sooner)  |   |
| Anticipated Project Completion Date  | November 1, 2012  |   |

**4.2 Proposal Submission Instructions**

Please submit five copies of your proposal, on or before 2:00 p.m. on Monday, February 13, 2012 to:

[contact information]

**Late submittals will not be evaluated and the firm will be disqualified from further consideration.**

**4.3 Evaluation Criteria**

The Town will evaluate all proposals. The Town reserves the right to accept or reject any or all proposals, to alter the selection process in any way, or to postpone the selection process in any way. The successful proposal will serve as a basis for further negotiations and design resolution and is therefore subject to modifications, changes, additions, deletions, or alterations. The project is contingent upon local funding and approvals.

The Town is seeking to engage the most qualified firm, based on the evaluation criteria below. Prospective firms are strongly encouraged to support and implement methods for the utilization of local resources.

|  |  |  |
| --- | --- | --- |
| **Category**  | **Description**  | **Points**  |
| Design/Build Team  | Assess team qualifications, management capability, workmanship and reviews from past projects.   | 40  |
| Cost  | The proposal must be cost-effective and meet the needs of the community.   | 25  |
| Aesthetics  | The facility must blend with the architecture and historic character of the Town while remaining modest in scale, size and design. Must comply with local zoning ordinance and Historic District requirements.   | 25  |
| Local  | Firms within 50 miles of \_\_\_\_\_, Maine (The Town does not require but encourages any involvement by local firms).   | 10  |
| **TOTAL POINTS POSSIBLE**  | **100**  |

**4.4 Proposal Content**

Proposals are sought from firms with recognized expertise with Design Build projects and with experience in the public sector. Proposals should include the following:

1. Firm Introduction: Including information such as length of time in business, office location(s), number of staff, and a general summary of qualifications documenting the strengths of the firm, areas of expertise, and licensing. List services provided by prime firm and sub-consultants anticipated.

2. Approach: The firm’s design principles and uniqueness of approach.

3. Project Experience: List relevant project experience, including library and municipal projects, and list the client contact information for each project.

4. Key Staff: Statements of qualifications and resumes documenting experience with public sector work and related experience of key staff assigned to the project.

5. Scope of Work: The Proponent shall describe its plans to provide the requested services. This section should include a narrative description of the proposed methodology to accomplish the required tasks. The proponent shall also provide a detailed scope of work for delivering the project ready for occupancy. The scope of work should be in detail to allow identification of all the items of work required and the respective deliverables.

6. The cost proposal shall be broken down to specifically identify lump sum costs and person-hours for each task in the scope of work to facilitate future negotiation of the scope of work and associated costs as necessary.