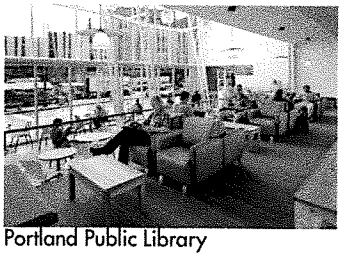
Portland Public Library

scott simons architects
designed for human potential

D. Scope of Services/Approach – Describe in narrative form the Team's design principles, uniqueness of approach and technical plan for accomplishing the work listed herein. The Team is encouraged to elaborate and improve on the tasks listed in the RFP; however, the team shall not delete any requested scope tasks, unless explicitly noted.

Approach

Scott Simons Architects has successfully completed many library renovation and addition projects very similar to the one being proposed at the Falmouth Memorial Library. The "Integrated Design Process" (IDP) the design team used in the first stages of this project will continue, allowing Library Trustees and staff, and Town residents and administration to participate in the refinement of the renovation and expansion design as the project continues to develop. We will continue to develop the design's flexibility, efficiency, value, overall environmental impact, quality of patron experience, impact on library operations, and long-term operational costs with the goal of producing the best possible library project for the Town of Falmouth. Developing a shared vision and thorough understanding of the Library's and Town's vision and goals for the expansion project is a critical component to the success of this important project and will create the framework for effective communication among all the participants. The resulting design will be well thought out, thoroughly understood by all, and will generate the excitement needed to enhance the fundraising campaign and heighten community support.

Scott Simons Architects will be responsible for project leadership and management, working closely with our consultant team to deliver excellent results for the full the scope of services requested. In our iterative process in Schematic Design and Design Development we will review the project site and building plans developed to date and present design alternatives and suggestions at each meeting to keep moving the project forward. We expect to meet with Town residents at least twice; once at the completion of Schematic Design and again nearing the end of Design Development. We will listen carefully to your goals for the project, thoroughly review your programmatic and technical requirements, and diligently investigate the surveys, permits and approvals required for the project. We will work with Town planners and regulatory agencies to incorporate their specifications into the design. We will work with the selected Construction Manager throughout the design process and involve them as we finalize design. They can provide valuable input on constructability and the best ways to approach elements of the renovation. Once the design has been finalized and the approvals received for the project, our team of architects and consultants pay close attention to the developing a well-constructed and well-coordinated set of Construction Documents. Our well-developed Integrated Design Process (IDP) will lead to a collaborative, satisfying design process for your library and community.

During the design process, we will meet with the Building Committee every two to three weeks to review our design studies and findings. We will prepare meeting agendas to insure that our meetings are focused and productive. We will work within the proposed project timetable so that everyone is aware and respectful of the process. We will present these plans and models to the Building Committee, incorporating the Committee members' feedback, and revising the plans to reflect the preferred designs. We will encourage a process that also involves the citizens of Falmouth throughout so there is transparency and so that we receive feedback that continues to inform the design. At the completion of both Schematic Design and Design Development we will prepare a cost estimate to make sure we are in alignment with the project budget that was approved by the Town Council and presented to the voters.

Effective communication is a priority at SSA throughout the design process. We work most frequently with diverse committee groups that have challenging planning, community, and architectural problems that need to be solved. We are skilled at facilitating conversations, listening carefully, and designing creatively, with openness and flexibility throughout the process. Our collaborative approach will allow the Town Councilors and staff, Library trustees, staff, and the larger community to be involved in the planning and design process and to address all concerns for the site, sustainability, interior and external spaces. We understand the importance of continuing to build consensus and support in the

Springvale Library

community for the final design for the expansion of the Falmouth Memorial Library. As partners in this process, we have found the result of this approach to be stronger ownership from our clients, an involved community and richer design solutions.

Scope of services:

a) Development of final schematic design, design development, and construction documents.
SSA and its entire consultant team will work on this scope, with input and approval from the Library Trustees and Building Committee.

b) Oversight assistance with a boundary site survey that will be provided by Owner.
SSA and Gorrill-Palmer will assist the Library and the Town as needed to make sure there is an accurate, complete boundary site survey of the property.

c) Acquisition by the Team of all required permits from federal, state, county, and local agencies.
SSA and Gorrill-Palmer will be primarily responsible for obtaining approvals. SSA will file the drawings with the State of Maine and Town of Falmouth for permits. SSA will be responsible for obtaining the State of Maine (State Fire Marshall) construction and accessibility permits. The CM will be responsible for obtaining the local permits for the construction work.

d) Site planning
SSA, Gorrill-Palmer, and Sarah Witte, with input from Thornton Tomasetti as appropriate, will be responsible for site planning for the project.

e) Oversight assistance with geotechnical investigations that will be provided by Owner
SSA and its structural and civil consultants will offer oversight assistance with geotechnical investigations, as we have done on other projects.

f) Landscape design
The landscape design will be developed by Austin Smith, Sarah Witte, and Will Haskell of Gorrill Palmer, with input from Thornton Tomasetti. The landscape design will address all the technical requirements of the site from regulatory agencies, Town ordinances, as well as evaluating environmental impact, and design implications.

g) Civil engineering, including stormwater management
Gorrill-Palmer will be responsible for civil engineering and stormwater management design for the project.

h) Mechanical, plumbing, and engineering
Allied Engineering will be responsible for mechanical, plumbing, and life safety engineering.

i) Electrical engineering (provide for future technology planning)
Allied Engineering will be responsible for electrical engineering and technology planning.

j) Fire alarm/security
Allied Engineering will be responsible for fire protection engineering.

k) The team shall provide estimates of probable construction cost at the completion of the Schematic Design and Design Development phases of work. The Construction Manager will provide estimates, and interim pricing during the Construction Document phase, and the final Guaranteed Maximum Price at the completion of the Construction Document phase.
Bruce Sanford of Conestco provided the 50% Schematic Design cost estimate and SSA will continue to work with Bruce on the cost estimates for the future phases.

l) Signage and graphics per town requirements
SSA will be responsible for this scope of work and may engage a graphic designer to help with the process.

m) Public outreach and meetings
SSA and its consultant team will be responsible for this scope of work, with the lead for public meetings being taken by Scott Simons and Austin Smith of SSA.

Turner Memorial Library

n) Selection of materials
SSA will be responsible for the selection of materials, with input from the consultant team, and will review those with the Building Committee during the design process.
o) Interior design elements
SSA will be responsible for the selection of finishes and will assist the Owner in the selection of FF+E (furnishings, fixtures, and equipment) as needed.
p) Assist the Owner in selection of Construction Manager
SSA will assist the Falmouth Memorial Library with the selection of the Construction Manager. We have typically been involved in the selection process when our clients engage a Construction Manager and have helpful tools to assist in the process.

Tasks:

Task 1: Surveys
SSA and Gorrill-Palmer will assist the Library with surveys needed for construction.

Task 2: Final Design Plans and Specifications
SSA and its consultant team will work with the Library and the Town to produce well-developed, detailed plans for the construction of the addition and renovation. We are committed to helping the Library achieve LEED Gold or higher and Thornton Tomasetti's involvement will be invaluable in that process.
We support the engagement of a CM during the DD Phase to help with constructability and cost estimates as well as participation as part of the team during the final design phases. Building trust and good communication among all members of the team – Owner, Architect, and Contractor – will help during the construction process.

Task 3: Meetings
SSA and its consultant team approach this project collaboratively and will schedule at least 3 SD meetings, 3 DD meetings, 3 CD meetings, as well as two public meetings during the course of final design.
SSA will be responsible for developing agendas and distributing the minutes of the meeting.

Task 4: Permitting and Coordination
SSA and its consultant team will meet with the Town of Falmouth to determine the zoning and code requirements so the project is in compliance. We will meet with the Planning Board, State Fire Marshall, and other regulatory agencies as needed.

Task 5: Bid Process
SSA will assist the CM in the subcontractor bid process as needed.