

**Request for Professional Services
Falmouth Memorial Library Expansion
Final Design**

January 12, 2015

Falmouth Memorial Library
Town of Falmouth
5 Lunt Road
Falmouth, ME 04105

Falmouth Memorial Library and the Town of Falmouth invite architectural firms to submit proposals for professional architectural services to complete the final design for expansion of Falmouth Memorial Library. Twelve printed copies of the Proposal must be submitted no later than 3:00 pm EST on February 12, 2015 in sealed packages labeled “Library Expansion: Attn: Library Director,” addressed to Andi Jackson-Darling, Director, Falmouth Memorial Library, 5 Lunt Road, Falmouth, ME 04105. Additionally, send an electronic copy via Dropbox or Google Drive and send the appropriate link to Andi Jackson-Darling at ajdarling@falmouth.lib.me.us. Late submissions are discouraged, but the Owner reserves the right to review them for consideration.

1. Introduction and Background to the Project

Falmouth Memorial Library and the Town of Falmouth are partners in this project and shall hereinafter be jointly referred to as the “Owner.” The Owner has determined that it is necessary for Falmouth Memorial Library to expand its current facility to meet the growing needs of the Library and the Community.

The Owner seeks a qualified architectural team for an expansion and renovations to Falmouth Memorial Library, Falmouth, Maine. The project includes minor and major interior renovations to the existing library building, including demolition of the original house and the 1964 addition, and a major addition to replace this structure. Current problems associated with the original house, including a wet and moldy basement and roof issues will be mitigated.

Over the past ten years, there have been many considerations for several on-site options. Most recently, Scott Simons Architects completed a preliminary design (June 2013) and a 50% schematic design (June 2014) for a one-story, high-performance expansion and renovation. The raw overall project cost is estimated to be \$5.62 million. The cost for the project including all services and fees is not to exceed \$5.62 million. On November 4, 2014 voters approved a \$2.81 million bond to pay for half of the expansion. The Board of Trustees of the Library will raise the other half. The Town’s portion of the project will not exceed \$2.81 million and will not exceed the amount raised by the Library.

2. Project Characteristics and Design Considerations

The Owners wish to renovate and expand the existing library so that it will better serve its community of current and future users. The expanded 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. As the community approved a bond based on schematic drawings by Scott Simons Architects, final designs should maintain key elements of that plan, adhering as closely as possible to its features and aesthetics. These include:

- a) One story design.
- b) High-energy performance resulting in reduced energy use.
- c) Mitigation of current building issues including, but not limited to, moldy basement and roof structure issues with the original building.
- d) Utilization of the adjacent property for parking and/or building.
- e) The total square footage of the building will be a minimum of 16,000 square feet, with a maximum of 18,000 square feet.
- f) Maintenance of the current staffing levels needed to supervise public areas.
- g) Current children's area, teen area, collection space, staff work space, and small meeting spaces are increased.
- h) Flexible spaces.
- i) Compliance with all applicable building codes.
- a) Future expansion options are delineated.
- j) In compliance with town zoning, an entrance to the Library will face Lunt Road.
- k) Gallery space for art displays.
- l) A basement.
- m) Mitigation of current parking lot concerns including, but not limited to, lack of a drop off area and the use of parking lot as a shortcut.
- n) The building needs to remain open during construction.

3. Scope of Services

The scope of services will be completed by the architectural firm and its team of consultants, hereinafter referred to as the “Team.” In addition to the licensed architects, at a minimum, the team must include structural, civil, and MEP/FP engineers; landscape architect; and interior designer. The scope of the project includes design of a facility, 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, and specifications that will support a Construction Management format. This Scope of Services does not limit the actual project. The architect will develop final design and cost estimate to include:

- a) Development of final schematic design, design development, and construction documents.
- b) Oversight assistance with a boundary site survey that will be provided by Owner.
- c) Acquisition by the Team of all required permits from federal, state, country and local agencies.
- d) Site planning.
- e) Oversight assistance with geotechnical investigations that will be provided by Owner.
- f) Landscape design.
- g) Civil engineering, including storm water management.
- h) Mechanical, plumbing, and engineering.
- i) Electrical engineering (provide for future technology planning).
- j) Fire alarm/security.
- 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.
- l) Signage and graphics per town requirements.
- m) Public outreach and meetings.
- n) Selection of materials.

- o) Interior design elements.
- p) Assist the Owner in selection of Construction Manager.

To complete this Scope of Services the following tasks are required. Any final contract resulting from this RFP will define the design process. A detailed Scope of Services will be developed by the Owner and the Project Team to include, but not limited to the following:

Task 1: Surveys

Assist the Owner with its other consulting experts regarding the performance of surveys for existing conditions, as needed, for construction purposes. This work will include the completion of an inventory of all known and required information related to land features such as national wetlands inventory, medium intensity soils survey, USGS contours, unique site features (e.g., monuments, gardens, memorial features, existing interior furnishing to be kept), etc. All collected information must be incorporated into the plans.

Task 2: Final Design Plans and Specifications

Based on input received from the Owner, develop final schematic design, design development, and final construction documents, in conjunction with chosen Construction Manager, in accordance with all applicable codes, zoning, and specifications for construction. Develop an approach to achieve the highest reasonable level of LEED for New Construction Certification (2009 Gold or higher certification is preferred). The Team shall present final plans, specifications, and estimate of cost for final review and approval by the Owner and make any needed revisions. The Team shall work with a Construction Manager to develop professional estimates including present value costs for all options as well as operational cost implications for utilities and maintenance. The Team shall provide all data at a level of detail that can be used for solicitation of construction bids. The Team shall conduct field visits as necessary.

Task 3: Meetings

Conduct meetings with Library staff, the Design Committee, the public, Town officials and the Library's Board of Trustees as necessary to review and discuss project design issues and complete the project in a satisfactory manner. The team shall provide a minimum of three Schematic Design meetings, three Design Development meetings, three Construction Design meetings, and two public meetings. The Team shall be responsible for recording the events of these meetings and preparing minutes with a summary of action items for distribution. The Team shall also meet with the Owner to review applications and assist in the selection of a Construction Manager.

Task 4: Permitting and Coordination

Meet with Town officials to verify design compliance with zoning requirements. Develop and prepare all necessary permit applications, and attend regulatory meetings as necessary. The Owner will be responsible for any and all permit fees. The Team will coordinate with all utilities and any other applicable parties.

Task 5 Bid Process

Prepare documents necessary for subcontractor bids for various parts of the project in collaboration with the Construction Manager.

4. Project Schedule

The selected Team shall be expected to begin work within two months of contract signing. It is anticipated that all tasks related to construction documents in their entirety will be completed by December 31, 2015. However, the Owner may elect to phase the design work to align with the fundraising portion of the project and therefore, extend the completion date. The Team will be involved in Construction Administration.

5. Proposal Requirements

Proposals are sought from firms with recognized library design expertise and experience in the public sector. Proposals shall include the following and shall be organized using each of these required elements as section headings:

- a) Firm Introduction - Provide a brief description of the firm including firm size, length of time in business, areas of expertise, licensing, and locations of offices. List anticipated services to be provided by primary firm and sub-consultants.
- b) Project Team - Provide names and resumes of key professionals who would be assigned to the project. Each team member's education and experience shall be listed. The project manager shall be clearly identified and a description of his/her relevant previous projects listed. A list of past relevant projects, which proposed project staff have played a central role in developing, shall be also provided. The individual(s) responsible for leading public meetings shall be clearly identified.
- c) Statement of Project Understanding - The Team shall state in succinct terms its understanding of what is required by this Request for Proposal.
- 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.
- e) Timeline - The Team shall submit a schedule for completing the scope of services, broken down by task.
- f) Project Budget - The Team shall provide a project budget itemized by the tasks listed above and a total project cost stated as a firm, all-inclusive, fixed fee. Hourly rates for project staff shall also be provided.

- g) Insurance Coverage - The team must be able to provide evidence of professional liability insurance in an amount of not less than \$1,000,000.
- h) References - The Team shall provide three (3) references, including current contact name and phone number for similar library projects. Provide detailed description of each project, especially project of similar type, size, and schedule as the Expansion Project for Falmouth Memorial Library:
 - a. Project name and owner.
 - b. Location of project.
 - c. Type of project
 - d. Dollar value of project
 - e. Start and finish dates of design project.
 - f. Name of Construction Manager or General Contractor.

6. Project Timeline

Please Note: These dates are for planning purposes. They represent the Owner's desired timeline for implementing this project. Any revision to the Due Date for submission of proposals will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate.

<i>Task</i>	<i>Date</i>
RFP Posted	January 12, 2015
Mandatory Pre-Bid Meeting	January 22, 2015
RFP Due	February 12, 2015
Complete Review of Proposals	February 24, 2015
Interviews with Selected Firms	February 27, 2015
Approval of Selection by Library Board of Trustees	March 2, 2015
Announcement of Selection	March 3, 2015
Complete Review of CM Proposals	March 5, 2015
Town Council Vote to Release Funds	March 9, 2015
Interviews with Selected CM	March 10, 2015

7. Evaluation Criteria

Proposals will be evaluated according to the following:

- a) Attention to detail of submission requirements and display of understanding of the required Scope of Services.

- b) Qualifications of firm and project team members. Particular attention will be given to the experience and demonstrated ability of the Team to design high-performance libraries.
- c) Previous related work, specifically direct experience with library projects in the 15,000 to 20,000 square foot range, including renovation and addition.
- d) Awareness of the aesthetics and history of the current building, reflecting these qualities in the final design.
- e) Total price of the proposed services.

8. Team Selection

The Owner, at their discretion, may select a firm outright or select a finalist(s) for in-person interviews. Team interviews will take place on Friday, February 27, 2015, beginning at 9:00 am.

The Owner reserves the right to negotiate directly with the firm selected for additional project work, including additional project engineering and design services at the hourly rates shown in the proposal submitted in response to this RFP.

9. Requirements

The work shall be performed by a professional architect licensed in the State of Maine.

These specifications are posted on the Library's website, <http://www.falmouthmemoriallibrary.org/> and also posted on the Bid section of the Town of Falmouth website at <http://www.falmouthme.org/current-bids-rfps/pages/current-bids-rfps>. Addenda to this RFP, if any, will be posted on the town's website under the project heading.

10. Questions

All candidates will have an opportunity to ask questions at the mandatory pre-proposal meeting on January 22, 2015, at 9:00 am in the Library's Russell Room. All questions related to this RFP must be submitted and received by Falmouth Memorial Library no later than 1:00 p.m. EST, Thursday, January 29, 2015 via e-mail to Andi Jackson-Darling at ajdarling@falmouth.lib.me.us. Clearly mark the e-mail: "Questions for Library Expansion." Mailed, telephoned, and faxed questions will not be accepted. The Owner will respond to questions up to five business days prior to the bid submission date and will provide addenda to potential bidders as necessary.

11. Acceptance of Proposals

No proposals will be accepted from firms that do not attend the mandatory pre-proposal meeting on January 22, 2015 at 9:00 a.m. at Falmouth Memorial Library, 5 Lunt Road, Falmouth, ME 04105. The Owner reserves the right to accept or reject any or all proposals for any reason, to negotiate with any individual or firm and to select one or more of the proposals.

12. Attachments

- a) Overview of Current Floor Plan and Proposed Expansion (2)
- b) Schematic Site Plan, Scott Simons Architects
- c) Schematic Floor Plans (4), Scott Simons Architects
- d) Schematic Elevations, Scott Simons Architects
- e) External Renderings (2), Scott Simons Architects
- f) Bond Referendum
- g) Estimated construction cost