

# ARCHITECTURAL SERVICES REQUEST FOR PROPOSALS



William Y. Wadleigh Memorial Library  
Town of Milford New Hampshire

OCTOBER 26, 2018

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603-249-0645

# WML RFP for Architectural Services 2018-2019

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Wadleigh Memorial Library  
Request for Proposal for Architectural Services

October 26, 2018

The Trustees of Wadleigh Memorial Library (WML) are exploring alternatives to expand the library on the present location in Milford, NH. The WML Board of Trustees is accepting sealed bid proposals from qualified professional firms to provide architectural services to complete a Design and Cost Analysis for the renovation and expansion of the library. The design must be sufficient to support cost projections, a gathering of community input, and the promotional materials necessary for community approval. The WML has been housed since 1950 on Nashua Street, just east of the Oval and across from the Milford Town Hall, its original location. The 1950's two-story (plus basement) colonial-style brick building was expanded to the east and south with an addition in 1986. Total square footage of the three-level complex, including use of the existing basement, is about 14,000 gross square feet. Last year, the library circulated over 241,000 items from its collection. There are more than 11,000 registered patrons, which is a high percentage for a population of a little over 15,000. It is clearly a much loved and used community resource.

## **Project Summary**

The Wadleigh Memorial Library needs to meet the needs of a growing community. Changes in customer use, technology, accessibility and functionality require improvements to the building. The goal is to continue to provide an attractive facility that supports and enhances a full range of contemporary public library services for under \$3M and can be met through;

- 1) Existing building systems stabilization (i.e. plumbing, HVAC, electrical & fire alarm, etc.)
- 2) Enhanced parking and accessibility on the site
- 3) Interior renovations
- 4) Approximate 2,000 SF expansion

After an architectural review of the current building and its systems, the Trustees expect a comprehensive program, conceptual design, cost estimate with escalation percentage, innovative marketing ideas and enough information to begin fundraising efforts, and ultimately secure 2020 Town Meeting support for the \$3M project.

## **Project Characteristics**

Design considerations should include:

- Keeping within the character of the Town, and potentially reuse or incorporate some of Milford's granite.
- Space for library public activity areas, collections, a flexible multi-use room/meeting area; small group study/conference rooms; technology center and technology support areas, public spaces and administrative spaces.
- An emphasis on enlarging and combining the children's and teen spaces, quiet study spaces, and the ability to isolate after-hours spaces from the remainder of the library.
- Library public parking with access for after-hours use.

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

- Programming shall incorporate the Trustees Priorities and the Strategic Plan produced with input from WML staff and Trustees.
- The architect shall analyze detailed information about the existing site utilities, physical feature, location, traffic patterns and the like.

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- Schematic design and cost estimate:
  - The firm should 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 and placement of furniture and equipment configured in an appropriate space.
  - The Architect shall conduct a survey of the existing facilities; and collect and incorporate information obtained from user group meetings into the design.
  - The Architect shall provide at least two renderings of the new library on the site. The renderings shall be mounted on illustration board and be of such quality to be displayed during the fundraising process. The renderings should cover a floor plan, an interior and an exterior perspective view.
  - The Architect shall provide a fly through with a separate cost estimate.
  - The Architect shall break out the design by phasing areas with individual costs, as the WML will remain operational during construction.
  - The Architect shall provide a project cost estimate. That cost estimate shall include all expenses required to be paid by the WML to complete the project.
  - The architect shall provide the Trustees with copies of all documents in digital format.
  
- The following preliminary information is available at: <http://www.wadleighlibrary.org/building/>
  - Request for Proposal
  - Test Pit Data, 1980
  - Topographic Information, 1985
  - Boundary Survey Plan of Land, 1999
  - Planning for the Future: A Needs Assessment Study, 2007
  - Community Survey Summary, 2012
  - Community Survey Comments, 2012
  - Wadleigh Memorial Library Strategic Plan (Amended 2016)
  - Revised Space Needs Study, 2018
  - Test Fit Plans, 2018
  - Trustees Priorities, 2018

## Proposal Process and Requirements

### Process

The Trustees will accept responsive proposals from interested architectural firms. The Board will review and evaluate the submitted proposals and will schedule interviews with two or three firms at its discretion.

### Proposed Timeline

RFP circulated/posted	October 26, 2018
Mandatory site visit at 10:00am	November 5, 2018
Proposals must be received by 4:00pm	December 3, 2018
Review of proposals completed by	December 17, 2018
Notify firms for interview	December 18, 2018
Interviews with selected firms	January 15, 2019 (snow date January 22, 2019)
Trustees authorize contract with selected firm	January 15, 2019 (snow date January 22, 2019)
Delivery of Design and Cost Analysis	April 1, 2019

### Proposal Format

Proposals should be prepared in a simple, cost effective format providing a straightforward, concise description of the vendor's capabilities to satisfy the requirements of the RFP. Emphasis should be on accuracy, completeness, and clarity of content. Respondents shall submit ten (10) bound hard copies and one electronic

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copy no later than Monday, December 3, 2018, to Betsy Solon at [director@wadleighlibrary.org](mailto:director@wadleighlibrary.org), 49 Nashua St, Milford NH 03055.

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 shall be included. The architect's principal in charge and lead architect/project manager shall be identified. The proposal must include descriptions of similar or relevant projects, with contact information for each project including reference letters. Any additional information deemed relevant should be included. Proposals should address the schedule and provide the timeline necessary to complete all tasks. Cost Proposals shall include a fixed price proposal for all services required to address the scope of services outlined below.

Proposals shall provide a certificate of insurance coverage including professional liability, general liability and workers' compensation insurance. The Wadleigh Memorial Library anticipates using an AIA Standard Form of Agreement between the Architect and Owner.

## **Scope of Services**

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

- Meeting with the Board of Trustees and other entities as required
- Preliminary building design schematics and projected costs including civil architectural, structural, mechanical, plumbing, fire protection, electrical, and code compliance

## **Evaluation and Selection**

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

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

The Board of Trustees is not required to accept the lowest cost proposal. The final selection will be made based on the following criteria:

- Qualifications & Reference
- Similar Projects & Experience
- Project Understanding & Professionalism
- Cost Proposal

## **Conditions & Limitations**

The Wadleigh Memorial Library Trustees reserve the right to postpone or cancel this RFP or reject any and all proposals for any reason. The WML Library and its 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 Wadleigh Memorial Library.