

TUCKER FREE LIBRARY

Architectural Feasibility Study

Tucker Free Library – Board of Trustees

31 Western Avenue, PO Box 688, Henniker, NH 03242

Request for Qualifications

Recommend a course of action for a multi-phase project to include the 1) replacement of an aging accessibility lift to provide access to current and future levels of service including an option and cost estimate to add access to our third floor attic space, 2) incorporating public restrooms within structure, 3) provision for programming and community meeting space on third floor attic space, 4) creating documents and/or models that will be utilized for fundraising activities.

PURPOSE:

The purpose of this REQUEST FOR QUALIFICATIONS is to select an architectural firm to guide the decision-making process of the Trustees of the Tucker Free Library. The Tucker Free Library was built for the Town of Henniker to serve as a library in 1904. In 1990, Ingram Wallace designed a rear entry hall that included the installation of a handicapped lift. In 1995 a handicapped bathroom was built in the lower level. This is the only public accessible bathroom in the building.

As one trustee recently stated, “We know the lift is coming to the end of its useable life, we know we need to provide more public bathroom facilities, and we would eventually like to see the attic converted to a programming and community meeting space. We just need to figure out how to do each project so the completion of one will build toward the next.” The main purpose of this feasibility study is to identify incremental steps that all work toward the coherent solution to these expressed concerns.

In March 2018, a warrant article was approved at Town Meeting authorizing the Trustees of the Tucker Free Library to seek a firm to engage in an architectural feasibility study with a limited budget. The firm selected to conduct the architectural feasibility study will recommend design options and produce construction documents for this multi-phase project.

PROJECT SUMMARY:

- The library added a stairwell in 1990 that included a Garaventa Lift. That lift is approaching the end of its usefulness. Determine what vehicle to utilize to allow access to all levels of the library. What would be the ideal placement/location of this new vehicle? How much will integration of this vehicle for handicapped accessibility cost? How will this vehicle fit with other project components?
- The library currently has one public restroom in a remote location in the lower level of the building adjacent to the children’s department. To access the restroom, patrons must traverse through the children’s area. Where can additional restroom facilities be added? How much would it cost? How will the addition of public restrooms fit with

other project components?

- Programs at the library attract as many as 80-100 participants. These programs are offered on the main floor and disrupt other services. The library also lacks space for individuals or groups to hold meetings and/or work quietly. How and where can we locate this type of space within the existing structure? How much would it cost? How will the creation of this space fit with other project components?
- The Tucker Free Library is listed on the New Hampshire Register of Historic Places. The architectural firm hired to complete this feasibility study must have experience working with historic public buildings and all projects must demonstrate adherence to THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION. See link for details: (https://www.nh.gov/nhdhr/publications/documents/secretary_standards_rehabilitation.pdf)
- Special consideration should be given to the historic nature of the building and the possibility that some components of this project may be eligible for Land and Community Heritage Investment Program (LCHIP) funding and therefore should address Historic Building Assessment with Preservation Guidelines (formerly referred to generally as Preliminary Conditions Assessment (New Hampshire Preservation Alliance) or Guidelines for Rehabilitation (LCHIP). Any documentation should take into consideration the requirements for an LCHIP Building Grant.
- The design is to include elements for public use, with strong attention to public safety and code compliance. These include design elements for:
 - Consideration, knowledge and/or adherence to administration and enforcement of state and local statutory building codes.
 - Designed to include scheduling issues and the ability to secure building areas should programming occur after normal business hours.
 - Designed for public use, displays and beneficial uses for the Henniker community.

SITE VISITATION: Site visits may be scheduled directly with Director of the Library at (603) 428-3471.

ADDITIONAL INFORMATION: Technical questions regarding the bid are to be asked in writing and sent no later than: FRIDAY, SEPTEMBER 7, 2018 to the Director of the Tucker Free Library at tuckerfree@comcast.net. Include TUCKER FREE LIBRARY RFQ in the subject for the email. All questions will be answered in writing. All responses will be sent out to all firms in the initial email invitation.

PREQUALIFICATIONS: All the respondents must submit seven (7) copies of a bound document which provides: a description of the firm, personnel and subcontractors who would be assigned to the project, relevant project experience, and recent references.

Designer must be professionally licensed in New Hampshire and provide certified engineering and geological survey services as contracted members of the team.

The Trustees of the Tucker Free Library reserve the right to make a written request for additional information to assist in understanding or clarifying the proposal.

The Trustees of the Tucker Free Library reserve the right to accept or reject any or all of the proposals.

The award will be based on factors including the experience of both the firm and the professionals assigned to the work, completeness of the proposal, quality of the technology provided for the design, and experience of the professional.

CONTRACT TERM: The term of any contract shall end with a final meeting with key stakeholders to discuss the complete study and and review of resulting documents, models, and/or building plans.

The Trustees of the Tucker Free Library shall have the right to terminate the contract at any time by giving the Contractor a thirty (30) day written notice.

PAYMENT AND COMPENSATION: The Trustees of the Tucker Free Library will begin contract negotiations with the firm determined to be the most qualified. In the event that a contract cannot be negotiated with the first firm, the Trustees of the Tucker Free Library reserve the right to negotiate with the next qualified firm(s) until a contract can be reached.

Payment terms: Due within 30 days after satisfactory completion of work invoiced, receipt of the invoice, approval, and acceptance by the Trustees of the Tucker Free Library or progress payments on a monthly basis.

SUBMISSION OF RFQ RESPONSE: Proposals are due on **FRIDAY, SEPTEMBER 28, 2018, by 4PM (EST)** and must be submitted on the Proposals Form (Exhibit A). Seven (7) copies of the Qualifications package, including one electronic copy, are to be mailed to the Trustees of the Tucker Free Library, PO Box 688, Henniker, New Hampshire 03242. Attention: Lynn M. Piotrowicz, Director. The Tucker Free Library is not responsible for proposals not received due to equipment failure, mail delays, etc. The Trustees of the Tucker Free Library reserves the right to accept and reject any or all of the proposals.

AWARD: This contract will be awarded on the basis of the qualifications and experience of the designers with this type of work.

END OF SECTION

EXHIBIT A

**QUALIFICATION FORM
TUCKER FREE LIBRARY
Architectural Feasibility Study**

Company Name:

Address:

Telephone Number:

Contact Person:

E Mail:

Design Professionals:

Professional Architect:

Structural Engineering Service:

Elevator Service:

Mechanical/HVAC Engineering Service:

Other:

Signature:

Printed Name:

Date:

This bid must be signed by a person authorized to legally bind the bidder.

SUBMITTAL CONTENT

- Cover Letter (one page)
- Section 1: Exhibit A, signed firm information sheet
- Section 2: Provide an organizational chart identifying disciplines, specific personnel, and role of those who will be assigned to this project (one page)
- Section 3: Describe your approach for this project (two pages)
- Section 4: Firm's capacity (e.g. number of full-time licensed architects). Provide resumes and workload for people assigned to this project-refer to staff listed in Section 2. (maximum one page per person)
- Section 5: Detail firm's quality control process with regard to design, document control, and construction administration (one page)
- Section 6: Firm's litigation history answer question: "Do you have any pending litigation or binding arbitration with a client?" (one page)
- Section 7: Copy of your firm's current professional liability or errors and omissions insurance (one page)
- Section 8: List firms last five (5) similar projects including size, location, and contact person (maximum 5 pages)
- Section 9: Describe why your firm is interested in this project (one page)

END OF EXHIBIT A

EXHIBIT B

**JUDGING CRITERIA
TUCKER FREE LIBRARY
Architectural Feasibility Study**

Expertise of Designers assigned

Work on Historic Structures and Public Libraries 20 points

Mechanical/Structural Engineering Service 20 points

Working Relationship with Elevator Firm 20 points

HVAC experience 20 points

Scope of Design 20 points

TOTAL 100 points

END OF EXHIBIT B