

TUCKER FREE LIBRARY

REQUEST FOR QUALIFICATIONS and PROPOSAL FOR CONSTRUCTION MANAGEMENT SERVICES

Library renovations and addition

Tucker Free Library – Board of Trustees
31 Western Avenue, PO Box 688, Henniker, NH 03242

PURPOSE:

The Trustees of the Tucker Free Library in Henniker, New Hampshire are seeking a qualified Construction Manager to assist with initial project budgeting. The Library has contracted with SMP Architecture, Inc. for an assessment of the existing facility, conceptual design and presentation graphics to define the scope of needed renovations and addition. The Library will use this preliminary information to begin a formal capital campaign and public engagement process. Furthermore, the Library intends to seek town funding through a warrant article in 2020 to complete the design, engineering and construction.

SMP will work with the newly assigned building committee to provide conceptual design, public outreach and presentations, and will facilitate the committee's work with the selected CM on budgeting of the various design approaches and/or phases.

We are requesting a brief qualification package including, at a minimum, the following:

- Introductory cover letter
- General company information:
 - History, years in business, company structure, and staff
 - References, 5 minimum
- Your approach to preconstruction services, estimating and scheduling;
- Your approach and consideration to high performance building;
- Relevant projects- renovations of occupied buildings recommended

PROPOSED SCHEDULE:

	Date
Issue RFQ	4/22/19
Qualifications package due	5/03/19
Issue RFP to shortlisted firms	5/17/19
Site visit for shortlisted firms	5/20/19
Proposals Due	5/31/19
Interviews	6/10/19
Award	6/11/19

The Library intends to shortlist three to five companies and invite them to submit fee proposals. A formal site visit for these companies will be provided during this part of the selection process and a copy of the existing building and proposed concept will be provided at the walk through to aid in the development of the proposal.

The top two or three companies will be invited to meet with the Trustees and architect for further discussion of the project and proposal.

Interviews will be held on June 10, 2019 at the following times:

1 st Appointment	6:00 PM – 6:30 PM	
2 nd Appointment	6:45 PM – 7:15 PM	
3 rd Appointment	7:30 PM – 8:00 PM	

QUESTIONS:

Please direct any questions to:

SMP Architecture, Inc. Attn: Jason LaCombe 603-228-8880 jlacombe@sheerr.com	Tucker Free Library Attn: Lynn M. Piotrowicz 603-428-3471 tuckerfree@comcast.net
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SUBMISSION:

Qualifications packages are due no later than 4:00 PM on May 3, 2019. Seven (7) copies of the Qualifications package, including one electronic copy, are to be delivered 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.

END OF SECTION

TUCKER FREE LIBRARY HISTORICAL & BUILDING PROJECT BACKGROUND:

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. 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.”

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. The main purpose of this feasibility study was to identify incremental steps that all work toward the coherent solution to aforementioned concerns. SMP Architecture, Inc, was selected to complete the study. The results of the feasibility study as well as the preliminary design options can be seen at:

<http://www.tuckerfreelibrary.org/architectural-feasibility-study-request-for-qualifications-8-27-2018/>

In March 2019, voters in Henniker approved a warrant at Town Meeting authorizing the Trustees of the Tucker Free Library to advance the design and planning for the library accessibility and safety project. The selected Construction Manager will work with SMP Architecture, Inc. during the pre-construction phase of this project; utilizing feedback from the Henniker community, to design 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.

QUESTIONS ADDRESSED IN FEASIBILITY STUDY:

- 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 Construction Manager 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:

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.

END OF SECTION