



Old Lyme Phoebe Griffin Noyes Library

Request for Qualifications and Proposal
OLPGN Library Renovation Feasibility Study
September 2016

Project Overview/Background

The Old Lyme Phoebe Griffin Noyes Library Board of Trustees Renovation Committee seeks an appropriate and qualified firm to provide professional services necessary for potential renovations of the existing OLPGN Library building. The intent is to generate ideas and create design options and cost estimates for future renovation work.

The Library building was constructed in 1897 and underwent a major renovation and expansion in 1995, which more than doubled the square footage to its current size. It is located at 2 Library Lane in the historic district of Old Lyme, CT; a town of roughly 7,600 permanent residents and thousands more seasonal (summer) residents. Normal wear and tear has led to the need for some maintenance and the Board is exploring the possibility of renovation to better utilize existing space and improve energy efficiency in conjunction with needed maintenance.

- A. A mandatory pre-proposal meeting and walkthrough will be held at the Library on **Tuesday, October 25, 2016 at 11:00am** with an opportunity after the tour for questions from interested parties. Proposals from firms that do not attend the meeting will not be considered.
- B. The selected firm will provide three (3) different conceptual plans and construction budget estimates for each feasibility purpose.
- C. This feasibility study will be funded by the OLPGN Library. Selection for this study does not guarantee that, should the project go forward with necessary funding, the same firm will be selected to design and complete the project.
- D. The OLPGN is considering a submission to the CT State Library Grant Program for a grant to partially fund the future renovation project. The selected firm should be familiar with the requirements of this grant program and assist with the filing.

Scope of Services Requested

The selected firm shall:

- A. Study all available information on the present OLPGN Library building.
- B. Examine the electrical, plumbing, heating and air handling systems to determine their adequacy for present use and any renovation that may occur.
- C. Conduct an environmental assessment including testing for mold, asbestos, and other potential contaminants.
- D. Recommend ways to improve the accessibility of the current building and the allocation of existing space amongst various departments.
- E. Determine the potential for converting unused areas of the current building, and identify site or building issues that could interfere with or limit these options.
- F. Determine the potential for modifying the existing parking arrangement to accommodate more vehicles.
- G. Determine the best plan for the OLPGN Library for the next +20 years, identifying changes in how libraries are being used by communities.
- H. Prepare three (3) different conceptual plans for the renovation of the Library.
- I. Develop a preliminary cost estimate for each of the conceptual plans submitted.

Submittal Requirements

Following the Pre-Proposal Meeting, interested Firms shall submit one (1) electronic and four (4) paper copies of the Firm's qualifications. Proposal shall include as a minimum:

- A. Outline experience with Library design, construction, or renovation projects. In particular those involving buildings located within historic districts.
- B. References from clients of previous projects
- C. Certificates of Insurance for Commercial General Liability and Errors and Omissions coverage
- D. Outline the firm's knowledge and experience with CT State Library Grant Program, CT State Building and Fire Codes, the International Building Code for Existing Buildings, ADA

Regulations, the United States Department of Interior Standards for Rehabilitation, and green building practices.

- E. A listing of the qualified individuals who will be assigned to the project.
- F. Resumes of all individuals to be involved with this project, including similar experience with the work to be performed under this project.
- G. The proposal shall demonstrate the ability of the firm to rapidly respond to the needs of the Board.
- H. The submittal should contain a cover letter and an executive summary of one page.
- I. The submittal shall include a proposed fee for the feasibility study. Please provide a schedule to support your proposal.

If the Renovation Committee and the Library Board of Trustees select a particular conceptual plan, the firm may be asked to develop a more detailed cost estimate for the selected plan. In order to provide the requested services to the Library Board of Trustees, the respondents must be able to demonstrate the expertise, flexibility, and manpower available to successfully complete the study within a reasonable period of time.

Selection Process

All firms wishing to be considered for this project shall submit one (1) electronic copy along with four (4) paper copies of their submittal to the OLPGN Renovation Committee, on or before **Monday, November 21, 2016 at 5:00pm.**

All submittals shall be labeled:

RFP – OLPGN Library-Renovation Feasibility Study
c/o Katie Huffman, Library Director
2 Library Lane, Old Lyme, CT 06371

The electronic copy shall be submitted to:
khuffman@oldlyme.lioninc.org

Following review of proposals received the Renovation Committee will develop a short list of firms to be interviewed, will establish a schedule for interviews and may request subsequent interviews if necessary. The OLPGN Library Board of Trustees and Renovation Committee reserve the right to reject any or all proposals.

End of Request