



Town of Old Saybrook

# Acton Library Architectural Feasibility Study RFP

## **Request for Proposals:**

### **Architectural Feasibility Study of the Town of Old Saybrook Acton Public Library**

The Town of Old Saybrook, CT, by and through its Board of Selectmen, is requesting proposals for architectural services to provide an Architectural Feasibility Study of the Acton Public Library facility. Proposers must have, or be firms employing a person with, a current license and registration by the State of Connecticut as an architect, with a minimum of five (5) years' experience in the field. This RFP will be available after October 5, 2021 in the Board of Selectmen's Office, 302 Main Street, or can be found on the Town of Old Saybrook website. There will be a pre-proposal conference on Wednesday, October 20, 2021 at 1p.m. at the Acton Public Library, 60 Old Boston Post Road, Old Saybrook, CT 06475. Bidders are invited to submit a proposal in a sealed envelope, clearly marked "Architectural Feasibility Study – Town of Old Saybrook Acton Public Library" no later than Friday, November 12 by 3p.m. in the Selectmen's Office, 302 Main Street. The contact person is Susie Beckman, Old Saybrook Economic Development Office, 302 Main Street, Old Saybrook, Connecticut. The Town of Old Saybrook Board of Selectmen is the awarding authority. The Town of Old Saybrook reserves the right to reject any or all proposals and to only award a contract if it is in the best interest of the Town to do so. The Town of Old Saybrook is an equal opportunity employer.

## **1. Introduction**

The Town of Old Saybrook, Connecticut seeks proposals from qualified Connecticut Architectural firms or individuals for the purpose of providing an Architectural Feasibility Study of the Acton Public Library facility. The RFP will be available starting October 5, 2021 and will be available on the Town of Old Saybrook website and hard copies will be available for pick-up in the Selectmen's Office. There will be a pre-proposal conference at the Acton Public Library, 60 Old Boston Post Road, Old Saybrook, CT on Wednesday, October 20, 2021 at 1p.m. It is likely that important information will be discussed during this meeting therefore all prospective respondents are encouraged to attend. Bidders are invited to submit a proposal in a sealed envelope, clearly marked "Architectural Feasibility Study – Town of Old Saybrook Acton Public Library" no later than Friday, November 12 by 3p.m. in the Selectmen's Office, 302 Main Street. There must be (10) copies addressed to: Susie Beckman, Economic Development Director, 302 Main Street, Old Saybrook, Connecticut. The contract between the Town of Old Saybrook and the selected firm may be amended upon satisfactory completion of this study and with a majority vote of support from the Board of Selectmen, to include continued services through design development phase, construction document phase, bidding phase, and/or construction

administration phase of the potential future project. If approved, the selected firm will be working with the *Acton Library Facility Feasibility Study Sub-Committee* as well as the Town of Old Saybrook. The total budget for the renovation of the Acton Public Library is to be estimated through this Architectural Feasibility Study.

## **2. Project Background**

The Town of Old Saybrook's Acton Public Library recently completed a new Strategic Plan to meet the continually evolving needs of the local community including small businesses.

Through this process, the Acton Public Library Board of Trustees recognized the necessity of restructuring how the library uses its space. An Architectural Feasibility Study will be conducted to determine the structural and design changes needed to accommodate the services and equipment identified to meet community needs in the Strategic Plan. A Connecticut registered architectural consulting firm/individual will be contracted to conduct the Architectural Feasibility Study. The study will include but not be limited to:

- **Function and Space Needs Analysis;**
- **Existing Facility Space Assessment;**
- **Site Analysis;**
- **The development of Schematic Design Drawings and Renderings through multiple Design Charrettes;**
- **Statement of Probable Cost; and**
- **Presentations of Feasibility Study Deliverables.**

Each step in the process will include input and recommendations from the Acton Public Library Board of Trustees, staff, patrons, and other community members including small businesses.

The Town of Old Saybrook recently approved the use of funds from the US Agricultural Department Rural Business Development Grant (RBDG) Program to conduct this Architectural Feasibility Study of the Acton Public Library.

## **3. Scope of Services**

The Town of Old Saybrook is seeking proposals from qualified Connecticut registered architectural consulting firms/individuals to conduct an Architectural Feasibility Study of the Acton Public Library. The firm or individual will provide evidence of the qualifications, expertise

and experience to successfully complete the Scope of Services which shall include, but not be limited to, the following:

### **Phase 1: Pre-Design**

- **Task #1 - Function and Space Needs Analysis**

DESCRIPTION: Review the Acton Public Library Strategic Plan and meet with Town of Old Saybrook staff, Acton Public Library staff, and multiple stakeholder groups to understand function and space needs. An analysis of the services and functions identified in the plan and through meetings with library staff, Acton Public Library Board of Trustees, and other community members will result in an assessment of the function and space needs to implement the library's Strategic Plan.

DELIVERABLES: A Written Report of the function and space needs of the Acton Public Library. The Written Report will include, but not be limited to: identifying space needs for collections, seating, staff offices, technology, security, meeting rooms, special purposes, and work areas; and an accounting of the square footage requirements based on projected usage and needs.

- **Task #2 - Existing Facility Space Assessment**

DESCRIPTION: In consultation with the Town of Old Saybrook and the Acton Public Library staff, assess the existing facility to determine: structural conditions; utility services and efficiency; square footage allocated for each use; and current limitations to accommodating the functions and services identified in the Strategic Plan. Scanned copies of the design drawings for the existing facility will be available on a thumb drive.

DELIVERABLES: A Written Report assessing the existing facility and identifying opportunities for improvement. The Written Report will include, but not be limited to: structural conditions and integrity; health, safety and security; barriers to inclusivity such as ADA accessibility; acoustics; space flexibility and expandability; access to parking; functional spatial relationships; plumbing/mechanical/electrical systems placement and function; architectural and engineering obstacles; and energy efficiency and requirements to achieve LEED certification at different levels. The Written Report will also identify the existing service limitations of library collections, seating, staff work areas, technology, meeting rooms, study space, children's space, and ability to supervise library operations.

- **Task #3 – Site Analysis**

DESCRIPTION: In consultation with the Town of Old Saybrook and the Acton Public Library staff, conduct a site analysis.

DELIVERABLES: A Written Report analyzing the site and identifying opportunities for improvement. The Written Report will include, but not be limited to: design; zoning; traffic conditions; future developments or changes; changing cultural patterns; and the potential to use and improve external space for library functions.

## **Phase 2 - Schematic Design Drawings, Renderings and Design Charrettes**

DESCRIPTION: Develop at least two (2) different redesign options for the library. Both options will include Schematic Design Drawings and Renderings in large format hard copies for presentation purposes, to scale (no smaller than 1/8 inch), and as pdfs. The two redesign options will include, but not be limited to, plan arrangements, specific space accommodations, features, equipment and furnishing with definitions of all systems serving the project. Lead up to six community Design Charrettes to gather feedback from staff, stakeholders and the community on the Schematic Design Drawings and Renderings. Develop one (1) revised set of Schematic Design Drawings and Renderings incorporating feedback gathered during the Design Charrettes. Create one final set of all revised Schematic Design Drawings and Renderings to scale (no smaller than 1/8 inch) in large format hard copies for presentation purposes, pdfs in digital format and all CAD files in digital format.

DELIVERABLES: Create one (1) final set of all revised Schematic Design Drawings and Renderings incorporating feedback to scale (no smaller than 1/8 inch) in large format hard copies for presentation purposes and in digital pdfs. All CAD files will be provided in digital format. The Schematic Design Drawings and Renderings will include Floor Plans to scale (no smaller than 1/8 inch) with Interior and Exterior Renderings of recommended renovations consolidating all the information gathered in Phase 1 and Phase 2. The Schematic Design Drawings and Renderings should be sufficiently detailed for use in Estimates of Probable Cost as well as future phases of Design Development and Construction Documents not included in this Architectural Feasibility Study.

### **Phase 3 - Statement of Probable Cost**

**DESCRIPTION:** Provide a Professional Opinion of Probable Cost that includes all anticipated costs related to implementing the renovations of the Acton Public Library based on the final Schematic Design Drawings and Renderings delivered in Phase 2.

**DELIVERABLES:** Provide a Professional Opinion of Probable Cost to complete the renovations as presented in the Schematic Design Drawings and Renderings in Phase 2. Costs for Design Development, Construction Documents, Bidding and Negotiation, and Construction Administration should be included. Provide a total project budget incorporating anticipated soft costs and contingencies. The Opinion of Probable Cost should be sufficiently detailed for use in planning tasks including, but not limited to: renovation budget planning; grant application preparation; and presentations to the Board of Finance and Board of Selectman.

### **Phase 4 - Completion and Presentation of Feasibility Study**

**DESCRIPTION:** Compile all materials developed in Phases 1-3. Create a presentation summarizing the Written Reports, Notes from Design Charrettes, revised Schematic Design Drawings, revised Renderings and Professional Opinion of Probable Cost.

**DELIVERABLE:** Provide ten (10) hard copies of compiled deliverables of Phases 1-3 and the presentation printed on letter-sized paper. Provide one (1) electronic copy of the compiled deliverables of Phases 1-3 and the presentation. Make at least four presentations of the study to the Acton Public Library Board of Trustees, the Acton Public Library staff, Town of Old Saybrook staff, stakeholders and the Old Saybrook Board of Selectman. The Town of Old Saybrook shall own all rights to all reports, plans, and documents produced under this Scope of Services.

## **4. Project Schedule**

The Architectural Feasibility Study will be conducted between January and early May of 2022. The final compiled deliverables and presentations of the Architectural Feasibility Study will be delivered prior to the end of June 2022. All materials will be made public on the Acton Public Library Website on or by the end of June, 2022.

### **October – December 2021**

Pre-proposal Conference – Wednesday, October 20, 2021 at 1pm at Acton Public Library

RFP Proposals Due – Friday, November 12 by 3p.m. in the First Selectmen’s Office  
Review of RFPs - November 15 thru December 10, 2021  
Board of Selectmen Approval of Recommended Consultant – December 14, 2021  
Notice of Selection – December 17, 2021

**January – April 2022**

Begin Architectural Feasibility Study – January 5, 2022  
Architectural Feasibility Study Phases 1-3 – April 29, 2022

**May – June 2022**

Architectural Feasibility Study Phase 4 – Schedule TBA during May and June, 2022  
Deliverables and Final Presentation posted on the website – on or before June 30, 2022

**5. Fee**

The proposal shall include the fees for all phases and deliverables of the Architectural Feasibility Study (Phases 1-4) and the total. Firms may also submit for consideration a separate fee proposal for services not included in this Architectural Feasibility Study. A separate fee proposal may include fees for: Design Development; Construction Design; Bidding and Negotiation; and Construction Administration.

The proposal shall also include the name, title and/or position, role, and current resume for each individual who will contribute to the project. After reviewing all of the proposals submitted, the *Acton Library Facility Feasibility Study Sub-Committee* will make a recommendation to the Board of Selectmen on which consultant to hire. The Old Saybrook Board of Selectman will give the final approval.

**6. Proposal Requirements**

All interested Architectural firms or individuals MUST submit ten (10) hard copies of their proposals as well one (1) electronic copy on a disk, thumb drive or digital document sharing service. Each applicant must provide the following information:

- A cover page, identifying the name of the project as “Architectural Feasibility Study – Town of Old Saybrook Acton Public Library”. Include the name of the firm, official address, contact person, telephone number and email address.
- A Cover letter which must be signed by the individual with authority to bind the proposal Team to contractual commitments. If the proposal Team involves more than one firm, the proposal must also identify all sub-consultants or sub-contractors in

addition to the principal firm, with full contact information for each participating entity or individual.

- An outline of the experience of the firm with regard to similar projects considered relevant. A description of the firm's history, size, experience and capabilities available to complete the scope of work.
- A staffing plan with resumes that identify the principal in charge, the project manager, and key personnel who will work on the project as well as an organizational chart of the team. Resumes and evidence of appropriate and current Connecticut licenses or registrations (where applicable) for all individuals who will be assigned to work on this project.
- A list of the firm's or individual's current contractual commitments.
- Submit at least three (3) separate written professional references with persons who are familiar with the work of the firm or individual that will be assigned to this project; at least one (1) reference shall be from a similar project completed in the last five (5) years. References shall include full contact information for each reference (name, title, mailing address, telephone number and email address, the name of the project(s), and the date(s) of service). References must be available to be contacted by person, phone and/or other correspondence as to the firm's or individual's past performance.

## **7. Evaluation Criteria**

The proposals will be evaluated by the *Acton Library Facility Feasibility Study Sub-Committee*. All proposals will be evaluated based on a minimum and comparative criterion. The Town will award a contract for this project to the firm or individual who submits the most advantageous proposal based on consideration of the following criteria:

- Relevant project experience;
- Experience, skill set and demonstrated leadership of proposed project team;
- Ability to comply with proposed Project Schedule;
- Design experience;
- Experience in design of sustainable facilities;
- Familiarity with project site/location;
- Experience with similar project types and programs;
- Experience with redesign and renovation of existing facilities;
- References;
- Plan of Services;



- Compliance with RFP Requirements; and
- Cost of Services.

*Acton Library Facility Feasibility Study Sub-Committee* may, at its own discretion, schedule interviews with select firms.

### **8. Interviews and Awards:**

The Town may make an award based upon review of the proposals as submitted. However, if the *Acton Library Facility Feasibility Study Sub-Committee* elects to conduct interviews, firms may be invited to make a presentation before the *Acton Library Facility Feasibility Study Sub-Committee*. The Town reserves the right to determine the firm it feels will perform the services in a manner that is in the best interests of the Town for this project. The Town will award the contract to the firm or individual offering the most advantageous proposal taking into consideration all evaluation criteria set forth in this RFP. A consultant may correct, modify or withdraw a proposal by written notice received by the Town prior to the time and date set for the proposal submittal. The Town may cancel this RFP or reject in whole or in part any and all responses, if the Town determines that cancellation or rejection serves the best interests of the Town. The Town reserves the right to reject any proposals or all proposals or any parts thereof or to solicit new proposals and to award contracts as it deems in the best interest of the Town and to waive any informalities in the response process if it is in the best interest of the Town.

### **9. Submission Instructions:**

Proposals must be in a sealed envelope, clearly marked “Architectural Feasibility Study – Town of Old Saybrook Acton Public Library”. There must be ten (10) copies in each envelope addressed to: Susie Beckman, Economic Development Director, 302 Main Street, Old Saybrook, Connecticut, and submitted no later than Friday, November 12 by 3p.m. in the Selectmen’s Office. No proposals will be accepted after the time and date noted.

The Town Offices are open Monday through Friday between 8:30 a.m. and 4:30 p.m.

If Town Offices are closed due to uncontrolled events, Proposals will be accepted until 3.P.M. on the next normal business day.

The Town reserves the right to accept any proposal in whole or in part, and to reject any and all proposals if it shall be deemed in the best interest of the Town to do so. Proposals must be signed as follows: (1) if the applicant is an individual or limited liability company (LLC), by her/him personally; (2) if the applicant is a partnership, by the name of the partnership, followed by the signature of each general partner; and (3) if the applicant is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

#### **10. Questions, Addendum or Proposal Modifications**

Questions regarding this RFP must be submitted in writing to: Susie Beckman, 302 Main Street, Old Saybrook, Connecticut or through email at [susan.beckman@oldsaybrookct.gov](mailto:susan.beckman@oldsaybrookct.gov).

All inquiries received five (5) or more days prior to the submission deadline will be considered.

Questions may be delivered, mailed, E-mailed, or faxed. Responses will be posted on the Town of Old Saybrook website.

If any changes are made to this RFP, an addendum will be issued. Addenda will be posted on the Town of Old Saybrook website.

An applicant may correct, modify or withdraw a proposal by written notice received by the Town up to the time and date set for submission. After the submission deadline, an applicant may not change any provision of the proposal in any manner prejudicial to the interests of the Town or fair competition. Minor informalities will be waived or the applicant will be allowed to correct them.

All proposals submitted in response to this RFP shall remain firm for thirty (45) days following the receipt of proposals. It is the desire of the Town of Old Saybrook to award a contract within forty-five (45) days after receipt of proposals.

END OF REQUEST FOR PROPOSALS