

***MEREDITH PUBLIC LIBRARY***  
*PO BOX 808 Meredith, New Hampshire 03253*

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*Telephone (603) 279-4303 ♦ Fax (603) 279-5352*

***REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES FOR  
MEREDITH PUBLIC LIBRARY***

**I. Introduction**

The Meredith Public Library invites qualified architectural firms to submit proposals for consideration to design a renovated and expanded library building. Funding for architectural design was approved by voters at the March 2019 Town Meeting. The Town of Meredith reserves the right to extend the contract with the selected firm to provide bidding, permitting and construction administration services once funding is secured.

**II. Background**

The Town of Meredith is located at the heart of the Lakes Region in New Hampshire. The Town surrounds Meredith Bay, a protected bay at the northwest corner of Lake Winnepesaukee. The Town is home to approximately 6,500 year-round residents. The summertime population grows to over 15,000 residents.

The first library in Meredith was established in March of 1882. On June 17, 1901 the building where the library is still located was dedicated and named for its benefactor Benjamin M. Smith, in honor of his parents. It was designed by architect George Swan of Beverly, Massachusetts. In 1985 the library was added to the National Register of Historic Places due to its unique architectural design. It is a fine, well-preserved example of the Classical style so popular for public buildings at the beginning of the 20th century.

On December 15, 1988 the library reopened after being closed for four months with an addition designed by architect Christopher Williams.

The Meredith Public Library was cited for life/safety code violations in 2011 which instigated several years of research by the Board of Library Trustees including: surveys of the community, a dozen public outreach meetings, a historic building assessment, space planning study, institutional advancement and master plans, and the creation of a building program. Key problems identified include: a non-code compliant second egress from the top two levels, non-ADA compliant access within the building, lack of parking, lack of space for collections, meetings and staff functions. The Trustees unanimously voted in 2017 to renovate and expand at the current location contingent on a warrant article passing to purchase the adjacent property for municipal parking. This article passed in 2018.

### III. Scope of Services

The Meredith Public Library requires a renovation and addition to meet the needs of the community. Changes in patron expectations, accessibility, functionality and technology require improvements to the building. The goal is to continue providing library services in the historic library building that will support the needs of the 21<sup>st</sup> century library user.

1. Adding on approximately 6,000 square feet with space for an additional expansion in the future. Total gross square footage of project 18,000 square feet.
2. Renovating the existing library building and making it more user friendly by reducing the number of levels.
3. Ensuring the entire building is code and ADA compliant including adding an elevator.
4. Making the building more energy efficient.
5. Upgrading all operating systems including but not limited to: plumbing, HVAC, electrical, lighting and security.
6. Working with Town to design municipal parking lot adjacent to library property.
7. Project budget not to exceed \$4,600,000.00 including all design fees.
8. Work with library trustees for project approval and bonding on the town meeting ballot in 2020.

The following reports have already been prepared and can be reviewed at: <http://www.meredithlibrary.org>. Click on "About Us" and then "Documents and Policies."

- Library Trustee Select Board Joint Feasibility Study Advisory Committee Final Report 2017 Plans and Estimate
- Space Utilization Report Thomas Ladd, 2011
- Historic Building Conditions Advancement Plan Norman Larson, 2012
- Life Safety Code Survey Phillip Sherman, 2013
- Masonry Conditions Report John Wastrom 2013
- Master Plan Committee Report Summary (full report is available for checkout from the library.) 2014
- Building Program Thomas Ladd 2015 (Breakdown of Square Footage from this report.)
- Secretary of the Interior's Standards-These standards must be followed for any renovation/construction work in the historic wing.
- LCHIP Stewardship Agreement-filed with the Registry of Deeds. *Expires March 9, 2026*

The selected firm will provide the following:

- Final plans and schematic drawings for renovated and expanded library. 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 provide at least two 3-D exterior renderings of the library on the site and multiple interior views.
- The architect shall offer a fly through with a separate cost estimate.
- The architect shall break out the design by phasing areas with individual costs as the library will remain open during the project.
- The architect will provide the trustees with copies of all documents in digital format.
- The architect will provide a detailed project timeline.

## Proposed Trustee Timeline

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| • Thursday, March 14, 2019        | RFQ circulated/posted           |
| • Tuesday, March 26, 2019         | Mandatory Site visit at 10:00AM |
| • Friday, April 12, 2019 at noon. | All RFQ's are due               |
| • Friday, September 13, 2019      | Building Design completed       |
| • Friday, October 18, 2019        | Final Project Budget due to CIP |
| • Friday January 31, 2020         | Warrant Article submitted       |
| • Wednesday, March 11, 2020       | Town Meeting                    |

## IV. Submission Requirements

Qualified architectural firms are invited to submit (5) five copies of their proposals in a sealed envelope marked "RFQ – Architectural Services for Meredith Public Library." Qualifications will be received at the following address until 12 Noon on 4/12/2019.

Erin M. Apostolos  
Library Director  
Meredith Public Library  
PO Box 808 (91 Main Street for hand deliveries)  
Meredith, NH 03253.

The Meredith Public Library reserves the right to reject any and all proposals, in whole or in part, for design services as determined to be in the best interest of the Library and to waive minor informalities. The Meredith Public Library further reserves the right to accept the best qualified firm which serves the best interest of the Library.

Submissions should include the following, at minimum:

### A. Cover Letter

The cover letter should demonstrate your firm's understanding of the requirements related to the submission and summarize your firm's qualifications and relevant experience. The letter should be signed by someone authorized to enter into an agreement with the Meredith Public Library.

### B. Project Approach

Describe your firm's plan for approaching the project including planning, design and implementation based on the scope of services outlined in this RFQ. Also include a time schedule to complete the actions described above.

### C. Prior Experience

Demonstrate your firm's prior experience designing Public Library buildings, with an emphasis on historic building renovation and sustainability which best illustrate your team's qualifications for this project. Provide details on each project including:

- Name of Project
- Project Location
- Project Description
- Photographs and/or Renderings.

#### **D. References**

Provide a list of at least (3) three references for (3) three similar Public Library projects with names and contact information.

#### **E. Company Background**

Provide a brief firm history including the number of years in business, names of officers, principles and directors of the firm, organizational structure and a description of the firm's philosophy.

#### **F. Qualifications of Design Team**

Identify all members of the design team, including all proposed consultants, providing a summary of qualifications of the assembled team and detailed resumes of key personnel who will be assigned to the project. Provide a chart showing the organization of the proposed design team identifying the principal and project manager in charge of the project.

#### **G. Other**

Provide any other information you deem appropriate and useful in assisting in architect selection.

### **V. Selection Criteria**

The Meredith Public Library Board of Trustees will review all submitted proposals. After reviewing all proposals, the trustees may, at their discretion, conduct interviews with a limited number of firm(s) and/or visit sites of similar projects by submitting firm(s). Firms who are granted interviews will be contacted by the Meredith Public Library with the date, time and location of the interview.

Proposals will be evaluated based on the following:

- Demonstrated experience designing Public Libraries of similar size and scope.
- Quality of the proposal including organization, completeness, relevance and conciseness.
- Qualifications of the design team to lead the project. The lead architect for the project must be an architect currently licensed in the State of New Hampshire.
- Demonstrated ability to assess facility needs and create realistic project budgets and to develop a final design that maintains those through all stages.
- Demonstrated what percentage of your completed projects have come in at or under budget in the past five years, noting how many of those were public library buildings.
- Demonstrated ability to analyze and incorporate sustainable design strategies into a public library project.
- Demonstrated ability to renovate historic library buildings.
- Response of references.
- Creativity in conceiving unique design solutions in Public Library projects

**VI. Fee** - The fee for architectural and other services will be negotiated with the Meredith Public Library. The design fee shall not exceed \$325,000.

### **VII. Insurance Requirements**

The Town of Meredith will require the selected firm to provide a certificate of insurance confirming \$1,000,000 coverage each for general liability, automobile liability and professional liability. The Town of Meredith must be named as an additional insured on all insurance policies.

### **VIII. Questions and Briefing Session**

Questions regarding this RFQ must be submitted in writing via email to:

Erin M. Apostolos  
Library Director  
Meredith Public Library  
PO Box 808  
Meredith, NH 03253  
Email: erin@meredithlibrary.org

All questions received (4) four or more days prior to the submission deadline shall be reviewed. Written responses will be e-mailed to all firms on record as having received this RFQ.

A briefing session will be held for interested parties on Tuesday, March 26, 2019 at 10:00AM at the Meredith Public Library, 91 Main Street, Meredith, NH 03253.