

RFP INFO AS APPROVED BY THE BOARD 4/10/17

GOAL

Develop presentation Architectural schematic drawings that show how to accommodate the present and future (10+ years) needs of the **Newbury Public Library by renovating and adding to the existing 2800 s.f. building**. These drawings need to be accompanied by an outline specification of materials and systems, and a cost estimate that includes mechanical, electrical, HVAC systems, landscape and furnishings, as well as escalation factors. Alternate energy systems should be included in these estimates as pricing options.

These drawings and estimates will be the basis of a fund raising effort for **The Newbury Public Library of New Hampshire Foundation** to raise more than half of the cost of the proposed project.

BACKGROUND INFORMATION

Newbury is just finishing its 2017 Master Plan and it is a valuable resource for understanding the type of community that this Library serves. In addition to the town itself, the Newbury Library also serves the Kearsage Regional School District in co-operation with six other towns and has over 60 members from surrounding towns. Our most recent membership is over 2,000 people for a town that has a winter population of about 2,150 and a summer population, which exceeds 6,000. There are slightly more non-resident property owners in Newbury than resident property owners. Like much of New Hampshire, our resident population is aging; we do not have demographic statistics on our non-resident population.

PROCESS

The Library started a Visioning process 4 years ago with a Library consultant. That process used focus groups made up of summer and full time residents, as well as business and interest groups to garner information about how the Library could respond to the community needs. This process resulted in a measurable list of tasks, which we have substantially completed. The 2013 report from that process is available on our website newburynhlibrary.net/planning.shtml. **We expect to again involve the community in the design process. This RFP will request ideas on how to accomplish this co-operative effort.**

The Consultants will report to an Advisory Building Committee but the five (5) Trustees will make all final decisions regarding the project and the process.

The Architect's work is expected to start by July 15 and be completed by November 15, 2017.

CLIENT WILL PROVIDE:

- As built drawings of existing Library
- Topography for the site and environs with wetland delineations

PROPOSALS

- Requests for Proposals will be issued April 2017
- **There will be a mandatory Site Visit on Friday, May 5th at 10am at the Library, 933 Route 103, Newbury NH 03255**
- All questions regarding the project will be directed by e-mail to the Newbury Public Library Trustees: **npltrustees@newburynhlibrary.net**
- Last day for questions will be May 18th
- **RFPs will be due on May 25th by 5pm.**
- Please provide 5 hard copies of all proposals, as well as an e-mail submission
- **Send hard copies of proposals to:**
NEWBURY PUBLIC LIBRARY
BOX 245
933 RTE 103
NEWBURY NH, 03255
Tel (603) 763 5803
- **Send e-mail proposals to npltrustees@newburynhlibrary.net**
- **Interviews will be scheduled for June 1 and 2, 2017**

PROPOSALS MUST INCLUDE:

- Name of Architect and all contact information
- Name of Architect's team leader, and Consultant team leaders
- Names of all Consultants including cost consultant
- 3 references for the Architect with preference going to Library clients
- References for each Consultant
- Scope of services by phase
- Schedule of Services by phase
- Cost of services by phase
- Cost of reimbursable expenses by phase
- Cost of additional work if required (hourly)
- What is expected of the Client in terms of costs beyond fees and reimbursables