TOWN OF MIDDLEBURY, VERMONT

# ILSLEY PUBLIC LIBRARY RENOVATION / EXPANSION PROJECT

## REQUEST FOR QUALIFICATIONS

## CONCEPTUAL DESIGN SERVICES

**February 21, 2023**

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## PROJECT BACKGROUND and DESCRIPTION

The Ilsley Public Library's original, historic building was completed in 1924. It was subsequently expanded, first in 1977 and later in 1988. In the intervening years, the nature of library services and resources have changed dramatically, and demand for these library services have increased. As a result, the existing structure no longer supports the dynamic and evolving needs of the community. These programmatic shortcomings spurred an initial drive to upgrade and expand the library dating back to 2007. Since that time, aging of the physical plant and deferred maintenance have added a real need to address a host of facilities challenges (HVAC, elevator, building code, and accessibility issues). Multiple attempts to address these needs have failed to gain traction. In early 2022 the Middlebury Selectboard created the Ilsley 100 Project Team and tasked them with addressing the library's facility needs by guiding the development of design options; coordinating funding strategies; and organizing community engagement efforts to bring the project to fruition.

Since March 2022, The Ilsley 100 Project Team has

- reviewed the efforts of previous building committees and working groups
- contemplated the desired vision for the building
- explored a variety of state-of-the-art libraries through virtual and actual tours
- created an organic project timeline for guidance
- assessed the building's current deficiencies
- updated as-built floor plans of the existing building
- created a building square foot program complete with desired adjacency diagrams
- developed four distinct project approaches and options including narrative descriptions, pros and cons, and professionally prepared Order of Magnitude cost estimates
- conducted two rounds of public engagement meetings, in person and via Zoom

After careful consideration of four project approaches, the Ilsley 100 Project Team voted to pursue Option B—a renovation and expansion of the original 1924 building to bring the total library gross square footage to 24,256 at an order-of-magnitude cost estimate of $14.8 million. This may or may not include demolition of the 1977 and 1988 additions. The project would be bounded by the current property footprint or a slight expansion of those boundaries to increase public gathering and green spaces and enhance the potential for recognition of and connection with the existing Town Offices located immediately to the south.

This project approach is supported by the Ilsley Public Library Trustees and the Middlebury Selectboard. The Ilsley 100 Project Team is actively engaged in a private fundraising effort, and plans to apply for grants to help finance this project. Up-to-date information on this project is available on the library's website: https://www.ilsleypubliclibrary.org/about-us/ilsley-100-project-team/

How the Option B project approach is translated into a specific and inspiring design vision is yet to be determined. The Ilsley 100 Project Team encourages interested firms/teams to articulate their recommended conceptual approach to this project and how they will work with the team and the community to shepherd this project from concept to reality.

**INVITATION TO RESPOND**

## Initial Process:

### Step 1 Request for Qualifications

The Ilsley 100 Project Team, on behalf of the Town of Middlebury and Ilsley Public Library Board of Trustees, hereby issues this **Request for Statement of Qualifications** (RFQ) to professional firms or teams including architectural, engineering, construction management, estimating and/or project management to provide Conceptual Design Services for the:

**Ilsley Public Library Renovation Expansion Project**

Services, experience, and talents considered by the Ilsley 100 Project Team to be of particular value to our Conceptual Phase process as outlined below include, but may not be limited to the following:

1. Successful integration of new construction that compliments the existing historically significant structure.
2. Translation and conversion of an owner-generated library building program into an exciting, functional, welcoming, accessible, and safe community hub with the flexibility and sustainability to enrich all community members' lives now and into the foreseeable future.
3. Persuasive illustration and public presentation skills to enhance community engagement, ensure understanding of the project concepts, and generate enthusiasm.
4. Cost estimating skills at all levels of project development to enable decision making by the owner to ensure a final project that is publicly acceptable and financially supportable.
5. Re-design of an existing site
   - to enhance all facility access points supporting No. 2 above
   - to enhance Ilsley's contribution to the principles of Middlebury's Downtown Master Plan
   - to examine Ilsley's relationship to the Town Office Building for potential sharing of resources and program elements
   - to preserve or re-envision circulation paths surrounding Ilsley's "neighborhood" for opportunities to enhance future development
   - to preserve as much green space as possible

## The Subsequent Process:

### Step 2 Request for Conceptual Design / Project Vision

The selected Firms / Teams from Step One will then be invited to respond to a **Request for Conceptual Design / Project Vision** for the Ilsley project. Submissions will include Conceptual Design / Project Vision illustrations with corresponding probable Construction Cost Estimates that demonstrate a clear understanding of the project parameters. These will be presented by the professional teams; to be explored / vetted by the IPL 100 Project Team, public forums, and Town Selectboard and Administration. The Ilsley Public Library proposes to provide a stipend of ($5,000.00) to participating Firms / Teams.

Step 3 **Corresponding Request for Proposals**

The Firms / Teams submitting the Conceptual Design Proposals deemed most desirable through the vetting process outlined above in Step 2 will then be asked to provide details regarding their proposed team composition, contract format, and fee structure to develop their conceptual design through 100% Schematic Design Phase as well as for all remaining phases of proposed work through Construction Administration.

Step 4 **Selection of Firm / Team for Schematic Design Phase**

The selected Firm / Team from Step 3 will then be contracted to produce the 100% Schematic Design Phase documents including: site development plans, architectural floor plans, elevations, and building sections, schedules, and cost estimates to support a successful municipal bond vote.

Step 5 **Contract Negotiations with Firm / Team for all remaining phases**

**Following a successful bond vote**, the Firm / Team chosen as a result of the RFP process will be expected to negotiate with the Town in good faith to complete all phases of the project as described above.

**PRELIMINARY TIMELINE**

*Subject to change*

February 23, 2023 ..... Step 1 RFQ issued
March 3, 2023 ..... Project Overview, 11:00 am via Zoom*
March 8, 2023 ..... Optional Site Visit/Library Tour, 10:00 am
March 20, 2023 ..... Deadline for questions
March 27, 2023 by 4:00 pm ..... Deadline for responses to RFQ

April 26, 2023 ..... Step 2 Vision Request issued
several dates TBD in May/June ..... Open remote meetings for questions
June 28, 2022 by 4:00 pm ..... Deadline for responses to Conceptual Design / Project Vision

July/August, 2023 ..... Public vetting and selection(s)
Late August 2023 ..... Step 3 RFP Issued to Firm(s) / Team(s) with preferred Vision(s)
Mid-September ..... Deadline for Responses to RFP
Early October ..... Step 4 Selection of Firm for Schematic Design
Date to be determined ..... Bond vote

*Project Overview
Mar 3, 2023 11:00 AM Eastern Time (US and Canada)
Join Zoom Meeting: https://us02web.zoom.us/j/85644649490

**REQUIRED ELEMENTS: RESPONSE TO REQUEST FOR QUALIFICATIONS**

Please submit an electronic copy of your response, per this list (by item number):

1. Provide an overview of your proposed lead firm, in-house resources, length of time in business, number and types of personnel, and business philosophy and approach.
2. Provide a list of 3 similar, relevant and recent projects: size, project description, contract type, team members, references, contract value, dates of completion.
3. Provide the composition of your proposed team including consultants with detailed resumes of all proposed personnel and their relevant experience, and previous experience as a working team.
4. Provide fee schedule (hourly rates).
5. Provide a statement of likely recommended contract format.
6. Provide proof of liability insurance and amounts.

**SELECTION CRITERIA / Additional elements**

1. Demonstrated experience with similar projects
2. Demonstrated experience working with a committee
3. Demonstrated experience with municipal capital projects
4. Demonstrated experience presenting information to a wide-range of constituents including: potential private donors, community groups, boards, and the public
5. Demonstrated ability to manage complex projects and stay within a budget and timeline
6. Demonstrated ability to manage and complete projects with non-linear timelines where the work may ebb and flow due to an unknown flow of financing
7. Demonstrated experience with privately-fundraised buildings (preference: public buildings) and ability to provide renderings helpful in promotional materials and public presentations
8. Demonstrated qualifications with green, energy efficient, sustainable design and/or building practices
9. Availability to work within the noted preliminary timeframe
10. Preference will be given to regional and/or Vermont firms

*Minority owned, women owned, locally owned, and Section 3 businesses are strongly encouraged to respond.*

*There will be pass through provisions from a grant between the Town of Middlebury and the Vermont Agency of Commerce and Community Development. Davis Bacon Wage Rates will apply.*

**ADDITIONAL INFORMATION**

Proposals received after the deadline will not be considered.

The Ilsley 100 Project Team on behalf of the Town of Middlebury and the Ilsley Public Library Board of Trustees reserves the right to reject any and all proposals.

Proposals and written/emailed questions should be submitted to:

Ilsley Public Library
Attention Dana Hart, Director
75 Main Street
Middlebury, VT 05443
dana.hart@ilsleypubliclibrary.org

**AVAILABLE PROJECT INFORMATION**

- General project information
  https://www.ilsleypubliclibrary.org/about-us/ilsley-100-project-team/
- Request for Qualifications Resources
  https://www.ilsleypubliclibrary.org/about-us/ilsley-100-project-team-rfq/

**CONTACT INFORMATION**

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