

REQUEST FOR QUALIFICATIONS (RFQ)

September 15, 2016

The Library for the Town of Arlington and the Board of Library Trustees seek proposals from qualified individuals and firms for professional services for the following:

Library Building Program and Space Plan Study

Robbins Library and Fox Branch Library
Reimagining Our Libraries Project

RFQ SUBMISSIONS ACCEPTED BY EMAIL:

Andrea Nicolay
Director of Libraries
Town of Arlington
anicolay[at]minlib[dot]net

DUE DATE AND TIME:

By no later than 5:00 p.m. EST Friday, October 21, 2016.
Proposals delivered after the appointed time and date will not be considered.

All inquiries and questions should be made in writing and forwarded to Andrea Nicolay, Library Director, via email to anicolay[at]minlib[dot]net by no later than 5 p.m. on Thursday, October 6, 2016.

Introduction

The Library invites submissions from qualified firms for a building program and renovation plans associated with the Robbins Library (700 Massachusetts Avenue) and the Fox Branch Library (175 Massachusetts Avenue). Qualified firms should submit their applications to the Library Director in accordance with the instructions contained within this Request for Qualifications (RFQ).

Notice of this RFQ is published in the Central Register (which is a weekly publication of the Office of the Secretary of State), the Arlington Advocate (a newspaper of general circulation) and posted on the Town website (www.arlingtonma.gov/purchasing).

The Library will accept applications delivered in person or by mail. All applications must be received by 5:00 p.m. on October 21, 2016 to be considered. Proposals must submitted by electronic mail to:

Andrea Nicolay
Director of Libraries
Town of Arlington
anicolay[at]minlib[dot]net

This is not a price competition, but rather the Library's decision will be based upon qualifications and experience with similar projects. The Library will evaluate proposals and enter negotiations with the highest scoring proposer. If unsuccessful, the Library may attempt to negotiate with the second highest scoring proposer.

The Library may cancel this RFQ or reject in whole or in part any and all proposals, if they determine that cancellation or rejection serves the best interest of the Town of Arlington.

Submission Deadline and Instructions

Qualified persons or firms should submit applications with the applicant's name and address on the front.

Bidders must also execute and include the Certificate of Vote, Certificate of Non-Collusion, and the Certificate of Tax Compliance. The Library Board of Trustees, through the Library Director, is the awarding authority and reserves the right to reject any and all proposals or parts of proposals; to waive any defects, information, and minor irregularities; to accept exceptions to these specifications; and to award contracts or to cancel this Request for Qualifications if it is in the Library's best interest to do so.

Proposals must be signed as follows: a) if the applicant is an individual, by her/him personally; b) if the applicant is a partnership, by the name of the partnership, followed by the signature of each general

partner; and c) 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.

All proposals must be received by October 21, 2016 at 5:00 p.m.

No proposals will be accepted after the time and date noted. Late delivery of materials due to any type of delivery system shall be cause for rejection. If on the date and time of the submittal deadline the Library is closed due to an uncontrolled event such as fire, snow, ice, wind or building evacuation, the submittal deadline will be postponed until 12:00 p.m. on the next normal business day.

Questions, Addendum or Proposal Modification

Questions concerning this RFQ must be submitted in writing to anicolay[at]minlib[dot]net or by mail:

Andrea Nicolay
Director of Libraries
Town of Arlington
700 Massachusetts Ave.
Arlington, MA 02476

Questions/inquiries must be received by 5:00 p.m. on Thursday, October 6, 2016 to be considered.

If any changes are made to this RFQ, an addendum will be posted on the Town's website. It is the sole responsibility of the bidder to ascertain the existence of any addenda and/or modifications issued by the Library. As this RFQ has been published on the Town's website (www.arlingtonma.gov/purchasing) all bidders are responsible for checking the website for any addenda and/or modifications that are subsequently made to this RFQ.

The Library for the Town of Arlington and the Board of Library Trustees accept no liability for and will provide no accommodations to bidders who fail to check for amendments and/or modifications to this RFQ and subsequently submit inadequate or incorrect responses. Bidders may not alter (manually or electronically) the RFQ language or any RFQ component files. Modifications to the body of the RFQ, Scope of Work, terms and conditions, or which change the intent of this RFQ are prohibited and may disqualify a response.

All proposals submitted in response to this RFQ shall remain firm for sixty (60) days following the submittal deadline. It is anticipated that the contract will be awarded within sixty (60) days after the submittal deadline.

Applicants are not to communicate directly with any Library Trustee or employee of the Town of Arlington, except as specified in this RFQ, and no other individual employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFQ.

Applicants may contact the Library Director in the event this RFQ is incomplete or the bidder is having trouble obtaining any part of the RFQ electronically through the Town website (www.arlingtonma.gov/purchasing).

Overview of Project

Arlington's public libraries (the Robbins Library and Fox Branch Library) are undergoing a "Reimagining Our Libraries" space planning project. The Library for the Town of Arlington and the Board of Library Trustees are soliciting proposals from qualified architectural firms to identify the most efficient and functional arrangements for the library's collections and services. The firm will study current use and prepare a building program, conceptual designs, final schematic designs and cost estimates for renovations at the Robbins Library (700 Massachusetts Avenue) and at the Fox Branch Library (175 Massachusetts Avenue).

Upon completion of providing study and design services for the renovation of the Robbins Library and Fox Branch Library facilities, the Library for the Town of Arlington and the Board of Library Trustees reserve the right to continue with the study architect/engineer/consultant to include the construction phase of the project.

BACKGROUND

The Robbins Library is the main public library facility in Arlington at 51,000 gross square feet. It was built in 1892 and is located in the Town's central civic block. The Fox Branch Library is 11,000 gross square feet, was built in 1969, and is located in the neighborhood of East Arlington. Together, the Robbins Library and the Fox Branch Library serve the 44,000 residents of Arlington. The Library (Robbins and Fox combined) had 29 FTE staff in FY16.

The Robbins Library building project of 1992-1994 included significant renovation and historic restoration as well as the construction of a new addition. The Permanent Town Building Committee administered the \$6,700,000 project, which doubled the size of the existing facility. The architectural firm of Wallace, Floyd, Associates designed an addition that complemented the architecture of the original building and met needs for space and efficiency. One exterior wall of the 1892 building is now an interior wall of the new building. Both the Reading Room and the Rotunda were restored as part of the project. The Fox Branch Library has not been renovated since 1969.

Of Massachusetts public libraries, Arlington's libraries are among the best-used. In total circulation, Arlington ranks 9th state-wide. In children's program attendance, Arlington ranks 6th state-wide. The Robbins Library reference desk receives an average of 20 questions per hour. In FY16, the Town supported the expansion of hours at the Robbins Library, facilitating summer weekend hours.

RFID circulation technology was introduced in FY15 with capital funds secured for that purpose. All print materials have been tagged at the Fox Branch Library, and as of September 2016 all print materials and a good portion of A/V materials at the Robbins Library have been tagged.

Library statistics for the 2016 fiscal year (July 1, 2015 – June 30, 2016):

Robbins Library

Holdings in physical format: 209,805
Total circulation of all formats (including e-content): 757,028
Total circulation of physical items: 694,149
Interlibrary loans received from other libraries: 87,777
Interlibrary loans provided to other libraries: 57,900
Visitors: 296,367
Hours open per week: 63 (Sept – June); 55 (July – August)
Dedicated parking spaces: 32
Registered borrowers: 25,908
Wireless sessions provided annually: 210,000
Total number of public use Internet computers: 46
Number of public use Internet computers in Children’s Department: 8
Public meeting rooms: 2
Public study rooms: 2
Number of times rooms were used for all purposes: 1,099

Fox Branch Library

Holdings in physical format: 26,727
Total circulation: 73,702
Visitors: 57,007
Hours open per week: 32
Total number of public use Internet computers: 4
Meeting rooms: 1
Number of times rooms were used for all purposes: 631

Project Characteristics

The project should incorporate sustainable and green practices, making use of existing features, shelving, and furniture whenever feasible and desirable. Elements of the design should incorporate portability to allow for multi-use spaces to accommodate special events and evolving needs.

All recommendations should be in accordance with principles of universal design and accessibility i.e. to be usable by all people to the greatest extent possible without the need for adaptation or specialized design.

The Robbins Library is currently entrusted with a sizable collection of over 200,000 art prints which are stored in archival boxes. The prints were given by bequest in the late 19th century, and occupy space in several locations on the 4th floor: print room, staff office, conference room, and closet space adjacent to the Local History Room. Project recommendations should include both space plans that account for this collection, and space plans that envision what could be achieved if the collection were not on site.

SCOPE OF WORK AND QUALIFICATIONS

The Library is seeking to enter into a contract with a qualified architectural firm to provide the following services for both locations, in two phases:

PHASE ONE

Create a building program that documents the need for renovated facilities.

PHASE TWO

Develop a feasibility study with detailed space plans for the most efficient utilization and modernization of the current library (five floors at the Robbins Library, two floors at the Fox Branch Library), including estimated costs.

Scope of Services

PHASE ONE

The building program scope of services should include, but not be limited to:

1. Review the following background documents.
 - a. Library Strategic Plan
 - b. Results of Library Department Head interviews (conducted in 2016)
 - a. Town of Arlington Master Plan (current community analysis including demography, location, governmental organization and community structure)
 - b. Results of the Vision 2020 Town Survey (2014)
 - c. Results of the Library community-wide survey (2014)
 - d. Robbins Library Collection Analysis by Mass Library System (8/25/14)
 - e. 2014 Capital Needs Assessment report - Robbins Library
 - f. Consider forward-looking library trends
2. Review architectural drawings and floor plans from previous building projects.
3. Discuss and examine building use and deficiencies with Library Director, library staff, and feasibility committee.

4. Apply accepted library space guidelines and standards to determine space requirements at each facility, and summarize in table format.
5. Public Meetings: Hold public meetings to gather input from the community about how the Library's design affects the quality, use and availability of collections, services and programs. The successful bidder will be responsible for advertising and conducting the meetings in cooperation with Library staff, and recording and analyzing the results.
6. Survey: Conduct a community survey to gather input from the community about the future of library services, collections, programs, and facilities. The successful Offeror will be responsible for advertising and conducting the survey in cooperation with Library staff, and recording and analyzing the results.

PHASE TWO

The scope of services should include, but not be limited to:

1. Recommend three to four options to renovate each of the existing facilities to meet the identified future needs.
2. Working with the Feasibility Committee, meet with key Town Department personnel for the purpose of reviewing proposed renovation plans and assessing their sustainability.
3. Show compliance with applicable building and zoning codes, environmental and conservation requirements, universal accessibility compliance requirements, and include provisions for required permits and variances.
4. Consult with, either in-house or by subcontract: structural engineers; engineers specializing in hazardous materials and their remediation; mechanical/electrical/ plumbing engineers; interior designers; a cost estimator.
5. Make formal presentations of the draft renovation plans to:
 - a. Library Board of Trustees
 - b. Library Staff
 - c. Feasibility Committee
6. Provide other special consultations and optional services as directed and negotiated.

Deliverables

The following items must be delivered as part of the project:

1. Create a building program that includes results of community feedback and meetings with Feasibility Committee and staff.
2. Create a project timeline with estimates for Phase One and Phase Two.
3. An electronic copy of results of public feedback opportunities (meetings, survey).
4. An electronic copy in pdf format of any PowerPoint presentation(s) developed for the project.

5. Schematic drawings and plans prepared by a Massachusetts registered architect and bearing his or her stamp, including:
 - a. Floor plans with complete furnishing and equipment layout.
 - b. Elevations or cross sections as appropriate.
 - c. Tabulation of square footages called for in the library building program statement and comparison to the square footages shown on the architectural plans.
 - d. Tabulations of the number of books, magazines, objects and audio-visual materials called for in the library building program in comparison to the square footages shown on the architectural plans.
 - e. Tabulations of the number of seats and staff work spaces called for in the library building program in comparison to the square footages shown on the architectural plans.
6. Structural and hazardous materials surveys or reports.
7. Two (2) complete sets of presentation boards for both the Robbins Library and the Fox Branch Library which can eventually be used in a public information campaign to inform the community of the Library's plans for renovations. The presentation board will include two (2) complete sets of color floor plans, furniture layouts, elevations, and perspective drawings of the renovated libraries. All plans will be clearly labeled to indicate that they are schematic designs only.
8. A set of electronic files of all schematic designs that the Library and its support groups can share on the web and in print materials.
9. An electronic file in pdf format of the final draft renovation plans.
10. Detailed cost estimates of proposed renovations, including (but not limited to) all architectural, engineering, construction, furnishing, and other related costs.

Qualifications

All applicant firms must possess the following minimum qualifications:

1. Massachusetts registration and licensing in all applicable disciplines;
2. Minimum of three (3) completed library renovation projects. Include Project Name, Owner, Architect, Contract Amount, Date of construction and a brief description of the scope of work.
3. Knowledge of the Massachusetts State Building Code including Chapter 13: Energy Conservation, Architectural Access Board Regulations and Americans with Disabilities Act.
4. Proof of financial stability including Professional Liability insurance in the amount of \$2,000,000.

Application Requirements

1. Application submissions shall be identified on the cover as "Proposal for Architectural Services" with the name of the architectural firm clearly visible.
2. Include a history of the firm, names and qualifications of all specific personnel, including resumes, to be assigned to this project, including indication of time to be assigned to this project.
3. Submit a list of any Consultants to be utilized on this project, including professional registration.
4. Include a statement of understanding of the projects and schedule.

Hiring Schedule

Sept. 15, 2016	RFQ Released
Sept. 29, 2016	Briefing and Walk-through at 9:00 a.m., meet in Robbins Library Community Room; tour Robbins Library and Fox Branch Library.
Oct. 6, 2016	Questions concerning RFQ due to Library Director
Oct. 21, 2016	Submissions due by 5:00 p.m.

Selection Criteria

The criteria which will be used in evaluating applications include:

- Demonstrated experience of innovative design solutions for projects of this type, including experience designing spaces for children.
- Knowledge of the regulations governing the design and operation of public library facilities in the state of Massachusetts.
- References: Provide a minimum of three (3) commercial or governmental references who could attest to the Offeror's past performance to provide product/services similar to those required for this project. The list should include company or public body name, contact persons, telephone numbers and email addresses. Firms may also attach any recommendations and/or evaluations from current or previous clients that demonstrate success with similar assignments.

Basis of Award

- A. Following evaluation of the written proposals as submitted, the Library for the Town of Arlington and the Board of Library Trustees will make selection of Offerors deemed to be fully qualified and best suited, on the basis of the factors involved in the RFQ, including price.
- B. The Library is not required to furnish a statement of the reasons why an application was not deemed the most advantageous. The Library is also not required to debrief Offerors.

Notice of Acceptance/Contract Documents

- A. A written award notice (or acceptance agreement, contract, or purchase order) mailed (or otherwise furnished) to the successful Offeror shall be deemed to result in a binding contract.
- B. There is no binding agreement, no contractual relationship, no understanding nor mutual assent until a contract is signed, executed and exchanged by and between the Offeror and the Library for the Town of Arlington and the Board of Library Trustees.
- C. The contract may be amended or modified only by written modification.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

(Signature of individual submitting bid or proposal)

(Name of individual submitting bid or proposal)

Name of Business

Date

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number

Signature of Individual or Responsible
Corporate Officer and Title

**NON-COLLUSION FORMS
MUST BE SIGNED AND
SUBMITTED WITH BID**