



# TOWN OF RICHMOND

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## REQUEST FOR PROPOSALS

**Design/Build**

**Umberhine Public Library**

**Richmond, Maine**

**January 9, 2012**

The Town of Richmond, Maine seeks proposals from licensed firms with relevant design/build experience for the design and construction of the new municipal library, excluding earthwork, as directed by the Town.

**Proposals must be submitted no later than 4:00 p.m. on Monday, February 13, 2012.  
Please see specific proposal submittal requirements as outlined below.**

Please submit proposals to:

Victoria Boundy  
Director of Community and Business Development  
Town of Richmond  
26 Gardiner Street  
P.O. Box 159  
Richmond, Maine 04357  
207.737.4305 x 331  
[Director@richmondmaine.com](mailto:Director@richmondmaine.com)

**Mark envelopes plainly and label them: Design/Build – Umberhine Public Library**

**Thank you for your interest!**

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**1. Project Summary Sheet**

<b>Purpose of Project</b>	The goal of this project is to construct a new library. The purpose of the RFP process is to identify the most qualified respondents offering a cost-effective design/build solution to our project. The firm ultimately selected by the Town will provide full design/build services for the design and construction of the new Library, as directed by the Town.
<b>Property Location</b>	164 Main Street Richmond, Maine
<b>Land Area</b>	.34 acres
<b>Building Use</b>	Library and possible future use as a community center
<b>Building Size</b>	Proposed: 3,000 square feet
<b>Current Zoning</b>	Village and Historic District/ Main Street Commercial and Industrial Sub-District <a href="http://www.richmondmaine.com/forms-publications.aspx">http://www.richmondmaine.com/forms-publications.aspx</a>
<b>Anticipated Project Dates</b>	May – November, 2012 (Subject to Town approvals and funding)

## **2 Introduction**

### **2.1 Purpose**

The purpose of this Request for Proposals is to evaluate and select a Design-Build Team (D-B) to provide design, pre-construction and construction phase services for the building of a Town library.

### **2.2 Project Background**

Richmond is located on the west bank of the Kennebec River twelve miles north of the center of the City of Bath and approximately 17 miles downriver from Augusta, the State capital. The population is 3,411, as of the 2010 Census. The Town of Richmond website can be found here: <http://www.richmondmaine.com/>

The Town of Richmond plans to construct a new Umberhine Public Library to replace the former Isaac F. Umberhine Library. Built in 1935, the former library located on Main Street suffered from major structural deterioration, functional obsolescence and mold contamination, and was demolished in March 2011. The library has been temporarily housed elsewhere, pending construction of a new facility, which will be located on the site of the old library, 164 Main Street (*See Site Map in Appendix A*).

The former Library Trustees worked hard to raise funds for a new facility. At the 2010 Town Meeting, the Town of Richmond voted to take over all operations of the “Isaac F. Umberhine Library” effective July 1, 2010, to serve thereafter as the Town’s sole public library. For the last couple of months, a newly revitalized Library Advisory Committee has worked to create a conceptual design and desired characteristics to fit an extremely modest budget (*See conceptual sketch in Appendix B*). At Town Meeting on Tuesday, April 3, 2012, voters will be asked to support the Town borrowing money, to supplement the existing reserve fund, to build a new library.

### **2.3 Project Overview**

The Town of Richmond is planning to build a new facility on the site of the former library. All site clearance will be carried out by the Town of Richmond and its contractors. The facility is currently envisioned to include a fully usable “daylight” basement that could eventually house a Community Center, Senior Center, additional library space, or other uses. The main floor will make up the Umberhine Library. The facility will conform to all current building codes and any other local and state ordinances and regulations applicable to this type of facility. Since the library will be located in the Richmond Historic District, the design must conform to the requirements specified in the Richmond Land Use Ordinances for new buildings in the Village District (*see attachment*). Some on-site parking is envisioned along the Myrtle Street side of the

lot (*see attached conceptual site plan*). Additional parking will be accommodated by on-street parking along Main Street.

## **2.4 Project Budget**

The construction budget is approximately \$500,000 but subject to change up or down based on grants and Town Meeting approval.

## **3. Scope of Work**

The scope of work includes design and construction of a facility (minus site clearing and grading), exterior and interior lighting, mechanical systems, fire prevention systems, and utilities. The scope includes preparation of all necessary and applicable design and construction documents, including drawings, specifications, etc. This preliminary Scope of Work is for informational purposes only and does not limit or define the actual Project. Any final contract resulting from this RFP will define the Project. Other specific features and items to be included will be identified during the design process. It is anticipated that a detailed Scope of Work will be developed by the project proponents to include but not be limited to the following:

### **3.1 Scope of Services**

#### **Phase I: Design/Pre-construction**

Design-Build services during the Pre-construction include, but are not limited to:

- Develop conceptual design and preliminary cost estimate, including interior design, site plans, elevations and sections as required to depict the proposed building. A draft conceptual sketch as well as other design considerations is included in this RFP.
- Meet, as necessary, with Town staff and Committee members to refine design documents.
- Develop construction documents for the building, including all engineering documents as needed.
- The site selected for this project was the site of the old library, which was demolished in March 2011.
- Boundary site survey is completed and attached to this RFP.
- Acquisition by the Team of all required permits from federal, state, county and local agencies
- Site Planning – Not anticipated.
- Geotechnical investigations – Not anticipated.
- Landscape Design – Not anticipated.
- Civil Engineering, including stormwater management – Not anticipated.
- Mechanical and Plumbing
- Electrical Engineering
- Fire Alarm/Security
- Cost Estimating – An early estimate is required. Additional periodic pricing updates will also be required to confirm conformance with the Town's budget goals.

- Acquisition by the Team of all required permits from federal, state, county and local agencies.
- Signage and Graphics Design – To be performed by the Town.
- Leadership in Energy and Environmental Design (LEED) Certification – Not anticipated, but the Town would like to discuss any energy saving operations.
- Public outreach and meetings – To be discussed.
- Selection of materials
- Phase I concludes with the submittal of a Guaranteed Maximum Price (GMP) proposal for the Town’s optional acceptance reflecting the entire cost, scope of work, schedule, and quality intent of the Project before any construction funds are committed. The GMP Proposal shall be supplemented with a clearly defined and detailed breakdown of costs for the entire Project. All proposed allowances included shall be approved by the Town and shall include estimated quantities and values justified by the Design-Build team. All clarifications, exclusions, exceptions must be identified as part of the GMP.

### **Phase II/Construction**

Design-Builder services during the Construction phase include, but are not limited to:

- The Town will do preparatory site work and grading.
- Ledge blasting will be needed for this project.
- Quality control and Quality Assurance of design and construction.
- Coordination and cooperation with any and all other entities participating in construction activities.
- Construction management.
- Field supervision.
- Coordinating of subcontractors.
- Maintaining quality.
- Meeting schedules.
- The entire design-build process shall allow for “open book” policy and facilitate review of all Project contracts, records, accounting and other documentation.

## **3.2 Project Characteristics and Design Considerations**

The Town of Richmond and its Library Committee wish to build a new library that will better serve its community of current and future users. This new library must not only meet the needs of the existing community of users, it must also be designed and programmed to anticipate and engage the needs and technologies of the next several decades. The Library Committee developed a list of design features and concepts that should be considered, if feasible, as a point of departure for the design process.

- The building should be “municipal” in character, blending in with the village historic district but not overpowering other buildings on the street.
- There should be a substantial street presence to provide a clear, convenient, identifiable main entrance.

- We wish to retain the large maple tree on Main Street and as many street trees as possible.
- The main entrance to the building will be on Main Street with a side entrance from the on-site parking spaces off Myrtle Street. Both entrances should be ADA accessible.
- The existing Veteran’s Monument on the northwest corner of the site will remain in place.
- The interior should have a flexible spatial configuration to allow for modular current use, future use, and technology changes.
- The building will have a full *unfinished* basement for future use as a Community Center or additional library space, and will have a separate entrance. The Umberhine Library will be on the main floor.
- The interior should be designed so that future rearrangements can be planned with a maximum of ease and so that open space can be changed or modified more easily and less expensively. Load-bearing partitions and columns should be kept to a minimum.
- For both functionality and cost considerations, spaces should be simple squares or blunted rectangles. Function will take precedence over form and every square foot of space possible will need to be utilized. The emphasis of the building project should be placed on flexibility, square spaces, and function over form, and using each dollar wisely to provide as much space as possible.

**Library Space (Main floor):** This space needs to be designed with a flexible interior space to allow for both modular current use and future use.

<b>Program Space</b>	<b>Function</b>	<b>Physical Considerations</b>
<b>Public Entry/Foyer</b>	To provide a visible, recognizable entrance into the building and public access to restrooms and the Multipurpose Room without entering into library.	One main entrance, to promote security and cost effectiveness. The area should be warm, inviting and set the tone for the building.
<b>Circulation</b>	Checkout and return of library materials. Provide space for 1-2 staff to work at the circulation desk. Most customer service is provided from this area, including reference, directions, and general information.	Should be contiguous with the staff work area, if possible. Should be easily visible to patrons and where the entire facility is visible to staff, if possible.
<b>Office Space</b>	To provide library staff with suitable workspace and privacy for consultation with Town staff, patrons and employees. Should also provide space for staff break or lunch area.	Ideally, would adjoin workroom. Space for 1-2 file cabinets for secure records storage, computer, printer and phone, and desk with locking drawer. Window or partial glass for visibility into workroom and circulation area. Locking door.
<b>Work Area</b>	To provide staff with suitable workspace and storage for tools and supplies necessary for day-to-day tasks of library operations.	Ideally, adjoin with circulation desk area to help monitor activities in the library. Space for a large, sturdy work table and cabinets appropriate to store library processing

		supplies. Open shelves for books in processing or repair.
<b>Collections – Fiction and Nonfiction</b>	Shelving for all adult fiction and nonfiction, including special collections and circulating research materials. Also includes space for reading, quiet study and computer usage.	6’ tall adjustable stacks with 4’ wide aisles. Four-way computer table with four computers. Chairs scattered throughout both Adult and Young Adult areas for reading and quiet study.
<b>Adult Section (in General Collections Area)</b>	Quiet areas for adult patrons to relax and read.	Should be comfortable, appealing to adults to sit and read. Should be at a distance from children’s room.
<b>Young Adult Section (in General Collections Area)</b>	Includes young adult fiction, periodicals, reading and computer space.	Relaxed atmosphere for 11-15 year-olds. Afterschool use. Computer accessibility.
<b>Children’s Room</b>	Fun and educational area to introduce children to the library and teach them to use and enjoy facility.	Carpeted. Easily visible to patrons and staff. Welcoming with as much natural light as possible. Provide areas for children to sit and read, with a play area for puzzles and board books.
<b>Multipurpose Room/Future Expansion</b>	An area for meetings, arts and crafts, children’s story hour, other library programs, and other future uses as needed.	Separate from library space, with separate entrance accessible from foyer, to be available for after-hours library meetings. Should include a small kitchenette. Should seat 30. No natural light is preferred. Storage area for tables and chairs.
<b>Public Restrooms (2)</b>	Provide convenient sanitation facilities for patrons and the general public.	Unisex, with one providing baby-changing station. Located in foyer, with easy access to multipurpose room and library.

**Future Program Area (Ground Level):** This space will be built and needs to meet all local and state requirements for municipal use. The space will not be occupied in the near future.

<b>Program Space</b>	<b>Function</b>	<b>Physical Considerations</b>	<b>Built Out?</b>
<b>Maintenance/Mechanical</b>	House mechanical equipment and store equipment and tools.	Houses heating unit, water heater and other mechanical equipment.	Yes
<b>Program Room</b>	An area with future potential for community programs and meetings, library expansion, and other community functions.	Separate from library with a separate entrance.	No
<b>Kitchenette</b>	Kitchenette for future program use		Rough-in plumbing and electrical; otherwise no
<b>Restrooms (2)</b>	Restrooms for future program use		Rough-in plumbing; otherwise no

**Proposed Program Space Allocations (square feet)\***

<b>Program Area</b>	<b>Proposed Square Footage</b>
Foyer/Vestibule	100
Circulation	100
Director’s Office	150
Staff Work Area	200
Collections – Fiction and Nonfiction	1,120
Reader Seating Spaces in Collections Area – Adult Section	180
Reader Seating Spaces in Collections Area – Young Adult Section	180
Children’s Room	200
Multipurpose Room	300
Bathrooms (2)	120
Utility Room	160
General Storage	150
Janitorial Storage	40
<b>Totals</b>	<b>3,000</b>

\*All square footage assignments are approximate. They may vary by 10 percent.

**Construction Components**

<b>Construction Component</b>	<b>Desired Characteristics</b>
<b>Footprint</b>	Use the existing lot
<b>HVAC</b>	Heating system is envisioned to be a hydronic radiant floor system. Air conditioning may be required for some times of the year when natural ventilation cannot keep the building comfortable.
<b>Plumbing</b>	Two bathrooms (main floor); two bathrooms rough-in plumbing (ground floor); kitchenette (main floor); rough-in plumbing for future kitchenette (ground floor)
<b>Structural/Wall Covering</b>	In accordance with Historic District regulations
<b>Foundation</b>	Concrete
<b>Electrical</b>	Separate panels for library (main floor) and future program space (ground floor). Ample outlets.
<b>Internet and Security Wiring</b>	Wi-Fi; local security system

<b>Roofing</b>	In accordance with Historic District regulations
<b>Fire Protection</b>	Per Building Code; alarm connected to local Fire Department
<b>Kitchenettes</b>	One (Library – Main Floor); rough-in (Ground Floor)
<b>Parking</b>	Some on-site parking, including the required handicapped accessible spaces, is envisioned along the Myrtle Street side of the lot (See attached survey). Additional parking will be accommodated by on-street parking along Main Street subject to local Planning Board guidance.
<b>Flooring</b>	Suitable for high-traffic public spaces.

#### 4.0 Selection Process and Schedule

##### 4.1 Anticipated Project Schedule

The following schedule milestones are currently envisioned for this project, and are contingent upon funding and local approvals:

<b>Event</b>	<b>Date</b>	<b>Time</b>
Issuance of RFP	Monday, January 9, 2012	
Receipt of written questions and clarifications due	Monday, January 23, 2012	2:00 p.m.
RFP Responses Due (see below)	Monday, February 13, 2012	2:00 p.m.
Selection of Finalist Firms	Wednesday, February 22, 2012	
Interviews with Selected Firms	Week of March 19, 2012	
Final Selection Announced	Wednesday, April 4, 2012	
Anticipated Notice to Proceed	Monday, May 7, 2012 (or sooner)	
Anticipated Project Completion Date	November 1, 2012	

The site is visible from Main Street and may be viewed at any time without coordination with the Town. There will be no formal site meeting.

## 4.2 Proposal Submission Instructions

Please submit five copies of your proposal, on or before 2:00 p.m. on Monday, February 13, 2012 to:

Victoria Boundy  
Director of Community and Business Development  
Town of Richmond  
26 Gardiner Street  
P.O. Box 159  
Richmond, Maine 04357  
207.737.4305 x 331  
[director@richmondmaine.com](mailto:director@richmondmaine.com)

**Late submittals will not be evaluated and the firm will be disqualified from further consideration.**

## 4.3 Evaluation Criteria

The Town will evaluate all proposals. The Town reserves the right to accept or reject any or all proposals, to alter the selection process in any way, or to postpone the selection process in any way. The successful proposal will serve as a basis for further negotiations and design resolution and is therefore subject to modifications, changes, additions, deletions, or alterations. The project is contingent upon local funding and approvals.

The Town is seeking to engage the most qualified firm, based on the evaluation criteria below. Prospective firms are strongly encouraged to support and implement methods for the utilization of local resources.

Category	Description	Points
Design/Build Team	Assess team qualifications, management capability, workmanship and reviews from past projects.	40
Cost	The proposal must be cost-effective and meet the needs of the community.	25
Aesthetics	The facility must blend with the architecture and historic character of the Town while remaining modest in scale, size and design. Must comply with local zoning ordinance and Historic District requirements.	25
Local	Firms within 50 miles of Richmond, Maine (The Town does not require but encourages any involvement by local firms).	10
<b>TOTAL POINTS POSSIBLE</b>		<b>100</b>

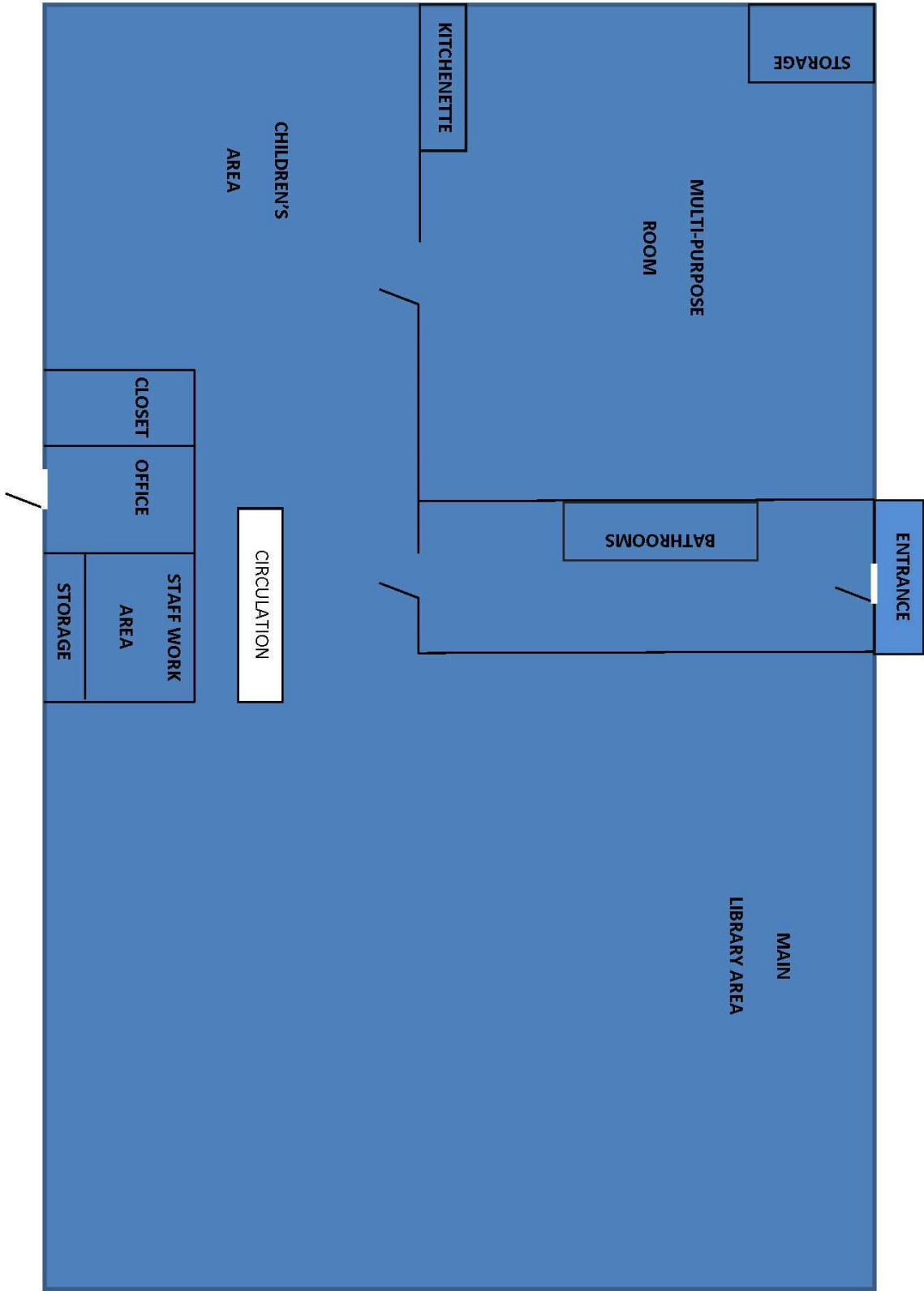
#### **4.4 Proposal Content**

Proposals are sought from firms with recognized expertise with Design Build projects and with experience in the public sector. Proposals should include the following:

1. Firm Introduction: Including information such as length of time in business, office location(s), number of staff, and a general summary of qualifications documenting the strengths of the firm, areas of expertise, and licensing. List services provided by prime firm and sub-consultants anticipated.
2. Approach: The firm's design principles and uniqueness of approach.
3. Project Experience: List relevant project experience, including library and municipal projects, and list the client contact information for each project.
4. Key Staff: Statements of qualifications and resumes documenting experience with public sector work and related experience of key staff assigned to the project.
5. Scope of Work: The Proponent shall describe its plans to provide the requested services. This section should include a narrative description of the proposed methodology to accomplish the required tasks. The proponent shall also provide a detailed scope of work for delivering the project ready for occupancy. The scope of work should be in detail to allow identification of all the items of work required and the respective deliverables.
6. The cost proposal shall be broken down to specifically identify lump sum costs and person-hours for each task in the scope of work to facilitate future negotiation of the scope of work and associated costs as necessary.

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