

## **Town of Middlebury**

### **Request for Qualifications**

#### **Preliminary Architectural Services for Ilesley Public Library Renovation/Expansion January 25, 2016**

##### A. Invitation

The Town of Middlebury seeks qualifications from architectural design firms to provide preliminary Architectural Services for the Renovation and/or Expansion of Ilesley Public Library (IPL). The firm selected by the Town of Middlebury will take IPL's 2015 Strategic Plan and assess how best to achieve its goals within the building and adjacent land owned by IPL and also whether the goals of the Plan can be met less expensively or better by constructing a new building .

No contract or other award will be made as a result of this RFQ. The Town's objective in this process is to better understand the interests, abilities, and constraints of potential respondents to a future RFP, and to better understand the information that potential respondents will need in order to provide high-quality proposals.

##### B. Project Background & Description

Built as a public library on Main Street in 1923, with a major addition in 1988, the granite and masonry building is 14,700 gross square feet. In addition to library services, the library houses the local public access TV station. Approximately 180,000 visits are made to Ilesley each year, making the library one of the busiest in Vermont. Services, collections, and staffing are more than adequate. However, in evaluating the building in 2007 and again in 2015 library trustees determined that it needs improvement, especially to provide effective services to children, teens, and seniors.

The Joint Town-Library Building Committee and Ilesley Trustees have worked for more than a year, developing goals, criteria, and information of the needs of IPL.

##### C. Special Project Considerations

The exterior design should be sensitive to the historic façade of IPL and its location on the Town's Main Street. The Town would prefer to select a firm that has substantial and successful experience designing libraries, especially public libraries. It seeks a firm interested in solving problems in ways that are cost-efficient and flexible enough to accommodate the changing roles of public libraries in community life.

##### D. Project Schedule

Selected milestones related to this project include:

- |  |                           |
|--|---------------------------|
| 1. Request for Qualifications available                | February 1, 2016 – 5 p.m. |
| 2. Deadline for Questions                              | February 15, 2016         |
| 3. Deadline for Distribution of Responses to Questions | February 19, 2016         |

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|---|-------------------------------|
| 4. Responses to Requests for Qualifications due | March 1, 2016 – noon          |
| 5. Discuss shortlist of qualified firms         | March 7, 2016                 |
| 6. Selection and notification of firms          | March 22, 2016                |
| 7. Anticipated release of RFP to selected firms | Late Spring/Early Summer 2016 |

#### E. Contents of Submittal

Submittals shall include a complete response to the requirements of this section in the order presented. Submittals should have headings keyed to the requirements outlined in this section. Submittals should be a straightforward delineation of the Respondent's capability to satisfy the intent and requirements of this RFQ. An officer authorized to make the submittal should sign the cover letter.

To be deemed responsive for evaluation submittals must include the following:

- **Cover Letter** - A cover letter transmitting the submittal and acknowledging receipt of any and all amendments to the RFQ that have been issued, and providing the names and contact information of public agency references for at least three (3) completed library/museum/civic projects by the architect that are comparable to the project envisioned in this RFQ.
- **Experience and Background** – Provide a summary of the firm's experience with projects of similar size and scope.
- **Principal designer and contact person** - Identify the person the firm expects to be the principal designer and contact person with the Town of Middlebury/Ilseley Public Library.
- **Projects** - Respondents are requested to highlight similar projects for reference. Include the project size in building area; project scope; project location; and development value in the description.

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#### F. Questions, Additional Information and Addenda

All inquiries regarding uncertainties or exclusions in the terms or intent of this Request for Qualifications should be sent via e-mail to Kevin Unrath, Director, Ilseley Public Library, [kevin.unrath@ilsleypubliclibrary.org](mailto:kevin.unrath@ilsleypubliclibrary.org) no later than 5 p.m. on February 15, 2016. It is also strongly recommended that firms declare intent to respond to this Request for Qualifications to the Town of Middlebury as soon as possible, so that firms may be kept informed about project-related updates as the Town may deem necessary. Please contact Kevin Unrath at [kevin.unrath@ilsleypubliclibrary.org](mailto:kevin.unrath@ilsleypubliclibrary.org) to register as a responding vendor. Additional project-related information will be posted on the Library's web site at:

<http://www.ilsleypubliclibrary.org/>. Select “Ilsley Public Library Renovation/Expansion” on the main page.

#### G. Selection of Respondents to Receive a Request for Proposals

This RFQ process is intended to give the Town the opportunity to develop a short list of respondents who will be invited to respond to a Request for Proposals to be issued by the Town of Middlebury for selection of an architectural firm. Responses to this RFQ are required in order to be considered for invitation to the forthcoming RFP. The Town reserves the right to contact Respondents for clarification or additional information.

#### H. Proposal Deadline and Delivery Requirements

Five copies of your proposal (including at least one with original signatures) must be received by the Town of Middlebury by noon on March 1, 2016 at the following address:

Kevin Unrath, Director  
Ilsley Public Library  
Town of Middlebury  
94 Main Street  
Middlebury, Vermont 05753

An electronic copy (such as a PDF) should be forwarded to Kevin Unrath, [kevin.unrath@ilsleypubliclibrary.org](mailto:kevin.unrath@ilsleypubliclibrary.org), for ease of distribution.

Proposals received after this date will not be considered.