

Re-engagement in Ilsley Public Library Renovation/Expansion Project

Draft Charge to Design Team

July 2021

SUGGESTED EDITS: JBH . Working Group . 10.29.21

1. Charge

Guide development of design options with a team of professionals that fulfill the vision statement provided below, accomplishing the goals of as many of the building pillars as possible.

VISION STATEMENT

The new Ilsley Public Library will be a welcoming, accessible, and safe community hub with the flexibility and sustainability to enrich community members' lives now and into the future.

PILLARS

- WELCOMING: Design, entrances, and light, open spaces invite everyone in and create a welcoming atmosphere with opportunities to be greeted directly.
- ACCESSIBLE: All spaces, interior and exterior, allow for and support inclusive participation for all community members.
- SAFE: All spaces prioritize the physical safety and health of staff and community members.
- COMMUNITY HUB: The building provides comfortable places for community members to gather, connect, collaborate, and learn together.
- FLEXIBLE: Spaces are able to accommodate shifting programmatic, technological, workflow, and collections needs into the future.
- SUSTAINABLE: The new building makes efficient use of energy, water, and through excellence in design, construction, and maintenance.

2. Key action items

A. Review SUMMARY OF WORK of 2014-2017 Library Building Committee - prepared by Working Group of Design Team.

B. Review SUMMARY OF CHANGES since previous efforts: Pandemic effects, what was learned, what approaches should be different – prepared by Working Group of Design Team.

C. Re-assess current PROJECT needs in context with:

- Ilsley's alignment with the 2020 Middlebury Downtown Master Plan & EDI project
- Highest and Best use for current site and facility in light of above
- Potential Partnerships (public or private) to enhance programs or share costs.
- Current and future Community Service program needs & potentials
- Library square footage program to meet above operational needs
- Ongoing maintenance, building code, environmental, and structural challenges

D. Explore alternate development strategies such as Master Planning, Phasing, and Adaptive re-use as means of cost containment or strategic funding pathways. See Footnote No. (2)

E. Consider a variety of Professional Services Delivery modes: Traditional DBB (Design-Bid-Build), DB (Design/Build), CM (Construction Management)

F. Engage appropriate Professional Design Team to meet our challenges most effectively: consider engineers, architects, estimators, construction managers, design/ builders, developers, fundraisers (with Selectboard Approval). See Footnote No. (1)

G. Solicit public feedback and involvement on design and costs at every step of the way.

H. Make recommendation to Trustees/Selectboard

Note, the Trustees envision two separate groups apart from the Design Team.

1. A Community Engagement Team to solicit community feedback and involvement
2. A Funding Team to explore a variety of funding options

These groups would be formed and convened after the Design Team is up and running.

3. Proposed timeline

12–18 months.

4. Reporting

The Design Team should provide brief written reports to the Selectboard and to the Ilsley Public Library Board of Trustees on a monthly basis and more detailed reports as warranted or when reaching key decision points.

5. Meeting frequency

The Design Team will meet semi-monthly (every two weeks). Subgroups may meet more frequently.

6. Proposed Design Team composition and size

Library Director, one additional town staff member, 1–2 members of the Trustees, 1–2 members of Selectboard (either as full members or as liaisons), 1–2 members of the public. This composition would result in 5–8 members total, depending on how staff are counted and whether there are 1 or 2 members of the Trustees, Selectboard, and public.

7. Resources

The Design Team should draw on the following resources:

- a) 2017 report including engineering reports, site analysis, program analysis, and proposed design direction
- b) Records, plans, and experience of 2014-2017 Library Building Committee
- c) 2020 building needs as prioritized by the Ilsley Trustees
- d) 2020 Downtown Master Plan
- e) Expertise of town staff including library, planning, and public works
- f) Expertise from members of the community including DRB and Planning Commission
- g) Expertise of a Team of Design Professionals
- h) The Library Funding Team and Community Engagement Team

8. Next steps following report

Once a proposed design is recommended, the Trustees and Selectboard will approve or disapprove of the proposed project. When a design is approved, the Trustees anticipate the need for a bond vote, in

addition to a fundraising campaign and potential state, federal, and private sources of grant funding and/or through any potential partnerships that are developed as part of the design process.

9. Alignment with Downtown Master Plan

The team should refer to the Downtown Master Plan for guidance and confer as needed with the Director of Planning and Zoning to ensure that any proposed design plans are aligned with the Downtown Master Plan. **Included in Key Action Items No. 2**

10. Potential partnerships

The team is encouraged to explore possible partnerships, either public or private, and to propose possibilities for program enhancement and potential cost sharing purposes. **Included in Key Action Items No. 2**

11. Architectural assistance

At an appropriate juncture the team will develop an RFP to engage appropriate design / construction / estimating professionals to guide the team in its thinking about design needs and constraints and to propose modified or new designs. The team will recommend a Team of Professionals to the Selectboard for approval. **Included in Key Action Items No. 2**

12. Design team budget

FOOTNOTES:

(1) *In 2017 the Selectboard set aside \$25,000 for a fundraising feasibility study. The Trustees propose putting these funds at the disposal of the design team for FY 2022 and potentially budgeting additional capital funds for planning/design purposes for FY 2023. As a great deal of groundwork was completed by the previous building committee and architect (site analysis, engineering reports) **these fees will enable us to bring the new project forward with a fresh Professional Team & renewed confidence.***

(2) *Guidance on overall project budget and costs*

*The team and selected professionals should present multiple **PROJECT APPROACHES** at different cost points, with explanations of the benefits and drawbacks of each. **Strategies for funding from different sources should also be examined: bond vote, grants, public-private partnerships, developer investment, use of capital budgets for maintenance.***

13. Site and location

The design team should focus its efforts on renovating and possibly expanding the existing library building as an important anchor destination on Main Street in downtown Middlebury.