

ILSLEY 100 PROJECT TEAM
REPORT FOR MIDDLEBURY SELECTBOARD – JULY 11, 2023

DESIGN

In late February the Project Team constructed and distributed a [Request for Qualifications \(RFQ\)](#) ([APPENDIX A](#)) and received responses from six teams of architects/designers. The team narrowed the field to four, who were invited to participate in a [design competition](#) ([APPENDIX B](#)) at the beginning of May. One firm chose not to participate. A revised [survey of the property](#) was commissioned. Questions from the firms were fielded by Judith Harris and posted on the [Design Competition portion](#) of the Project Team’s website. Three firms submitted conceptual designs to the team on July 7th. These are presently under review by the Project Team, the library Trustees, the library staff, and a Professional Advisory Group composed of three local architects using a set of [design goals](#) ([APPENDIX C](#)) that provides evaluation guidelines of the planned design pillars, cost considerations, historic preservation, program requirements, and team collaborative communication skills. After the Project Team has seen presentations and had a chance to interview each design firm, the conceptual displays will be exhibited in the library lobby for public comment. A town-wide presentation by each firm with an opportunity for questions and additional public comment will take place on the evening of August 9 at 6:30 p.m. at the Town Hall Theater. The Project Team emphasizes to all that any visual depictions are merely **concepts** at this point.

COMMUNITY ENGAGEMENT

The Project Team continues efforts to inform the public about the process of evaluating the conceptual designs. A contingent of more than 60 supporters marched in the Middlebury Memorial Day parade, wearing Ilsley 100 T-shirts and distributing bookmarks ([APPENDIX D](#)) which outline how the library serves the community, present the need for renovation and expansion, and invite attendance at the August 9 meeting. We continue to include posts on social media, in the library’s [electronic newsletter](#) ([APPENDIX E](#)) and anticipate an article in the Addison Independent in late July. To help promote the August 9th meeting we plan to participate in the upcoming downtown block party and will sponsor a booth at Field Days. At the displays of the conceptual designs in the library lobby and at the open meeting on August 9th, the public will be invited to share their comments and reactions to the three conceptual designs. Once a design firm has been engaged to move ahead with the design, there will be additional opportunities for public input. As always, all public meetings of the Project Team are warned, and agendas and minutes are available on [the Project Team website](#).

FUNDING

The Project Team continues to anticipate funding from three sources: state and federal grants and appropriations ([APPENDIX F](#)), private fund raising, and a municipal bond. Library Director Dana Hart has identified eight grants for which the project is eligible and competitive, totaling \$1,095,000. Ilsley is also expected to be competitive for a portion of \$26 million in combined ARPA funding and

Congressionally Directed Spending to be distributed by the Vermont Department of Libraries, however the application deadline for these funds, previously anticipated for April of this year, continues to be a moving target. The Project Team has identified about 40 individuals who will be invited to meetings to help estimate the amount of money that can be raised locally through private fundraising. This feasibility study, which will be conducted in collaboration with a fundraising consultant, will begin in the fall. The cost of the feasibility study has been budgeted in the Capital Budget. The Project Team further anticipates working closely with the Selectboard and town administration to gauge the impact and feasibility of a proposed municipal bond to complete funding of the project. One recent suggestion is a survey or canvass of Middlebury residents to ascertain their level of support for a bond at different levels. A public survey was used during the Pierson Library renovation project in Shelburne, and it proved very helpful in preparing for the successful bond vote. We are speaking with Pierson staff to learn more about their process and whether or not this would be a good tool for us.

NEXT STEPS

Design

The Project Team, Ilsley Trustees, staff, and the Professional Advisory Group (PAG) are currently reviewing anonymous submissions of the three design firms. The Project Team and PAG will invite each firm to present their designs in person and will have the opportunity to interview, question, and interact with each team. The conceptual designs will be exhibited in the library lobby and the public invited to comment. An open meeting will take place on August 9th with presentations from each firm and further opportunities for public comment. The Project Team will select a design firm (or firms) to respond to an RFP. The Project Team anticipates recommending firms to receive the RFP at the Selectboard meeting of August 22. Funding for schematic design work was approved by the Selectboard as part of the Capital Budget for FY '24.

Community Engagement

Project Team efforts in community engagement are now focused on encouraging the public to provide feedback on the conceptual designs that will be on display in the library lobby and on encouraging members of the public to attend the open meeting on August 9th at 6:30 p.m. at the Town Hall Theater to hear and see presentations from the design firms. As part of these efforts the team will be emphasizing that what people are seeing are ***conceptual designs*** and not what the completed library project will look like. Public comment will be invited. The public will be given additional opportunities to provide feedback once we begin working on schematic design with an architect in the fall.

Funding

We are waiting to hear back from Senator Sanders' office about federal appropriations. The library project did make the initial cut for consideration. We are also waiting for applications to open for the funding available through the state Department of Libraries. Potential donors to support the

library will receive invitations to attend the August 9th presentations on the conceptual designs. The Project Team will consult with the Selectboard and town administration on the possibility of a survey or canvass to determine the level of public support for a bond vote.

APPENDIX A



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

- April 26, 2023Step 2 Vision Request issued
- several dates TBD in May/JuneOpen remote meetings for questions
- June 28, 2022 by 4:00 pmDeadline 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 OctoberStep 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

Dana Hart
Director, Ilsley Public Library
dana.hart@ilsleypubliclibrary.org
(802) 388-4098

APPENDIX B



ARCHITECTURAL DESIGN COMPETITION GUIDELINES

May 1, 2023

Based on suggestions from *The AIA Handbook of Architectural Design Competitions (2019)*

PREFACE

What do the White House, the St. Louis Gateway Arch, the World Trade Center Memorial, and the Crown Point Bridge all have in common? Each is the result of an architectural design competition!

According to the American Institute of Architects (AIA), Design Competitions are an excellent way to

“Generate a wide range of new ideas in the approach to a design” and to

“Broaden public discourse about design, as well as about the specific project.”

The Ilsley 100 Project Team is pleased to introduce the power of an architectural design competition to help develop a new impetus for the re-creation of Ilsley Public Library. We wish to thank our four competitors for your interest in this effort, and your willingness to apply your creativity and energy to bringing this dream closer to reality.

The firms involved are:

gbArchitecture

Smith Alvarez Sienkiewicz

Vermont Integrated Architecture

Wiemann Lamphere / ReArch

1 PURPOSE

What is the Ilsley 100 Project Team’s purpose for conducting a design competition?

We hope to create the ideal facilities to house the Ilsley Public Library for our 2nd century by

1. stimulating creative facility/site design ideas from the professional design community that honor our program, context, and budget.
2. finding the best partners to assist with our journey through creation into execution.

A INITIAL ACTIVITIES

- Sign and return a letter of agreement.
- Contact Royce McGrath to schedule one full day of access to building and site to confirm as-builts, ask casual questions. This visit will include access to non-public spaces. Check in at main circulation desk for staff member assistance, and please limit number of team visitors to three.)
- Request CADD drawings file of floor plans from Judith Harris if desired.
- A property survey is underway, and will be provided as soon as it is complete.
-

B DESIGN COMPETITION ACTIVITIES***May 1 through July 7, 2023***

We are excited for this process to begin and are providing the following resources to help you explore your most creative ideas. Our expanded on-line web portal will be available as it was during the RFQ process as a central source for all communications.

<https://www.ilsleypubliclibrary.org/about-us/ilsley-100-project-team-design-competition/>

It will enable exploration of the work that has already been assembled by our team. This is also the place to look for shared answers (FAQs) to individual competitor questions, which can be posed to Judith Harris via her email address throughout the competition. Questions will be answered as soon as practical, in one-week batches.

In particular we encourage you to review the earlier work of the Project Team including the content of the public presentations found on the Ilsley 100 Project Page.

<https://www.ilsleypubliclibrary.org/about-us/ilsley-100-project-team/>

In addition, two key contacts are available to assist you :

Judith Harris, Technical Advisor / Primary Contact and Competitor Support
judith@harrisandharrisvt.com

Royce McGrath, Acting Director of the Ilsley Public Library
royce.mcgrath@ilsleypubliclibrary.org

- for scheduled access to non-public library spaces
- for submission of electronic and paper documents per Section 2C below

C INITIAL SUBMISSION REQUIREMENTS:**A FOCUS on CONCEPTS, APPROACHES, and IDEAS!*****July 7, 2023***

The required form of submission shall be anonymous. Two submissions are required on July 7th by 2 o'clock pm: 1) electronic submission to Royce McGrath via email address below. 2) paper submission, wrapped (to ensure anonymity) – one full-size copy each of all images with scale indicated. Competitors will be required to convert to uniform paper images mounted on presentation boards/easels for public exhibits at a later date. Submissions shall be entirely devoid of identifying titles, graphics, or references that would allow a reviewer to connect the name of the competitor/firm to the work.

Royce McGrath, Acting Director, IIsley Public Library will receive electronic submissions via email to royce.mcgrath@ilsleypubliclibrary.org by 2 pm on July 7, 2023. By that same time, she will receive paper submissions via mail, courier, or hand-delivery addressed to the IIsley Library, c/o Royce McGrath at 75 Main Street, Middlebury, Vermont, 05753.

Email submissions will then be assigned ID by letters: A.B.C.D. and distributed to the Project Team and the Professional Advisory Group for initial anonymous review. Paper submission copies will likewise be lettered and will be retained on site for reference by the Project Team and Professional Advisory Group.



The following are guidelines of the initial information you are expected to produce so that our evaluation of your efforts can be compared as equivalent in form and level of development.

Extra materials may be withheld from the Project Team and Professional Advisory Group, if they appear to violate the framework set forward below.

Competitors shall provide conceptual design information that can be understood and readily compared to our program requirements, site conditions, and downtown context. Clarity should take preference over elaborate renderings for appearance.

C.1 Project Narrative: Competitors shall describe their approach to this project in terms of their vision of libraries, IPL's importance to our vibrant community, and how their design approach supports that vision.

C.2 MINIMUM CONCEPTUAL DRAWINGS:

Site Plans sufficient to understand relationships of building components to their natural and man-made environments within the property boundaries, as well as to immediate neighbors. Vehicular and pedestrian circulation patterns should be considered.

Floor plan diagrams sufficient to suggest programmatic uses of all primary spaces and key relationships between them. Include entrances, circulation patterns, sight lines, public and private separations, overhead spaces and reassurance that all program needs can be met by your plans. Include only as much detail as required for clarity.

Exterior Elevation sketches as needed for understanding relationships between existing and proposed building components and facades. Alternate elevation material concepts are welcomed for consideration.

Building sections sufficient to understand uses by floor level, how they are accessed, and head-height clearances provided.

Illustrative perspectives or sketches sufficient to allow visualization of the proposed design concepts by the general public. Color renderings are not required at this time. Interior perspectives for key spaces are left to the discretion of the competitor.

C.3 GROSS AREA OR VOLUME TABULATIONS / PROJECTED COSTS STATEMENTS

ABOUT PROJECTED PROJECT COSTS:

- As this is a public project and must pass a bond vote to proceed, your proposed project design must respect the overall project costs as stated in our RFQ. Included in each submission shall be the cost estimates for the project as illustrated, and the basis for that estimate: e.g. professional estimator, or costs per unit: square-footage area / volume. It shall be stated by whom they are prepared.
- The Town of Middlebury reserves the right to hire a separate cost estimator to check for compliance to this submission requirement.

STATEMENTS ABOUT CODES / COMPLIANCE

The Town of Middlebury assumes that any professional submitting to this design competition has exercised reasonable efforts to create a project that is buildable, and that can be detailed and constructed to comply with all applicable building codes, zoning ordinances, and regulations of the jurisdictions where the project is located.

- Professionals shall also ensure that proposed changes or adaptations to the original 1924 building conform to The Secretary of the Interior's Standards for the Treatment of Historic Properties, in particular the Standards for Rehabilitation, noting that the project will likely require approval from the Vermont Division of Historic Preservation.

D INITIAL SUBMISSION REVIEWS:

Following receipt of submissions by the Acting Library Director Royce McGrath, anonymous copies will be provided to members of the Ilsley 100 Project Team and the Professional Advisory Group for review. Copies will also be provided to library staff and Board of Trustees members for their review and comment. These comments will be collected and collated by Royce McGrath.

E IN-PERSON PRESENTATIONS

E.1 All four competitors will present separately to the Project Team and the Professional Advisory Group in a two-hour time-slot. Presentations should not exceed 45 minutes, to allow adequate time for Q&A. **July 25 and July 27, 2023**

E.2 Static presentations will be displayed in the Town Offices or Library Lobby. Comment cards will be available to the public. **July 28-August 8, 2003**

E.3 All four competitors will present to the Selectboard and public as part of a single meeting. They will then receive and respond to questions at their respective exhibit locations. Public exhibits shall be provided at specific scales/sizes/formats to allow for ease of comparison by a large general audience. Attendees will have the opportunity to submit comments in writing. **August 9, 2023**

Note regarding E Presentations: At this point presentations are no longer anonymous, nor are they required to be static or equivalent to other competitors in scale, form, or content. You may use whatever means and methods you wish to convey the content and excitement of your entry. In-person presentation times at the large public meeting will be limited.

At this point any competition obligations for the competitors are complete. You will be paid \$5K each for your participation.

F **Illesley 100 Project Team conducts final rankings** **August 17, 2023**

Based on its own perceptions, the opinions of the Professional Advisory Group, and the responses of library staff, Trustees, Selectboard members, and the general public, the Project Team will determine the firm(s) to receive the RFP.

G **The Project Team prepares an RFP for development into full schematics.** Team shares RFP with Selectboard and requests permission to release at their August 22nd meeting to proceed to Step H. Physical Exhibits are returned to those not selected. **August 22, 2023**

H **Team releases RFP** **August 24, 2023**

I **Team selects preferred schematic design proposal,** requests permission from Selectboard for Town Administration to engage in Contract Negotiations

September 5, 2023

J **Town Manager and Team request approval of Selectboard** to allow chosen team to proceed with schematic design & prepare cost estimate for proposed bond vote, March 2024. **September 19, 2023**

A Participation Agreement is required to be signed by each competitor prior to full engagement in this Design Competition. This proposed letter has been emailed to each competitor for your review. Please return no later than May 9, 2023.

The following information is provided in the interest of transparency. However, participants should communicate through the approved channels only, and are requested to not contact individuals listed below during the process.

Competition Sponsor: Town of Middlebury

Ilsey 100 Project Team

Voting Members:

Library Board of Trustees Representatives

Joe McVeigh, Team Chair

Amy Mincher

Selectboard Representatives

Dan Brown

Farhad Kahn

Public Representatives

Barbara Doyle-Wilch

Jim Gish

Ken Perine

Ruth Hardy (Alternate for Ken Perine)

Non-Voting Members:

Dana Hart, Director

Beth Dow, Town Administration Liaison

Judith Harris, Technical Advisor

Professional Advisory Group (PAG)

Glenn Andres, Professor Emeritus, History of Art &
Architecture, Middlebury College

Tom Keefe, Preservation Architect (ret.) Former Chair, Vermont
Advisory Council for Historic Preservation

David Hamilton, Prof Harvard Grad School of Design / Urban
Planning; Chair, Design Review Board, Town of Middlebury

Ilsey Public Library Board of Trustees

Amy Mincher, President

Joe McVeigh, Treasurer

Meg Baker, Secretary

Claire Tebbs

Natasha Sen

IPL Primary Staff

Dana Hart, Library Director (on leave)

Royce McGrath, Acting Library Director

Chris Kirby, Adult & Technical Services Librarian

Tricia Allen, Youth Librarian

Hayley Coble, Circulation Librarian

APPENDIX C

Design Goals: Ilsley Public Library Renovation and Expansion Project

This document combines the visionary *pillars* from the Ilsley Board of Trustees and the more focused *challenges* laid out by Library Director Dana Hart and library staff. Also, it considers the library's space needs, historic preservation, program, and cost considerations.

We recognize that this is, in fact, an aspirational design goals document for the completed project. Although some of individual line items may be rather too detailed or developed for use during the conceptual design phase, they establish useful targets to aim for along the path ahead.

With that in mind, it is the intent of the Ilsley 100 Project Team to begin using this document to help guide evaluation of the Architectural Design Competition submissions to be received on July 7, 2023. It will provide a continuing and consistent yardstick for direction as we move forward to a completed project.

1) Design pillars

- **Welcoming**

Design, entrances, and light, open spaces invite everyone in and create a welcoming atmosphere with opportunities to be greeted directly.

Challenges¹:

- Does the design help our librarians move through their varied tasks with greater ease and efficiency?
- Does the design have the potential to “surprise and delight” our community while still honoring the historic architecture of our 1924 Carnegie style library?
- Does the design work well as a companion to the Town Office Building?
- Does the design fit well into the downtown neighborhood?

- **Accessible**

All spaces, interior and exterior, allow for and support inclusive participation for all community members.

Challenges:

- Does the design support patrons with mobility issues and also patrons living with vision, hearing, speech, sensory or cognitive and neurological disabilities?

¹ For a more complete explanation of the challenges questions, see [Dana Hart's letter to participants of the Ilsley 100 Design Competition.](#)

- **Safe**
All spaces prioritize the physical safety and health of staff and community members.
Challenges:
 - Does the design maximize sightlines given the spatial and staffing limits we're working with?

- **Community Hub**
The building provides comfortable places for community members to gather, connect, collaborate, and learn together.
Challenges:
 - Does the design offer solutions to meeting the competing needs of patrons in a limited space?
 - Does the design address the needs of community meeting spaces, particularly during times outside normal library hours?
 - Are MCTV spaces integrated into the library design so that staff and patrons can benefit from the synergy of two organizations with similar missions?
 - Does the design of the building maximize our property footprint but still allow for some outdoor programming space for the community to enjoy?

- **Flexible**
Spaces are able to accommodate shifting programmatic technological workflow and collections needs into the future.
Challenges:
 - In addition to the programmed storage closets, does the design include creative opportunities to maximize storage?
 - Does the design allow for easy reconfiguration of interior spaces in the mid-term, and for potential additional expansion in the long-term?
 - With the exception of overhead spaces, does the design ensure that every room in the library is prepared to accommodate current and emerging technology?

- **Sustainable**
The new building makes efficient use of limited resources such as of energy and water, through excellence in design, construction and maintenance.
Challenges:
 - Does the design reduce the resources currently required for maintenance?
 - Does the design provide an environmentally friendly and sustainable building in both construction and operation?

2) Cost considerations

Challenges:

- Does the project construction estimate fall within our target for an overall project budget?
- Does the project as presented appear to have an opportunity for phasing?
- Does the project offer any opportunities for remaining on site during construction?
- Does the design present creative solutions to limiting costs?

3) Historic preservation

Challenges:

- Do proposed changes or adaptations to the original 1924 building conform to the Secretary of the Interior's Standards for the Treatment of Historic Properties, in particular the Standards for Rehabilitation, noting that the project will likely require approval from the Vermont Division of Historic Preservation.

Note: Although the IPL staff has met with Division representatives on general topics of historic preservation as they relate to maintenance and renovations, the specific topic of potential selective demolition has not been addressed in detail. Design Teams should include these investigations in their list of required permits to clarify any limitations or opportunities that various design solutions present.

4) Program Requirements

Challenges:

- To what extent are all the program requirements met?
 - Does overall gross square footage represented include 10% growth?
 - Are all major category goals of the line-item program met?
 - Are the adjacency diagrams accurately reflected in the design?
 - Do the floor stacking patterns or placement of program elements allow for efficient workflow and staffing?

5) Team collaborative communication skills

Challenges:

- Does the professional team as assembled appear to work well together at problem solving and internal communications/interactions?
- Does the professional team as assembled appear to listen well to the Project 100 Team, the library director and staff, the Selectboard and general public?
- Does the professional team as assembled respond in a thoughtful, complete way to any questions or challenges presented?
- Does the professional team as assembled seem knowledgeable about libraries in general and Ilsley in particular as a building type?
- Does the professional team as assembled seem knowledgeable about Middlebury, its community and culture?

ISSUE DATE: June 19, 2023

Appendix D: Community Engagement Efforts



Memorial Day Parade Supporters



HOW WE SERVE THE COMMUNITY

books audiobooks dvds
story times youth media
lab tome talks ebooks
teen advisory group
chess club classic film
club book sales craft
tables cribbage paint
nights MCTV First
Wednesdays composting
workshops first aid
trainings writers'
workshops otter creek
poets author talks
science cafe story time en
español media lab
puzzles newspapers teen
programs magazines
bathrooms summer
reading programs LEGO
club free wi-fi study
rooms library of things
museum + park passes
play area supervised
visits study areas air
contioning heat e-bikes
notary public sewing
classes friendly faces

WHY WE NEED TO RENOVATE + EXPAND

leaky roof people get
stuck in elevator lights
don't work boiler
breaks down unsafe
sightlines not enough
storage no room for
Friends' book sale +
storage cramped work
spaces need a real teen
space need eco-
friendly HVAC system
front steps
deteriorating windows
won't open
children need to be out
of the basement
better air quality
meeting room ceiling
too low MCTV needs
more space need small
group meeting rooms
need conference room
not enough space



Visit our website to learn more about the Ilsley100 Project.

<https://www.ilsleypubliclibrary.org/about-us/ilsley-100-projectTeam/>

Attend our next public meeting, where four teams of architects will present their building designs:

WEDNESDAY, AUGUST 9
6:30-8:30PM
TOWN HALL THEATER

Promotional Bookmarks

APPENDIX E



Letter from Project 100 Team

Update on the Ilsley Public Library Renovation and Expansion Project

We are excited that three architectural firms are currently working on conceptual designs for the library's renovation/expansion project. They are part of a design competition, and we look forward to sharing the results of their work with you later this summer!

The three firms are Vermont Integrated Architecture of Middlebury, gbArchitecture of Montpelier, and a team comprised of Wiemann Lamphere Architects from Colchester who are working together with the ReArch Company from South Burlington.

The firms have been asked to come up with conceptual designs. A conceptual design is not the same as completed architectural drawings for construction. What we are really looking for is creative ideas that will address some of the design goals and needs that we have identified through our preliminary work. These designs will not be the finished product—these are really initial drafts, but we are hoping to base our choice of future architectural firm based on their submission and they will provide a good starting point for future development.

The Ilsley 100 Project Team has given each firm a very clear outline of what we are looking for. You can see details on our website at <https://www.ilsleypubliclibrary.org/about-us/ilsley-100-project-team-design-competition/>

Design pillars

To start with, we asked the firms to address the design pillars, devised by the library Trustees in 2021:

"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."

- **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 limited resources such as of energy and water, through excellence in design, construction and maintenance.

Costs, historic preservation, program

In addition we asked the firms to consider creative solutions for limiting costs and to address issues of historic preservation relating to the original 1924 building.

We also asked them to carefully consider how best to implement the requirements of our square-footage planning program to be sure that placement of various elements are efficient and effective. The project team will also be evaluating the collaborative communication skills of the firms.

Your feedback is invited

The designs created by the firms will be on display in the library' main lobby from Wednesday, July 26 to Wednesday, August 9th. Please come by to take a look and provide your thoughts. Then, please come to hear presentations from the architects, Wednesday, August 9th at 6:30pm in the Town Hall Theater. You'll have the opportunity to ask questions and get a deeper understanding of the conceptual designs, as well as to share your reactions..

We're excited about our progress and look forward to your participation as we move ahead with our renovation and expansion efforts.

Joe McVeigh
Chair, Ilsley 100 Project Team

Appendix F: Tentative Funding Sources

ILSLEY PUBLIC LIBRARY		
IPL 100 PROJECT TEAM Funding Sources		
Funding Source	Amount Eligible/Estimated/ Requested	Status of Funding (eg: application submitted, funding awarded, funding received)
Government Funds		
Congressional Directed Spending		Made contact with Sen. Sanders office and shared intent to request congressionally directed funding in 2023. Met with Beth Awhaitey, Outreach Representative for Sen. Sanders.
Municipal Bond		Working with selectboard and town manager to explore bond options.
Grant Funds		
Libraries Capital Project Fund (Vermont Department of Libraries, Agency of Administration)		Preliminary conversations with granting agency.
Walter Cerf (Community Foundation)	\$25,000	Preliminary conversations with granting agency.
Historic Preservation (Agency of Commerce and Community Development)	\$20,000	Preliminary conversations with granting agency.
Libraries Transform Communities	\$20,000	Preliminary conversations with granting agency.
VCDP Accessibility Modification (Agency of Commerce and Community Development)	\$100,000	Preliminary conversations with granting agency.
Community Facilities (USDA)	\$50,000	Preliminary conversations with granting agency.
Cultural Facilities (Vermont Arts Council)	\$30,000	Preliminary conversations with granting agency.
State Economic & Infrastructure Development Investment Program (Northern Border Regional Commission)	\$350,000	Preliminary conversations with granting agency. Letter of Interest being drafted.
Municipal Energy Resilience (Buildings and General Services)	\$500,000	Preliminary conversations with granting agency. Responded to initial survey to indicate intent to apply.
Private Fundraising		
Capital Campaign		Fundraising consultant retained; organazational audit complete; feasibility study tentatively scheduled.
Total Anticipated Funding		\$1,095,000

Tentative Funding Schedule

		2022												2023												2024												
		OCT	NOV	DEC	JAN	FEB	MARCH	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APR	MAY	JUNE	JULY	AUG	SEPT	OCT
ILSLEY PUBLIC LIBRARY																																						
Grant Funding Schedule																																						
VTLIB Libraries Capital Project Fund																																						
Walter Cerr (Community Found.)																																						
Historic Preservation																																						
Libraries Transform Communities																																						
VCDP Accessibility Modification																																						
Community Facilities (USDA)																																						
Cultural Facilities																																						
NBRC (SEID)																																						
Municipal Energy Resilience																																						
Government Funding Schedule																																						
Congressional Directed Spending																																						
Municipal Bond																																						
Capital Campaign Schedule																																						
Organizational Audit/Preparation																																						
Feasibility Study																																						
Plan Campaign																																						
Quiet Phase (Leadership Gifts)																																						
Public Phase (Major Gifts)																																						
Public Phase (Community Campaign)																																						