Introduction

The Berwick Library Association Board of Directors/Trustees (BLA) is in the early stages of a library renovation project for the Berwick Public Library (BPL or Library). The BLA is seeking proposals from interior design space planning consultants or architects (Proposer), to develop conceptual design(s) and provide cost estimates for renovation. The current structure of the Berwick Public Library was completed in 2005.

Proposed Timetable

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>June 6, 2022</td>
<td>RFP released</td>
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<tr>
<td>June 8, 2022 –June 22, 2022</td>
<td>Optional site visit scheduled individually</td>
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<tr>
<td>June 23, 2022</td>
<td>Pre-submission questions due via email</td>
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<td>June 30, 2022</td>
<td>Pre-submission questions posted on website</td>
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<tr>
<td>July 25, 2022</td>
<td>Final design plans and cost estimates due by 5:00 pm EST</td>
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<tr>
<td>September 23, 2022</td>
<td>Anticipated approval of recommended consultant by library board</td>
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<td>(Decision could be made sooner, however, recommended consultant will be informed in the week prior)</td>
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The above schedule for review by the BLA is subject to change. The BLA does not anticipate the need to conduct interviews for this RFP process; however, should the board determine there is a need, the three top ranked vendors will be notified. The Library will not be legally obligated to adhere to the dates for recommendations and award.

Project Characteristics

The BLA is currently looking for a design consultant or architect to ascertain the best possible option for the needs of the Library. Should a design consultant or architect envision multiple viable options, the BLA would like to hear those recommendation as well in order to choose the best possible fit for the Library’s needs. Also for consideration, there is a basement with approximately 5,000 square feet of space available as a possible option for renovation.

The renovation should encompass a new community room, larger area for Children’s or Young Adult collection, additional staff office workspace, restrooms, kitchenette, as well as the possibility of a need for an elevator, sump pump, and natural lighting assessment if basement renovation option is provided.
by proposer. The design should be cost-effective, making use of existing features where possible. Elements of the design should incorporate portability to allow for multi-use spaces to accommodate special events including programs, lectures, receptions, and other educational and cultural activities within the community area.

Elements of the renovation with high priority may include but are not limited to:

- A Children’s or Young Adult area. The area should be provided with a glass front office.
- A community room of approximately 1500 square feet. The community room should be divisible into three (3) separate rooms and provided with a ceiling mounted media projection system. Three (3) storage spaces for furniture and coats should be contiguous with the rooms.
- Assistant Director’s office.
- Staff work area for processing books to include a large supply closet for operational materials.
- Two study cubicles.
- Two restrooms, with one possibly being a children’s restroom based on recommendations.
- Kitchen/break room with refrigerator/microwave, toaster oven, two (2) tables/chairs and staff lockers.
- An open book sale area.

If basement renovation option is provided, additional elements may include but are not limited to:

- A second basement entrance that is handicap accessible from the outside of the building to meet fire/building code enforcement requirements.
- Ceilings at the same height throughout.
- Larger, additional windows for egress to meet fire/building code enforcement requirements.
- Elevator – per inspection from State Elevator inspector Stanley Quinn, a limited-use/limited-application (LULA) elevator can be installed because this is an existing building and the elevator would be placed inside the building.
- A sump pump in the event of any flooding to reduce the possibility of damage.
- Bringing as much natural light into the basement as possible.

All elements listed are based on needs of the business. Proposed rooms can deviate slightly to accommodate design as needed.

Copies of current architectural plans are available onsite or by PDF upon request.

Proposal Requirements

The proposal should address the following:

1. Transmittal Information.
   a. Firm’s name, address, telephone number and contact person.
   b. Firm’s confirmation of understanding of the project and commitment to provide the appropriate personnel, equipment and facilities to perform the scope of services as defined in this document.

2. Proposal
   a. Addressing details in scope of services, background and project section, deliverables and issues identified above.
   b. Detailed plan of work, including timeline, with proposed schedule for the completion of each project phase, as well as a proposed final project completion date.
3. Personnel Experience - For each key project team member please submit a brief description of the following:
   a. Name
   b. Proposed responsibilities
   c. Professional registrations
   d. Description of related past experience, particularly experience of a similar capacity on projects of comparable size and/or scope

4. Detailed cost proposal for developing the renovation master plan and required deliverables.

5. References
   a. Provide a minimum of three (3) references for libraries or other public/multi-use spaces at which the proposer has done similar or indicative work. Provide names and contact information who can speak of proposer’s work.
   b. Proposer may include recommendations, images, or evaluations from current or previous clients that demonstrate success with similar assignments.

6. Contract
   a. Please attach a copy of your standard contract for these types of services in the email/written correspondence submitting the proposal.

7. Insurance
   a. The proposal must include either a description of the firm’s insurance or a certificate of insurance outlining the firm’s insurance. The firm, and any applicable subcontractors it will rely upon to perform architectural, engineering, or other professional services, shall provide evidence/certificates of its available insurance coverage as well, including commercial general liability, errors and omissions, automobile, and worker’s compensation.

BLA reserves the right to contact any and all references to obtain, without limitation, ratings for the following performance indicators:
   ● How would you rate the firm’s efforts in providing the service as requested?
   ● How would you rate the overall knowledge and skills of the team in the requirements of the project?
   ● How satisfied were you with the service provided by this company?
   ● Would you contract for service again in the future?

Proposer shall provide information that documents its firm’s experience and capacity to produce the required outcomes. Proposer is defined as the company, entity, or partnership that is submitting a proposal under this RFP, not individual companies in a partnership of joint venture. This information shall include:
   ● Form of Ownership.
● Number of years the proposer has been in business under its current name. Description of the length and nature of the proposer’s experience in providing the products and services requested in this RFP.
● State if the proposer is presently negotiating a sale, acquisition or merger that would alter the proposer’s existing structure.
● Disclosure of any pending lawsuits against the proposer or against others; and if none, state that.
● Any other information that demonstrates the proposer’s experience, ability and capacity to produce the required outcomes requested in this RFP.

General Requirements

Questions about the requirements in the RFP should be submitted by email to Paula Lepore, BLA President (pleah48@gmail.com). If the questions materially affect the RFP specifications, all proposers will receive copies of the questions and responses without identification of the source of the questions.

Responses to the RFP

Proposals will only be accepted from a single firm, not from joint ventures. When two or more firms desire to submit a single proposal, they shall do so as prime/subcontractor(s). All documents, including proposals, submitted to the Berwick Library Association become the property of the BLA. They will be received and held in confidence until proposals are opened publicly by the BLA.

Fees

The fee structure shall be written in the proposal and also stated in figures. The non-profit status of the BLA shall be taken into consideration. No proposer will be allowed to withdraw and resubmit its proposal for any reason whatsoever after the proposals have been opened, without permission of the BLA.

Total Consultant/Architect Cost

Cost quotes and payment terms should be included for all services. BLA will not reimburse proposers for any costs involved in the preparation and submission of responses to this RFP or in the preparation for or participation in any subsequent demonstrations and meetings prior to selection. Furthermore, this RFP does not obligate BLA to accept or contract for any expressed or implied services. BLA reserves the right to request any proposer to clarify its proposal or to supply any additional material deemed necessary to assist in the evaluation. All proposals and submissions shall become the property of BLA upon receipt and may be used by BLA in the selection of a proposer and may be incorporated into any final agreement between BLA and the proposer submitting same.

Selection Criteria

The criteria which will be used in evaluating proposals include:
● Appropriate expertise for this type of project.
● Demonstrated experience of innovative design solutions for projects of this type and past performance of proposer as per clients.
● Knowledge of the regulations governing the design, construction and operation of such facilities in Maine and the town of Berwick.
● Compliance with format and contents of proposal.
Negotiation

BLA reserves the right to enter into negotiation with one or more proposers. BLA reserves the right to reject all proposals.

Award of Contract

BLA shall have a period of 60 calendar days after opening of the proposals in which to award the contract.

Professional Services Contract

The successful responder will be expected to enter into a contract with BLA pursuant to the documents including the RFP, the proposal, the summary of negotiation, and any and all other additional materials submitted by the proposer. The only official answer or position of BLA will be the one stated in writing.

If your proposal is accepted and a contract is issued, this Request for Proposal and all documents attached hereto including any amendments, the firm’s technical and price proposals, and any other written offers/clarifications made by the firm and accepted by the Library, will be incorporated into a contract between the BLA and the firm. It shall contain all the terms and conditions agreed on by the parties hereto. No other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the firm has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable state, federal and local regulations that affect or may at some future date affect, the performance of this contract.

Acceptance of this proposal will take place only upon award by the BLA, execution of contract, and delivery of the fully-executed contract to the firm. Acceptance may be revoked at any time prior to delivery of the fully-executed contract to the successful firm. The contract may be amended only by written agreement between the firm and the Berwick Library Association Board of Directors/Trustees.

Proposal Submission

The entire proposal must be delivered in a sealed envelope or package and clearly marked as **Berwick Library Association – Renovation Project**. The following must be included:

- One (1) hard copy of all relevant information and attachments as related to this project
- One (1) copy should be clipped together to facilitate document reproduction.
- One (1) electronic copy in PDF format must be included.

Proposals are due **Monday, July 25, 2022 by 5:00 pm** local time and shall be delivered in a sealed package to:

Berwick Library Association - RFP
ATTN: Paula Lepore
103 Old Pine Hill Road
P.O. Box 838

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Berwick, ME 03901

Proposals may be delivered by hand, mail or courier service. Proposals received beyond the deadline will be returned, unopened.