



THE VINEYARD HAVEN PUBLIC LIBRARY  
TOWN OF TISBURY, MASSACHUSETTS

REQUEST FOR QUALIFICATIONS (RFQ)

Design Services for a Multi-Purpose Meeting Room Addition

Submittal Deadline: **2:00 PM August 28<sup>th</sup>, 2018**

The Vineyard Haven Public Library  
Building Design & Construction Committee  
200 Main Street  
Vineyard Haven, MA 02568

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## **I. INTRODUCTION & BACKGROUND**

The Vineyard Haven Public Library Board of Library Trustees (Owner) and the Building Design and Construction Committee (Committee) in the Town of Tisbury (Town) are seeking proposals for Architectural Design Services for the preparation of a design and budget estimate to construct an addition to the library building at 200 Main Street, in order to build a multi-purpose meeting room, including building repairs or renovations that would be integral to completing the addition and improving the exterior.

The Vineyard Haven Public Library is located in the Town of Tisbury on the Island of Martha's Vineyard. The town has a year round population of approximately 4,000 residents, however due to seasonal residents and visitors the library has nearly 8,000 cardholders. Education is a top priority for this community, as is reflected in the library's strategic goals. The library currently holds 7 to 10 public programs each week for all ages, with several thousand people attending annually. The library's current Activity Room lacks characteristics appropriate for community programming, and program attendance regularly exceeds the capacity of this room.

Following a strategic planning process, the Board of Library Trustees requested funding from the Town of Tisbury for the design of an addition to the building to house a meeting room, and funding was approved and appropriated in April, 2017. The Library Board has capital funds not subject to further appropriation that have been designated to pay for construction costs, and will also undertake a capital campaign to raise additional funds.

### **Site Description**

The Vineyard Haven Public Library has been at its present location at 200 Main Street since 1909. The current building was constructed in 1967, and was renovated and expanded in 2000. The building has 9,000 sq. ft. of usable space on two floors, consisting of a 4,800 sq. ft. ground floor level and 4,200 sq. ft. partial walkout basement. The small 21,100 sq. ft. lot may place some constraints on expansion options. The building has an on site septic system and public water supply. A copy of the last renovation plans is available for review.

The library is located in a primarily residential area just beyond "downtown" Vineyard Haven, and less than half a mile from the Vineyard Haven Steamship Authority Terminal, the main point of entry for the island. The location is also less than one mile to the public school, across the street from Havenside elder housing, a quarter mile from a Montessori School, and adjacent to the Williams Street Historic District and Owen Park recreational and harbor facilities. The library does not have a parking lot but is a convenient location for walking traffic and there is sufficient available street parking in and around the neighborhood.

It is desirable that any changes to the building will maintain the characteristic appearance of the residential neighborhood, including appropriate landscaping.

## **II. PROJECT DESCRIPTION**

**Planned Size:** A 1,200 – 1,500 square foot multi-purpose space

**Daily Use:** Serves as program room for lectures, films, entertainers, literary and other cultural programs. Wall space may serve as display space for rotating art exhibits. When not in use for programming purposes would be available to the public for reading and personal computer use, or reserved for meetings.

**Possible Addition Location and Access:** The library has a courtyard patio area to the rear and southwest of the building of approximately 2,000 sq. ft. It is accessed through doors from the Main Floor Reading/Computer area and Children's Room and with pedestrian access from Greenwood Avenue and Main Street. This garden offers a quiet outdoor space and also views onto it from the reading room, as well as light to the interior. The Margaret Webster garden space also has historical significance to the town. It contains a donated sculpture and once contained a small Shakespeare herb garden. It is also the area where an addition seems to be at least feasible. If an addition is placed in this area, the right balance between the addition and the garden spaces will need to be accomplished within the design.

Other construction locations or reconfiguration of existing space may also be considered under the following conditions: Construction costs would not be substantially larger compared to expansion over the garden area; Any redesign at least preserves or expands square footage available for use by the public and staff work spaces; All public areas can be supervised and serviced with existing staffing levels and during existing (or expanded) hours of operation; Maintains a minimum of 4,700 linear feet of shelving to hold the library's collection; Existing program room on lower level will continue to be available for Children's Activities, Craft/Makerspace or Computer Lab; Children's Room and other high use areas will remain on Main Floor; Additional storage space is extremely desirable; The addition should be planned so that it utilizes natural light wherever possible, and does not block sources of natural light to the lower level.

### **Key Features:**

- The event room should be most likely be rectangular in shape with the performance area designed at one of the shorter ends of the room. A space of 30 feet x 40 feet would be a good example. Audience capacity of 100-125.
- Windows should be such that adequate light can be let in for events, but that can be easily blocked of all light with lightproof shades for events requiring darkness.
- Separate entrance via a well-lit, paved pathway, so that the room could be closed off from and accessed separately from the rest of the library. If room is to be closed off from main building then public restroom(s) and water a fountain/cooler would be required.
- Entryway large enough to accommodate movement of equipment and easy wheelchair access.
- Secure storage closet large enough to store 100 stackable chairs, multiple folding tables, AV equipment and other room accessories.

- Food preparation area including sink, refrigerator, microwave/burners with adequate counter space and cabinet storage for supplies.
- A raised stage or presentation platform for the performance area at one end of the room. This may be of a collapsible and removable nature.
- The room should have multi-zoned lighting to cover all event possibilities with a minimal amount of controllable stage lighting for the performance area.
- There should be separately controlled quiet, and efficient air-conditioning and heating zones, programmable for automatic operations from a secure, central location.
- Ceiling high enough to accommodate a motorized retractable 16:9 aspect ratio movie screen of sufficient size for the room and a ceiling-mounted high-resolution projector.
- A state-of-the-art sound system with an assisted hearing loop wired into the construction.
- Adequate ventilation and environmental controls.
- Emphasis should be placed on optimizing the acoustical properties of this performance space. This would also include soundproofing/insulation on ceiling and walls to keep program sounds from reaching other areas of the building.
- The possibility of room dividers to reduce size of space for smaller programs.
- Meets all relevant codes and standards including accessibility, fire protection, wiring, an adequate number of electrical outlets, and child safety features.
- Concern for drainage and gutters and adequate space for maintenance around exterior of building.
- All fixtures, furnishings, lighting, etc., should be as environmentally responsible as possible without detracting from the warm ambience intended for the project.
- All construction materials that pose a health hazard should be avoided.
- The room must be in compliance with all provisions of the American with Disabilities Act (ADA) and state and local code.

### **III. SCOPE OF SERVICES**

#### **A. Programming / Conceptual Stage**

1. Utilizing the existing survey plan the designers will prepare a site plan adding any missing information such as but not limited to existing structures, landscaping, drainage, subsurface structures, all utilities, lot lines, set-backs, rights of way, easements, parking, wastewater infrastructure, etc. and obtain any missing survey information from a civil engineer.
2. Meet with Town representatives and the public to discuss the program.
3. Create a program for the library addition including: basic information such as sizes, space requirements, workflows, activities and special uses.
4. Develop an assessment in regard to possible exterior repair work, mechanical systems upgrades, as well as address building characteristics and exterior appearance changes that may be part of the design.
5. Provide and review with the library trustees a conceptual cost projection and a conceptual project schedule based on an agreed upon program.
6. Develop 3 conceptual options that meet the project requirements and briefly describe the pros and cons of each, and provide projected costs for each to be reviewed by the owner and the public.
7. The Library Trustees will decide on a conceptual direction for the Schematic Design Stage.

#### **B. Schematic Design Stage**

1. Facilitate meetings with Town representatives to review the chosen conceptual option in regard to any required changes to utilities, drainage, landscape or building issues, zoning issues, and other concerns that need addressing before beginning the development of a schematic design.
2. Prepare schematic drawings (in compliance with zoning regulations and adequacy of available utilities) that develop the chosen conceptual option such as, but not limited to:
  - a. Site plan, including paving layouts, landscaping, and pedestrian circulation, and any relevant right of way information such as easements, building set-backs,
  - b. Floor plans, describing major elements such as room relationships, interior building circulation, windows and doors, etc.
  - c. Exterior elevations, rendering and color palette
  - d. Any key building sections and details describing the schematic design
  - e. Location of utilities and mechanical space requirements
  - f. Include an itemized revision of the preliminary cost projections
3. Participate in public meetings and meet with the Building Design and Construction Committee to review the schematic design drawings, address issues and further

development of the drawings in regard to Building Design and Construction Committee, Library Trustees, town officials and public comment.

4. Coordinate with private utilities and service providers any required work.
5. Produce a final set of schematic drawings and updated cost projections for library trustee review and approval.

### **C. Design Development Stage**

1. Facilitate meetings with the Building Design and Construction Committee, Library Trustees and Town staff and public to further develop Design Development Documents.
2. Prepare and submit Design Development Documents including detailed specifications, cost estimates and schedule to town representatives, Building Design and Construction Committee and Library Trustees for review and approval. Prepare all documentation required. Drawings and documents to include, but not limited to:
  - a. Site plan
  - b. Floor plans, structural, fire protection and landscaping
  - c. Exterior elevations, rendering and color palette
  - d. Building sections and details
  - e. Interior elevations, casework and millwork elevations
  - f. Drainage study and calculations as needed
  - g. Report addressing all town design criteria and code requirements
  - h. Cost estimates
  - i. Value Engineering and Life cycle cost analysis
  - j. Construction schedule in regard to seasonal constraints
  - k. Architectural model
3. Participate in public meetings to review the schematic design drawings, address issues, and engage community support.
4. Respond in writing to all town comments on plans.
5. Receive final approval from the Trustees and Building Design and Construction Committee of the design development and cost projections before moving on to the next stage.

### **D. Construction Documents Stage**

1. Prepare complete Construction Documents and Specifications, including revised budget estimates.
2. Attend follow up meetings with town officials.
3. Submit complete sets of construction documents including specifications, architect's

cost estimate and schedule to Library Trustees and Town representatives for review and approval.

4. Correct plans to reflect any issues noted prior to approvals.
5. Receive approval by town representatives, Library Trustees, and Building Design and Construction Committee.
6. Review possible construction method options.
7. Provide all documentation required by state and local officials to obtain building permits.

#### **E. Construction Administration and Close-out**

1. Bidding process to hire a general contractor
2. Construction and administration period
3. Project close out and finalization

#### **IV. GENERAL & SPECIAL PROVISIONS**

1. The Vineyard Haven Public Library Board of Trustees, in conjunction with the recommendation from the Building Design and Construction Committee, is the Awarding Authority. The Board reserves the right to reject any and all proposals and to waive any informalities or irregularities as it deems fit, in the best interest of the Town of Tisbury.
2. The applicant, and any sub-consultants of the applicant selected, shall be expected to comply with all federal, state, and local rules, regulations, and laws as they apply to the project(s) without limitation including all federal, state, and local bidding, environmental, and safety rules, regulations, and laws in the performance of services.
3. The consideration of all proposals and the subsequent selection of the successful applicant shall be made without regard to race, color, gender, age, handicap, religion, political affiliation or national origin.
4. The successful applicant, and all sub-consultants of the successful applicant, shall adhere to the provisions of the Fair Employment Practices Law of the Commonwealth (Chapter 151B of the Massachusetts General Laws).
5. The successful applicant, and all sub-consultants of the successful applicant, shall assure the Awarding Authority that it will carry out the performance of services in full compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 (78 Stat.252), and any executive orders of the Governor of the Commonwealth as such may from time to time be amended.
6. The provisions relating to non-discrimination and affirmative action in employment shall flow through all contracts and subcontracts that the successful applicant may receive or award as a result of this contract on behalf of the Awarding Authority.
7. Minimum Insurance Requirements:

The successful applicant and any and all consultants and sub-consultants of the successful applicant shall provide and maintain throughout the term of the contract and any extension or renewal thereof the following insurance with companies that are rated as A or better by Best's Rating Service or equivalent.

- a. Workers' Compensation Insurance as required by the laws of the Commonwealth of Massachusetts, MGL C152. Waiver of subrogation, statutory benefits-state of hire and employer's liability \$500,000 each person for injury by disease, \$500,000 policy limit for injury by disease and \$500,000 each person for injury by accident.
- b. General Liability Insurance, of at least \$1,000,000 bodily injury and property damage liability, combined single limit with a \$2,000,000 annual aggregate limit. Such coverage shall also be in effect for three (3) years from the date of final payment of the construction contractor.
- c. Umbrella Liability insurance, of at least \$1,000,000 each occurrence and \$1,000,000 annual aggregate.
- d. Automobile Liability Insurance – (applicable for any contractor who has an automobile operating exposure, owned, non-owned and hired) of at least \$500,000 Bodily Injury and Property Damage per accident.

- e. Architects and Engineers Professional Liability – (applicable for any architects or engineers involved in the project) of at least \$1,000,000 per occurrence, \$2,000,000 aggregate.
- f. Failure to Provide and Maintain Insurance – Failure to promptly provide and continue in force such insurance shall constitute a material breach of the contract and shall be grounds for immediate termination thereof by and in the sole discretion of the Vineyard Haven Public Library Board of Trustees and Building Design and Construction Committee.
- g. The Certificate Holder section of the Certificate of Insurance (Form Accord 25) shall read precisely:  
Vineyard Haven Public Library  
Town of Tisbury  
200 Main Street  
Vineyard Haven, MA 02568

### Indemnification

The Designer shall defend, indemnify and hold harmless the Town from and against any and all claims, liability, loss, damages, costs or expenses for personal injury or damage to real or tangible personal property which the Town may sustain, incur or be required to pay, arising out of or in connection with services performed under this Contract or by reason of any negligent action/inaction or willful misconduct of the Designer, its agent(s) or person(s) employed by the Designer, any of its subcontractors or other entities for which the Designer is legally responsible.

### Consultants

The architect shall engage the following consultants as needed, either in-house or by subcontract: structural engineers; mechanical, electrical, and plumbing engineers; civil and traffic engineers; landscape architects; interior designers; and a cost estimator or quantity surveyor. Personnel or firms to be used must be indicated in the proposal. Where in-house personnel will be used, the proposal should so specify. If cost estimates will be prepared in-house, credentials of estimator(s) must be provided in detail.

## **V. SUBMISSION REQUIREMENTS**

Five (5) copies of the qualifications must be submitted no later than **2:00 PM local time on August 28<sup>th</sup>, 2018**. Qualifications should be submitted and addressed to:

Town of Tisbury  
Office of the Contract Specialist  
400 Spring Street  
455 State Road – PMB 204  
Vineyard Haven, MA 02568

Qualifications must be clearly marked on the outside of the delivery envelope:  
**Design Services for Multi-Purpose Meeting Room, Vineyard Haven Library**

Responding Designers are asked to address each of the following submission requirements in a clearly labeled section of their response.

1. Name and address of applicant.
2. Cover letter outlining the contact person including name, job title, address, email address, telephone number and fax numbers.
3. A full listing of all persons to be assigned to the project including the names of the project manager, engineers and any other consultants that will be used.
4. List of comparable projects performed by your firm which would best illustrate qualifications for this project. This should include a detailed description of each project along with the name of the project's contact person for references.
5. Describe any work experience on or familiarity with projects on Martha's Vineyard.
6. Statement of the scope and type of services proposed for the Project.
7. Submittal of additional information related to the applicant's qualifications and experience to perform the work (letters of reference, samples of project methods utilized for comparable projects, etc.) is highly recommended.
8. Documentation to demonstrate financial solvency of the firm or individual submitter.
9. Documentation of licensing and registration within the State of Massachusetts, or other relevant documentation of personnel qualification related to the project(s) is required.
10. Statement of any legal or administrative proceedings pending or concluded adversely to the applicant within the past five (5) years which relate to the applicant's performance of this type of work.
11. Completion and signing of Signature Page, Certificate of Tax Compliance and Certificate of Non-Collusion.
12. Copies of all certificates of insurance required by this solicitation.
13. Listing of current and ongoing projects as well as an enumeration of future projects within the next two years

Note: No supervisory or professional person shall work on the project on behalf of the successful applicant's consultants or subcontractors who were not identified in the successful

applicant's proposal unless that person has been approved in advance by the Vineyard Haven Public Library Building Design and Construction Committee.

## **VI. MINIMUM QUALIFICATIONS**

Each applicant shall possess the following minimum qualifications:

1. Massachusetts registration and licensing in all applicable disciplines.
2. A thorough knowledge of the Massachusetts State Building Code, the regulations of the Massachusetts Architectural Access Board, and the Americans with Disabilities Act.
3. A thorough knowledge of all public bid laws, including without limitation Massachusetts General Laws Chapter 149.
4. Prior experience administering construction of projects of similar size and scope.
5. Financial and operational capability to perform project manager services on the project within all established time schedules.
6. Provide evidence of insurance for general liability, automobile, worker's compensation (statutory) and professional services liability.

The Town of Tisbury reserves the right to reject any proposal which does not demonstrate compliance with each of the foregoing minimum qualifications.

## **VII. SELECTION CRITERIA & PROCESS**

### **Selection Criteria:**

Compliance with the minimum qualifications.

Compliance with the submission requirements.

Ability to demonstrate a high degree of quality and experience in completion of architectural feasibility and design services of a similar nature.

History of work within the public sector, especially in library construction.  
Demonstrated ability to work with municipal building committees.

Ability to demonstrate experience in progressive problem solving for projects of a similar size and scope and a demonstrated history of bringing projects of similar size, scope and scale to completion on time and on budget.

Evaluation of project approach including staffing of project and qualifications, value engineering, information management, change order process management, claims avoidance, and other management and administrative systems related to the scope of work.

Thorough knowledge of the Massachusetts State Building Code(s), regulations of the Massachusetts Architectural Access Board, the American with Disabilities Act (ADA), and all other pertinent codes and regulations related to successful completion of the project.

Ability to work with a wide range of agents (other Architects, Contractors, Subcontractors, Consultants, Municipal Bodies, Town Agencies, the public, etc.) on behalf of the Awarding Authority in providing information relevant to the progress of the project on a timely basis.

Current work load and the ability to complete work within established time schedules and to complete work on a Vineyard Haven Public Library Addition/Renovation or new project in a timely manner.

Evaluation of financial stability and insurance requirements of the firm and that of any of its sub consultants.

Evaluation of references for similar projects.

### **Selection Process:**

1. Proposals will be uniformly evaluated by the Vineyard Haven Public Library Building Design and Construction Committee on the basis of the information submitted and information solicited from various sources and references.
2. Respondents selected for interviews and site visits will be required to appear before the Vineyard Haven Public Library Building Design and Construction Committee at a designated time. Each respondent shall, at a minimum, have its Project Director and/or Project Manager present at the interview to lead its presentation. After the interviews, the selected respondents will be further evaluated, and a final selection will be made.
3. The Owner expressly reserves the right, in its sole discretion, to re-advertise the RFQ if less than three responses are received or if fee negotiations with any selected Respondent fails, if it deems such re-advertisement to be in the best interest of the

Town.

4. First Finalist. The Owner will rank submittals and designate one as the First Finalist. All firms or individuals submitting proposals will be notified of the Building Design and Construction Committee's final selection. Negotiations with the First Finalist will ensue as follows.
5. Fee Proposal: The firm or individual selected as the First Finalist will be required to submit a fee proposal within ten (10) business days of such notification. The fee proposal will be reviewed by the Building Design and Construction Committee for the first negotiation session. Fee proposals should include specific cost-preparation for all components.

## **VIII. ANTICIPATED PROJECT TIMELINE**

The following is a preliminary schedule for the project noting target dates for tasks to be completed. This schedule will be refined based on the results of design work and project requirements:

### **September 2018**

Enter into contract with the select designer

### **Fall 2018**

Begin work with selected designer

### **Spring 2019**

Complete preparation of construction documents

### **Summer 2019**

Enter into construction contract

### **2019/2020**

Begin construction

### **2020**

Complete project construction

#### **IV. CONTACT INFORMATION**

- A. Building Design and Construction Committee members, appointed by the Library Board of Trustees, with input from the Tisbury Board of Selectmen: Ian Aitchison, Andrew Flake, Hal Garneau, Johanna Kobran, Paul Munafò, Jim Norton, Ben Robinson, Library Director (ex officio), and Chair of Library Trustees (ex officio).
- B. Prospective applicants who have any questions regarding the Request for Qualifications should contact Marie Maciel, Contract Specialist, 400 West Spring Street, Vineyard Haven, MA, 02568, (508) 684-8417 or email [mmaciel@tisburyma.gov](mailto:mmaciel@tisburyma.gov).
- C. Additional materials that can be requested:
  - 1. Plans for the current library building
  - 2. Building Program of Existing Use
  - 3. 2018 Facility Assessment
  - 4. Library Strategic Plan

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this quote has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

\_\_\_\_\_  
(Signature of individual submitting proposal)

\_\_\_\_\_  
(Name of Business)

**COMMONWEALTH OF MASSACHUSETTS**

County of \_\_\_\_\_ ss.

On this the \_\_\_\_\_ day of \_\_\_\_\_, 2018 before me,

\_\_\_\_\_, the undersigned Notary Public,  
Name of Notary Public

personally appeared \_\_\_\_\_,  
Name of Document Signer

proven to me through satisfactory evidence of identity, which was:

\_\_\_\_\_  
Description of Evidence of Identity

to be the person(s) whose name (es)  
was/were signed on the preceding or  
attached document in my presence.

\_\_\_\_\_  
Signature Notary Public

\_\_\_\_\_  
Printed Name of Notary

Place Notary Seal and/or any Stamp Above

My Commission Expires: \_\_\_\_\_

**TAX COMPLIANCE CERTIFICATE**

Pursuant to M.G.L. c. 62C, s 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

\_\_\_\_\_  
(Signature of individual submitting proposal)

\_\_\_\_\_  
(Name of Business)

**COMMONWEALTH OF MASSACHUSETTS**

County of \_\_\_\_\_ ss.

On this the \_\_\_\_\_ day of \_\_\_\_\_, 2018 before me,

\_\_\_\_\_, the undersigned Notary Public,  
Name of Notary Public

personally appeared \_\_\_\_\_,  
Name of Document Signer

proven to me through satisfactory evidence of identity, which was:

\_\_\_\_\_  
Description of Evidence of Identity

to be the person(s) whose name (es)  
was/were signed on the preceding or  
attached document in my presence.

\_\_\_\_\_  
Signature Notary Public

\_\_\_\_\_  
Printed Name of Notary

Place Notary Seal and/or any Stamp Above

My Commission Expires: \_\_\_\_\_

**BID SIGNATURE AUTHORIZATION PAGE**

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Name and Title of Individual Authorized to Sign

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date