



Creating Community Connections



July 13, 2016

To whom it may concern:

The Canterbury Public Library is requesting proposals for the design and construction of an addition and modifications to the existing library to increase its space from its current 3000 sf. to approximately 9000 sf. (as mandated by the Connecticut Library Board per their Space Programming Guide).

The intent of this RFP is to engage an architectural firm to help the Town of Canterbury do the following:

- Phase 1: Develop a schematic program and accompanying cost estimate that will allow the library board present the addition and modifications to the Town Selectmen, The Town's Finance Board and at a town meeting for approval to construct the project. As part of this phase, the architect will help develop a package to go to the State Library Board for approval.
- Phase 2: Once town and state approvals have been obtained, the architect shall develop construction drawings and specifications for bidding. This phase shall include a construction document 60% estimate.
- Phase 3: Bidding services including contracts, and response to RFI's and the development of all addendum.
- Phase 4: Construction administration services including but not limited to job meetings, responses to RFIs, development of Change orders and Proposal requests, punch lists and project close out,

The Canterbury Public Library is part of the Town Municipal building, constructed in 2001. The library now occupies a 76' x 40' space. Included in this space are the following:

- Library Director's Office
- Circulation Desk area
- Staff/Storage area
- Conference room with divider
- Stacks, computers, children's area, and small reading area.

The Library Director, Staff, and Library Board of Trustees have determined that the following areas are desired to meet the library's future demands.

- Book drop for vehicles
- Combination Young Adult/Adult programming room with enhanced audio-visual opportunities for showing films, presentations, discussions, etc.
- Children's programming space for preschool programs.
- Quiet space/Reading room with coffee bar



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- Staff area with restroom
- Public rest rooms
- Open programming spaces in redevelopment of existing library

The Canterbury Library Board of Trustees has approximately \$2.1 million from different sources, both state and private with which to complete this project. The architect chosen for the project will show project experience in the following areas:

- The ability to work with library staff and a building committee.
- The ability to complete projects on time and on budget.
- The ability to manage a project within the scope of a CT State Library grant.
- Past library projects

Existing floor plans of the current building and a site plan of the property are available at http://canterburylibrary.org/library_addition and attached to this proposal.

The awarded firm will have two and a half months from the award of the RFP to complete the schematic package and estimate. An important part of the first estimate will be an energy model to determine the cost to run the building as well as costs to maintain the building. It is expected that the architect will meet at least once with the Library Director, and twice with the Library Board and/or the Municipal Building Committee once to show options and once to show final work. All final work must be provided in both electronic form as well as paper. No report is expected unless the architect feels that this would help clarify objectives or graphics. The architect shall break his proposal down into the phases mentioned above and provide architectural fees per phase.

All proposals are due by 4:00 p.m., August 17, 2016. Please address and send all proposals to the following address: Canterbury Public Library 1 Municipal Drive, Canterbury CT, 06331. Requests for more information please email: Marion Sheehan, director@canterburylibrary.org or call 860-546-9022.