

**Trustees of North Hampton Public Library  
237 A Atlantic Avenue, North Hampton, NH 03862  
(603) 964-6326**

**REQUEST FOR PROPOSAL – ARCHITECTURAL SERVICES**

**PURPOSE**

The Board of Trustees for the North Hampton Public Library in North Hampton, NH, is beginning the design phase of a new library construction project. The Board of Trustees (hereafter referred to as the Trustees) intend that a new library be constructed on property owned by the Town of North Hampton. The library (hereafter referred to as the Project) will be designed in consultation with the Trustees, Directors and its Building Committee. Design and construction is intended to follow LEED certification, basic level or above.

The Trustees seek specific proposals from the pre-qualified architectural firms for the design and construction for the Project. Architects (hereafter referred to as the bidder) interested in pursuing this opportunity are urged to make such evaluations as may be deemed advisable and to reach independent conclusions concerning statements made in this Request for Proposals (RFP) and any supplements thereto.

The Trustees have completed a Building Program [http://nhplib.org/wp-content/docs/new\\_library/21313finalbp.pdf](http://nhplib.org/wp-content/docs/new_library/21313finalbp.pdf) that includes initial identification of space demands. This document should be reviewed by interested parties wishing to respond to this RFP.

Bidders selected to participate in presentations shall be prepared to discuss specific design ideas, including but not limited to building orientation and exterior architecture.

Sealed proposals must be received by either mail or personal delivery by the specified due date (see “PROJECT TIMELINE” section). Proposals received after this time will not be considered. Sealed proposals should be plainly marked on the outside of the envelope/box with New Library RFP and bidder name. It is the sole responsibility of the bidder to assure that their proposal is received by the North Hampton Public Library prior to the time specified. One (1) electronic-copy in a PDF format (via email) and ten (10) hard copies should be submitted by **April 3, 2013** to the following address:

Board of Trustees  
North Hampton Public Library  
RE: New Library RFP  
237A Atlantic Avenue  
North Hampton NH 03862

Email: [nhpl@nhplib.org](mailto:nhpl@nhplib.org) and [nhplnewlibrary@nhplib.org](mailto:nhplnewlibrary@nhplib.org)  
Subject Line: New Library RFP – <<FIRM NAME>>

The construction of the Project depends upon both successful capital campaign and a successful appropriation by the Town that may consist of either regular appropriations and/or a bond article in March 2014 or at such time thereafter as may be directed by the Select Board. In the event any element of the appropriation process or the capital campaign is not successful, the Trustees will need to modify the design accordingly, therefore the Trustees request a plan that can be scaled back. The Trustees further reserve the right to stop work altogether on the project.

**PROJECT TIMELINE**

The Trustees propose the following timeline. However, those who can demonstrate the ability to complete the feasibility study on a faster timeline would be considered:

March 4, 2013	Receive authorization to circulate RFP
March 6, 2013	Circulate RFP to qualified firms
March 10, 2013	Submit Questions via Email for Discussion Forum Email: <a href="mailto:nhpl@nhplib.org">nhpl@nhplib.org</a> and <a href="mailto:nhplnewlibrary@nhplib.org">nhplnewlibrary@nhplib.org</a> Subject Line: New Library QUESTIONS – <<FIRM NAME>> Questions will be answered in writing and will be shared with all bidders.  Any questions arising after the Discussion Forum must be submitted in writing by e-mail. Please direct questions to Susan Grant, Director.  The NHPL accepts no responsibility for any delay or failure in communications.
March 14, 2013	Discussion Forum for bidders at NHPL Opportunity to Ask Questions regarding RFP
April 3, 2013	Proposals Due
April 19, 2013	The Building Committee will conduct final evaluations and select a qualified bidder. The Building Committee will notify bidder(s) that have been selected for interviews. Bidders selected to participate in interviews shall be prepared to discuss specific design ideas, including but not limited to building orientation, interior and exterior architecture.
April 30, 2013	Bidder is selected and notified. The Building Committee will make its recommendations to the Select Board. The top-ranked firm will be invited to negotiate a contract with the Trustees. If the Trustees are unable to reach an agreement with the top-ranked firm, the Owner will proceed to negotiate with the second-ranked firm.
May 2013	Trustees and Select Board authorizes contract with selected firm.
March 2014	Vote on Bond Article
Summer 2015	Begin Construction on Project

## **PROJECT OVERVIEW**

The Trustees is seeking proposals for the design of a library to be located on property owned by the Town of North Hampton. The Trustees and the Building Committee will review proposals and interview selected firms. The Trustees will take final action to accept a proposal. The RFP identifies the scope of the project and the submission requirements.

## **SITE**

The Trustees intend for the construction of the Project on the corner of Alden Road and Atlantic Avenue.

Address: 239 Atlantic Avenue, North Hampton NH 03862  
Size: 1.05 acres  
Zone: R2  
MBLU: 007/138/000  
Drainage: Septic

The site is owned by the Town of North Hampton. Construction of the project ultimately may occur at a different location.

## **PROJECT CHARACTERISTICS AND GOALS**

The Project building must have a substantial community presence, with a clear, convenient, and identifiable entrance.

The Trustees are looking to create a “signature” building that provides a strong presence in the community, incorporating design elements that are consistent with the architecture that is representative of North Hampton and New England. The design should represent an inclusive and fully-accessible library space that addresses all members of the community. The design should also be cost-effective and incorporate sustainability principles and green building design and system.

The overall ambiance of the project should be inviting to patrons of all ages. The Trustees would like the project to inspire creative thought and community interaction. The common spaces should be comfortable, social by design and encourage trust between the staff members and the town. The Trustees would like members of the community to have pride in their library and know that they can meet, share ideas, and catch up with each other throughout the week in its spaces. It will be a haven to quiet readers, students or researchers, but also a space for laughter and imagination. The project will be a place that offers excitement, opportunities and knowledge to the community on any day. Bright, clean and organized rooms allow patrons to relax or focus on tasks. The atmosphere and physical spaces will forge connections and build friendships among the town residents.

Design a library that will be:

- Safe place that supports community oriented, user-centered programs, technologies, and services
- Easily accessible with parking close to the entrance
- Contain ergonomic seating and workspaces
- In line with LEEDS standards using green technologies and materials when possible and practical
- Flexible use spaces that can be configured for large or small groups, and for multi-purposes – to include public meeting spaces and conference areas

- Well-lit with ample electrical access
- Comfortable seating areas
- Work areas close to public areas for easier service

General Space Requirements

In responding to this RFP, the North Hampton Public Library Building Program- Functional Sheets (please see [http://nhplib.org/wp-content/docs/new\\_library/21313finalbp.pdf](http://nhplib.org/wp-content/docs/new_library/21313finalbp.pdf) ) should be thoroughly reviewed for design considerations and anticipated space requirements. This document provides specific details on the space requirements to house the current and future collection as well as the work spaces and desired divisions of the library. To include:

- Entrance & Lobby
- Adult Fiction/Nonfiction Area
- Café, New Books and Magazines, Reading Area
- Electronic Commons
- Circulation Desk
- Information Desk
- Technical Services/Work Room
- Auditorium/Large Meeting Room
- Multi-purpose Room
- Quiet Study Rooms
- North Hampton Local & Family History Room
- Exhibit Area(s)
- Historical Society Collection Storage Room
- Adult Services Librarian's Desk (in Technical Services/Work Room)
- Director's Office
- Children's Fiction and Non Fiction
- Children's Program and Crafts Room
- Teen Room / Young Adult Needs
- Preschool and Primary Grades Area
- Youth Services Director's Office
- Non-Print Materials
- Library Storage
- Periodical Storage
- Copier/Fax Services
- Public Rest Rooms
- Staff Room
- Kitchenette
- Maintenance Services
- Parking

General recommendations include:

- Create a teen space to encourage teens to use the library for homework, recreation, and social networking.
- A dedicated children's area to provide a safe and comfortable environment for children and parents to read, play, and socialize.
- A variety of browsing areas in the children's areas according to age and reading level to display books for children and parents.
- Ergonomically designed electronic workstations and work areas.
- Mid-level book shelves for easy access for older people to eliminate reaching high or bending low.

- Capacity to display artwork of all types for all ages.
- Integrate technology and automation into the new library that will provide users with electronic resources and services from both on and off site locations. Technology will enable the transfer of routine and repetitive manually performed tasks to the automation of material handling. This will provide staff increased opportunities to deliver personalized customer services, including traditional and on-line research assistance and more educational programs.

The new North Hampton Public Library should be:

- A welcoming comfortable reading place, a place to be alone or with family or friends
- A gathering place for small and large groups in warm relaxing surroundings, providing an optimal environment for attending programs, and community meetings of all kinds
- A social place for kids of all ages to gather to engage in electronic activities with computers, gaming, face-to-face interaction, book groups, programs, and socialization.
- A repository for local history collections and a welcoming place for genealogy and local history researchers.
- Display art from local artists
- Food-friendly for comfortable reading and socializing.

### **SELECTION CRITERIA**

The proposals will be reviewed by a selection committee. The committee may request additional information from proposers or request personal interviews with one or more proposers. Final evaluation and selection may be based on, but not limited to, any or all of the following:

- Consistency with the goals for the new library as defined in the **PROJECT CHARACTERISTICS AND GOALS SECTION**;
- Significant experience in library design-- including quantified experience with projects of similar scope and size;
- Team qualifications, references, and demonstrated capacity to implement and complete project;
- Proposed schedule;
- Personnel named to the Project;
- Cost saving alternatives presented;
- Provide financial references and all current Insurance policies with stated limits.
- A description of any current or past (within last 7 years) litigation, arbitration or mediation related to any architectural design, construction or construction management contract.
- Ability of the proposer to provide quality and timely products and services;
- Fee Proposal Breakdown
  - Schematic Design
  - Design Development
  - Construction Documents
  - Bidding
  - Construction Administration
  - Grand Total
- Fee shall include all consulting firm costs to include but not limited to
  - Civil and Site Work
  - Structural
  - Mechanical and Electrical
  - Fire protection
  - Landscape
  - Interior Design

- Other
- Proposed timelines and schedule for the following
  - Schematic Design
  - Design Development
  - Construction Documents
  - Bidding
  - Construction Administration
- Quality and information in Presentation to Building Committee, if requested
- What makes your firm “right” for us, and better than other firms we could select?
- And any other information, qualifications and/or exceptions that the firm may consider appropriate to raise during the selection process.

### **DISCLOSURE AND DISCLAIMER**

This RFP is being furnished to select bidders by the Trustees for their convenience. Any action taken by the Trustees in response to submissions, made pursuant to this RFP, or in making any awards or failure or refusal to make any award pursuant to such submissions, or in any cancellation of awards, or in any withdrawal or cancellation of this RFP, either before or after issuance of an award, shall be without any liability or obligation on the part of the Trustees, its officials, and library employees.

The Trustees, in their sole discretion, may withdraw this RFP before or after receiving submissions, may accept or reject any or all submissions, and may waive any irregularities if the Trustees deem it appropriate and in its best interest. The Trustees shall determine the responsiveness and acceptability of any proposal submitted.

Prospective architects and their design teams should rely exclusively on their own investigations, interpretations, and analyses in preparing and submitting proposals, and should not rely on communications with Trustees, NHPL staff, or members of any subcommittees. The Trustees make no warranty or representation that any submission that conforms to the requirements of this RFP will be selected for consideration, negotiation, or approval.

The Trustees and the selected architect will be bound only if and when a submission, as same may be modified, and any applicable definitive agreements and budgetary authorizations pertaining thereto, are approved by the Trustees and then only pursuant to the terms of the definitive agreements executed among the parties.

The North Hampton Public Library Board of Trustees reserves the right to:

- Reject any and all proposals received as a result of this RFP.
- Waive or decline to waive any informality and any irregularities in any proposal or responses received.
- Negotiate changes in the scope of work or services to be provided.
- Select the proposer it deems to be most qualified to fulfill the needs of the North Hampton Public Library. The proposer with the lowest proposal will not necessarily be the one most qualified, since a number of factors other than price are important in the determination of the most acceptable proposal.

The selected bidder will be required to assume responsibility for all goods and services offered in the proposal, whether or not the bidder produces them. Further, the selected bidder shall be the sole point of contact and responsibility with regard to all contractual matters, including payment of any and all charges resulting from the contract. The selected bidder shall not assign or transfer any interest in the contract without prior written consent of the North Hampton Public Library Board of Trustees.

The Trustees, its officials, and library employees shall not be liable for any costs incurred by the bidder in the preparation and production of the proposal or for any work performed prior to the execution of a contract.

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All proposals and other materials submitted shall become the property of the Trustees, its officials, and library employees.

No reports, information, or data given to, or prepared by, the selected bidder shall be made available to any individual or organization by a respondent or the selected bidder without prior written approval of the Trustees.

The selected bidder may be required to enter into a written contract with North Hampton Public Library's approved form. All information contained in this request for proposal and acceptable provisions of the bidder's response will be attached to and made part of the executed contract.

Should you have any questions about the content of this RFP, please call North Hampton Public Library Director Susan Grant at 603-964-6326. Please submit your proposal via email and by US Postal Service (or delivery) no later than **April 3, 2013**, to:

Board of Trustees  
North Hampton Public Library  
RE: New Library - Architecture RFP  
237 Atlantic Avenue  
North Hampton NH 03862

Email: [nhpl@nhplib.org](mailto:nhpl@nhplib.org) and [nhplnewlibrary@nhplib.org](mailto:nhplnewlibrary@nhplib.org)  
Subject Line: New Library - Architecture RFP – FIRM NAME

### **RESERVATION OF RIGHTS**

The Trustees reserves the right to undertake such investigation as it deems necessary to further evaluate the qualifications of the firm and to evaluate its proposal. The Owner further reserves the right to waive any irregularities in any proposal and to reject any or all proposals if in the Owner's best interest to do so.

All concepts, designs, information and cost-savings ideas that may be generated during the selection process shall become the property of the North Hampton Public Library.

### **CONFLICT OF INTEREST STATEMENT**

Please submit a statement describing any potential or apparent conflicts of interest relating to other clients you may have, or relating to officers, directors, or employees of the North Hampton Public Library or the City of North Hampton that could be created by providing services to the Library. Indicate what procedures will be followed to detect and notify the North Hampton Public Library of any conflicts and how conflicts of interest would be addressed.

### **EQUAL OPPORTUNITY NOTICE**

The North Hampton Public Library is an equal opportunity employer. Bidders and in turn the selected vendor shall not discriminate on the basis of race, color, religion, gender, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, age, or other prohibitive matters.

It is the policy of the North Hampton Public Library to patronize only those firms and vendors that demonstrate a commitment to equal opportunity within their own enterprises and who abide by Federal and state laws.