



**REQUEST FOR PROPOSALS**

**SCHEMATIC ARCHITECTURAL SERVICES**

**FOR ADDITIONS AND RENOVATIONS**

**JONATHAN TRUMBULL LIBRARY**

**TOWN OF LEBANON, CONNECTICUT**

**Proposals due by: MARCH 21, 2013 at 3:00 P.M.**

**JAMES R. RUSSO, CHAIRMAN  
LIBRARY BUILDING COMMITTEE  
TOWN OF LEBANON**

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## OVERVIEW

The Library Building Committee of the Town of Lebanon is seeking schematic architectural services for additions and renovations to the Jonathan Trumbull Library. The selected Consultant shall work directly with the Library Building Committee to provide schematic design services for planned additions and renovations.

The Consultant will be evaluated and selected based on technical competence, capacity and capability to perform the work within the time allotted, and past record of performance, which will be appropriately weighted in descending order of importance. Preference will be given to those firms with specific experience in the design of **public library additions and renovation projects**. The Consultant must be licensed in Connecticut. The Consultant shall be paid on a Lump Sum Fee basis.

Firms responding to this request should be of adequate size and sufficiently staffed to perform the assignment described above. The selected firm must meet all Town of Lebanon, State of Connecticut, and Federal affirmative action and equal employment opportunity practices. All interested firms must submit a completed GSA Document #SF330 detailing the organizational structure under which the firm proposes to conduct business.

The RFP Description and Requirements may be downloaded at <http://www.lebanontownhall.org> with Reference Plans and Preliminary Architectural Program available on disk at the Lebanon Town Hall, 579 Exeter Road, Lebanon, CT, Monday, Thursday, Friday: 8:00 am - 4:00 pm; Tuesday 8:00 am - 6:00 pm. for a non-refundable fee of \$5.00 per disk. Technical questions concerning this Request for Proposals (RFP) should be directed in writing to James R. Russo, Chairman, Library Building Committee via email at [firstselectman@lebanontownhall.org](mailto:firstselectman@lebanontownhall.org).

All proposals shall be submitted in the order stipulated on the RFP and in a clearly marked, sealed envelope using the Bid Return Label provided as designated in the Information for Bidders. All proposals must be received by the Library Building Committee, Town of Lebanon, Selectman's Office, Lebanon Town Hall, 579 Exeter Road, Lebanon, CT 06249, **no later than Thursday, March 21, 2013 at 3:00 pm. Responses received after this date and time will be considered invalid.** On Thursday, March 21, 2013, bids shall be opened during a public meeting commencing at 3:15 pm in the Lebanon Town Hall Conference Room. The Town of Lebanon reserves the right to waive any defect or any irregularity in the RFP and reserves the right to reject any or all proposals or any part thereof if it is in the best interests of the town.

All bids and proposals are subject to, and must comply with, the equal opportunity and nondiscriminatory provisions set forth in the Affirmative Action Plan of the Town of Lebanon.

Date: February 18, 2013  
Lebanon, Connecticut

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James R. Russo, Chairman

Library Building Committee  
**SCHEMATIC ARCHITECTURAL SERVICES  
FOR ADDITIONS AND RENOVATIONS  
JONATHAN TRUMBULL LIBRARY**

**PROJECT DESCRIPTION**

The Library Building Committee of the Town of Lebanon is requesting proposals to provide schematic architectural services for additions and renovations to the Jonathan Trumbull Library, 580 Exeter Road, Lebanon, Connecticut.

**SCOPE OF SERVICES**

The Consultant, in connection with the Scope of Services described herein, shall perform in a satisfactory and proper manner in accordance with standard architectural practices as used in the industry and as determined by the Town of Lebanon.

**A. General**

Established in 1896, the Jonathan Trumbull Library is a public municipal library serving Lebanon and the surrounding area. The current building was constructed in 1967 and expanded in 1974. The library has always served an important role in the community. Lebanon is a community of approximately 7,300 people that is centrally located in the geographic middle of the eastern third of Connecticut. The town is proud of its history and has maintained a balance between historic significance and contemporary lifestyle. Therefore, designs should be sensitive to the historical ambiance of the Town Center and Green. Citizens benefit from a dynamic library, which acts not only as a community information center, but also as a social and cultural hub. The Jonathan Trumbull Library is staffed by skilled professionals, committed volunteers, and a Board of Trustees who are intent on providing quality service to the community. The Library Building Committee seeks to meet the challenges presented by the lack of handicap access and much needed space. It is necessary to examine the feasibility of fulfilling these needs, as well as explore the reorganization of existing interior spaces, to better suit the demands of expanding and changing services. To this end, the Library Building Committee has been directed to engage an architectural firm to work in tandem to produce Conceptual and Schematic Designs to determine both the feasibility and the anticipated costs for meeting these goals.

**B. Proposed Project Scope**

The Consultant will be required to provide the services as described below:

1. Conceptual Design
  - a. Consult with the Library Building Committee to determine and confirm the scope and requirements of the project.

- b. Assist the Library Building Committee in the completion of the architectural program that has been drafted.
- c. Work with the Library Building Committee to develop a conceptual design, commensurate budget and project schedules.
- d. Identify requirements to bring the existing building into full code compliance, including requirements of the State of Connecticut for a Library Building Grant.

2. Schematic Design

- a. Finalize the architectural program that addresses all functional and operational requirements, complies with library standards, and meets the requirements of the Town of Lebanon.
- b. Review with the Library Building Committee alternative approaches to design and construction of the project.
- c. Prepare documents and models (which become the property of the Town of Lebanon) to describe the size, scope and estimated cost of the project, including architectural, structural, mechanical and electrical systems, security systems, and other elements as necessary to inform the community about the project.
- d. Meet with the Library Building Committee, town residents, governing boards and commissions, and others as necessary to obtain project approval.

**C. Proposal Document**

The Consultant shall be required to submit the following information with their proposal, assembled in the order presented:

1. A Letter of Transmittal which shall indicate the firm's interest in the project and a brief summary of their related experience.
2. A detailed statement of the organizational plan proposed including the firm's technical approach to provide the services as specified.
3. Summary of the firm's related experience to include details of their specific experience in additions and renovations of **public libraries**.
4. Evidence of proper registration(s), licenses(s) and insurance coverage.
5. Completed GSA Document #SF330.
6. Fee proposal.

Consultants are requested to limit the information contained in the proposal to only that information as above requested. Proposals containing superfluous information will not be considered.

**D. Method of Selection/Criteria for Award**

The Library Building Committee will evaluate qualifications and proposals based on the following criteria:

- Firm's experience on similar library addition and renovation projects;
- Firm's qualifications and experience of key personnel;
- Technical competence of the firm;
- Reputation of the firm based on references;
- Technical approach, i.e., the firm's responsiveness to meet or exceed the specifications;
- Schedule application/validity, i.e., the firm's current workload and ability to provide the services within the time allotted;
- Professional qualifications of the designated architect;
- Firm's knowledge of State of Connecticut Building Officials and Code Administrators (BOCA) guidelines;
- Firm's ability to furnish the required Certificates of Insurance; and
- Fee proposal.

After review of all factors, terms and conditions, including price, the Library Building Committee reserves the right to reject any and all proposals, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the Town of Lebanon.

**PROPOSED SCHEDULE**

Submission of detailed qualifications	<b><i>March 21, 2013</i></b>
Library Building Committee review of qualifications	<b><i>March 27, 2013</i></b>
Candidate interviews	<b><i>April 3, 2013</i></b>
Selection of architect and notice to proceed	<b><i>TBD</i></b>
Completion of Conceptual Design phase	<b><i>TBD</i></b>
Completion of Schematic Design phase	<b><i>TBD</i></b>

## ADDITIONAL INFORMATION

### A. Mandatory Prebid Meeting

A **mandatory** prebid meeting is scheduled for **Thursday, March 7, 2013 at 10:00 A.M.**

Bidders shall be required to attend a prebid meeting to familiarize themselves with existing conditions and the scope of this project.

Bidders shall become fully acquainted with conditions, including concealed conditions, relating to construction and labor so that they may fully understand the facilities, difficulties and restrictions of this project.

Bidders shall thoroughly examine and be familiar with the preliminary program and background drawings related to this project.

The failure or omission of any bidder to examine any addendum or other documents shall in no way relieve any bidder from any obligation with respect to their bid or the contract.

### B. Questions

No oral interpretations shall be made to any respondent as to the meaning of any of these documents or to be effective to modify any of the provisions of this request. Every request for an interpretation shall be made in **writing**. **Questions shall be sent via email to Jim Russo c/o [firstselectman@lebanontownhall.org](mailto:firstselectman@lebanontownhall.org)** .

To receive consideration, such questions shall be submitted in writing no more than five (5) days after the mandatory prebid meeting. **The last day for questions is Tuesday, March 12, 2013 by 3:00 pm.**

The Library Building Committee Chairman will arrange as addenda, which shall become a part of the proposal, all questions received as above provided and the decision regarding each. At least five (5) days prior to the receipt of bid proposals, the Library Building Committee Chairman will send a copy of these addenda to each of those who attended the mandatory prebid meeting.

Non-receipt of said addenda shall not excuse compliance with said addenda. It is the responsibility of each respondent to determine whether any addenda have been issued, and if so, whether he/she has received a copy of each.

No alleged "verbal interpretation" shall be held valid. Any addenda issued during the bidding period shall supersede previous information.

**C. Receipt of Proposals**

Firms shall be required to submit **nine (9) copies and a PDF copy on CD** of their proposals for these services to the Selectman's Office, Lebanon Town Hall by the time and date specified.

Proposals must be signed and submitted in an envelope using the bid return label included in this RFP. Proposals will be stamped with date and time when received by the Selectman's Office at the Lebanon Town Hall. Proposals will be stored securely until the Library Building Committee sets special meeting dates for proposal opening and review.

**D. Evaluation and Selection**

The Library Building Committee shall review all proposal documents received and short list or reduce the number to the most qualified firms to interview for the project. Selected firms shall then be notified in writing. Offerors who are not invited to participate in this interview process shall be notified in writing.

The Library Building Committee will schedule the time and location of the interviews. Firms selected to interview shall prepare an oral presentation not to exceed thirty (30) minutes followed by a question and answer period. The Library Building Committee may opt to hold second interviews with two or more finalists.

All finalists will be notified in writing of the final consultant selection following Library Building Committee approval.

## INSURANCE REQUIREMENTS

### A. General Requirements

The **CONSULTANT** shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure all of the **CONSULTANT'S** obligations under this contract with an insurance company(ies) with an AM Best Rating of A- VIII or better licensed to write such insurance in the State of Connecticut.

The insurer shall provide the Town of Lebanon with original completed **Certificates of Insurance signed by an authorized representative of the insurance company(ies)** prior to purchase order/contract issuance. The **CONSULTANT** also agrees to provide replacement and/or renewal certificates at least thirty (30) days prior to the expiration of each policy.

Such insurance or renewals or replacements thereof shall remain in force during the **CONSULTANT'S** responsibility under this contract.

The **CONSULTANT**, at their own cost and expense, shall procure and maintain all insurances required and shall name the Town of Lebanon and the Jonathan Trumbull Library as Additional Insureds on all contracts, except Workers' Compensation and Professional Errors & Omissions coverage. Coverage is to be provided on a primary, noncontributory basis. Upon request, the **CONSULTANT** shall provide a copy of the policy endorsement confirming the additional insured status of all parties required to be named in accordance with the terms of this contract.

### B. Specific Requirements

#### 1. **Workers' Compensation Insurance**

The **CONSULTANT** shall provide Statutory Workers' Compensation Insurance, including Employer's Liability with limits of:

\$100,000 Each Accident  
\$500,000 Disease, Policy Limit  
\$100,000 Disease, Each Employee

#### 2. **Commercial General Liability Insurance**

The **CONSULTANT** shall carry Commercial General Liability insurance (Insurance Services Offices Incorporated Form CG-0001 or equivalent). A per occurrence limit of \$1,000,000 is required. The Aggregate Limit will be not less than \$1,000,000. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

#### 3. **Business Automobile Liability Insurance**

If applicable, the **CONSULTANT** shall carry Business Automobile Liability insurance (Insurance Services Office Incorporated Form CA-00001 or equivalent). A combined single limit each accident of \$1,000,000 is required. "Any Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

4. **Professional Liability Insurance**

The **CONSULTANT** shall carry Professional Liability Insurance in an amount of not less than \$1,000,000.

**Bid Return Label**

**Official Bid Documents Enclosed:**

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SCHEMATIC ARCHITECTURAL SERVICES  
FOR ADDITIONS AND RENOVATIONS  
JONATHAN TRUMBULL LIBRARY**

**Return Date: Thursday, March 21, 2013 at 3:00 PM**

**Library Building Committee  
Town of Lebanon  
Selectman's Office  
Lebanon Town Hall  
579 Exeter Road  
Lebanon, CT 06249**