

REQUEST FOR QUALIFICATIONS

Architectural Services for the Newcomerstown Public Library

Public Announcement of Contract for Professional Design Services

The Newcomerstown Public Library intends to contract for architectural services in connection with renovation and addition of its main facility located at 123 East Main Street, Newcomerstown, OH, 43832. Architectural firms interested in being considered for a contract to provide the required services should reply with a statement of qualifications no later than 5:00 p.m. on Wednesday, October 11, 2024. Statements received after this deadline will not be considered. Statements will be reviewed upon receipt by the executive director and provided for board review at the regular board of trustees meeting on November 12, 2024. Statements of qualifications should include information regarding the firm's history; education and experience of owners and key technical personnel; the technical expertise of the firm's current staff; the firm's experience in designing similar projects including a minimum of 3 projects for new construction of library buildings and 3 projects for major renovation/addition and updating of library buildings; availability of staff including a description of projects currently under contract; the names and roles of the individuals on the proposed team, including the individual who will be the day-to-day contact; the firm's equipment and facilities to describe the firm's resources and capacity to meet the needs of the Project; and a listing of all projects in the past five years developed by the firm, similar to this project and involving Ohio public libraries including the date the project began and ended, the name and phone number of the owner or representative having knowledge of the firm's work, and information related to project budget and percentage over or under budget. If the firm proposes to use sub-consultants for any elements of the project, the Statement of Qualifications should include the name of the sub-consultant firm, contact information and the role in the project.

Statements of qualifications should be transmitted to D. Cody Addy, Executive Director, Newcomerstown Public Library, 123 East Main Street, Newcomerstown, OH, 43832. No faxed or emailed Statement of Qualifications will be accepted. Questions may be directed to D. Cody Addy, Executive Director at caddy@nctlib.org.

As required by the Ohio Revised Code 153.65-71, responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, the Newcomerstown Public Library will enter into contract negotiations with the most

highly qualified firm. The firm selected may be required to make a presentation to the Board of Library Trustees. If the contract negotiations with the highest ranked firm are unsuccessful, the Newcomerstown Public Library reserves the right, but shall not be required, to enter into negotiations with the next highest ranked firm.

The preliminary project description is as follows:

Name of Project: Newcomerstown Public Library, Renovation and Addition

Location: 123 East Main Street, Newcomerstown, OH, 43832

Description: The renovated building will need to address the changing dynamics of the library service model, such as emerging technologies, libraries as continuous learning centers, easily browse able collections, high volume programming, customer behavior and expectations, staff workflow, meeting and storage space. This project involves a plan to update, renovate, alter, replace, and rework portions of the library facility as well as expanding square footage with the goals to increase the space available to the public and to create vibrant places that support user-centered programs, technologies and services, as well as direct access to the Library's extensive resources, emerging technologies, and exceptional staff. There will be emphasis on quiet reading spaces, interactive youth spaces, public meeting spaces, public restrooms, easily browse able collections, and functional staff work spaces and storage spaces. This will be integrated into facilities that can be easily configured or reconfigured to adapt to changing community needs and to provide quick access to staff, as well as customer-initiated, autonomous service. The project will include updates to wiring, lighting, plumbing, HVAC and doors as necessary and may include updates to windows, green space as determined necessary. The plan must meet ADA requirements.

Scope of Services: The Board of Trustees seeks qualified candidates to provide architectural, engineering, and design services that tentatively include, but are not limited to, some or all of the following:

- Assistance with development of program requirements
- Assistance with development of Project budget and design and construction schedules
- Architectural design (including plans, specifications, drawings, and renderings)
- Mechanical, electrical, plumbing and fire protection design
- Structural engineering
- Information technologies design
- Communications/data systems design
- Interior and exterior design

- Plans, specifications and bidding packages for furniture, fixtures, and equipment
- Lighting design
- Building code and ADA review
- Cost estimating and value engineering
- Development of schematic and construction documents
- Assistance with publicly bidding and awarding construction contracts
- Construction administration and post-construction activities

Source of Funding: The project budget has not yet been determined. The project will be funded through money set aside in the library's Capital Improvement Fund through state and local tax receipts and Restricted Funds designated for the Newcomerstown Public Library. Other funds may include borrowing against the Public Library Fund, seeking grants and donations restricted and designated for this purpose only.

Project Schedule: The tentative project schedule includes a desire for architectural services to begin within 30 days of contract execution with design and construction schedules to be determined thereafter.

Services Required: The Library's overall objective for this Project is to have a viable building for up-to-date library services for a minimum of twenty (20) additional years of service and growth. The Library seeks an overall Project that can be completed in phases, allowing the Library to continue serving its customers throughout the Project. Design, plan preparation, plan approval and bidding services are desired. Construction inspections and oversight are desired but are to be negotiated.