

Scope of Services and Request for Proposals for Firms and Design teams
John Jermain Memorial Library
Sag Harbor, New York 11963

I. Introduction

The John Jermain Memorial Library is currently housed in a neoclassical masonry building, built in 1910, and located at 201 Main St., Sag Harbor, New York. In 2006, the JJML Board of Trustees, with the input of the Community Library Committee, adopted a resolution to plan and implement a “two-building, one-library” solution to the JJML’s overcrowded and inadequate facility. In this scheme, the existing library building will be adapted for use for some library activities and collections, while a new building will be constructed at 425 Main St., adjacent to Mashashimuet Park, to house other library activities and collections.

Project objectives

A. To document and evaluate the existing conditions, and to create necessary proposals, plans, specifications, estimates and documents, so that the John Jermain Memorial Library’s building at 201 Main Street will fulfill its role as a “functional, contemplative, accessible building,” its character and architecture restored, and its interior and site made suitable for a flexible variety of library activities and collections.

B. To create the necessary proposals, plans, specifications, estimates and documents required to build a modern, active, fully accessible second building that offers vital services with adequate on-site parking adjacent to Mashashimuet Park, a 42.3 acre recreational facility belonging to the Park and Recreation Association of Sag Harbor, NY, Inc., a not-for-profit organization that is open to all residents of the Sag Harbor School district. The site consists of two contiguous parcels of land, one of which currently has a residential building, and is 15,755 square feet; the second, to be purchased from the Park Association, is 23,390 square feet in size.

Together, these two buildings are envisioned to serve all the functions of a modern library with a service program that meets the needs of the community.

Considerations

The firm or design team will work directly for the Board of Trustees of the John Jermain Memorial Library, or their assignees, to fulfill the Scope of Services as outlined. Project proposals must be reviewed and approved by all of the relevant state and municipal Boards and personnel.

Firms or design teams will be guided in their work by the document *Preserving the Past and Building the Future*, a report to the John Jermain Memorial Library Board of Trustees by the Community Library Committee, June 12, 2006, which can be found at <http://clcreport.wordpress.com/>.

As the JJML at 201 Main St. is a landmark that honors a storied past and its people, one of the finest intact public buildings from any era on the East End, this project will employ the highest of preservation standards for all work. The proposed library building at 425 Main St. should be an up-to-date, flexible building designed to modern library standards. The site marks the entrance to the village, serves as a gateway to the community, and is adjacent to the historic Mashashimuet Park as well as Sag Harbor's Historic District (which is listed on State and National Register of Historic Places, as well as being locally designated). It should embody forward looking design and construction practices and technologies while honoring the tradition of the existing building by being a substantial structure, carefully thought out, and invested with the aspirations of the community.

It is a requirement that the architectural/engineering firm or team have historic preservation experience, and that the design team include a qualified Historic Preservation Consultant. The design team is also required to have contemporary design capabilities with an emphasis on energy efficient and sustainable building practices. A prime consideration is experience working with libraries.

II. Scope of Services

Assessment of Existing Conditions and Architectural Evaluation (Predesign)

Specific to 201 Main St.:

- Document and evaluate all exterior and interior features and finishes; identify those architectural features, materials and finishes that are character-defining, and which must be preserved in the course of project work; and prioritize these features (premiere, important, contributing, non-contributing)
- Document and evaluate all building systems, including heating, lighting, plumbing, electrical, etc.
- Document and evaluate all fixtures, furniture and equipment that may be of historic importance.
- Document and evaluate all existing conditions, damage, structural problems, materials deterioration, etc. (This may include such invasive procedures as mortar analysis, cavity or materials moisture readings, examination of structural joints, etc.) Recommend priorities for immediate repair and stabilization work. Assess the need for more involved materials conservation.

For both 201 Main St. and 425 Main St.

- Document and evaluate both sites, including subsurface conditions for drainage and sanitary systems, utilities, existing plantings, circulation, and access for staff and public needs.
- Evaluate existing building and proposed site for compliance with all relevant building and life safety codes, including ADA standards.

- Based on the “Characteristics of program elements” of the document, *Preserving the Past and Building the Future*, (pgs. 18-23), and in conversation with JJML staff, trustees and the community, develop and recommend design strategies to address the necessary service program for both building sites.
- Propose conceptual solutions for both sites, based on existing conditions and preservation objectives, including work priorities, possible phasing, and estimated costs. Recommendations for work on 201 Main St. shall comply with the *Secretary of the Interior’s Standards for the Treatment of Historic Properties* (and related guidelines).
- Develop presentation drawings for review with members of the community and other constituencies, including possible funding sources.

Design and Construction Documents

- Recommend and develop proposals for sustainable design techniques, and LEED certification, for the existing and new buildings.
- Develop schematic design documents.
- Submit proposals to all authorities having jurisdiction over the project.
- Produce design development documents, construction documents, specifications and bid documents.

Bidding and Construction

- Acquire permits from all authorities having jurisdiction over the project.
- Bidding and negotiation services.
- Construction administration.
- Punch list and close out services.

Furnishings and Equipment

- Develop separate bid package for furnishings for both sites.

III. Request for Proposals

Submission Requirements

All firms intending to submit a proposal **must** attend one of two orientation sessions/site tours, scheduled for October 11th and 25th, 2007. Places may be reserved by calling Christopher Leonard 631-725-8364.

Responses must be received by the JJML at its offices located at 201 Main St., Sag Harbor, NY 11963 no later than the close of business, 5:00 pm., November 2nd, 2007. Faxed, e-mailed or non-original copies of the proposal will not be accepted. Send or deliver the original and 2 copies of submissions marked *Request for Proposals* to the attention of Carl Peterson, John Jermain Memorial Library, 201 Main St., Sag Harbor, NY 11963.

Written questions concerning this RFP should be directed to the attention of Alison Cornish by e-mail at amcornish@verizon.net, and should be submitted no later than 5:00 pm on October 29th, 2007. Please note that responses to questions will be sent via e-mail to all teams who have attended the orientation sessions and *the responses must be bound into the proposal for the submission to be considered complete.*

A committee appointed by the Board of Trustees of the JJML will review responses to this RFP and will pre-qualify firms that demonstrate their ability and experience to carry out the services in a timely, effective, and creative way. Those firms that are so judged by the committee, at its sole discretion, will be further reviewed and the JJML Board of Trustees will make a final choice.

Requested Information:

1. An overview of the firm, its history, staff and principals, including resumes.
2. Describe in detail the firm's experience in designing and managing both historic preservation and library projects.
3. Provide a list of clients to whom your firm has provided similar services.
4. Describe the makeup of the project team that would be drawn from the staff of your firm.
5. Describe the makeup of the project team that will be drawn from resources outside your firm. Provide an overview of those firms and provide resumes of their principals and staff that will work on this project.
6. Provide a detailed breakdown of the fee structure and costs associated with fulfilling the requirements of the scope of services. The fee for services is expected to include fees for ALL consultants. Include a schedule of hourly rates for the team members.

7. Provide a statement from your firm's counsel that there is not material or threatening litigation, or contractual or other business relationship, involving your firm or the principals, shareholders, partners, officers, directors or employees that would prevent or limit the firm from providing any and all of the services or would constitute a conflict of interest or cause the appearance of impropriety.
8. Provide a timeline for the delivery of services for the project.
9. Provide multiple references for all member firms of the Team with contact names and numbers.

IV. Selection Criteria

Submissions will be evaluated using the following criteria:

1. **Design Capability and Similar Experience.** The Board of Trustees of the John Jermain Memorial Library has a commitment to quality architectural design. The firm should be able to demonstrate previous experiences with libraries, historic buildings, and projects combining new construction with historic architecture that indicate a high level of architectural quality. As this project will entail sustainable design, the team should also demonstrate sustainable design experience.
2. **Management /Technical Expertise.** The members of the team shall demonstrate recent project management and technical expertise in projects of this type. Prospective firms should present information about the project approach and methodology used in similar undertakings.

V. General Conditions, Terms and Disclaimers

The JJML, its Trustees and assignees, its agents and employees, assume no responsibility for any errors and omissions that may be contained herein.

The JJML will be the sole judge of whether a response complies with the requirements of this RFP and the merits of the response. The JJML reserves the right to waive any conditions or modify any provisions of this RFP with respect to one or more respondents, to negotiate with one or more of the respondents, to establish additional terms and conditions, to encourage respondents to work together, or to reject any and all responses if, in its sole judgment, it is in the best interests of the JJML to do so. The JJML is not obligated to accept the proposal offering the lowest fee for services.

Issuance of this RFP does not obligate the JJML to undertake any action. This request may be reissued, amended or withdrawn if it is deemed in the best interest of the JJML.

Respondents shall be responsible for conformance with all applicable laws, regulations, ordinances, policies, procedures and executive orders of all Federal, State, County, Town, Village and local authorities having jurisdiction, including any amendments that may occur from time to time.

The JJML shall not be obligated to pay or in any way compensate any respondent's firm for the cost incurred in the preparation of any response to this RFP.

VI. List of Documents available to firms and design teams

The following documents will be available to firms attending the orientation session/site tours.

Preserving the Past and Building for the Future, Report to the JJML Board of Trustees by the JJML Community Library Committee, June 12, 2006. This document may also be downloaded from <http://clcreport.wordpress.com/>.

201 Main St.:

Map of Property (survey) for John Jermain Memorial Library
Diagrammatic floor plans and elevations

425 Main St. and Mashashimuet Park:

Maps of Property (surveys)

There will be historic photos from the JJML Local History Collection available for review.

Thank you for your consideration of this request.