

NEWMARKET PUBLIC LIBRARY

Architectural Feasibility Study

Newmarket Public Library – Board of Trustees

1 Em Street, Newmarket, NH 03857

Request for Qualifications

Recommend a course of action for a multi-phase project to include the 1) determination of possibilities of use of basement space, to include a new elevator 2) if the potential exists to repurpose the attic space, 3) how we can rework our existing space in use to be more flexible/best utilized, creating documents and/or models that will be utilized for fundraising activities.

Purpose:

The purpose of this REQUEST FOR QUALIFICATIONS is to select an architectural firm to guide the decision-making process of the Trustees of the Newmarket Public Library. In 1801, Wentworth Cheswill established a private “social library,” and in 1880, the town funded a public library on Main Street. In 1884, John Webster Hall was built by the Newmarket Manufacturing Company, which housed the library and other community spaces. In 1923, the hall was transferred to the Trustees and the Newmarket Public Library, and after extensive renovations, the library opened to the public on April 28, 1923.

In 1993, the library was doubled in size to better serve the community of Newmarket. Now, thirty years later, the town of Newmarket is quickly expanding and the library needs more space and flexibility to serve the growing needs of our patrons. Since we do not have the land to expand horizontally, we are hoping we can expand downstairs and/or upstairs, and repurpose some of our existing usable space.

PROJECT SUMMARY:

Storage

Additional meeting/study space

Teen space

Staff space/more efficient circulation area

SITE VISITATION: Site visits may be scheduled directly with the Director of the Library at (603) 659-5311.

ADDITIONAL INFORMATION: Technical questions regarding the bid are to be asked in writing and sent no later than: Friday, April 5, 2024, to the Director of the Newmarket Library at ccousins@newmarketlibrary.org. Include NEWMARKET PUBLIC LIBRARY RFQ in the subject for the email. All questions will be answered in writing. All responses will be sent out to all firms in the initial email invitation.

PREQUALIFICATIONS: All the respondents must submit seven (7) copies of a bound document which provides: a description of the firm, personnel and subcontractors who would be assigned to the project, relevant project experience, and recent references.

Designer must be professionally licensed in New Hampshire and provide certified engineering and geological survey services as contracted members of the team.

The Trustees of the Newmarket Public Library reserve the right to make a written request for additional information to assist in understanding or clarifying the proposal.

The Trustees of the Newmarket Public Library reserve the right to accept or reject any or all of the proposals.

The award will be based on factors including the experience of both the firm and the professionals assigned to the work, completeness of the proposal, quality of the technology provided for the design, and experience of the professional.

CONTRACT TERM: The term of any contract shall end with a final meeting with key stakeholders to discuss the complete study and review of resulting documents, models, and/or building plans.

The Trustees of the Newmarket Public Library shall have the right to terminate the contract at any time giving the Contractor a thirty (3) day written notice.

PAYMENT AND COMPENSATION: The Trustees of the Newmarket Public Library will begin contract negotiations with the firm determined to be the most qualified. In the event that a contract cannot be negotiated with the first firm, the Trustees of the Newmarket Public Library reserve the right to negotiate with the next qualified firm(s) until a contract can be reached.

Payment terms: Due within 30 days after satisfactorily completed of work invoiced, receipt of the invoice, approval, and accepted by the Trustees of the Newmarket Public Library or progress payments on a monthly basis.

SUBMISSION OF RFQ RESPONSE: Submissions are due on Friday, May 10, by 5:00pm, and must be submitted on the Proposals Form (Exhibit A). Seven (7) copies of Qualifications packages, including one electronic copy, are to be mailed to the Trustees of the Newmarket Public Library, 1 Elm Street, Newmarket NH, 03857. Attention: Candace Cousins, Director. The Newmarket Public Library is not responsible for proposals not received due to equipment failure, mail delays, etc. The Trustees of the Newmarket Public Library reserves the right to accept and reject any or all of the proposals.

AWARD: This contract will be awarded on the basis of the qualifications and experience of the designers with this type of work.

END OF SECTION

EXHIBIT A

**QUALIFICATION FORM
NEWMARKET PUBLIC LIBRARY
Architectural Feasibility Study**

Company Name:

Address:

Telephone Number:

Contact Person:

E Mail:

Design Professionals:

Professional Architect:

Structural Engineering Service:

Elevator Service:

Mechanical/HVAC Engineering Service:

Other:

Signature:

Printed Name:

Date:

This bid must be signed by a person authorized to legally bind the bidder.

SUBMITTAL CONTENT

- Cover Letter (one page)
- Section 1: Exhibit A, signed firm information sheet
- Section 2: Provide an organizational chart identifying disciplines, specific personnel, and role of those who will be assigned to this project (one page)
- Section 3: Describe your approach for this project (two pages)
- Section 4: Firm's capacity (e.g. number of full-time licensed architects). Provide resumes and workload for people assigned to this project-refer to staff listed in Section 2. (maximum one page per person)
- Section 5: Detail firm's quality control process with regard to design, document control, and construction administration (one page)
- Section 6: Firm's litigation history answer question: "Do you have any pending litigation or binding arbitration with a client?" (one page)
- Section 7: Copy of your firm's current professional liability or errors and omissions insurance (one page)
- Section 8: List firms last five (5) similar projects including size, location, and contact person (maximum 5 pages)
- Section 9: Describe why your firm is interested in this project (one page)

END OF EXHIBIT A

EXHIBIT B
JUDGING CRITERIA
NEWMARKET PUBLIC LIBRARY
Architectural Feasibility Study

Expertise of Designers Assigned 20 points

Work on Historic Structures and Public Libraries 20 points

Mechanical/Structural Engineering Service 20 points

References/Depth of Client Base 20 points

Scope of Design 20 points

TOTAL 100 points

END OF EXHIBIT B