

## **HARTFORD PUBLIC LIBRARY / COMMUNITY SOLUTIONS**

### **REQUEST FOR QUALIFICATIONS (RFP)**

#### **ARCHITECTURAL DESIGN SERVICES**

Section A	Introduction
Section B	Project Background
Section C	Scope of Work
Section D	Proposal Format & Selection Criteria
Section E	Submission Details
Exhibit A	Team Directory
Exhibit B	Existing Conditions Info
Exhibit C	Conceptual Plans
Exhibit D	Teaser Video



**Hartford Public Library  
Request for Proposals/Qualifications  
Library Build Out**

Hartford Public Library & Community Solutions are seeking qualified professionals to provide architectural design services for an existing conceptual plan to build out a Library at the Swift building located at 10 Love Lane, in Northeast neighborhood of Hartford, CT.

**A. INTRODUCTION**

HPL is a one of the oldest public libraries in the country. Founded as the Hartford Library Company in 1774, the Hartford Public Library of today serves the residents of Hartford, the greater Hartford region, and the State of Connecticut from 7 locations with robust programs, services, facilities, and collections that promote a literate and engaged community. HPL is incorporated as a 501(c)3 non-Profit organization; HPL receives approximately 74% of its annual operating revenue from the City of Hartford; income from the endowment, private giving, corporate support, grants, and State support provide the balance of resources for day-to-day operations.

Community Solutions (CS) is a national non-profit organization that works to end homelessness and the conditions that create in more than 90 communities across the nation. We operate neighborhood-specific projects in Brownsville, Brooklyn, and in Hartford, CT, where we work to address the upstream conditions that lead to homelessness.

**B. PROJECT BACKGROUND**

The Board of HPL approved a 5-year Capital Plan in 2019, identifying seven priority projects. The #1 priority is a new library for the North End to replace the current Barbour Street branch. The current Barbour Library is a leased storefront with 2,448 sq. ft. of space. This space is significantly inadequate for volume of use in the North End of Hartford. The proposed project will provide a new 16,500 sq. ft. facility. Barbour services 4,000 customers monthly in its current location. Given the challenges with the current Barbour Library space the library in cooperation with Community Solutions has decided to transition the Barbour Library to the Swift Factory.

The Swift factory is a collection of 5 interconnected buildings dating from c1895 - 1948 totally approx. 82,000 gross SF. The Swift factory complex sits on a 2.6-acre site along with 2 formerly residential properties. The entire site is on the state and federal register of historic places. The property was the location of the former M Swift & Sons Gold Leaf Manufacturing facility until it's closure in 2005. The building was donated to Community Solutions in 2010. Beginning in May 2018 Community Solutions transformed the once vacant and blighted collection of buildings into a multi-purpose hub and entrepreneurial center. This initial core and shell project was done with Bruner Cott Architects and Consigli Construction and involved the remediation and abatement of the entire property, as well as selective demolition to make way for completely new base building mechanical, electrical, plumbing and fire

protection systems. The first phase of tenant fit-out was done with Bruner Cott Architects and Banton Construction and included a Food Business Incubator, and a series of shared office spaces was completed in October 2020.

The proposed interior fit out includes 2 components which will be designed and constructed concurrently with funding from the HPL, CS and US Economic Development Agency. The first component will be a new branch for the Hartford Public Library. The 2<sup>nd</sup> component will be a series of MEP upgrades to the base building MEP systems as well as new office space for a local healthcare provider.

## **C. SCOPE OF WORK**

### **Hartford Public Library**

The library will occupy approximately 16,500 ft<sup>2</sup> with services located in the first and second floor of the facility. The state-of-the-art new space will offer a wide variety of on-site library services including robust cultural and humanities programming, civic engagement, technology access, collections, and educational support services for all ages. The second-floor space will become the NextGen Learning Center at Swift, a multi-faceted service center for the library's workforce readiness, certificate and training classes, including technology training, small business support, and community learning programs.

The space should reflect the culture, history and vision of the community, and community participation in the design process is required. The new library will be a center for civic engagement, culture, literacy and learning. The design should inspire and welcome.

The programmatic focus:

- NextGen at Swift -adult learning center to enhance career and workforce readiness services in the community and a center for on-site and virtual learning services.
- Enhanced access to technology and broadband capacity for the surrounding area by leveraging the library's broadband network.
- Innovative partnerships and shared resources with educational, business, cultural and non-profit partners to leverage expertise and form strategic alliances for the benefit of the community

### **New Barbour Street/Swift Library Branch- space utilization (Exhibit C Conceptual Plans)**

#### **1<sup>st</sup> Floor -Space Utilization**

- Adult Area
- Teen Area
  - Digital Media
  - Recording studio

- Children's Area
- Open Study Space
- Reading/Quiet study areas
- Stacks
- Restrooms (2 – multi-occupancy)
- Public Service Points
- Vestibule
- Elevator (Basement -2<sup>nd</sup> floor)

## **2<sup>nd</sup> Floor – Space Utilization**

- Administrative
  - Administrative Offices (3)
  - Administrative Locker space
- Adult Learning Center
  - Two classrooms (16 seats each)
  - Media/Tech Lab (13 seats)
  - Group Study (2 spaces seating 8 each)
  - Test Rooms (5 spaces seating 1 each)
  - Test Room (1 space seating 3)
  - Group Study (3 spaces seating 4 each)
- Community Room
  - Flex Seating Space
  - Restroom – 1 person occupancy
  - Kitchenette
  - Storage for tables/chairs
- Storage spaces
- Wellness Room (2)
- Restrooms (2, 1 person occupancy)

## **Basement – Space Utilization**

- Storage

## **Community Solutions**

Community Solutions wishes to fit out a new 4,000 SF office space on the second floor of the Swift Factory, adjacent to the HPL space. Along with this work upgrades are required to the building's central HVAC systems to accommodate this additional load of the office space and HPL space on the building systems including an additional boiler in the basement and an additional cooling tower on the roof.

- **Office Space**
  - Open space (20 desks)
  - Private offices (2)
  - Break room

- Data closet & Janitor's closet
- Storage & medical supply room
- **MEP Core Upgrades**
  - Additional gas fired boiler (conc pad and flue are already installed)
  - Additional roof top cooling tower (dunnage is already installed)
  - Common restrooms (2 multi-occupant)

**Architectural Services to be provided:**

**Phase I: Architectural Programming and Schematic Design**

**a. Architectural Programming and Pre-design**

- The Architect shall review conceptual design information prepared by Bruner Cott Architects, coordinate and conduct all necessary fact finding, meetings with HPL and Community Solutions in order to capture all intended work/scope of work
- The architect shall analyze detailed information about the existing site utilities, physical feature, location and the like. Drawings & Revit model relevant to the original construction of the Swift Factory and any later renovations and or expansions will be provided by Community Solutions.
- The Architect shall conduct a survey of the existing facilities, user group meetings and collect and implement information obtained from these meetings into design.

**b. Schematic design**

- Conduct twice monthly progress meetings to review these plans with HPL and Community Solutions.
- Facilitate 2 participatory meetings with the community to obtain input on the priorities and needs of the users including preparation of colored plans, renderings or models as needed.
- Develop schematic drawings in response to the community, HPL & CS's input.
- Prepare Planning & Zoning application for the project and present at 2 Planning & Zoning Commission meetings

**c. Design Development Phase**

- Create detailed plans for the construction of the NextGen@Swift including material selections, mechanical, plumbing, electrical / control systems, and final design.
- Include submission to SHPO & NPS and revisions based on their comments.
- At the close of the design development phase, the architect shall provide a project cost estimate. That the cost estimate shall include all expenses required to be paid by HPL and CS to complete the project including a

complete systems or CSI estimate for construction. The estimate for Hard Construction Costs shall be performed by an independent cost estimating firm, construction management firm or similar entity.

- Provide report from commissioning agent
- Submit design development drawings to the State Historic Preservation Office and National Park Service for review and approval.

## **Phase II: Construction Documents & Bidding/Negotiating**

### **a) Construction Documents**

- After approval and acceptance of the end product from Phase II prepare of the required architectural / engineering drawings and plan documents, e.g. mechanical, electrical, plumbing, and etc. for the project.
- Create detailed construction drawings and specification documents for bidding purposes.
- At 90% of the construction phase, the architect shall provide a project cost estimate. That the cost estimate shall include all expenses required to be paid by HPL and/or CS to complete the project including a complete systems or CSI estimate for construction. The estimate for Hard Construction Costs shall be performed by an independent cost estimating firm, construction management firm or similar entity, and shall include a list of alternates to ensure the project remains on budget
- Submit documents for review and secure all necessary approvals from the appropriate parties including local building department, fire marshal, utilities companies and financing and funding sources.
- Provide report from commissioning agent.
- Incorporate comments from funding agencies, commissioning agent and owner into final bid documents.

### **b) Bidding & Contract Award**

- Prepare complete set of bidding documents to prospective contractors via public competitive bid process. Services will include assisting with the distribution of plans and specifications, assisting with -contractor pre-bid meetings, assisting with formulating responses to prospective bidders' questions, issuing addendums (if necessary), attendance at the bid opening, and providing recommendations for contract awards.
- Prepare options for value engineering or possible re-bidding if bids come in over budget.

## **Phase III**

### **a) Construction Administration & Project Closeout**

- The Architect shall be a representative of and shall advise HPL and CS on construction progress until the final payment is due and during the correction period described in the Contract Documents.

- Provide on the Library and CS's behalf, construction administration. At a minimum, services to be provided shall consist of coordinating regular progress meetings, field reports, review of shop drawings, undertake construction observation, process certificates for payment to General Contractor and facilitate preparation of final record drawings, warranty follow-up and project closeout.

#### **D. PROPOSAL FORMAT AND SELECTION CRITERIA**

Each proposal must be submitted in PDF form, 12-point font single space and is limited to a maximum of 15 8.5x11 pages excluding exhibits and contain, each section should be clearly tabbed, and response must have the corresponding number identifying the section and question number for each response.

**The sections/tabs are to be in the following order:**

##### **1.0 Letter of transmittal,**

Addressed to Mary Tzambazakis, Chief Administrative Officer, as above. The letter should identify the **submitting firm or consultant as well as the name, title, telephone, fax number and email address of the person authorized to contractually obligate the firm or consultant**. The letter should be signed by the named person.

##### **2.0 Provide a General Statement of Qualifications**

That responds to the project background information given above and include the items listed below.

###### **2.1 Minimum Qualifications**

At a minimum firms must have experience with the design and construction of projects the include:

- a. Libraries
- b. Fit Out projects of at least \$5M
- c. Historic Tax Credit funded projects
- d. Participatory Design Process
- e. Sustainable & Healthy Building

###### **2.2 General Qualifications**

- a. Statement as to the firm's particular abilities and qualifications related to this project, as well as the number of years the firm has been in business, the geographical area of operations and professional affiliations.
- b. List of municipalities/nonprofits in Connecticut and other states for which the firm has provided similar services in the last three years with the name and contact information for each of these municipalities

- c. Additional information or documentation that may be useful and applicable to this project.

### **3.0 Personnel**

- 3.1 Outline the qualifications of the firm and Architect who will be assigned to this project.
- 3.2 Provide an organizational chart, including resumes of all personnel who would be committed to this project. Provide the name and phone number of two clients who have had similar projects for the architect who will be assigned to this project.
- 3.3 Complete - Exhibit A Staffing Resources  
List individuals assigned to this project by function, attach resumes of each, and specific information on their experience on projects similar to this.  
List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.

### **4. Experience with Similar Buildings**

- 4.1 Submit a list of all similar projects your firm currently has in progress or has completed in the last 10 years and the status of each.
- 4.2 For each, provide the following:
  - a. Name of project
  - b. Client contact
  - c. Owner's total initial budget
  - d. Total project cost
  - e. Number of change orders
  - f. Total cost of change orders
  - g. Date of bid
  - h. Scheduled completion date
  - i. Actual completion date
- 4.3 Describe the exceptional features of library or related buildings designed by your firm.
- 4.4 Explain your firm's expertise with interior fit out of library or related buildings
- 4.5 Explain your firm's experience with Renovation/Adaptive Reuse using State of Connecticut and Federal tax credit programs
- 4.6 Explain your firm's expertise community engagement and participatory design



4.7 Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA).

4.8 Describe how your firm incorporates this aspect of Sustainable/High Performance & Healthy Building into its work.

## **5. Architectural/Engineering Service**

5.1 Provide information on your current workload and how you would accommodate this project.

5.2 Describe in detail the process you would follow from schematic approval through approval of the final design including community engagement.

5.3 Outline the design schedule you would implement to meet the expected schedule below. Describe the methods you would use to maintain this schedule, and any concerns you might have

<b>Activity</b>	<b>Due Date</b>
Schematic Design & P&Z Submission	April 22, 2022
Design Development & SHPO/NPS submission	May 20, 2022
Contract Documents & EDA Submission	July 22, 2022
Bidding	August 26, 2022
Construction Commencement	September 23, 2022
Construction Completion	June 30, 2023

5.4 Describe your method for consensus building, including your role, the methodology employed, the outcome, and a contact person for a recent project where you employed this method.

5.5 Describe your quality control/coordination steps and/or processes followed to assure electrical, mechanical, and plumbing design plans align with your architectural design and with the existing conditions in order to reduce conflicts during construction which would require change orders and result in increased project costs.

## **7. Construction Costs**

7.1 Describe cost control methods you use and how you establish cost estimates. Include information on determining costs associated with construction in existing facilities.

7.2 List the steps in your standard change order procedure.

## **8. Legal Concerns**

- 8.1 Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by a library client or any of the same you have filed against a library client.
- 8.2 Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by any client other than a library client or any of the same you have filed.
- 8.3 Explain your General Liability Insurance coverage.
- 8.4 Explain your Professional Liability Insurance coverage.

## **9. Diversity & Inclusion**

- 9.1 Are you a WBME owned business?
- 9.2 What is your approach to ensure diversity, equity and inclusion in your workplace and your work? Provide a response that demonstrates your experience and approach to:
  - a. Community engagement
  - b. Hiring and retention of a diverse workforce
  - c. Employee training and professional development
  - d. Design (i.e., inspiration from, inclusion of community vision, values, history, culture)
- 9.3 Describe your experience working on projects that have construction hiring requirements from local, state or federal agencies.

## **10. Fees**

- 10.1 Provide information on your fee structure based on the scope indicated above, including anticipated reimbursable costs.
- 10.2 Submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested.
- 10.3 Provide your fee for this project as outlined below

<b>Hartford Public Library</b>	<b>Community Solutions</b>
Phase I: Architectural Programming and Schematic Design	Phase I: Architectural Programming and Schematic Design
Phase II: Construction Documents & Bidding/Negotiating	Phase II: Construction Documents & Bidding/Negotiating
Phase III: Construction Administration & Project Closeout	Phase III: Construction Administration & Project Closeout
Additional Services if not included in basic services:	Additional Services if not included in basic services:
FF&E Selection & Coordination	Commissioning Agent
Commissioning Agent	Cost Estimate
Cost Estimate	Tel/Data & Security Design
Tel/Data & Security Design	

## **E. SUBMISSION DETAILS**

**Proposers should provide 5 hard copies and one electronic version of their proposal to:**

### **PROPOSALS**

Proposals are to be submitted in hard copy with one original and five copies and one flash drive containing the submitted proposals. The submissions need to be in a sealed envelope labeled:

**Hartford Public Library Request for Proposal  
NextGen Library @ Swift Building  
RFP#01-Swift/Barbour Library - 2022**

### **HARD COPIES OF THE PROPOSALS ARE TO BE DELIVERED TO:**

**ATTENTION: MARY TZAMBAZAKIS,  
CHIEF ADMINISTRATIVE OFFICER  
HARTFORD PUBLIC LIBRARY ADMINISTRATIVE OFFICES, 3RD FLOOR  
500 MAIN STREET HARTFORD, CT. 06103-6312**

### **ELECTRONIC COPIES OF THE PROPOSALS ARE TO BE SENT TO:**

[HPLRFP@hplct.org](mailto:HPLRFP@hplct.org), with a copy to [swift@community.solutions](mailto:swift@community.solutions)

Calendar of Events Listed below are tasks and due dates related to this RFP. If HPL & CS find it

necessary to make changes to the schedule it will do so by updating the HPL website on the Request for Proposals page located in the About section of the library's website.

Activity	Due Date
RFP Issued	January 26, 2022
Tours of the Swift Factory are available upon request	
Last Date to Submit Questions <b>Note: No questions will be answered after this date.</b>	February 8, 2022
<b>RFP Due</b>	<b>February 18, 2022 by 4:00pm EST</b>
Interview	Week of February 28, 2022
Selection	Week of March 7, 2022
Contract Start Date	Week of March 14, 2022

**Note:** All proposers please note of the dates listed for interview and plan schedules accordingly, if selected.

HPL & CS reserves the right to waive information in any proposal or reject any or all proposal or to accept the proposal deemed most favorable to HPL & CS's interest.

#### **CLARIFICATIONS AND/OR REVISIONS TO SPECIFICATIONS AND REQUIREMENTS**

If a Proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the Proposer should immediately notify the Chief Administrative Officer via email at [HPLRFP@hplct.org](mailto:HPLRFP@hplct.org), with a copy to [swift@community.solutions](mailto:swift@community.solutions). The email should identify the issue and concern which requires review.

Any questions concerning the subject matter of the RFP must be submitted via e-mail on or before by 4:00 p.m. (EST) as noted in the schedule above. Q & A will be posted on the library website [hplct.org](http://hplct.org).

## EXHIBIT A

Please list all vendors who will be utilized for outsourced work associated with this project and/or employee name by each discipline. Put N/A for non-applicable positions listed in the table.

Title	Outsourced Firm Name	In-House Staff Name
Architects		
Electrical Engineers		
Mechanical Engineers		
Acoustical Engineers.		
Environmental Engineers		
Fire Protection Engineers		
Civil Engineers		
Specification Writers		
Code Specialists		
Geotech. Engineers		
Structural Engineers.		
Commissioning Agent		
Tel/Data & Security		
Cost Estimators		
Interior Designers		
FF&E Consultant		
Landscape Architects		
Other:		

## **EXHIBIT B**

Existing Condition Information

## EXHIBIT C

Conceptual Plans

## EXHIBIT D

Teaser Video <https://vimeo.com/667412934>  
(Password: HPL)