REQUEST FOR PROPOSALS

ARCHITECTURAL SERVICES FOR THE
EXPANSION AND RESTORATION OF AN HISTORIC LIBRARY

RESPONSES DUE MAR. 14, 2020
REQUEST FOR PROPOSALS
EXPANSION AND RESTORATION OF AN HISTORIC LIBRARY

The Hotchkiss Library is requesting proposals for architectural services to expand and restore the library, including design, preparation of construction documents, and performance of construction related services.

After reviewing the submitted proposals, the Library intends to select a small group of qualified firms who will be asked to attend an interview with the Library’s building committee.

BACKGROUND

The Hotchkiss Library is one of Sharon’s most enduring cultural institutions and well-known architectural landmarks. It was a gift to the town from Maria Bissel Hotchkiss and was designed by Bruce Price, one of the premier architects of his age. Construction was completed in 1893.

THE PROJECT

The Library lies within the Sharon Historical District which is listed in the National Register of Historic Places, and a Statement of Historical Significance written in 2008 notes the “remarkable integrity of the interior”.

However, time has taken its toll on interior finishes and furnishings while code mandated improvements and the integration of new technologies, including electric lighting, have not always been compatible with the historic interior. Most urgently, the Library lacks an accessible entrance, an accessible bathroom, and adequate area for staff and storage. Creative structural solutions are needed to level floors and strengthen railing while causing the least disturbance of existing material.

While existing spaces are restored and refurbished, we plan to construct a modest addition of approximately 500 square feet to accommodate the required accessible elements and other new service areas. We hope the addition will be a sensitive complement to the existing structure without calling too much attention to itself.

Hosting of public events and meetings is an increasingly important library function, and the central space, or nave, is currently used for this purpose. We hope to explore various options for expanding the useable area within this space while retaining its historic character.
SCOPE OF SERVICES

The architect’s qualifications must include:
· License to practice in Connecticut.
· Previous library experience and familiarity with current best practices in library science.
· Significant experience working with historic structures

The architect will be asked to provide:
· Pre-Design services including programming to identify space requirements.
· Preparation of alternative designs and budgets.
· Preparation of renderings and/or models for public presentation.
· Assistance obtaining zoning and historic district approvals.
· Assistance securing funding from Connecticut state sources.
· Preparation of a final design and complete construction documentation.
· Assistance with bidding, contractor selection and building permit submittals.
· Construction administration services.

Proposed Timeline

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<tr>
<td>RFP issued</td>
<td>Feb. 14, 2020</td>
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<tr>
<td>Proposals due</td>
<td>Mar. 14, 2020</td>
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<tr>
<td>Architect interviews</td>
<td>Mar. 30 - Apr. 14, 2020</td>
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<tr>
<td>Architect selected</td>
<td>May 1, 2020</td>
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<td>Design services begin</td>
<td>June 1, 2020</td>
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SUBMISSION REQUIREMENTS

To respond, please submit the following materials:
1. A cover letter stating your firm’s interest in the project and your commitment to provide the services requested.
2. A general description of your firm and your approach to design.
3. Photographs and descriptions of several recent, relevant projects.
4. A list of proposed project personnel and their relevant experience.
5. Estimated cost of professional services based on a construction budget of $1,250,000.
6. Before the due date, mail two copies of all requested materials and email a PDF copy to:
   Gretchen Hachmeister, Director
   Hotchkiss Library
   10 Upper Main St.
   Sharon, CT 06069
   ghachmeister@hotchkisslibrary.org

   Questions or comments should be be submitted to:
   David Moore, board member and chair of the Facilities Committee
   david.moore@snet.net.