

C.H. Booth Library RFP | Space and Furnishings Design

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One. Brief Project Overview.

Floor and storage space is at a premium at the Cyrenius H. Booth Library (located at 25 Main Street, Newtown CT 0647) where the furnishings and décor are various and of a wide range of usefulness and functionality. While the building has a reputation as a repository of Newtown-centric objects, the culture of the last twenty years has been to fill spatial voids with whatever furnishings come to hand through donations or piecemeal purchases. Many look worn and tired; most are beyond their useful life.

Library floods (2013 and 2015) only served to exacerbate the furnishings situation.

Many furnishings are heavy set pieces which have not moved in twenty+ years and serve little, if any, purpose toward fulfilling the mission of the library.

The library does have a role as a de-facto community museum and gallery space.

Meaningful space planning has not been accomplished and will be required to enhance the use of the library for patrons and to maximize all space available for the community.

The C.H. Booth Library seeks a contractor to provide a **long-term strategic space plan** to be carried out over an unknown and possibly extended period of time to assist in minimizing the ad-hoc nature of the furnishings, utilize what exists for the best possible purposes, obtain useful new furnishings, yet retain those classic pieces that are either original to the building or are known to be of historic value. Since funding is scarce, the plan must be able to be accomplished in small chunks over the course of many years.

Two. Organization's Background. The Cyrenius H. Booth Library opened in December 1932 with a capacity for 25,000 volumes. It was considered one of the most modern libraries of its time; the architect was Philip Sutherland who also designed Newtown's Edmond Town Hall.

Until the early 1980s the library was funded entirely with trust funds from its benefactress Mary Hawley who stipulated in her will that a portion of her possessions be displayed at all times in the facility.

The 1998 expansion (Tuthill & King) provided areas for meetings as well as displays of art and historical artifacts of Newtown from the library's extensive collection.

Three. Project Goals: The plan must optimize space available - respondents to this RFP shall assist in defining spaces and must guide the process of unifying design elements for furnishings, carpets, wall colors, lighting fixtures, shelving, and other considerations for the three floors of entire library.

- A. The strategy will include new and as-yet unbuilt small conference room spaces on level 3. These spaces are planned and drawn (see 'blueprints,' § Four).
- B. The strategy will include interior directional signage.
- C. The strategy will take into account the prior work done by the long-range planning committees, the library's strategic plans and work done by the Board of Trustees and its committees.
- D. The input of the professional librarians employed by the library and the Board that oversees the library must be considered in the process.
- E. The proposed furnishings, shelving and etc. must consider and blend with what exists currently.
- F. The strategy is to be presented as a whole but must break down plans for all areas individually and specifically: Children's, YA, Reference, Antiques, Genealogy, Meeting Room, Gathering Space, café area, art alcove, stack areas, Technical Services, Circulation area, front entryway area extending to the fiction stacks, Periodicals room, Gallery and all associated hallways.

Four. Blueprints, Floor Plans. See <https://www.chboothlibrary.org/rfp/>.

Five. Scope of Work & Deliverables. A **strategic plan** to include space planning, furnishings, and layout of furniture and stacks that may vary depending on available funds. Specific product lines and furnishings to include chairs, tables, end tables, desks, shelving, rugs, wall colors, and furniture that can accommodate productivity, relaxation, quiet study, and group work.

Deliverables: Identify quantity of furnishings needed for the community library, identify products or product lines that are sturdy, likely to last many years, and are 'classic' (e.g., are likely to remain in style).

Six. Technical requirements. Universal Design elements shall be incorporated whenever possible. Many predictions show that by 2025 fully one-third of Newtown's residents will be aged 60+. The institution and community places a high priority on adequately serving differently abled persons to the best of its ability.

Seven. Principal Point of Contact. The Library Director (§ Thirteen) will be the principal point of contact; there will be an assembled a team of staff and Trustees to approve the project(s).

Eight. Budget. Not including the contractor fee, the library can devote an initial \$40,000. After this initial period, an additional \$5,000 each year will be devoted for a period of ten years. As (and if) more funds become available, the project will be scaled and accomplished according to the contractor's plan.

Nine. Examples of work. Contractors interested in receiving an invitation to present a proposal shall provide examples of prior work – photos, websites, documents, etc. Contractors may feel free to share referrals and locations of facilities which the RFP review team can visit in person.

Ten. Proposal Elements. Each proposal should include the following elements:

1. Description of contractor - A summary of the consulting firm's structure, qualifications and relevant experience.
2. Overview/Scope – Include a summary of the strategic space plan.
3. Description of Consulting Team – Identify the project manager and include a list of key personnel who are proposed to be assigned to this project, their project roles, and relevant qualifications and experience.
4. Plan of work and technical approach – A project management plan that includes a description of the methodology, tasks, and timeline including a schedule of project milestones, and estimated total amount of time that would be spent on the project. Include the process by which the contractor will perform the work especially focused on site visits and method(s) of communication with the entities in § Three D.
5. Cost. Address each phase / space / project milestone, providing the total costs associated with each, including material costs, professional fees, travel and other associated expenses. Also include the total project cost.
6. References – Provide at least three (3) references for similar projects; include a summary of the project, the date completed, and the name, address, and phone number of each to contact.

Eleven. Criteria for Selection. Contractors shall provide bona fides, propose a method for solving the issue(s)*, contact information, a quoted price for the work**, a statement of their current regular hourly service consultation fees for services, by the date of April 15, 2019. The items above with asterisks will comprise 80% of the criteria for selection; the remaining four items will comprise 5% each.

Twelve. Format & Proposal Timeline. Contractor responses will be in the form of Microsoft Office-compatible (e.g., Word, Publisher, Excel, etc.) document(s).

Release of RFP: 3/15/19.
RFP Questions deadline: 3/29/19
Responses due: 4/15/19 @ 5:00PM Eastern.
Selection and notification of Contractor: 4/30/19
Concept art / drawings due: 6/3/19.
Finished product due 7/15/2019 @ 5:00PM Eastern

Thirteen. Proposal Submittal. Signed proposals are due on April 15, 2019 by 5:00 pm EST. Proposals may be submitted by mail or electronically (PDF via email) to:

C.H. Booth Library
Douglas Lord, Library Director
25 Main Street
Newtown, CT 06470
203-426-1561
dlord@chboothlibrary.org

Acknowledgement of receipt of proposals will be provided within 24 hours.

Note: Vendors with questions about this document or the RFP process should feel free to contact the library director (Douglas Lord) by phone (203-426-1561) or email (dlord@chboothlibrary.org). All answers arising from questions by this contact through 3/29/19 will be posted at <https://www.chboothlibrary.org/rfp/> so that the process is transparent and the information is shared.