



Request for Proposals (RFP)

for furniture for the

Shelburne Town Center – New Construction of the Pierson Public Library and Renovations to the Historic Town Hall

Issued: Friday, May 25, 2018

Submission Deadline: **Friday, June 15, 2018, 4:00 PM**
PROPOSALS SUBMITTED LATE WILL NOT BE ACCEPTED.

Mandatory Pre-Bid Meeting: Tuesday, June 5, 1:30 PM – Shelburne Historic Town Hall

Deadline for Final Submission of Questions: Tuesday, June 12, 12 noon

Anticipated Interview & Presentation Period: Week of June 18, 2018

Anticipated Notification of Contractor Selection: Week of June 25, 2018

Anticipated Furniture Delivery Dates: Historic Town Hall – Mid – Late April 2019
New Library – Late May 2019

This RFP, Furniture Drawings, and in-progress building drawings will be available May 25, 2018, distributed electronically. Printed sets of the project documentation will also be available for inspection at the Town of Shelburne Town Clerk's Office and at the offices of Vermont Integrated Architecture, P.C. at 137 Maple Street, Suite 29B in Middlebury, VT.

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Kevin Unrath, MLS, Director
Pierson Library
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Introduction

Vermont Integrated Architecture, P.C. (VIA) and the Town of Shelburne, Vermont invite qualified furniture vendors to prepare and submit proposals for the new Shelburne Town Center building, which consists of new construction for the Pierson Public Library and renovations to the Historic Town Hall. The two buildings will be connected.

Vermont Integrated Architecture, P.C. is the Architect of Record for the Project.

The Town of Shelburne is the Owner of the Property.

This project will be a tax-exempt project. The Town's Federal Tax ID number is 03-6000683.

Project Summary

The Town of Shelburne is renovating its Historic Town Hall and replacing the existing Pierson Library located at 5376 Shelburne Road in Shelburne, VT.

The new Shelburne Public Library (SPL) will be connected to the existing historic Town Hall. The Town Hall was constructed in 1929 and is a simple and stately historic building that contributes greatly to the character of the municipal campus and historic Shelburne Village. In an effort to keep the historic Town Hall relevant and well-cared for and used, the Library Building Steering Committee and the Select Board chose to pursue an option for the new SPL that connects the two buildings.

The existing historic Town Hall includes a partially below grade level, a main floor, and a mezzanine, and is approximately 6,000 square feet in area. Renovations to the Historic Town Hall will largely be focused on energy efficiency improvements at the basement level and cosmetic and structural improvements to the main level for community events. The main entrance will also receive much-needed repairs and maintenance. The historic character of the exterior of the building and the interior of the main hall space will be preserved.

The existing library, which was constructed in 1983, occupies about 4,600 square feet, which connects to the historic Town Hall at its west (rear) façade, and will be demolished and replaced by a new, approximately 12,000 square foot library on two levels with a full basement below. The total proposed project will comprise approximately 18,000 square feet of new and renovated space when complete. The new library will include increased stack space, multiple meeting rooms and study spaces, technology/business stations for youth and adults, program space and a community room and terrace.

The Town of Shelburne and the integrated design team is working with Efficiency Vermont as a project partner and the building is targeting net zero ready performance metrics for the new library addition with its current design, specifications and systems approaches.

A connector between the old and the new buildings will be the main entrance to the facility and house a shared stair and elevator promoting universal accessibility throughout the facility.

A significant effort was made to gather input from the Shelburne community about the character of the new construction. Overwhelmingly, residents suggested a new building that is “of its own time,” suggesting a building that is contemporary yet respectful of its surroundings. One should be able to look at the whole facility and easily read the new and historic components. A theme for the project could be one that references and acknowledges Shelburne’s unique architecture from an historic point of view while also celebrating and promoting its future architectural history.

Exterior Treatment/Character Concept

The facility is organized into four main components, or distinct character areas:

1. The Historic Town Hall. This building is mainly brick construction with a wood-framed gabled roof shingled in slate. Beautiful wood, arch-topped, double hung windows flank the eave sides of the historic building on the main floor. The entry portico and stairs are wood and brick construction as well. The exterior of the building will not be altered other than some much needed maintenance and restoration. This work includes selective masonry repair and repointing, reconstruction of the east entrance steps, repairs to the portico columns and trim, and repair and painting of the trim. Waterproofing and perimeter drainage is also included in the project.

2. The Main “Vessel” of the Library. The main volume of the new construction is 96’-0” x 50’-0” wide. The vessel will have its own character separate from the historic Town Hall although the proportion of this volume is similar to that of the historic building. A gently sloping roof (1/2”:12) slopes upward from south to north exposing a roof with solar electric photovoltaic panels to be mounted on top. The solar array may occur with initial construction or at a later date, but the infrastructure will be in place for it. The Openings in this vessel take cues from the historic town hall – horizontal alignments with eaves and windows, for example as well as overall proportions of the openings. The architectural language of the vessel is clean, simple, and uncluttered. We propose slate cladding for the Main Vessel. The slate is similar to the slate used on many roofs throughout Vermont and on building facades. The slate put emphasis on this new main volume and draws reference from the masonry of the Historic Town Hall. The trim details would be minimal and would include steel metal inverted corner profiles and metal sill pans, jambs and heads at window openings. Window frames in the Main Vessel will be grey to match the slate, possibly a shade or two lighter. Window openings in the vessel are primarily punched openings.

3. The “Staple” that connects and sews the historic Town Hall and the Vessel together. This is the main connector of the larger elements. It begins by connecting the historic building to the vessel and then protrudes out the west side and doubles back through the vessel eventually ending up as the Community Living Room. This component of the building is subservient to the two larger volumes and is likely composed of a storefront system with solid wall elements that are clapboard or another lighter weight material. The storefront components will align, coordinate, and unify elements of both of the larger volumes. The staple will be a lighter value in color than the slate of the Main Vessel and or the brick of the historic Town Hall, possibly a gray or white.

4. The “Scoops,” are the three inviting entrances into the new facility. Two of these are physical entrances at the west and south sides of the new construction, and the final is the Community Living Room that visually invites passersby to peek in and hopefully find their way inside. The scoops will be well-lit and inviting. The back sides of the scoops are clad on the outside with a flat seam metal (color in keeping with the slate, or slightly lighter) giving an appearance of a wrapper up and over the top. On the inside and underneath the soffit there is warm, clear-finished wood (Doug Fir). Storefront glass and occasional wood clapboard form the walls of the Scoops and will be well-lit and comfortable.

Interior Treatment/Character Concept

The Historic Town Hall will remain largely intact as it is currently on the main floor level. Repairs and refinishing to the woodwork and plaster will be cosmetic upgrades to this space. The main hall will also receive A/V equipment to accommodate a variety of events. Facility has been designed for flexibility. The historic character of the meeting hall will remain. New stacking chairs and folding tables will be provided for flexibility in this space.

The new construction of the library is contemporary – of its time. Furnishings in the new building will largely be sleek, easy to clean, durable, and fun. Accents of clear finished wood (maple) will be used sporadically throughout. There are a few special spaces in the new construction that will have their own “flavors.” These include:

- Community Meeting Room
- Children’s Library Areas
- Teen Space
- Adult Reading Areas

Shelving on the second floor of the library (adult fiction and non-fiction) will largely be reused from the existing library. New shelving in this area will match existing. New shelving shall be provided on the lower level. (See FFE plans included with this RFP.)

Pre-Bid Meeting & Questions

There will be an opportunity for prospective vendors to meet with VIA and the PHBC for a walk-through and question and answer session as follows:

Date: Tuesday, June 5, 1:30 PM
Time: 1:30 PM
Location: Shelburne Historic Town Hall
5376 Shelburne Road, Shelburne, VT

Participation at the Pre-Bid Meeting is mandatory. The purpose of this meeting is to give bidders the opportunity to see the project site and ask questions about the design, documents, and process. If you are intending to send representatives to this meeting please send a confirmation email to Andrea Murray and Kevin Unrath by 5:00 PM on Friday, June 1, 2018.

andrea@vermontintegratedarchitecture.com
kunrath@shelburnevt.org

Answers to Questions at the Pre-Bid meeting will be distributed to all proposers. Further questions may also be submitted, by email, until the deadline for questions noted above. Questions will be answered by the appropriate individuals within three (3) business days. Questions and answers will be shared with all proposers.

Exhibits included with this RFP:

Included as part of this RFP are the following drawings:

- A-10.11 Lower Level FF&E Plan
- A-10.12 Main Level FF&E Plan
- A-10.13 Upper Level FF&E Plan

NOTES

1. The Town of Shelburne would like to use a furniture vendor who is able to take advantage of state and other library furniture contract opportunities as a way to achieve some project savings.
2. The Town of Shelburne is excited about employing local firms, products, and people as part of this project in an effort to keep dollars in the community.

Submission Procedure

Proposals conforming to the requirements set out below must be received by Friday, June 15, 2018, 4:00 PM. All submissions shall be emailed to Andrea Murray at Vermont Integrated Architecture, P.C. and Kevin Unrath, Director Pierson Library.

Andrea Murray, Principal
andrea@vermontintegratedarchitecture.com
Vermont Integrated Architecture, P.C. (VIA)
802-989-7249

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Electronic submissions shall be in Adobe Acrobat® PDF format. All submissions shall be formatted to print on 8 ½" x 11" letter-sized paper. Please limit the file size to 15 mb.

If for some reason you need to submit a physical printed proposal, please inform Andrea and Kevin of this intent.

The Town of Shelburne and VIA may consider any bid not prepared and/or not submitted in accordance with the provisions hereof as incomplete. The Town of Shelburne and VIA reserve the right to waive irregularities and to reject any or all bids.

Any proposal may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any proposal received after the time and date specified shall not be considered.

Modification of Bids

Modifications to proposals already submitted will be allowed if submitted in writing prior to the proposal date and time noted in this Request for Qualifications.

Opening, Evaluation, and Contracting

Note that the Town of Shelburne is not legally obliged to select the vendor with lowest budget. The intent for asking for a budget is for the reviewers to better understand each company's process for pricing and procuring furnishings and to get a better sense in general of the total furniture budget required for the project. All proposals satisfying the requirements of this Request for Qualifications will be evaluated to establish which of the proposals best fulfills the needs of the project. The Town of Shelburne anticipates entering into a contract with the most successful proposer to execute the proposed work.

All proposals upon submission become the property of the Town of Shelburne. This Request for Qualification proposals does not commit the Town to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered. The Town of Shelburne reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified offerors or to cancel this Request for Proposals, if it is in the best interest of the Town to do so.

Forms of Agreement

The contractor will have an opportunity to suggest an acceptable form of agreement for the services proposed.

Guarantee, Service Contract, and Warranties

The successful vendor will be required to guarantee that all work shall remain free of defects for one (1) full year after project completion. Project specifications may require further system warranties. Manufacturer's Warranties on all furnishings shall be collected, bound and submitted to the Owner for their record and possible future use.

Insurance Requirements

This project requires the vendor and any major subcontractors to submit proof of General Liability Insurance, Auto and Workmen's Compensation as required by the State of Vermont.