

**REQUEST FOR QUALIFICATIONS**  
**for the**  
**AMESBURY PUBLIC LIBRARY**  
**CONDITIONS ASSESSMENT and FACILITIES MASTER PLAN**  
Issued by the Amesbury Public Library

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The City of Amesbury and Amesbury Public Library Board of Trustees (City/BoT) are seeking qualifications from Architectural and design teams, experienced working with historic library buildings, to perform a comprehensive conditions assessment and develop a Facilities Master Plan of the Amesbury Public Library. Successful respondents will demonstrate prior experience in building analysis, public construction, design of libraries and cultural facilities, and with historically significant buildings.

A full copy of this Request for Qualifications may be obtained by emailing Aimie Westphal, Director of the Amesbury Public Library, 149 Main Street, Amesbury MA 01913 at [awestphal@amesburylibrary.org](mailto:awestphal@amesburylibrary.org).

Submittals will be received prior to 4:00 pm on Thursday, February 8, 2024.

Award of contract is by the City/BoT. The City/BoT reserves the right to reject any or all submittals, waive any minor informality in the submittal process, and accept the submittal deemed to be in the best interest of the City.

The successful Respondent must be an Equal Opportunity Employer.

**Anticipated Timeline:**

December 7, 2023	RFQ Posted
January 11, 2024 at 10:30am	Site Visit
January 18, 2024	Last day for question to be submitted
January 25, 2024	Final day for responses by APL/City
February 8, 2024	Submissions Due by 4:00 PM EST
February 8 – March 20, 2024	Evaluation of Submittals and Selection
September 20, 2024 or 6 months after signing of contract	Final Product and Presentation Due

## **SECTION I: PROJECT OVERVIEW**

### **1. Facility**

The Amesbury Public Library (APL) was designed by Penn Varney and constructed in 1900 of brick and stone, in the Romanesque Revival style. The library building was determined eligible for listing on the National Register by MHC in 2001. A National Register nomination application is presently being prepared by Heritage Consulting Group.

APL serves the City of Amesbury, Massachusetts, a suburban community in Essex County. Geographically the City comprises 13.7 square miles (12.3 square miles of land and 1.5 square miles of water) and approximately 17,000 residents. Library governance and policy is overseen by the elected Board of Trustees. Day to day administration of library programs, activities, and building maintenance is the responsibility of the Director, who oversees a staff of 12. Approximately 12,000 people visit the library annually.

The library is situated in a municipal cluster of institutional buildings including City Hall, 9 School Street, 5 School Street, the Police Station, and the Fire Station with shared parking. The 11,000 square foot building has had one major interior renovation since its construction in 1900. This renovation added an additional level for bookshelves but does not meet current ADA requirements.

The building envelope requires significant repair. Water infiltration is an issue throughout the facility. Original features such as mosaics, tilework, woodwork, copper and slate suffer from aging and decay. Historically significant features are at risk of irreversible compromise.

ADA accessibility is a primary challenge. The building is difficult to enter for anyone with mobility issues or visual impairment. The ramp does not meet current ADA requirements and was installed as a temporary solution in 2007. The interior of the building is not accessible. There are no bathrooms accessible on the main level and offer no access via elevator to the basement level or second level where bathrooms are located. The second level houses our youth services (YS) department and is accessible only by a set of stairs. Strollers, crutches, walkers, chairs, and scooters have no access to YS services for ages 0 – 18. Access to materials is provided by staff which is an insufficient proxy for direct access.

Outdoor programming forms a critical part of our offerings and is held in the side lawn on the West side of the building. Staff are seeking ways to expand outdoor programming and quasi protected or three season space is of particular interest for future initiatives.

Staff work space is insufficient. Programming space for all age groups does not meet community need. Private community meeting space is not currently offered but remains a highly desirable service.

## **2. Project Goals**

As outlined in the [APL Strategic Plan FY24-26](#), the APL of the future will:

- Establish the library as a center for learning, enrichment, and joy.
- Ensure our building and facilities meet our community's needs.

### **Library Mission Statement**

The Amesbury Public Library, under the authority of its Board of Trustees, provides safe space for lifelong exploration and learning, public understanding, freedom of expression, experiencing beauty, and wonder through the best possible resources, facilities, and services for our community.

### **Library Vision Statement**

The Amesbury Public Library fosters connection in the community through learning, inclusivity, respect, responsible stewardship, kindness, and joy.

## SECTION II: SCOPE OF SERVICE AND DELIVERABLES

The City/BoT is seeking qualifications from Architectural and design teams, experienced working with historic library buildings, to perform a comprehensive conditions assessment and develop a Facilities Master Plan of the APL. The firm will be responsible for preparing a detailed assessment of the building's condition, a prioritized treatment plan, and cyclical maintenance plan.

- 1. Conditions Assessment:** The Consultant will document conditions through review of available reports and studies, interviewing staff, and on-site investigation and observation. Assessment shall include site and grounds pavement, curbs, walks, landscaping, site drainage, exterior lighting, walls, fencing/railings, signage, and exterior amenities; structural systems – foundations and structural framing of walls, columns, intermediate floors, and roofs; building envelope – roofing systems, exterior finishes, stairs and steps, exterior doors, and windows; interior building components – interior finishes; mechanical systems – electrical, heating ventilation/air conditioning, plumbing and conveyance systems; restrooms regulatory compliance – life safety, fire suppression systems, and general visual review of property compliance to the Americans with Disabilities Act (ADA). Identify energy conservation measures and identification of the features, materials, and finishes that are character defining and therefore significant and which must be preserved in the course of any work completed on the building.
- 2. Prioritized Treatment Plan:** Treatment plan should recognize the continuing use of the building as the APL and should ensure the library will remain open in its current location. Recommendations should be prioritized according to emergency (1-2 years), short term (3-5 years) and long term (beyond 5 years) needs.
- 3. Cyclical Maintenance Plan:** Develop a prioritized list of recurring maintenance procedures with corresponding time and intervals for the building that are designed to prevent future damage to the integrity of the structure and the associated cyclical maintenance costs for these procedures.
- 4. Future Strategies:** Conduct a site analysis to include adjacencies and define opportunities and challenges. Outline possible expansion or renovation strategies with goal of cost effectiveness and cohesion with the historical building. Propose potential project phasing to include accessible building entry, green building improvements and a ROM cost range.
- 5. Required Communications:** The Consultant will meet at regular intervals with APL Director and stakeholders to provide updates on project progress at least four (4) times during the project. At least one working session with APL Director, stakeholders, and City leadership.
- 6. Presentation of Final Report:** The Consultant will present this report to the Board of Trustees at a public Board of Trustees meeting.

**DELIVERABLES:**

- 1. Documentation:** The results of the conditions assessment and prioritized treatment plan are to be documented and included in a report. The report must include narrative description and analysis of existing conditions and photographic documentation of these conditions. Floor plans, elevations and sections of existing conditions as needed to illustrate the location of points needing attention, points of failure, areas needing corrective action, and to illustrate proposed areas for renovation. This may include 3D sketches, massing models or other forms of 3D visualization. Other charts and tables deemed appropriate to capture the existing conditions and describe the scope of work anticipated, estimated timelines, and approximate costs.
- 2. Report:** Prepare and submit four (4) hard copies of the report and one (1) PDF version on a thumb drive. All photographs included in the report shall be in color. A final draft version will be submitted for review and discussion with the Selection Committee. After incorporating the Selection Committee comments, a final version of the report will be submitted. A separate executive summary shall be prepared and submitted with the final version of the report.

### **SECTION III: GENERAL TERMS AND CONDITIONS**

1. The contract for this project will be between the City and the Consultant, and will be administered by the APL. The successful Respondent must be willing to sign the City's contract as is. The City will not accept Respondent's terms and conditions.
2. A submittal will remain in effect for a period of 60 days from the deadline for submission of qualifications or until it is formally withdrawn, a contract is executed, or this RFQ is cancelled, whichever occurs first. The City reserves the right to reject any and all submittals.
3. The City will have the option to cancel the contract provided that written notice is given 30 days prior to the effective termination date.
4. Any changes or additions to consultants or personnel named in the application must be submitted in writing and approved by the City.
5. City/BoT reserves the right not to make an award on this contract if not doing so is in the best interest of the library.
6. The City shall cancel this contract if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year succeeding the current fiscal year as required by M.G.L.c30B,sec12(c)(3).

## SECTION IV: SPECIFICATIONS

### A. SUBMITTAL REQUIREMENTS

1. **Statement of Project Understanding:** The Respondent shall state its understanding of the project in clear and succinct terms. The Statement of Project Understanding shall demonstrate the consultant's understanding of the APL Strategic Plan, mission, and vision. Respondent will demonstrate understanding of existing challenges as outlined in overview of programming and current constraints as well as the role of the library within the broader municipal campus setting.
2. **Plan of Work:** The Respondent should provide a detailed description of the firm's approach to meet the technical, professional and scheduling requirements described in this RFQ, including project management, communication with the City, and proposed deliverables. The Plan of Work shall include a project timeline.
3. **Project Team:** The Respondent should include a description of the firm as well as anticipated sub consultants if any. Include a description of respective roles and responsibilities, including the Project Manager for this project. Include a summary of the Contractor's organization and experience pertinent to this project type; resumes of principals; technical expertise and capabilities pertinent to this project, including a list of Respondent's professional licenses and accreditations pertinent to the Respondent's performance and experience. The Respondent should describe its overall capability and interest and confirm its commitment to successfully perform services within the described budget and schedule.
4. **Relevant Project Experience:** A list of at least five (5) entities, for which you have conducted similar services. For the purposes of this RFQ the following is defined as relevant project experience:
  - I. Experience with projects of similar scope and size
  - II. Experience with municipal clients and citizen boards
  - III. Experience with historic structures
5. **References:** Include no less than three (3) client references of the key members assigned to the project. The references must include the name of the organization, contact person, a full address, email, and phone number, as well as a one sentence description of the Applicant's work for the reference. Such references will be used to determine a respondent's responsibility. Municipal client contacts preferred. The City reserves the right to use itself as a reference.
6. **Other Requirements:**
  - I. Rate sheet for staff proposed to work on the project.
  - II. Certificate of Non-Collusion (attached)
  - III. Certificate of Tax Compliance (attached)
  - IV. Corporate Resolution, if a Corporation (attached)

- V. Certificate of Insurance (demonstrating limits in compliance with RFQ requirements and naming the City of Amesbury as an additional insured) (attached)

## **B. SUBMISSION OF QUALIFICATIONS**

Each original submittal must be marked "REQUEST FOR QUALIFICATIONS FOR AMESBURY PUBLIC LIBRARY CONDITION ASSESSMENT AND FACILITIES MASTER PLAN" and addressed to Aimie Westphal, Amesbury Public Library, 149 Main Street, Amesbury, MA 01913 and must be received by February 8, 2024 by 4:00 PM EST. It is the responsibility of the applicant to ensure that delivery is made in a proper and timely fashion. Any submittals received after such time will not be accepted unless this date and time have been changed by addendum. Delivery to any other office or department does not constitute compliance with this paragraph.

- 1. Questions and Clarifications:** Applicant questions or requests for clarification must be submitted in writing and emailed to APL Director, Aimie Westphal, at [awestphal@amesburylibrary.org](mailto:awestphal@amesburylibrary.org). Requests must be received no later than January 18, 2024 by 4:00 PM EST. The proposer must include with any request or question the name, telephone number, and email address of the person to whom a response, if any, should be sent. If the City determines that an answer or response to a request or question is appropriate, the City will provide such answer or response in writing to all proposers in the form of an Addendum to this RFQ. Proposers are not entitled to rely upon any answers or responses unless the same have been issued by the City.
- 2. Correction, Modification, or Withdrawal of Submittal:** An applicant may correct, modify, or withdraw their submittal by making the request in writing and must be received no less than 48 hours prior to the opening of the proposals. All corrections, modifications, or withdrawals must be delivered to Library Director, Aimie Westphal with a notation on the envelope indicating the title of the project, the deadline for the receipt of the submittals and a notation that the envelope contains a correction, modification, or withdrawal of the original submittal submitted for the particular project.
- 3. Additional Information Regarding the Project:** Additional information with regard to the project may be attached hereto. Any such information is deemed incorporated herein and made a part hereof. All proposers must be willing to sign the City's contract. The City will not accept a proposer's terms and conditions.
- 4. Duration of Submittal:** A submittal will remain in effect for a period of 60 days from the deadline for submission of submittals, until it is formally withdrawn according to the procedures set forth herein, a contract is executed, or this RFQ is cancelled, whichever occurs first.

### **C. INSTRUCTIONS TO APPLICANTS**

1. Optional site visit January 11, 2024 at 10:30am.
2. Respondents shall submit four (4) hard copies and one (1) PDF version on a thumb drive of the proposal, inclusive of all Submittal Requirements indicated in Section IV:A of this RFQ.
3. Each proposal must contain the full name and address of each person or company interested therein.
4. Each proposal must have the price proposal in a separate envelope with the following marked on the outside: REQUEST FOR QUALIFICATIONS FOR AMESBURY PUBLIC LIBRARY CONDITION ASSESSMENT AND FACILITIES MASTER PLAN – PRICE PROPOSAL [Consultant's Name].
5. Each proposal shall be submitted with the following marked on the envelope: REQUEST FOR QUALIFICATIONS FOR AMESBURY PUBLIC LIBRARY CONDITION ASSESSMENT AND FACILITIES MASTER PLAN [Consultant's Name]
6. APL anticipates that the contract for the proposed work will be awarded within 45 days of proposal submittal date. Submittals must remain valid for 60 days.
7. Mailed submittals shall be enclosed within an outer mailing envelope, addressed to:

Aimie Westphal  
Director Amesbury Public Library  
149 Main Street, Amesbury, MA 01913  
Re: Conditions Assessment and Facilities Master Plan

All respondents are cautioned to allow ample time for transmittal. Responses received after the deadline will not be accepted or recognized. Note that the times of receipt will determine the acceptability of mailed submittals regardless of postmark.

## **SECTION V: EVALUATION OF SUBMITTALS**

All submittals shall be received and evaluated in conformance with the requirements of M.G.L. 7C §§44-58 as applicable. Evaluations shall be based upon qualifications only.

- 1. Submittals:** Each Requestor must submit a written submittal to this RFQ which includes full and clear descriptions of evaluation criteria. A Selection Committee will evaluate each submittal based on these evaluation criteria.
- 2. Price Proposal:** Price will not be considered when initially evaluating a submittal. After the finalists have been ranked, the City will enter in price negotiations with the Respondent.
- 3. References:** References will be contacted to determine if the Respondent is responsible. References will be asked about their overall impression of the Respondent, quality of work performed, understanding of factors affecting implementation, and the timeliness of the product.
- 4. Interviews:** The Selection Committee will interview no more than three (3) finalists to determine if the Respondent meets the needs of the City/BoT. Respondent should therefore be prepared to travel to Amesbury for this interview, which should include the Team Leader and additional key personnel who will be working on the project on a day-to-day basis. The City/BoT will not assume any travel costs related to the interviews.
- 5. Award of Contract:** The City will award one (1) contract to a qualified Respondent. The City reserves the right to reject any and all submittals if it determines that it is in the best interest of the City to do so.

### **A. SELECTION PROCESS:**

1. Upon the receipt of all proposals, Library Director shall submit all proposals to the Chief Procurement Officer (CPO). The CPO and Library Director shall review each Submittal to determine whether it meets the minimum requirements as set forth in Section IV:A of this RFQ. Failure of a proposal to meet a minimum requirement will disqualify a Proposal from further consideration.
2. The CPO and Library Director shall send all Submittals deemed complete to the Selection Committee. In analyzing responses to the evaluative criteria, the Selection Committee shall consider the qualifications of Respondents, and make any investigations deemed relevant to the selection process. The Selection Committee will confirm claims of past experience and reserves the right to conduct reference interviews at its discretion.
3. All Submittals will be reviewed by the Selection Committee. The comparative evaluation criteria are set forth in Section V:B of this RFQ. The Selection Committee shall score each criterion separately and shall aggregate scores to

produce a composite rating of Highly Advantageous, Advantageous, Not Advantageous, or Unacceptable for each proposal reviewed.

4. The Selection Committee will select a minimum of three (3) applicants to be recommended to the Amesbury Public Library Board of Trustees (BoT) to be interviewed. The BoT will determine the number of applicants approved for interviews.
5. The applicants chosen for interviews will be notified, either by mail, email, or telephone, of the date, time, and place for their interviews and any other pertinent information related hereto.
6. The Selection Committee will recommend a finalist to the BoT for approval.
7. Negotiations will commence thereafter, until an acceptable fee has been reached. In the event negotiations are unsuccessful, the City will request the second ranked finalist, then if necessary, the third ranked finalist, to submit a price proposal in the same manner as for the first ranked finalist. In the unlikely event negotiations are unsuccessful with the three top finalists, the City may re-advertise the RFQ or may select additional finalists from the original pool of applicants.
8. Once successful negotiations have concluded, or if the fee has been set, the City will prepare the contract(s) and submit them to the successful applicant(s) for signature. Upon receipt of the executed contract and all other required documents, the City will have the contract(s) signed by City officials.

**B. EVALUATION CRITERIA**

The following section contains an explanation of the Comparative Evaluation Criteria that will be used in measuring the overall relative merits of each Submittal.

<b>Highly Advantageous</b>	Submittal excels on specific criteria.
<b>Advantageous</b>	Submittal fully meets the evaluation standard that has been specified
<b>Not Advantageous</b>	Submittal does not fully meet the evaluation standard, is incomplete or unclear, or both.
<b>Unacceptable</b>	Submittal does not meet the specification criteria.

Each Submittal shall respond to the following questions.

**1. STATEMENT OF PROJECT UNDERSTANDING & PLAN OF WORK**

Respondent demonstrates an understanding of the objectives of this RFQ, including the APL Strategic Plan, mission, and vision, as well as an understanding of the

Respondent's role in evaluating existing conditions, developing a phased work plan, and the Plan of Work as described in Section IV:A of this RFQ.

**Highly Advantageous:** Submittals that excel in all respects. Submittals that describe a clear understanding of project goals. Submittals that clearly and concisely address all required elements of the scope of services.

**Advantageous:** Submittals which address all required items adequately. Submittals whose Statement of Project Understanding or Plan of Work include some descriptions that are unclear, vague, or not specifically relevant to the project.

**Not Advantageous:** Submittals that address required items, but only in general or vague terms that do not adequately represent an understanding of the project or of specific tasks to be performed.

**Unacceptable:** Submittals whose Statement of Project Understanding or Plan of Work are incomplete. Submittals that are not specifically relevant to the project.

## **2. PROJECT TEAM**

Respondent demonstrates that a highly effective project management structure is proposed for this activity, that key personnel are highly qualified to perform the services assigned to them, and that key personnel will maintain the functional responsibilities assigned them for the duration of the project. Respondent demonstrates that he/she has the capacity to complete the project within the time stipulated.

**Highly Advantageous:** Submittals which clearly indicate that an experienced and effective project management structure is proposed. Key personnel are highly qualified to perform services assigned to them. Key personnel can demonstrate either: more than fifteen (15) years combined experience or more than seven (7) projects of similar scope wherein they have performed the services assigned to them. Proposal affirms that key personnel will provide the services assigned to them for the duration of the project. Submittal affirms that services will be completed by Contract Deadline.

**Advantageous:** Submittals which indicate that an effective project management structure is proposed. Key personnel are qualified to perform services assigned to them. Key personnel can demonstrate either: more than ten (10) years combined experience or more than five (5) projects of similar scope wherein they have performed the services assigned to them. Respondent affirms that key personnel will provide the services assigned to them for the duration of the project. Submittal affirms that services will be completed by contract deadline.

**Not Advantageous:** Submittals which do not clearly indicate that an effective project management structure is proposed. Key personnel are not qualified to perform services assigned to them. Key personnel cannot demonstrate either: more than five (5) years combined experience or more than three (3) projects of similar scope wherein they have

performed the services assigned to them. Respondent cannot affirm that key personnel will provide the services assigned to them. Submittal does not affirm that services will be completed by contract deadline.

**Unacceptable:** Submittals which do not clearly indicate that an effective project management structure is proposed. Key personnel are not qualified or have no relevant experience. Respondent cannot affirm that key personnel will provide the services assigned to them. Submittal does not affirm that services will be completed by contract deadline.

### **3. RELEVANT PROJECT EXPERIENCES AND REFERENCES**

APL prioritizes other relevant experience, projects of similar size, and experience working collaboratively with municipal clients and citizen boards. The Respondent will present and describe work that best illustrates current qualifications and ability.

**Highly Advantageous:** Completion of at least five (5) public library projects during the previous fifteen (15) years. Prior work demonstrates directly relevant experience with each of the following: projects of similar size, and; with municipal clients and citizen boards and historically significant structures. References are superior.

**Advantageous:** Completion of at least three (3) public library projects during the previous fifteen (15) years. Prior work demonstrates directly relevant experience with two of the following: projects of similar size, or; with municipal clients and citizen boards, or with historically significant structures. References are satisfactory.

**Not Advantageous:** Completion of fewer than three (3) public library projects during the previous fifteen (15) years. Prior work demonstrates directly relevant experience with only one of the following: projects of similar size, or; with municipal clients and citizen boards or historical significant structures. References are unsatisfactory.

**Unacceptable:** No prior library experience. No relevant experience.

### **SECTION VI. NOT-TO-EXCEED FEE LIMIT**

The total fee shall not exceed \$85,000.

## **Section IV.A.6. Other Requirements**

### **Attachments**

## II: Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that the bid or proposal submitted relative to this project is in all respects bona fide, fair and made without collusion or fraud with any other person, joint venture, partnership, corporation or other business or legal entity.

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Name of person signing bid

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Company

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Date

**III: Certification of Tax Compliance**

Pursuant to G.L. c.62C, Section 49A, I, \_\_\_\_\_, hereby certify under the pains and penalties of perjury that \_\_\_\_\_ (Proposer) has complied with all laws of the Commonwealth of Massachusetts relating to the payment of taxes and has filed all state tax returns and paid all state taxes required under law.

\_\_\_\_\_  
Signature of Authorized Representative of Proposer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number or Federal ID Number of Proposer

**iv: Corporate Resolution**

(to be filed if Proposer is a Corporation)

I, \_\_\_\_\_, hereby certify that I am the duly qualified and  
(Secretary of the Corporation)

acting Secretary of \_\_\_\_\_ and I further certify  
(Name of Corporation)

that a meeting of the Directors of said Company, duly called and held on \_\_\_\_\_,  
(Date of Meeting)

at which all Directors were present and voting, the following individuals:

\_\_\_\_\_  
\_\_\_\_\_

were duly authorized and empowered to execute and submit Forms of General Bid,  
Contracts, Agreements or Bonds on behalf of the Corporation.

I further certify that the above authority is still in effect and has not changed or modified  
in any respect.

By: \_\_\_\_\_  
Secretary of Corporation

A True Copy:  
Attest: \_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_  
Date

**V. Certificate of Insurance**

(must be valid and received by the City after award and prior to contract execution)