

Request for Qualifications

Architectural Services
for Conceptual Design

Maplewood Memorial Library
51 Baker Street
Maplewood, NJ 07040

Issue Date: February 19, 2016

Due Date: April 4, 2016

Board of Trustees
Maplewood Memorial Library
Maplewood, NJ 07040

History of the Maplewood Memorial Library

In 1913, just prior to World War I, a group of women met at the Maplewood home of Mrs. W. J. Morrison to discuss the formation of a public library. Their first step was a public meeting at the Ricalton School, under the auspices of the Home and School Association. At the meeting, a resolution was passed establishing the Maplewood Library Association, which held its first meeting on April 30, 1913. The initial home of the library was on the third floor of the old school building (now part of the Maplewood Middle School). In January 1922, the library changed from a subscription library to a municipal library, and the name was changed to the Free Public Library of the Township of Maplewood. In 1932, the Maplewood Free Public Library moved to the old Township Hall, built in 1869, at 162 Maplewood Avenue, where it remained until 1956.

The Hilton Branch of the Library began as a Reading Club, organized in March 1882. In 1889, the Reading Club established itself as the Hilton Public Library Association. Andrew J. Van Ness, the first librarian, donated his personal collection of some 1,000 books. When the Township Library was incorporated in 1922, the Hilton Library became the Hilton Branch.

Over the years, both the library building on Maplewood Avenue and the Hilton Branch (which was located in the old firehouse) became increasingly crowded and outmoded. By the late 1940s it was clear that new library buildings were needed to serve what was now a prosperous, bustling suburban community. In 1949, the Township Committee approved a planning survey to locate a new building on Baker Street adjacent to Memorial Park. In April 1954, it passed a bond ordinance to finance the new building as a Memorial Library. More than 20 architects were interviewed, and Ray O. Peck, AIA, of Westfield, was selected to design the structure. Built at a cost of \$265,000, Maplewood Memorial Library opened its doors on August 12, 1956.

On November 22 of that same year, the Township Committee announced its decision to erect a new building for the Hilton Branch Library, at a cost of \$220,000. Ray O. Peck was contracted to design the Hilton Branch as well, and a new location, near Maplecrest Park, was selected. Ground was broken on January 31, 1958. Opening day was held less than a year later, on January 28, 1959.

By 1967, the new Main Library on Baker Street was already overcrowded, and planning began for an addition, designed by the architectural firm of William E. Lehman of Newark. The new addition was completed in December 1969, and dedicated on July 4, 1970.

Maplewood Memorial Library Today

The Maplewood Memorial Library builds community and enriches the quality of life throughout Maplewood by bringing together diverse people, information and ideas.

The Maplewood Library has been the heart of the community for over 100 years. The current Main building was built in 1955 and the Hilton Branch in 1958. Over the last 60 years, library services have expanded and use has increased dramatically.

In 1960, the year after the Hilton Branch Library opened, both buildings together housed a collection of 68,000 items. That number has increased to well over 130,000 items.

In 1960, 12,856 Maplewood residents had a library card. Today 19,889 residents have a Maplewood Library card, an increase of 35%. The Library has become the community center, the technology center and the intellectual center of Maplewood. Nearly 1,000 people walk through our doors every day for library services and programming.

Unlike 60 years ago, when the Library's primary activity was checking out books, Maplewood residents now come into the Library to use public computers, laptops and iPads; to access Wi-Fi on their own devices; to download eBooks and eAudiobooks; to access our databases and local history collections; to work and study independently and in groups; to attend one of the 20-40 library and community programs and events that are scheduled every week; and to check out materials.

Unfortunately, the Library buildings no longer meet the needs of our community.

- Reading areas, which were originally designed as open and inspiring places, have been replaced with book stacks, limiting spaces in which to meet and study.
- While new technology has brought the Library into the twenty-first century, it has also taken the place of prized public areas. Computers and workstations have reduced spaces for group and quiet study.
- Workspaces for staff and the technology infrastructure, such as servers and data racks, have impinged upon other public areas.
- The outdated electrical and data infrastructure can no longer meet the current demand and will be woefully inadequate within the next 5 years.
- The buildings have water infiltration and flooding issues in the lower stack and basement areas and the basement in the main building is below the water table.
- Asbestos is in the dropped ceilings and floors.

A Vision for the Future (See Building Plan [Additional Information and Documentation](#))

Sixty years after the cornerstone was set on the “new” Maplewood Memorial Library, we are planning for Maplewood’s future and aligning library priorities with the changing needs of our community. The world has changed dramatically since the Main and Hilton Branch Libraries were built in the 1950s, and our future depends on the successful integration of technology into our physical structure to ensure access to our increasingly networked world.

At the same time, the Maplewood Library is a vital community asset because it brings people together. The Library strengthens community identity by attracting residents for diverse purposes, provides a safe and trusted destination for all generations, and establishes personal connections throughout the community by providing the space for collaboration and creation. A new design is needed to ensure that the Maplewood Library is accessible, inspiring, technologically advanced and open to all for years to come.

The New Maplewood Memorial Library will be the place for residents to explore, connect, create and engage. We seek a design for the library of the future. While we do not know what the future holds, we do know that we need inviting, comfortable and functional spaces for children and for adults, for individuals and for groups; for physical and for virtual collections. We need a building that is energy efficient and resilient in the face of climate change.

We seek inspiring design that will accommodate great flexibility in library uses and in technology needs while reflecting the beauty, creativity and diversity of our town.

The Current Building and Location

The Main Library of the Maplewood Memorial Library is located at 51 Baker Street in Maplewood, New Jersey. It is located across the street from Maplewood Middle School, within walking distance of Maplewood Village, and is surrounded on three sides by Memorial Park. Memorial Park was designed in the 1920s by internationally renowned landscape architects who envisioned it as the centerpiece of the town. Memorial Park is a locally designated historic landmark and is listed in the New Jersey and National Registers of Historic Places.

Memorial Park has received New Jersey Green Acres funding and its 23.4 acres are included in Maplewood Township's Recreation and Open Space Inventory (ROSI), which is on file with the New Jersey Department of Environmental Protection.

The Main Library building is a single-story above-grade masonry structure with a basement. The main level is 14,663 SF and houses the collection space and public service desks. The lower level is 10,310 SF and houses Memorial Hall (a large, heavily used community room) as well as support spaces and storage.

Water infiltration and flooding occur regularly in the basement and lower stack areas. The basement is below the water table.

Services Requested

The Library is seeking an architecture firm with library experience to create a conceptual design for a significantly larger Main Library at its current site. This will include renovating existing space and adding up to 20,000 square feet of above-ground space. The expansion of the footprint of the building will require addressing regulations of the New Jersey Department of Environmental Protection's Green Acres Program.

The design for the north side of the building must integrate the park view.

The design must incorporate elements that will result in LEED certification.

The initial request is for conceptual designs. The Library and the Library Building Committee will work with the selected architectural team in determining the appropriate method for creating the future of the Maplewood Memorial Library. This process will involve continuing to work with stakeholders including but not limited to the Library Board of Trustees, the Library Building Committee, Maplewood Township Committee members and other decision makers, library staff, library users and the general public.

Submittal Requirements

Submittal Requirements are as follows:

1. A cover letter, signed by authorized representative of the firm, confirming the firm's interest in the project and its availability to accomplish the project and to complete the project in a timely manner. The letter shall include:
 - a. Firm Name
 - b. Business Address
 - c. Primary Contact Name, Telephone Number and Email Address
 - d. Year Established
 - e. Type of Ownership
2. A list of the firm's recent library and civic projects with verifiable references.
3. A summary of the firm's principals and key staff members who would be assigned to the project.
4. Narrative and illustrative materials that adequately describe the firm's relevant project experience, including projects that meet the evaluation criteria.
5. A narrative and informal sketch of the firm's initial design ideas for the renovation and expansion of the Maplewood Library building.
6. An outline of the firm's process for creating a conceptual design.

Pre-Submittal Information Conference:

Interested teams may ask questions about the RFQ and selection process at a pre-submittal information conference scheduled for 11am on Wednesday, March 9, 2016 at the Maplewood Memorial Library, 51 Baker Street, Maplewood, NJ 07040. Questions and answers from this session will be summarized in writing and posted on the Library website.

Selection Process

The RFQ is the first phase of a two phase selection process. Upon receipt, review and evaluation of the RFQ proposals, the Library may interview all, or some of the qualified firms and invite up to 3 firms to submit a Request for Proposal (RFP). Those firms will then be asked to present design ideas and give both informal and formal presentations.

Evaluations of the RFQ will be handled by the Library Building Committee. The RFP phase will be evaluated by the Library Building Committee, Township Committee Members, Library and Township staff, and community members.

The Library reserves the right to not issue Requests for Proposals after the RFQ proposals are received.

Evaluation criteria for the RFQ are listed below in descending order of importance:

APPLICANTS MUST:

1. Have library design experience with projects of similar scale and complexity.
2. Be certified to provide architectural services in the State of New Jersey and be certified by the American Institute of Architects. LEED certification for green planning will also be taken into consideration.
3. Have experience and success incorporating the surrounding landscape that ensures scalability to surroundings.
4. Have success in incorporating a user friendly design and overall design quality as demonstrated in the material submitted.
5. Demonstrate the ability to design a flexible infrastructure that will support evolving technologies.
6. Have prior experience with public-sector clients and process for projects of similar scale and complexity.
7. Have references from clients and contractors their firm has worked with in the last 5 years, which demonstrates experience in working effectively with clients, municipalities and communities on architectural projects.
8. Provide professional qualifications of individuals assigned to the project.
9. Have history of effective schedule and budget management for projects of similar scale and complexity.
10. Be willing to creatively engage the Library Building Committee, Library Board of Trustees, the Township Committee and the community in all stages of the design.

Maplewood Memorial Library Building Committee

The Committee consists of the Mayor, President of the Library Board of Trustees, President of the Friends of the Maplewood Memorial Library, member of the Maplewood Library Foundation, Library Director, Township Engineer and the Maplewood Township Director of Community Development. In alphabetical order:

Ellen Davenport, Treasurer of the Maplewood Library Foundation

Victor De Luca, Mayor of Maplewood

Annette DePalma, Maplewood Township Director of Community Development

Sarah Lester, Maplewood Library Director

Katherine McCaffrey, President of the Maplewood Library Board of Trustees

Laura Nial, President of the Friends of the Maplewood Library

Maplewood Township Engineer

Questions or Request for Interpretation

All Questions or Requests for Interpretation must be submitted, in writing, no later than ten (10) days prior to the due date for proposals to Sarah Lester, Director, Maplewood Library, 51 Baker Street, Maplewood, N.J. 07040 or slester@maplewoodlibrary.org. The Library is not obligated to and will not respond to questions received after this deadline.

Responses to all written questions will be posted on the Library website.

Contacts during the Solicitation Process

Any questions, comments, or other communications shall be directed only to Sarah Lester, Director, Maplewood Library, 51 Baker Street, Maplewood, NJ 07040 or slester@maplewoodlibrary.org. No other contact shall be made regarding this request for proposals with any other staff, elected officials, agents, consultants or representatives of the Library or Township of Maplewood during the request for qualification process unless specifically authorized and directed by the Township. Failure to comply with this requirement shall result in the offending consultant being removed from consideration.

Special Conditions

Consultant Responsibility for Proposal Costs

The Library is not liable for any costs incurred by any consultant associated with the preparation of a proposal, the negotiation of a contract, or for any services prior to the award of the Agreement.

Selected consultants may be asked to present their proposals and/or to demonstrate ability to provide products or services to the Library's representatives in Maplewood or at another mutually agreeable location. The consultants shall bear all costs of such presentations.

Proposals Binding Upon Consultants

Consultants are advised that their proposals shall be binding upon the consultant for ninety (90) calendar days from the proposal due date. A consultant may withdraw or modify their proposal any time prior to the proposal due date by a written request, signed in the same manner and by the same person who signed the proposal.

Professional Services Agreement

The Library will enter into a professional services agreement with the successful consultant which will contain certain mandatory provisions required by the State of New Jersey and Township of Maplewood.

Insurance Requirements

The successful Consultant will be required to provide proof of professional liability coverage.

Confidentiality

Qualifications submitted to the Library for consideration shall be subject to the New Jersey Open Public Records Act, N.J.S.A. 47A:1A-1 et seq. Any confidential information in the submission shall be identified as such. If any information is considered to be confidential, the consultant shall agree to indemnify the Library for any and all attorney fees that the Library may incur in defending the withholding of such information. Should the Library receive a request for the release of any information in the submission in accordance with the Open Public Records Act, the Library will release only that information which has not been identified as confidential. Should the consultant choose not to identify any information as confidential, all information in the submission shall be considered releasable by the Library. Consultants will be notified of any open records requests prior to the release of such information. If, in the opinion of Library's legal counsel, the Library is nonetheless compelled to disclose any portion of such information to anyone or else stand liable for contempt or suffer censure or penalty, the Library may disclose such information without liability.

Independent Contractor

The successful consultant is an independent contractor. The independent contractor is not entitled to workers' compensation benefits. An independent contractor is obligated to pay federal and state income tax on any monies earned pursuant to the contract relationship. Additionally, it is understood that the independent contractor is not entitled to unemployment insurance benefits unless unemployment compensation coverage is provided by the independent contractor or some entity other than the library.

Pay To Play

The successful proposer will be required to execute the certification provided for in N.J.S.A. 19:44A-20.8 regarding political contributions. More specifically, proposals made by or on behalf of parties who have made political contributions set forth in N.J.S.A. 10:44A-20.5 shall be rejected.

[Additional Information and Documentation](#)