

**BOOTH & DIMOCK MEMORIAL LIBRARY  
ASSESSMENT OF HISTORIC 1913 LIBRARY BUILDING  
REQUEST FOR PROPOSALS**

**Issue Date: November 3, 2021**

**Due Date: November 30, 2021**

**RFP Contact: Margaret Khan, Library Director**

The Booth & Dimock Memorial Library in Coventry, CT is seeking proposals to conduct an historic architectural/engineering analysis of the Library's historic 1913 building located at 1134 Main Street and develop a condition and assessment report that will assist in the future care and use of the property. Visible sagging of built-in bookshelves can be observed in the library's historic parlors. Site inspections by an historic carpenter and structural engineer have concluded that a damaged floor joist is causing the settling. Completion of a thorough inspection of the structural aspects of the building will give the Board of Trustees an understanding of present and future maintenance needs.

The project is funded by grant funds from the State of Connecticut Department of Economic and Community Development – State Historic Preservation Office (SHPO). The grant has been funded in the amount of \$20,000.00. Work must be done in accordance with SHPO standards and be completed by a 36 CFR Part 61 qualified Historical Architect.

Sealed proposals must be received by **November 30, 2021** in the Booth & Dimock Memorial Library Director's Office 1134 Main Street, Coventry, CT. Responses to the RFP must be mailed, emailed or hand delivered to the address provided at the end of this document.

Booth & Dimock Memorial Library provides equal opportunity in employment to qualified individuals, regardless of race, color, religion, age, sex, marital status, sexual orientation, genetic information, gender identity or expression, or any other characteristic protected by applicable state or federal law.

This project received funding from the Department of Economic and Community Development with state funds from the Community Investment Act of the State of Connecticut.

Questions regarding the RFP can be direct to:

Margaret Khan  
Library Director  
860-742-7606  
mkhan@coventryct.org

## **BACKGROUND**

The Booth & Dimock Memorial Library is the public library of the town of Coventry. The original building opened in 1913, and an addition was added in 1989. Improvements to the 1989 section of the building and an enclosure of the library's subgrade courtyard are tentatively planned to begin in Spring 2022 under guidance of the Library Renovation & Improvement Committee.

Construction for the original structure began on May 20, 1911. The Georgian Revival building was designed by James M.A. Darrach, and the Library has withstood the test of time as a beloved landmark. The Library is a contributing resource to the National Register of Historic Places, South Coventry District. The historic building contains many unique features, including a clock tower, skylights, large decorative windows, masonry, and built-in bookshelves which are currently cracking and settling into the floor.

In Spring of 2019, a tour of the building by the Library Renovation & Improvement Committee brought notice to cracking and settling along the built-in bookshelves in the Library's historic parlors. While the issue is thought to be longstanding – supported by photos from the late 1960s/early 1970s – books have been removed from these areas. The Library is requesting an assessment of the structural needs of the historic building in order to properly repair the built-in bookshelves.



## **SCOPE OF SERVICES**

The consultant will work with Library representatives regarding the needs and goals of the project and prepare a report that addresses the following:

- An assessment of the historic building's current, existing conditions.

- Prioritized list of work necessary to repair the sinking.
- Cost estimates and/or a proposed budget to perform the repairs and/or restoration.
- A discussion on the existing building materials, condition of those materials, code violations, and ADA accessibility.
- Detailed plans and specifications that outline the necessary work to accommodate the repairs and/or restoration.

The condition assessment will be prepared by a 36 CFR Part 61 qualified historic architect.

The project will be done in accordance with the Secretary of the Interior's Standards for the treatment of historic properties and the procedures of the Department of Economic and Community Development, State Historic Preservation Office. Methodology will follow guidelines of the Connecticut State Historic Preservation Office.

The consultant will work at the Booth & Dimock Memorial Library, a singular property located at 1134 Main Street, Coventry, CT. The consultant may be required to attend and present information at meetings of the Booth & Dimock Memorial Library Board of Trustees, or meetings of their committees.

### **DELIVERABLES AND TIMELINE**

Each task associated with this contract and its deliverables are listed below. The suggested duration for each task also is included, but the Booth & Dimock Memorial Library anticipates that some activities will run concurrently. In addition to the tasks below, the proposer should plan on at least one in-person meeting to get the project started and may need to attend additional meetings with the Library that can be either in-person or remote. Regular updates and communications regarding the tasks below are an expectation of the contract.

The Booth & Dimock Memorial Library requires three hard copies of the final assessment and accessory materials outlined above and in digital format as well. The printed project must also acknowledge the State Historic Preservation Office.

The consultant must be ready to commence project work within thirty (30) calendar days of the contract award. While it is the Library's expectation to begin project work as soon as possible within the thirty (30) days, the Library reserves the right to extend the project start date within reason due to unforeseen circumstances.

The project shall be successfully completed within six (6) months from the date of the execution of the contract between the Library and consultant, unless the Library requests an extension of time.

Bid Posting Date – November 3, 2021

Inquiry Period – November 3 – November 23, 2021

RFP Due Date – November 30, 2021

Contract Award Date – December 30, 2021

Deliverables Due – Within 3 months of contract award date

Project Completions – within 6 months of contract award date

## **REQUEST FOR PROPOSAL CONDITIONS**

- The Booth & Dimock Memorial Library intends that the contract awarded shall expire on June 30, 2022. The report must meet the Secretary of the Interior's Standards for the Treatment of Historic Properties and be prepared by a 36 CFR Part 61 qualified historical architect.
- All proposals in response to the RFP are to be the sole property of the Booth & Dimock Memorial Library. Proposers are encouraged not to include in their proposals any information that is proprietary. All materials associated with this procurement process are subject to the terms of State laws defining freedom of information and privacy and all rules, regulations, and interpretations resulting from the laws.
- The Booth & Dimock Memorial Library will pursue negotiations with the highest-scoring proposal. If, for some reason, the Library and the initial proposer fail to reach consensus on the issues relative to a contract, the Library may commence contract negotiations with other proposers. The Library also may decide at any time to restart the RFP process.
- Any price offerings from proposers must be valid for a period of ninety (90) days from the due date of the proposals.
- The consultant must certify that the personnel identified in its response to this RFP will be the persons actually assigned to the project. Any additions, deletions, or changes in personnel assigned to the project must be approved by the Booth & Dimock Memorial Library in advance of their exclusion or inclusion, with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by the Booth & Dimock Memorial library. At its discretion, the Booth & Dimock Memorial Library may require removal and replacement of any of the consultant personnel who do not perform adequately on the project in the sole opinion of the Library, regardless of whether they were previously approved by the Library.
- The consultant represents and warrants that the proposal is not made in connection with any other consultant and is in all respects fair and without collusion or fraud. The consultant further represents and warrants that the consultant did not participate in any part of the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no agent, representative or employee of the Booth & Dimock Memorial Library participated directly in the consultant proposal preparation.
- The Booth & Dimock Memorial Library may amend, modify, or cancel the RFP, prior to the due date and time, if it deems it to be necessary, appropriate or otherwise in the best interest of the Booth & Dimock Memorial Library.
- No additions or changes to any proposal will be allowed after the proposal due date unless such modification is specifically requested by The Booth & Dimock Memorial Library. The Library, at its option, may seek proposer retraction and/or clarification of any discrepancy or contradiction found during its review of proposals. Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required by the Library.
- The Booth & Dimock Memorial Library reserves the right to award in part, to reject any and all proposals in whole or in part, or waive technical defects, irregularities, and omissions if, in its judgement, the best interest of the Library will be served.
- Booth & Dimock Memorial Library reserves the right to award a contract in a manner deemed to be in their own best interests. This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP serves only as the instrument through which proposals are solicited.
- A payment schedule will be developed after contract award and will be tied to the completion

of specific project milestones.

- The contract will represent the entire agreement between the consultant and the Booth & Dimock Memorial Library and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The Booth & Dimock Memorial Library shall assume no liability for payment of services under the terms of the contract until the chosen consultant is notified that they contract has been accepted and approved by the Booth & Dimock Memorial Library. The contract may be amended only by means of a written instrument signed by the Town of Coventry.
- The Booth & Dimock Memorial Library reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstance, revoking the awarding of a contract already made to a consultant and subsequently awarding the contract to another consultant. Such action on the part of the Library shall not constitute a breach of contract on the part of the Library since the contract with the initial consultant is deemed to be void *ab initio* and of no effect as if no contract ever existed between the Booth & Dimock Memorial Library and the Consultant.
- During the period from your organization's receipt of this Request for Proposals, and until a contract is awarded, your organization shall not contact any member of the Booth & Dimock Memorial Library or the State of Connecticut for additional information, except during the inquiry period and according to the manner described below.
- Questions for the purpose of clarifying the RFP will only be accepted via email and must be submitted to Margaret Khan, Library Director, mkhan@coventryct.org no later than November 30, 2021. Responses to inquiries will be sent within 48 hours.

## **SELECTION CRITERIA**

A selection committee of the Booth & Dimock Memorial Library Board of Trustees will review and score all proposals. The Booth & Dimock Memorial Library reserves the right to develop a short list of candidates to interview prior to selection or request additional information, including references. The following information, in addition to the requirements, terms and conditions identified throughout this RFP, will be considered as part of the Selection process, and are listed in order of relative importance.

1. Soundness of the proposal to meet the scope of work and produce the deliverables
2. Qualifications
  - a. Professional qualifications of staff
  - b. Demonstrated ability to manage and administer projects of this nature
  - c. References
3. Value
4. Experience with this type of project and process

## **PROPOSAL REQUIREMENTS**

The following must be included in the proposers RPF:

- Name of firm or individual and primary contact information
- Summary of qualifications, including resumes of key staff assigned to the contract, demonstrating capabilities relative to this project.

- Brief business history outlining length of time in business. Alternatively, individuals should provide a similar history outlining years of experience.
- Project Summary for a project that most closely matches the current RFP.
- Work sample that demonstrates ability to complete work described.
- Project Narrative on how the firm or individual proposes to meet the scope of work, produce the deliverables, and demonstrate qualifications.
- Cost proposal demonstrating an understanding of the requirements of the RFP and the ability to perform the described tasks in an efficient and effective manner, as well as a not-to-exceed maximum budget that includes all direct and indirect costs for each task shall be submitted. The labor categories, rates, and estimated hours should indicate which hours are to be completed by the prime contractor and/or subcontractors.
- Three references.
- Evidence of the following insurance coverages as applicable. These coverages shall be maintained for the duration of the project. Insurance certificate will name Booth & Dimock Memorial Library as additionally insured on all certificates of insurance.
  - 1) Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include Premises and Operation, Independent Contractors, Product and Completed Operations and Contractual Liability. If a general aggregate is used, the general aggregate limit shall apply separately to the Agreement or the general aggregate limit shall be twice the occurrence limit.
  - 2) Workers' Compensation and Employer's Liability: Statutory coverage in compliance with compensation laws of the State of Connecticut. Coverage shall include Employer's Liability with a minimum limit of \$100,000 each accident, and \$500,000 Disease – Policy limit, \$100,000 each employee.
  - 3) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury. Coverage extends to owned, hired and non-owned automobiles. If the vendor/contractor does not own an automobile, but one is used in the execution of the contract, then only hired and non-owned coverage is required. If a vehicle is not used in the execution of the contract then automobile coverage is not required.
- Responses to the RFP must be received by 4pm on November 30, 2021. Responses to the RFP must be mailed, emailed or hand delivered to the following address. Proposals received after the deadline will be rejected. It is the responsibility of the bidder to confirm receipt of the proposal.

Margaret Khan  
 Library Director  
 Booth & Dimock Memorial Library  
 1134 Main Street  
 Coventry, CT 06238  
 860-742-7606  
[mkhan@coventryct.org](mailto:mkhan@coventryct.org)