REQUEST FOR QUALIFICATIONS  
IFB # 2017-4

Conceptual Design Feasibility Study for the Belmont Public Library

The Town of Belmont Facilities Department seeks qualifications from architects, hereinafter “Consultant”, to conduct a conceptual design feasibility study for renovation, expansion, or replacement of the Belmont Public Library.

The Request for Qualifications (“RFQ”) will be available from the Town of Belmont Facilities Department, 19 Moore Street, Belmont, MA 02478 beginning Wednesday, May 18, 2016 from Monday to Friday, 8:00 a.m. to 4:00 p.m. Electronic versions are available by contacting Cindy Papa at cpapa@belmont-ma.gov.

A copy of the standard professional services contract is included as Attachment D in the RFQ.

A pre-submission conference will be held at 11:00 a.m. on Thursday, May 26, 2016 at the Belmont Public Library, 336 Concord Avenue, MA 02478.

The deadline for submission of proposals is Thursday, June 2 at 3:00 p.m. Proposals are to be submitted to:

Gerald R. Boyle  
Director of Facilities  
Town of Belmont  
19 Moore Street  
Belmont, Ma 02478

The final date for submission of written questions shall be 12:00 p.m. on Friday, May 27, 2016, five business days before proposal are due.

The Town of Belmont Facilities Department reserves the right to accept or reject any or all submissions if it is in the interest of the Town to do so.

Following completion of the Conceptual Design Feasibility Study for the Belmont Public Library, the Town will determine whether to move forward into subsequent design phases for any of the proposed options. The Town of Belmont reserves the right, at its sole discretion to continue with the selected “Consultant” in subsequent design phases.
I. **INTRODUCTION**

**Background**
The existing Belmont Public Library, located at 336 Concord Avenue in Belmont, was constructed in 1965, to designs by Kilham Hopkins & Greeley Architects. The current facility contains approximately 29,650 gross square feet, located on two levels and a mezzanine. Changes in the nature of library services have taxed the ability of the current facility to meet the community’s needs. The Children’s Department specifically is significantly undersized and spaces for reading and computer usage are limited.

The location of the library is viewed by the community as ideal. It is close to the Belmont High School located across Concord Avenue and a short walk from Belmont Town Hall, the commuter rail and the adjacent commercial district.

The existing library site contains approximately 1.92 acres bounded by the Wellington Brook to the rear of the property, a park and community swimming pool on the east, and a church on the west. Onsite parking is limited. Geotechnical investigations have revealed a high water table on the site.

Per the Belmont zoning regulation, the site is in Single Residence SR-C zone and subject to a twenty-five foot front yard setback, ten foot side yard setbacks, and a thirty foot rear yard setback.

The existing building was built as a load bearing masonry structure with load bearing interior and exterior walls with exterior brick cladding. The floor structure of the lowest level is constructed of precast pre-stressed concrete T’s over a crawl space. Upper floors are framed with bar joists and the roof structure is wood framed.

**Previous Design Studies**
The Trustees have examined numerous options for expansion or relocation of the library over the past twenty years.

Tappe Associates prepared designs for a new library on the current site in 2001.

J. Stewart Roberts Associates, (now Johnson Roberts Associates) evaluated options for renovation and additions on multiple sites and ultimately developed a preferred option for a new library with underground parking on the current site in 2005. While the design received a Construction Grant from the Massachusetts Board of Library Commissioners, the town did not fund the project. Background materials, including a property survey, borings, and engineering review of existing building systems from the 2011 study are available.

Johnson Roberts was retained again in 2011 to evaluate options for a new library to be located across Concord Ave from the current facility. While the design received a Construction Grant from the Massachusetts Board of Library Commissioners, the
Belmont School Committee ultimately voted to not make the land available for the proposed project.

II. SCOPE OF SERVICES

The Trustees of the Belmont Public Library are now interested in evaluating three options for improving library services on the current library site: renovation and reconfiguration of the existing building without additions, additions and renovations to the current building, and demolition of the current facility and replacement with a new library. The goal of this study is to assist the Trustees in determining the best course of action to pursue to improve the library facility.

For the addition and renovation option and the new building option, The Trustees have prepared a proposed Library Building Program calling for expansion of the library to approximately 38,500 gross square feet.

The Trustees do not anticipate applying for a Construction Grant in the 2017 Massachusetts Board of Library Commissioners Construction Grant Program.

Design studies should evaluate alternative options for meeting the goals of the attached library program in each of three scenarios. Conceptual designs should include proposals for renovation or replacement of building systems, and redesign of the site. Cost estimates will be provided for each of the three design options.

Renovations to the Existing Building
Develop alternative schemes for reconfiguration of the existing library building of 29,650 SF without additions. Schemes should show upgrades to building systems, address building envelop issues, improve library functions, and provide a fully accessible facility. Provide a comparative conceptual cost estimate. Once a preferred option for the renovation scheme has been established provide a detailed estimate of probable construction and project costs.

Renovations and Additions
Develop Alternative design schemes for expanding the existing building to meet the requirements of the building program. Proposed expansion schemes should include both building plans proposed elevations and site plans. Provide a comparative conceptual cost estimate. Once a preferred option for the renovation scheme has been established provide a detailed estimate of probable construction and project costs.

Demolition of the Existing Library and Construction of a New Facility
Develop Alternative design schemes for demolition of the existing building and construction of a new library facility. Proposed schemes for a new library should include floor plans, site plans and building elevations. Provide a comparative conceptual cost estimate. Once a preferred option for the new library scheme has been established, provide a detailed estimate of probable construction and project costs.
**Design Team**
In addition to the Architect, design teams should include, at a minimum, a Civil Engineer, Mechanical, Electrical and Plumbing Engineers, a Structural Engineer, and an Independent Cost Consultant.

**Project Goals**
The goal of this study is to evaluate the viability of the current building. Building finishes are worn, mechanical and electrical systems are outdated and the layout fails to meet the needs of today’s library patron. The Children’s Room is undersized. Space for seating and computer usage is limited. New book browsing and AV collections are housed in a corridor space.

The next goal is to create the designs, proposals, and cost estimates of a renovation, renovation and addition, or new library. Each option should respond to the needs of the community, with an expanded Children’s Department, expanded space for electronic media, patron friendly browsing areas, a separate area for young adults, community meeting spaces that can be used after hours, and improved work spaces for staff.

The renovations should include a complete renovation, or replacement, of mechanical, electrical and plumbing systems and installation of a fire suppression system.

Designs should include green design strategies, highly efficient systems, and should be to LEED Silver standards although the Town does not anticipate applying for formal LEED certification.

**III. PROPOSAL REQUIREMENTS**
At a minimum, submissions should include the following:

a. Cover letter indicating the general approach the applicant will utilize in this study.

b. The name and address of the consultant. If it is a firm, the names and addresses of the officers, directors and owners. The proposed project manager and all members of the project team for this work shall be identified;

c. Names and professional license numbers of those officers, directors, and owners who are registered architects or engineers. In addition, the licenses of the project manager and all members of the project team shall also be provided;

d. List of all public projects undertaken in the past five years in Massachusetts;

e. List of all current projects for the proposed team, both public and private;
f. An example of a recently completed similar study for a similar client;

g. If the applicant is a joint venture, all information shall be shown for each partner in the venture;

h. Resumes of project team members, including any consultants and sub-contractors who will be involved in this study;

i. A statement in which the applicant certifies that the information provided is current, under penalties of perjury (MGL c.7, s.38E);

j. Completed form DSB-1;

k. Belmont Tax Compliance Statement;

l. Belmont Certificate of Non-Collusion;

m. One original hard copy proposal and seven (7) additional hard copies are to be submitted. One digital copy in pdf format of the proposal shall also be submitted.

IV. EVALUATION CRITERIA

a. Experience – experience in conducting similar public library feasibility studies

b. Past Performance – facility condition assessments will be viewed and/or clients interviewed to determine the quality of work provided.

c. Public Sector Knowledge – experience and knowledge of Massachusetts public construction laws, public construction costs and public procurement.

d. Identity and Qualifications of Sub-consultants and Subcontractors – all evaluation criteria will be used to review the qualifications of persons or firms who will be employed by the Consultant.

e. Capacity – the ability of the applicant to undertake and complete the project in a timely manner.

f. Financial Stability – submit a statement from an independent certified public accountant (CPA) stating that s/he has examined the applicant’s internal auditing controls. Said CPA shall prepare a most recent annual audited or sworn to balance sheet and income statement prepared according to Generally Accepted Accounting Principles (GAAP) in accordance with MGL c.7, s.38E.
V. SELECTION AND FEE

The Selection Committee of the Facilities Department shall rate proposals numerically, using the above evaluation criteria.

The fee for these services shall be negotiated. A Not-to-Exceed fee of $40,000.00 has been set for this phase of the project.

V. TIME SCHEDULE

The Conceptual Design Feasibility Study for the Belmont Public Library shall be completed within sixteen weeks from the award of the contract.

VI. AVAILABLE RESOURCES

Proposed Library Building Program April 2016

2001 Tappe Associates Study

Site Selection and Schematic Design Study prepared by J. Stewart Roberts Associates, 2006

2011 MBLC Grant Submission

2015 Library Annual Report

2016 Five Year Long Range Plan

These resources are available at http://belmontpubliclibrary.net/feasibility-documents/

VII. SUBMISSION REQUIREMENTS CHECKLIST

_____ Cover letter, including the name and address of the consultant.
_____ Names and professional license numbers;
_____ List of all public projects undertaken in the past five years in Massachusetts;
_____ List of all current projects for the proposed team, both public and private;
_____ An example of a recently completed similar study for a similar client;
_____ If the applicant is a joint venture, all information shall be shown for each partner in the venture;
_____ Resumes of project team members, including any consultants and sub-contractors who will be involved in this study;
_____ A statement in which the applicant certifies that the information provided is current, under penalties of perjury (MGL c.7, s.38E);
_____ Completed form DSB-1 (See attached);
_____ Completed Tax Compliance Statement (See Attached);
_____ Completed Certificate of Non-Collusion (See Attached);
_____ Completed Submission Requirements Checklist (this page).

Note: One original hard copy proposal and seven (7) additional hard copies are to be submitted. One digital copy in pdf format of the proposal shall also be submitted.

Attachment A  Form DSB-1
Attachment B  Belmont Tax Compliance Statement
Attachment C  Belmont Certificate of Non-Collusion
Attachment D  Belmont Standard Professional Services Contract
ATTACHMENT B

Tax Compliance Statement
Town of Belmont

ATTESTATION

Pursuant to M.G.L. c/ 62c, §49A, the undersigned acting on behalf of the Contractor, certifies under the penalties of perjury that, to the best of the undersigned’s knowledge and belief, the Contractor is in compliance with all the laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.*

** Signature of Individual
Or Corporate Contractor (Mandatory)
** Contractor’s Social Security #
(Voluntary) or Federal Identification Number

By: __________________________ Date: _________________________

Corporate Officer
(Mandatory, if applicable)

*The provision in the Attestation relating to child support applies only when the Contractor is an individual.

**Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

***Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of M.G.L. c/ 62c, §49A.
ATTACHMENT C

AFFIDAVIT OF NON-COLLUSION
Town of Belmont

The undersigned certifies under the penalties of perjury that this bid or proposal is in all respects bona fide and fair and has been made and submitted in good faith without collusion or fraud with any other person. As used in this affidavit, the word “person” shall mean any natural person, joint venture, business, partnership, corporation, union, committee, club, organization, group of individuals, or other business or legal entity.

Signature: ________________________________

Date: ________________________________

Name[Printed]: ________________________________

Title: ________________________________

Company: ________________________________
ATTACHMENT D BELMONT STANDARD DESIGNER SERVICES CONTRACT

Contract #

AGREEMENT
TOWN OF BELMONT, MA
Contract for Designer Services

PROJECT TITLE: _______________________________

PROJECT TYPE: _______________________________

This AGREEMENT is made under seal this _________ day of ______________ in the year Two Thousand and Sixteen, between the Town of Belmont, Massachusetts, by its Town Administrator and the Library Board of Trustees, the AWARDING AUTHORITY, and Designer with an address of XXXXXX acting as PROJECT ARCHITECT (the DESIGNER).

The scope of services is set forth in Attachment A.

ARTICLE 1: DEFINITION OF TERMS

1.1 GENERAL LAWS -- the General Laws of the Commonwealth of Massachusetts as amended, including any rules, regulations and administrative procedures implementing said laws.

1.2 DESIGNER -- the individual or firm performing professional services under this AGREEMENT.

1.3 PRINCIPALS -- the registered professional Architects or Engineers listed in ARTICLE 16.

1.4 NOTICE TO PROCEED -- written communication from the Awarding Authority, constituting an essential condition of this AGREEMENT, authorizing the Designer to perform services for the project phase to which such Notice shall relate. The Notice to Proceed shall include the basis for compensation, the fixed limit construction cost, if any, and may include the time of submittal. Subsequent written communications amending the Notice to proceed are required to change either a submittal date or the fixed limit construction cost. Proceeding with various phases of contract work is contingent upon the Awarding Authority or its designees’ satisfaction with and acceptance of services performed for each phase.

1.5 SUBMITTAL DATES -- those dates referred to in the Notice to Proceed or any subsequent amendment thereto.
1.6 CONSTRUCTION CONTRACT -- contract for construction of a whole or part of the project, including all change orders.

1.7 TOTAL CONSTRUCTION COST -- the sum of the actual construction contract award price and each authorized change order revising the construction contract award price. The construction contract award price shall be the same as the construction price of the lowest responsible and eligible bidder.

1.8 AWARDING AUTHORITY -- The board, commission, agency or department of the Town having authority to award design and construction contracts in connection with the Project.

1.9 PROJECT -- the building project for which designer services have been procured under this AGREEMENT, and which is identified on Page 1 (Project Title).

ARTICLE 2: CONSULTANTS, SUBCONTRACTING, SUCCESSORS AND ASSIGNS

2.1 The Designer shall not employ additional consultants not named in the proposal(s) nor sublet, assign or transfer any part of his services or obligations under this AGREEMENT without the prior approval and written consent of the Awarding Authority. The Awarding Authority shall not unreasonably withhold such approval. Written consent shall not in any way relieve the Designer from his responsibility for the professional and technical accuracy and the coordination of all data, designs, drawings, specifications, estimates and other work or materials furnished.

2.2 Except as otherwise provided in this AGREEMENT or authorized by the Awarding Authority, the Designer shall employ within the basic fee for this project the following consultants where their specific services are required: Architect, Structural Engineer, Civil Engineer, Sanitary Engineer, Mechanical Engineer, Landscape Architect, Cost Estimator, and Electrical Engineer, and any other consultant specifically listed in the proposal. Consultants must be registered in their respective disciplines if registration is required under the applicable General Laws.

2.3 When the Designer receives payment from the Awarding Authority, the Designer shall promptly make payment to each consultant whose work was included in the work for which payment was made by the Town. The Awarding Authority shall have the contractual right, but not the obligation, to require corrective measures necessary for the best interests of the Town.

ARTICLE 3: SURVEYS, BORINGS, TESTS, LABORATORIES, PHOTOGRAPHS

3.1 The Awarding Authority shall furnish to the Designer available surveys of the project building site, showing the grades and lines of streets, pavements and adjoining properties; the rights, restrictions, easements, boundaries and controls of the site, or sites; reports from any borings, test pits, chemical, mechanical or other tests, any photographs and
information as to water, sewer, electricity, steam, gas, telephone and other services.

3.2 The Awarding Authority does not guarantee the accuracy of information furnished and the Designer must satisfy himself as to the correctness of data, except in instances where written exception to the contrary is specifically indicated by the Awarding Authority. If the above data are not available or they are in the opinion of the Designer insufficient, the Designer, upon request, may be given authorization to obtain the services of a consultant or perform the work with his own employees. In no case shall the Designer commence such work without prior written authorization of the Awarding Authority.

3.3 During the construction phase of this contract, the Designer may retain the services of a photographer, a qualified testing laboratory, and special field inspectors when required by the project, subject to the prior approval of the Awarding Authority or its designee.

3.4 If a consultant's services estimated to cost more than $25,000 are required, including the services of a qualified testing laboratory functioning under the jurisdiction of both a Massachusetts registered Engineer and licensed inspectors, a detailed description of the proposed services shall be prepared by the Designer and approved by the Awarding Authority. Consultant fee proposals shall be received by the Designer and accompanied with recommendations of approval submitted to the Awarding Authority before any work is authorized. Such consultants shall carry adequate Liability Insurance. When a consultant's services are estimated to cost $25,000 or less, the Designer shall use established standard rates for such services.

3.5 Drawings and/or specifications needed to obtain survey or subsoil information, and any other soils engineering shall be prepared by the Designer as part of the basic fee. The Designer shall then analyze and evaluate such surveys and tests and make his design conform to the results of such evaluation.

3.6 The Awarding Authority will compensate and reimburse the Designer as provided in ARTICLE 9 for the cost of consultant services performed under this Article. For responsibility, coordination inspection, analysis and evaluation of consultant services retained under this ARTICLE, the Designer shall similarly be compensated as provided by ARTICLE 9.

ARTICLE 4: COMPLIANCE WITH LAWS

4.1 The Designer shall perform the work required under this AGREEMENT in conformity with all requirements and standards of the Awarding Authority, all applicable laws, statutes, ordinances, by-laws, codes, rules and regulations, and executive orders of the Commonwealth and its political subdivisions, and the Federal Government. The Construction Documents shall comply with all applicable laws, statutes, ordinances, by-laws, codes, rules and regulations, and executive orders. The Designer,
including all approved consultants and subcontractors, shall comply with all applicable provisions of the rules and regulations of the President's Committee on Equal Employment Opportunity and Procedures promulgated by the Governor of Massachusetts or his designees, insuring equal opportunity for employees and minority and women-owned business enterprises.

ARTICLE 5: PROFESSIONAL RESPONSIBILITY

5.1 The Designer shall be responsible for the professional and technical accuracy and the coordination of all designs, drawings, specifications, estimates and other work furnished by him or his consultants and subcontractors. The Designer shall staff his office with sufficient personnel to complete the services required under this contract in a prompt and continuous manner, and shall meet the approval schedule and submittal dates established during the course of this AGREEMENT.

The Designer shall commence work under this AGREEMENT upon written notice to proceed issued by the Awarding Authority in conformance with the provisions of Section 1.4 of this AGREEMENT. The Designer shall complete the services required under this AGREEMENT in a prompt and continuous manner, and to meet such time limits as are established during the course of the AGREEMENT and stated in each Notice to Proceed. If the completion of the scope of work is delayed through no fault of the Designer, the time limit may be extended upon written approval of the Awarding Authority.

5.2 The Designer shall furnish appropriate competent professional services for each of the phases to the point where detail checking and reviewing by the Awarding Authority will not be necessary. Any changes, corrections, additions or deletions made by the Awarding Authority shall be incorporated in the design of the Project unless detailed objections thereto are received from the Designer and approved by the Awarding Authority.

5.3 The designer shall thoroughly acquaint his employees and consultants with all provisions of the General Laws governing the conduct of public construction projects, including but not limited to M.G.L. c.149, and c.30, and in particular, M.G.L. c.30, §39M, wherein the description of material specifications and proprietary items in construction bid documents is governed.

5.4 Neither the Awarding Authority's review, approval or acceptance of, nor payment for any of the services furnished shall be construed to operate as a waiver of any rights under the AGREEMENT or any cause of action arising out of the performance of the AGREEMENT.

ARTICLE 6: DESIGNER SERVICES

6.1 TYPE 1 CONTRACTS; STUDIES, PROGRAMS, MASTER PLANS, REPORTS
1. Upon receipt of a Notice to Proceed from the Awarding Authority acceptable to the Designer, the Designer shall meet as necessary within the Awarding Authority and shall prepare and submit programs, preliminary reports, master plans, studies, sketches, space utilization criteria and estimates in accordance with the Scope of Services set forth in Attachment A to this AGREEMENT. Monthly progress reports shall be submitted by the Designer to the Awarding Authority. The Designer shall prepare and submit concept sketches of various design ideas to determine a workable plan solution in terms of the programs, funds available, and as complete an overall design concept as possible, including cost estimates. The Designer shall furnish to the Awarding Authority eight (8) copies of the report for final approval on or before the date set forth in the Notice to Proceed or any supplement thereto.

6.2 TYPE 2 CONTRACTS -- DESIGN AND CONSTRUCTION

1. Phase 1. - Schematics

Upon receipt of a Notice to Proceed from the Awarding Authority acceptable to the Designer, the Designer shall meet as necessary with the Awarding Authority for the purpose of arriving at a mutual understanding of the Awarding Authority's project needs. Thereafter, the Designer shall prepare and submit to the Awarding Authority single line schematic drawings including floor plans, elevations and space criteria to establish basic design ideas and respective cost estimates as set forth in the scope of services included as Attachment A. The Designer shall submit to the Awarding Authority for approval six (6) copies of said schematic plans, outline specifications and cost estimates, on or before the date or time for submission specified in the Notice to Proceed or any supplement thereto, unless the Designer shall have obtained from the Awarding Authority an extension of time in writing.

Estimated construction cost and fee as set forth in the original Notice to Proceed will not be changed by the Awarding Authority without the agreement of the Designer.

2. Phase 2. - Design Development

Upon receipt of a Notice to Proceed the Designer shall prepare from the approved Phase 1 documents complete design development documents consisting of plans, outline specifications, and cost estimates and other documents to fix and describe the size and character of the project as to architectural, structural, mechanical, and electrical systems, materials, and such other elements as may be appropriate to enable the Awarding Authority to study and understand the progress and development of the Project. Such plans outline specifications and cost estimate shall be subject to the written approval of the Awarding Authority. The Designer shall submit to the Awarding Authority for approval six (6) copies of said design development documents on or before the date or time for submission specified in the Notice to Proceed or any supplement thereto,
unless the Designer shall have obtained from the Awarding Authority an extension of time in writing.

3. Phase 3. - Construction Documents

Upon receipt of a Notice to Proceed from the Awarding Authority for Phase 3 of the Project, the Designer shall meet as necessary with the Awarding Authority, and shall prepare and submit to the Awarding Authority on or before the date or time specified in the Notice to Proceed or any supplement thereto, complete working plans and specifications in sufficient detail to permit firm bids in open competition for construction of the project, and a detailed cost estimate. Said plans and specifications shall be based on the design development, outline specifications and construction cost estimate approved in Phase 2 of the Project, the Notice to Proceed with Phase 3, or any subsequent modification thereto. The detailed estimate of the cost of the Project shall include quantities of all materials and unit prices of labor and materials as well as cost estimates for each item of work. Such working plans and specifications and cost estimates shall be subject to the written approval of the Awarding Authority. The Designer shall furnish to the Awarding Authority for approval six (6) sets of the said plans, specifications and construction cost estimates.

Following the approval of the plans, specifications and construction cost estimates, the Designer shall incorporate all changes required by the Awarding Authority in the working drawings and specifications and shall prepare and transmit to the Awarding Authority one set of Construction Contract Documents for approval.

Phase 4. - Bidding Phase

Upon written approval of Construction Contract Documents, and a Notice to Proceed, the Designer shall prepare the final Construction Contract Documents, including advertisements for receipt of proposals for construction contractors, shall assist in distributing the bidding documents to prospective bidders, and shall prepare and transmit all addenda. The Designer shall assist the Awarding Authority in pre-qualifying bidders, shall conduct a pre-bid conference with potential bidders, shall assist in obtaining bids, shall conduct a qualification review of the low bidder and transmit his recommendations as to the award of the construction contract to the Awarding Authority, and shall prepare all notices required to be published in the Central Register. All services shall be in accordance with the requirements of the General Laws relating to public construction projects.

If the bid of the lowest responsible and eligible bidder exceeds the Fixed Limit of Construction Cost, if any, the Awarding Authority shall have the option to (a) give written approval of an increase in such Fixed Limit, (b) re-bid the Contract within a reasonable period of time, or (c) instruct the Designer in writing to provide such revised Construction Contract Documents as the Awarding Authority may require to bring the cost within
the Fixed Limit. In the case of (c), the Designer may in connection with such revisions make reasonable adjustments in the scope of the Construction Contract or quality of the work allowed therein subject to the written approval of the Awarding Authority, which approval shall not be unreasonably withheld. The Designer shall not be entitled to any additional compensation for such services.

The Designer shall review all construction bids for the purpose of advising the Owner on whether the bids are based upon the payment of the prevailing wage rates established for the project by the Massachusetts Department of Labor and Workforce Development. The Designer shall inform the Owner of any bid which, because of its amount, does not realistically appear to contemplate the actual payment of said prevailing wage rates to laborers to be employed on the project.

5. Phase 5 - Designer's Services During Construction

Upon the award of the construction contract the Designer and his consultants shall, for the purpose of protecting the Awarding Authority against defects and deficiencies in the work of the Project: (1) be charged with general administration of the construction contract, including review and processing of the General Contractor’s applications for payment and change order proposals; preparation of a monetized “punch list” of remaining work following substantial completion of the project work, and subsequent inspection to determine completion of such punch list work; review and processing of the General Contractor’s final completion and close out documentation and assistance to the Awarding Authority in the close out process; (2) furnish the General Contractor with information for establishing lines and grades and such large scale drawings and full sized detailed drawings as the Awarding Authority may require; (3) promptly check and approve samples, schedules, shop drawings and other submissions by the General Contractor; (4) make weekly visits to the site or sites of the Project; (5) conduct semi-final and final inspections of the construction project and report the results of such inspections in writing to the Awarding Authority; (6) require each consultant employed in accordance with ARTICLE 2 above to make visits when necessary, and more often if requested by the Awarding Authority, for the same purposes during the progress of that portion of the said construction to which the consultant’s services relate and to report in writing thereon to the Designer; (7) report to the Awarding Authority weekly in writing on the progress of construction including whether or not the contractor is keeping record drawings; (8) recommend rejection of all project work observed by the Designer which fails to conform to the Contract Documents; (9) decide all questions regarding interpretation of or compliance with the Contract Documents, except as the Awarding Authority may in writing otherwise determine; (10) review and act on all requests for changes in plans, specifications, work, or contracts for the Project; and (11) upon written instructions from the Awarding Authority, furnish working plans and specifications for any such change.
The Designer shall be familiar with the provisions of the General Laws for payment to contractors and shall submit to the Awarding Authority all requisitions for payment submitted by the general contractor. With respect to each such requisition, he or she shall certify to the best of the Designer’s knowledge that the percentage of work included in the requisition is accurate and the work performed conforms to the contract documents. In the event the Designer does not approve the requisition exactly as submitted by the General Contractor, said Designer shall forward it for payment to the Awarding Authority dated but unsigned with an accompanying letter of explanation setting forth objections and recommended changes. The Designer shall coordinate the required weekly visit to the construction site in such a manner to be able to return to his office with the contractor’s payment bearing the Designer’s approval or letter of exceptions. Timely payments of general contractors is required by General Laws Chapter 30, section 39K; therefore, the Designer shall establish office procedures assuring either immediate mail or messenger delivery of the requisition for payment to the Awarding Authority, and shall process requisition for payment within forty-eight hours of receipt.

The Designer’s responsibility to provide basic services for the construction phase under this agreement commences with the award of the contract for construction and terminates upon the issuance to the Awarding Authority of the final certificate of payment and the Awarding Authority’s acceptance of the completed project.

The Designer will exercise the utmost care and diligence in discovering and promptly reporting to the Awarding Authority any defects or deficiencies in the work of the General Contractor or any of its subcontractors, or their agents or employees, or any other person performing any of the Work in the construction of the Project. The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the project. The Awarding Authority’s approval, acceptance, use of or payment for all or any part of the Designer’s services hereunder or of the Project itself shall in no way alter the Designer’s obligations or the Awarding Authority’s rights hereunder.

Phase 6. - Record Drawings, Reports, Calculations

Before examining the requisition for final payment submitted to the Awarding Authority by the General Contractor and making any certification in response thereto, the Designer shall obtain from the General Contractor record drawings showing the actual installation of the plumbing, heating, ventilating and electrical work under the construction contract and all variations, if any. The Designer shall ascertain by his review that changes authorized by change orders are shown on the contractor’s record drawings and on the applicable original reproducible
and shall submit to the Awarding Authority the complete set as revised, which reproducible shall become the property of the Awarding Authority.

Two suitably bound legible copies of all original design and quantity calculations including those pertinent to change orders and shop drawings if applicable shall be furnished by the Designer to the Awarding Authority at the conclusion of the construction contract and prior to the expiration of the construction period.

As-Built Record Drawings shall be furnished to the Awarding Authority by the Designer.

**ARTICLE 7: DESIGNER'S BASIC FEE**

7.1 For the performance of all services required under the terms of this AGREEMENT and excluding those services specified under ARTICLES 8, 9 and 10, the Designer shall be compensated by the Awarding Authority in accordance with the lump sum fee for this project. The fee is a lump sum of $__________________

7.2 If there is a material change in the scope of services provided in this agreement, the Designer and the Awarding Authority will mutually agree to an adjustment in the Designer's Basic Fee. Delay of one year or more by the Awarding Authority plus a significant change in the estimated construction cost of the project will be considered a material change in scope of services.

7.3 The basic fee shall be paid to the Designer in accordance with Attachment B to this agreement. Billings for services shall be made monthly and shall be in proportion to the amount of work completed.

**ARTICLE 8: ADDITIONAL COMPENSATION**

1. With the formal written approval of the Awarding Authority, the Designer shall perform all or any of the following services in addition to the services performed pursuant to ARTICLE 6 above: (1) revising previously approved drawings, specifications or other documents to accomplish changes authorized by the Awarding Authority, and preparation of change orders related thereto; (2) preparing documents for alternate bids requested by the Awarding Authority except alternates prepared by the Designer to adjust the fixed limit construction cost, if any; (3) providing consultation concerning replacement of any work damaged by fire or other cause during construction and furnishing professional services of the type set forth in ARTICLE 6 as may be required in connection with the replacement of such work; (4) providing services after final payment to the contractor; (5) revising working plans and specifications submitted in their final and complete form for which bids were not received within six months after submission; (6)
making studies other than those normally required and preparing applications and reports to assist the Awarding Authority in obtaining federal and/or state aid; (7) preparing operating and maintenance manuals; (8) assisting the Awarding Authority in litigation arising out of the construction contract; and (9) performing any other professional services not otherwise required under this Contract.

2. For the services provided pursuant to paragraph 1 of this ARTICLE, the Designer shall be compensated by the Awarding Authority at the rates set forth in Attachment B.

ARTICLE 9: REIMBURSEMENT

9.1 The Designer shall be reimbursed by the Awarding Authority: (a) at one and one tenth (1.1) times the actual cost to the Designer of consultants hired to obtain any data in accordance with ARTICLE 3 above, provided, however, that no reimbursement for such expense shall be made unless the rates of compensation for said consultant services have been approved by the Awarding Authority or its designee, which may approve a lump sum fee; (b) at one and one tenth (1.1) times the actual cost to the Designer of special consultants not specified in ARTICLE 2, and approved by the Awarding Authority or its designee, provided, however, that no reimbursement for such expense shall be made unless the rates of compensation for said consultant services shall have been approved in writing by the Awarding Authority or its designee, which may approve a lump sum fee; (c) any other specially authorized reimbursement, including special printing; and (d) for all printing and reproduction costs.

ARTICLE 10: DESIGN FEES AND CHANGE ORDERS

10.1 The Designer shall be compensated in accordance with the rates specified in ARTICLE 8 for the services of its employees or any consultant listed in ARTICLE 2 for services associated with changes and change orders described in ARTICLE 8. The Designer shall not be compensated for any services involved in preparing change orders required to make unit price adjustments due to existing conditions. Changes for which the Designer receives no compensation under this ARTICLE shall be "no fee modifications" or "no fee change orders." The fact that the Designer receives no fee shall not limit the Town's legal remedies regarding such changes.

Any services in connection with change orders and change directives which are necessitated by a lack of reasonable clarity, deficiencies or conflicts in the Construction Documents or other errors or omissions of the Designer, or which result from existing conditions encountered in the building which should have been anticipated by the Designer based on
reasonable investigation of said building as required herein, shall not qualify as additional services and shall be performed within the scope of Basic Services.

10.2 Payments for modifications or change orders to the Designer shall be made upon completion of the Designer's work under such modifications or change orders.

ARTICLE 11: TERMINATION, NO AWARD

11.1 By written notice to the Designer, the Awarding Authority may terminate this contract at any time. If any such termination shall occur without the fault of the Designer, all compensation and reimbursement due to the Designer up to the date of termination, in accordance with all contract terms, shall be paid to the Designer by the Awarding Authority. Such payment shall not exceed the fair value of the work, as the Awarding Authority shall determine.

11.2 By written notice to the Awarding Authority, the Designer may terminate this contract (1) if the Awarding Authority, within sixty (60) days following written notice from the Designer of any default by the Awarding Authority under the AGREEMENT, shall have failed to remove such default or (2) if, after the Designer shall have performed all services required of the Designer in Phase 1, Phase 2, or Phase 3 of the Project, if applicable, at least six (6) months shall have lapsed without receipt by the Designer of Notice to Proceed with the next phase of the Project. Upon any such termination by the Designer all compensation and reimbursement payable to the Designer in accordance with the AGREEMENT up to and including the date of termination shall be paid to the Designer by the Awarding Authority.

ARTICLE 12: RELEASE AND DISCHARGE

12.1 The acceptance by the Designer of the last payment for services paid under the provisions of ARTICLES 11 and 12 in the event of contract termination shall in each instance operate as and be a release to the Awarding Authority, and every member or agent thereof, from all claims and liability to the Designer for payment on account of services performed or reimbursable expenses incurred under this AGREEMENT, except for those written claims submitted by the Designer to the Awarding Authority with the last payment requisition.

ARTICLE 13: NOTICES, APPROVALS, INVOICES

13.1 Any notice required under this contract to be given by the Awarding Authority to the Designer, or by the Designer to the Awarding Authority, shall be deemed to have been so given, whether or not received, if mailed by prepaid postage by, respectively, the Awarding Authority to the
Designer at the address specified for the Designer on Page 1, or the Designer to the Awarding Authority.

13.2 Written approval by the Awarding Authority for Extra compensation as provided under ARTICLES 8 and 9, Reimbursements, shall be in the form of a letter issued by the Awarding Authority.

13.3 All invoices may be submitted monthly and subject to contract terms and proper documentation will be promptly processed by the Awarding Authority or returned to the Designer. No invoice, however, shall be required to be submitted or processed when the net amount due is less than $100.00.

13.4 Invoices for services under ARTICLE 6 where such invoices pertain to design services during construction shall also describe the names, payroll titles, and dates of site visits required for construction-phase services.

13.5 Invoices submitted for services which have not been previously authorized in writing shall be returned to the Designer.

13.6 Requests for previously authorized expenses of any nature must be accompanied by a billing or receipt from the source of the expense.

ARTICLE 14: INSURANCE

14.1 The Designer shall at his own expense obtain and maintain a Professional Liability Insurance policy for errors, omissions or negligent acts arising out of the performance of this AGREEMENT in a minimum amount of $1,000,000.

14.2 The coverage shall be in force from the time of the agreement to the date when all construction work designed under the contract is completed and accepted by the Awarding Authority. If, however, the policy is a claims made policy, it shall remain in force for a period of six (6) years after substantial completion.

Since this insurance is normally written on a year-to-year basis, the Designer shall notify the Awarding Authority should coverage become unavailable.

14.3 The Designer shall, before commencing performance of this contract, provide by insurance for the payment of compensation and the furnishing of other benefits in accordance with M.G.L. c.152, as amended, to all employed under the contract and shall continue such insurance in full force and effect during the term of the contract. The Designer shall also maintain broad public liability insurance to protect against damage or injury to persons or property.

14.4 The Designer shall carry insurance in a sufficient amount to assure the restoration of any plans, drawings, computations, field notes or other similar data relating to the work covered by this contract in event of loss...
or destruction until the final fee payment is made or all data are turned over to the Awarding Authority.

14.5 Certificates and any and all renewals substantiating that required insurance coverage is in effect shall be filed with the Agreement. Any cancellation of insurance whether by the insurers or by the insured shall not be valid unless written notice thereof is given by the party proposing cancellation to the other party and to the Town at least fifteen days prior to the intended effective date thereof, which date should be expressed in said notice. The Designer shall indemnify, defend, and hold the Awarding Authority harmless from and against any and all claims, demands, liabilities, actions, causes of action, costs and expenses arising out of the Designer’s breach of the Agreement or the negligence or misconduct of the Designer or the Designer’s agents or employees.

14.6 Upon request of the Designer, the Awarding Authority reserves the right to modify any conditions of this Article.

ARTICLE 15: SUPPLEMENTAL CONTRACT DATA; LEGAL REQUIREMENTS

15.1 The Designer hereby certifies:

(i) if an individual, the individual is a registered architect;

(ii) if a partnership, a majority of all the partners are persons who are registered architects;

(iii) if a corporation, sole proprietorship, joint stock company or other entity, the majority of the directors or a majority of the stock ownership and the chief executive officer are persons who are registered architects, and the person to have the project in his or her charge is a registered architect;

(iv) if a joint venture, each joint venture satisfies the requirements of this section. (Statutory reference: M.G.L. c.7, §38A½)

15.2 The Designer hereby certifies that it has not given, offered or agreed to give any person, corporation or other entity any gift, contribution or offer of employment as an inducement for, or in connection with the award of this Agreement. (Statutory reference: M.G.L. c.7, §38H(e)(i))

15.3 The Designer hereby certifies that no consultant to or subcontractor for the Designer has given, offered or agreed to give any gift, contribution or offer of employment to the Designer, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the Designer. (Statutory reference: M.G.L. c.7, §38H(e)(ii))

15.4 The Designer hereby certifies that no person, corporation or other entity, other than a bona fide full-time employee of the Designer, has been
retained or hired by the Designer to solicit for or in any way assist the Designer in obtaining this Agreement upon an agreement or understanding that such person, corporation or other entity be paid a fee or other consideration contingent upon the award of this Agreement to the Designer. (Statutory reference: M.G.L. c.7 §38H(e)(iii))

15.5 The Designer hereby certifies that it has internal accounting controls as required by subsection (c) of section thirty-nine R of chapter thirty and that the Designer filed and will continue to file an audited financial statement as required by subsection (d) of said section thirty-nine R. (Statutory reference: M.G.L. c.7, §38H(e)(iv))

15.6 The Designer shall maintain all books, records, and accounts related to the Project in compliance with the following:

1. The Designer shall make, and keep for at least six years after final payment, books, records, and accounts which in reasonable detail accurately and fairly reflect the transactions and dispositions of the Designer.

2. Until the expiration of six years after final payment, the Awarding Authority, the office of the inspector general and the deputy commissioner of capital planning and operations shall have the right to examine any books, documents, papers or records of the Designer or of its consultants that directly pertain to, and involve transactions relating to, the Designer or its consultants.

3. The Designer shall describe any change in the method of maintaining records or recording transactions which materially affects any statements filed with the Awarding Authority, including in the Designer's description the date of the change and reasons therefore, and shall accompany said description with a letter from the Designer's independent certified public accountant approving or otherwise commenting on the changes.

4. The Designer has filed a statement of management on internal accounting controls as set forth in Paragraph (6) below prior to the execution of this Agreement.

5. The Designer has filed prior to the execution of this Agreement and will continue to file annually, an audited financial statement for the most recent completed fiscal year as set forth in subparagraph 15.6.8 below.

6. The Designer shall file with the Awarding Authority a statement of management as to whether the system of internal accounting controls of the Designer and its subsidiaries reasonably assures that:
(a) transactions are executed in accordance with management's general and specific authorization;

(b) transactions are recorded as necessary:

1. to permit preparation of financial statements in conformity with generally accepted accounting principles; and

2. to maintain accountability for assets;

(c) access to assets is permitted only in accordance with management's general or specific authorization; and

(d) the recorded accountability for assets is compared with existing assets at reasonable intervals and appropriate action is taken with respect to any difference.

7. The Designer shall also file annually with the Awarding Authority a statement prepared and signed by an independent certified public accountant, stating that such accountant has examined the statement of management on internal accounting controls, and expressing an opinion as to:

(a) whether the representations of management in response to this paragraph and paragraph 15.6.6(b) above are consistent with the result of management's evaluation of the System of internal accounting controls; and

(b) whether such representations of management are, in addition, reasonable with respect to transactions and assets in amounts which would be material when measured in relation to the Designer's financial statements.

8. The Designer shall annually file with the Awarding Authority during the term of this Agreement a financial statement prepared by an independent certified public accountant on the basis of an audit by such accountant. The final statement filed shall include the date of final payment. All statements shall be accompanied by accountant's report.

9. Records and statements required to be made, kept or filed in compliance with the provisions of this paragraph 15.6 shall not be public records and shall not be open to public inspection, except as provided in subparagraph 15.6.2. (Statutory reference: M.G.L. c.30, §39R)

15.7 The Designer and its consultants shall not be compensated for any services involved in preparing changes that are required for additional work that should have been anticipated by the Designer in the preparation
of bid documents, as reasonably determined by the Awarding Authority. (Statutory reference: M.G.L. c.7, §38H(J))

15.8 Life-cycle cost estimates for the Project shall be obtained at an initial stage and as a regular part of the services to be performed under this Agreement. (Statutory reference: M.G.L. c.149, §44M)

15.9 The Designer hereby certifies under penalties of perjury that the Designer has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support. (Statutory reference: M.G.L. c.62C, §49A)

For agreements not in excess of $100,000, Section 15.5 and subsections 15.6.3 – 15.6.8 do not apply.

ARTICLE 16: MISCELLANEOUS PROVISIONS

16.1 One (1) reproducible copy of all Drawings and Specifications furnished by the Designer and all other documents prepared by the Designer shall become the property of the Awarding Authority. Ownership of the stamped drawings and specifications shall not include the Designer's certification or stamp. Any re-use of such Drawings and/or Specifications without the Designer's written verification of suitability for the specific purpose intended shall be without liability or legal exposure to the Designer or to the Designer's independent professional associates, subcontractors or consultants. Distribution or submission to meet official regulatory requirements or for other purposes in connection with the project is not to be construed as an act in derogation of the Designer's rights under this AGREEMENT.

16.2 This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns, and personal representatives.

16.3 This Agreement represents the entire agreement between the Awarding Authority and the Designer, and supersedes any prior agreements whether oral or written. This Agreement may be amended only by written instrument executed by both the Awarding Authority and the Designer.

16.4 The Designer agrees that the Awarding Authority and any of its officer or employee assume no personal liability under this Agreement.

16.5 This Agreement shall be governed by the laws of the Commonwealth of Massachusetts.

16.6 In the event any provision of this Agreement shall be held to be invalid or unenforceable for any reason, such invalidity or unenforceability shall attach only to such provision and shall not affect or render invalid or unenforceable any other provision of this Agreement.
SIGNATURES

IN WITNESS WHEREOF, on the day and year hereinabove first written, the Designer has caused this agreement to be signed and sealed in its name and behalf, and its corporate seal to be hereeto affixed by the signatory below authorized to do so, and the Town Administrator has signed this agreement on behalf of the Awarding Authority.

Accepted by Designer: Accepted by Awarding Authority

**Designer**

By: (Print) __________________________  By: __________________________

Name: (Signed) _____________________  Signed _____________________

Title: ______________________________  Title: ______________________

In accordance with M.G.L. C.44, Section 31C, this is to certify that an appropriation in the amount of this contract is available in Budget Code XXXXX-XXXXX, and therefore and that the sum of $XXXXXX.xx has been authorized to execute the contract.

By: Chitra Subramanian

Signed: ____________________________

Title: Town Accountant
ATTACHMENT A

Scope of Services
ATTACHMENT B

Billing Rates
ATTACHMENT C

Professional Liability Insurance
(Insert manually)
ATTACHMENT D

Anti-Collusion/Tax Compliance Statement
Town of Belmont
Belmont Public Library Feasibility Study
Current Programs & Building Spaces

FEASIBILITY STUDY FACTS
1. Joint Study funded by Town & Library, approved at Spring FY15 Town Meeting.
2. Committee of 12: Town Facilities Director, Library Director, Permanent Building Committee Chair, 3 Library Trustees, Warrant Committee, Library Foundation, Friends of Belmont Public Library, and 3 Community Members.
3. The Committee will identify options to guide the future of the Library in its 336 Concord Ave building.
4. The Feasibility Plan is a document that will address 3 possible options for the Library building:
   - Renovation
   - Renovation, including an addition
   - Construction of a new building in place
5. Knowledge/information gained from this process allows the Town, Library, and Library Foundation to make informed plans and decisions going forward.
6. The RFQ – Request for Qualifications – will solicit architects to create 3 possible design options for discussion/decision by the committee resulting in a schematic design and cost estimate.
7. The Feasibility Sub-Committee will meet frequently to draft the RFQ, review proposals, recommend an architect to carry out the work of assessing and presenting 3 options. The full committee then meets to discuss and approve the suggested option and architect.
8. The Feasibility Committee will present the designs, costs, and recommend actions to the Library Trustees the Selectmen, and Town Meeting as needed.
9. The Feasibility Committee will communicate progress to the community throughout the project.
10. NO new Mass Board of Library Commissioners/MBLC Grant will be sought in this round. As always, future circumstances may change, thus an upcoming 2021-22 grant round application might be a possibility.

The Belmont Public Library Feasibility Committee, as appointees of the Board of Library Trustees, seek to conduct a Feasibility Study on the existing 50 year old building at 336 Concord Avenue in Belmont, Massachusetts. The goal is to evaluate the viability of the current structure to determine its ability to accommodate the Library’s current and future programs, services, and collections over the next 50 years. The town is currently planning a renovation/construction of an updated High School with its own Feasibility Study about to commence.

Given the scope of the High School’s plans and costs, the Library Board is intensely aware of funding considerations. Thus, the Library must have a strategic, likely phased, building plan to inform the decision-making, planning and implementation ahead.

The current state of the physical building does not represent the enormous success of the staff, programming, and most of all, the success in serving Belmont’s citizens. Events like One Book One Belmont, where author Anita Diamant, on April 26th presented a standing room only lecture on her novel, Boston Girl, exemplify the breadth of the library’s impact on the Town of Belmont. In the current FY 2016, Belmont Library is ranked #15 in the Commonwealth for overall
circulation of materials. The highlights below are from our most recent annual report (available by request), as well as the new Belmont Library Long Range Plan

http://belmontpubliclibrary.net/about/annual-report/

Library Usage - Highlights

- 1,215 individuals signed up for library cards, bringing the number of cardholders to 16,266 - about 65% of all Belmont residents
- 4,659 people attended 214 meetings held at the Library
- Library patrons downloaded 27,330 eBooks, e-audiobooks, movies, and music selections, a nearly 50% increase over last year
- Library patrons borrowed 533,778 items
- 14,080 children, teens, and adults attended 491 concerts, story times, book clubs, cooking demonstrations, hands-on workshops, and other library programs. This was an 8.5% increase in offerings which yielded a 9% increase in overall attendance
- Museum passes provided 2,437 free or discounted visits to area museums for families and individuals
- Reference librarians answered 35,174 reference questions
- Public computers were used for 22,277 internet and online research sessions
- Library website had 360,200 views
- Facebook page had 630 “likes” and Pinterest page had 714 followers
- 103 Volunteers provided 1,830 hours to support Library programs and services, including 78 high school students fulfilling their community service requirement

Brief Building Summary – Current State

The Main Library was built in 1965. The building, of colonial design, consists of three levels with patrons entering via the lower level and the second level. The Library is 29,650 square feet, it was planned to accommodate 100,000 items on three floors. Currently, the Library contains approximately 140,000 books, periodicals, movies, CDs and other materials, in addition to the 34,000 digital materials offered on the website.

General Issues:

- **Patron Flow**: Load bearing walls dictate many patron flow issues throughout the library. Efficient and effective flow through the library is crucial to efficient service, staff time economies, and happier users with fewer frustrating access difficulties.
• **Sight Lines & Security**: Across second floor circulation, reference, and young adult areas improved broad sight lines will improve security, patron flow and materials check out process.

• **Circulation Desk**: One main circulation desk positioned to serve all users will free up room in the Children's area for an actual Reference Desk. Increased patron book/media holds increases the need for additional short term storage space in the circulation area.

• **Children's Areas**: Greatly increased pre-k and elementary school library users require more space for study plus flexibility for multiple program types. Clear sight lines with lower height, child friendly, free-standing shelving will allow librarians more flexibility in providing services. In both children's and the young adult areas added computer workstations and study areas can be dictated by program needs not by the electrical outlets and Wi-Fi signal strengths.

• **Young Adults Area**: The increase in young adult users presents space and service challenges for the library to provide more than the current 14 seats available in the YA area. More seats and study space for computers and headsets to support group study and individual learning are needed to accommodate this growing population.

• **Reference Area**: Greater space for private consultation, telephone and otherwise, with patrons at the reference desk is needed. As well, some additional low shelving/storage space at the reference desk for staff work, messages and ready reference materials is required.

• **Historical Room**: Historical materials, books, documents, three dimensional objects, and art work are stored and displayed without needed climate controls. Addition of climate controlled storage will ensure their preservation. The one of a kind historical artifacts now stored in the attic and the supply room can be preserved securely with much needed appropriate storage.

• **Public Meeting Spaces**: The Flett Room and the Assembly Room are continuously in use with Belmont community groups often competing to schedule them. Study rooms and small group rooms for users are non-existent. The addition of flexible spaces will increase usage and provide much asked for study, tutoring, and collaborative spaces for all Belmont citizens, committees, and groups.

• **Technology**: Increasing the number of our highly demanded public access computers with smaller profile desktop computers will use less space, and spread out the workstations for greater patron privacy. Library users, students and those who can’t afford computers need access to additional on-line workstations. Adding these
workstations for eager users goes far to maximize the Library’s investment in electronic resources both on the Minuteman Library Network (MLN) as well as the growing lists of commercial databases that are accessible through these online stations.

- **Staff Work Areas:** Materials acquisition and processing space needs, as well as librarians’ office space needs should reflect current library practice through a flexible space approach to re-design. Over the years of Library growth the need to provide as much space for the public as possible resulted in very limited space for staff. Limited staff space impedes ordering and de-accessioning of materials, program development, and ultimately affects public service and staff morale.

- **Noise and Lighting Issues:** Dominate the entire library especially the main floor and the third floor mezzanine overlooking this area. Lighting is inadequate in most areas of the building, particularly in the stairwells, resulting in safety concerns.

- **Structural Issues:** The flat roof with leaks, no central HVAC, structural deficiencies must be addressed in this busiest of Belmont’s buildings, open 7 days a week.
  - Multiple interior doorways, ineffective security systems, no fire suppression or sprinkler systems (too costly to retrofit) increase security risks and must be addressed through renovation/re-building.
  - Energy conservation will improve measurably with appropriate new technology windows.
  - Eliminating the numerous uninsulated windows will prevent heat loss, inadequate glare, and greatly improve light control.
  - The original boiler-based heating system (50 years old) is not energy efficient nor does it distribute heat evenly throughout the building; new HVAC systems will save energy and budget as well as improve air quality.
  - Adequate shelving and display areas will greatly improve users’ ability to easily locate all the Library’s materials, saving staff time and user frustration.

- **Accessibility:** Many sections of the Library do not meet ADA or MAAB requirements.
  - Wheelchair users are unable to navigate the entire library. Stacks are often too close together to allow passage in or turn around.
  - Increasing aisle clearance between stacks in book and back periodical areas will ensure all can browse and access shelves.
  - Despite continuous print book weeding, the overcrowded shelves use the tops and bottoms of shelves to hold materials, rethinking shelving will increase user access and the staff time currently required to assist users trying to reach them.
o Replacing the original 50 year old elevator, too small for many wheelchairs, original to the building, with one that does meet ADA or MAAB requirements for a motorized wheelchair will greatly encourage all disabled Belmont citizens to use the Library.

o Creating an accessible front entrance is imperative. The side entrances are accessible, yet the absence of a wheelchair friendly elevator cannot take a user to the main floor.

The Belmont Public Library serves everyone in Belmont: babies, children, teens, adults, community groups, seniors, and homebound citizens. Open for 50 years and still growing, it is clearly successful at serving our community. As Belmont evolved, so did Belmont Library services and collections. Yet over these 50 years, the Library building, systems, layout, and capacity, hampered by aging systems grew older and past its prime. Public libraries remain a vibrant part of every Massachusetts town, especially Belmont. Thus, identifying a way forward for the Belmont Public Library to rationally renovate and rebuild for the next 50 years through a thoughtful, strategic process will ensure success in achieving its mission to provide a welcoming environment and the delivery of high quality public library services.

The following documents are attached for reference:

Appendix A      Existing Space Use Plan
Appendix B1     Building Program Diagram Renovation Only
Appendix B2     Building Program Spreadsheet for Renovation Only
Appendix C1     Building Program Diagram for Add/Reno & New Construction
Appendix C2     Building Program Spreadsheet for Add/Reno & New Construction
Belmont Public Library
Belmont, Massachusetts

Appendix B - Building Program Diagram - Renovation of Existing Building Only, No Addition
# Program Summary 2016 – RENOVATION OF EXISTING LIBRARY NO ADDITIONS

## Circulation Department
- Circulation Librarian's Office: 110 SF
- Circulation Desk: 150 SF
- Circulation Work: 450 SF

## Adult Department
- Total: 7,190 SF
  - Technical Services: 2,300 SF
    - Office of Coord Pub Serv: 115 SF
    - Technical Services Workroom: 1,045 SF
  - Office of Coord of Tech Serv: 115 SF
  - Technical Services Workroom: 1,510 SF
  - Coordinator of Children's Services: 110 SF

## Children's Department
- Overall Children's: 3,500 SF
  - Older Children Fiction / Non Fict: 1,871 SF
    - Nonfiction: 500 SF
      - DVDs: 1500 SF
    - Fiction: 400 SF
      - CD: 400 SF
      - Video: 600 SF
      - CD Rom: 500 SF
      - Books on CD: 500 SF
  - Nonfiction: 400 SF
  - Fiction: 200 SF
  - Paperback: 100 SF
  - Reference: 50
  - DVDs: 1500 SF
  - CD: 400 SF

## Staff Spaces
- Staff Room: 725 SF
  - Systems Room: 100 SF
  - Administrative Office: 340 SF

## Custodial & Storage
- Custodial: 200 SF
  - Custodial Office Area: 140 SF
  - General Storage: 1,700 SF
  - Warehouse: 300 SF

## Meeting Spaces
- Multi Purpose Room: 1,140 SF
  - Multi-Purpose Storage: 100 SF
  - Kitchenette: 60 SF
  - Conference & Trustees Room (Flett Room): 500 SF

## Subtotal
- 20,526 SF

## Non Assigned
- 31%: 6,130 SF

## Total
- 26,656 SF
## Appendix C
### Program Summary – Renovation and Addition or New Construction
#### Subtotal

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Non Assigned Space includes – wall thickness, corridors, toilet rooms, stairs, elevators, and mechanical spaces.