Request for Qualifications (RFQ)

Professional Services - Libraries Master Plan

Project Description

The University of Hartford is seeking the services of a qualified architectural firm and consultant (or consultants) to assist the Libraries Master Plan Steering Committee in developing a vision for the future of our academic libraries which includes the William H Mortensen Library and the Allen Library (for music and dance). This vision will include consideration of the evolving role of the library as the twenty-first century continues to unfold. The master plan will articulate current and future best practices in pedagogy and scholarship, information and content management, and new identify roles such as the organization and production of content. The master plan will also provide a road map for the organization, layout, and use of physical and digital space; and the deployment of technology that will best support the library of the 21st century at the University of Hartford.

Background

The University Libraries (UL) system includes the William H Mortensen Library and the Mildred P. Allen Library, which is dedicated to music and dance collections. The UL hold approximately 800,000 items including books, periodicals, audio and video recordings, scores, and other materials. Both Libraries are located in the Harry Jack Gray Center. The Mortensen Library occupies 47,000 square feet on three levels. The original building housing the library was built in 1971 and expanded when the Gray Center was built around it in 1989. Over time, existing space was renovated to create a Faculty Center for Learning and Development, an “iCOMMONS” space with ready access to reference librarians and group computer stations, the Dorothy Goodwin Café providing food and drink, and the KF Room serving as a high end seminar space. The building, especially the older original section, is challenged by ground water infiltration on the lower level, moderate to significant roof leaks, and a lack of accessibility.

The Allen Library’s collections and services are central to the educational mission of the Hartt School. It is located on the east wing upper level of the Gray Center and occupies 5,500square
feet. The facility includes computer access areas, audio/video playback equipment, listening/viewing rooms, seminar rooms, and study areas. The condition of the space is relatively good with reasonable but not ideal accessibility.

**Project Scope**

**Developing a Vision** - Working with the steering committee, explore the features of the library of the 21st century in a creative yet realistic manner, and develop a vision statement to guide the plan.

**Strategic Review** – Identify assumptions and goals and develop strategies to successfully utilize the current footprint of the Mortensen Library, to maximize service to the university community, and to envision an ever more vibrant presence of the library as a site of teaching/learning, research, and scholarship. Consideration should also be given to the probable relocation of the Allen Library to the Mortensen Library.

**Functional Analysis** – Review existing programs, services, capabilities, technologies and space utilization and project future opportunities. Develop a base line for planning. Use normative studies to compare facilities, resources, and services to national standards and best practices.

**Physical Analysis** – Assess the physical condition of the libraries using existing facilities condition studies and by performing a targeted detailed analysis of building envelope deficiencies. Conduct a code and accessibility review.

**Solution Development and Evaluation** - Provide expertise and creative facilitation in the evaluation of options to achieve the vision and goals developed during the strategic review. Consideration should be given to physical, technological, and financial constraints.

**Plan Document** – Provide a well organized, clearly presented plan describing existing conditions and constraints, vision and goals for the future of university libraries, options for space, technology, and resource allocation, and recommended implementation plans. Include appropriate studies, benchmarks, conceptual drawings, plans, design guidelines and cost estimates supporting the above.

**Existing Documentation**

- Integrated Facilities Plan (Facilities Condition Analysis) developed in 2009
- Facilities Master Plan completed in 2009
- Electronic (CADD) drawings of the Harry Jack Gray Center and libraries

Existing documentation will be made available upon request.
Instruction for Submission of Qualification Statements

Qualification statements shall be submitted to:

Christopher M. Dupuis, P.E.
Senior Project Manager
University of Hartford
Facilities Department
200 Bloomfield Avenue
West Hartford, CT 06117

Submissions must be received no later than Friday, November 18, 2011 at 2:00 PM.

Please submit ten (10) copies of the firm’s submittal on 8 1/2” x 11” standard paper. Sealed envelopes should be clearly marked “Qualification Statement for Libraries Master Plan”. Please also submit an electronic pdf version of the RFQ response with the hard copies. Submissions received after the scheduled date and time will be returned unopened.

Questions regarding the submission process and contents should be sent in writing via email to: Chris Dupuis (cdupuis@hartford.edu). Questions submitted after Tuesday, November 15, 2011 will not be responded to.

A non-mandatory pre-submission meeting and site tour will be held at the University on Monday, November 14, 2011 at 10:00 AM in the Mortensen Library.

Contents of Qualifications Submission

Firms interested in submitting qualification statements should furnish the following information.

1. Cover letter noting the name, address, email, phone and fax number of the company, identifying the key contact person.
2. A concise written statement to demonstrate the firms understanding of the project and scope of services being sought by the University.
3. General approach to the planning process and implementation of the project.
4. Recommended timeline for completion in the spring of 2012.
5. Description of similar or relevant projects that the firm has completed.
6. Description and resumes of key personnel who would be involved in the project.
7. General approach to fee structure and fee parameters.
Selection Process

A small group of members from the Libraries Master Plan Steering Committee will make a selection on the basis of information submitted in response to the RFQ. The group may opt to interview a short-list of firms.

It is anticipated that the final selection of a firm will be made no later than December 16, 2011.

The University reserves the right to:

- Reject any and all qualification statements at its sole discretion
- Accept a proposal based on considerations other than cost.
- Waive or modify any provisions of this request for qualifications