

TOWN OF COLUMBIA REQUEST FOR QUALIFICATIONS

The Town of Columbia is soliciting qualifications from licensed and insured architects to provide professional and technical services for a site assessment of the Saxton B. Little Free Library. The budget for the site assessment is fourteen thousand (\$14,000) dollars. The project is expected to be completed within one year.

In 2005 a long range planning committee was created to determine the long term needs of the Saxton B. Little Free Library. The result was a recommendation that the building be increased in size significantly to allow for additional resources, programs and meeting spaces.

The Saxton B. Little Free Library is located on a small lot next to the Town Hall and the town green. The library shares a parking lot with the Town Hall. The current 4,800 square foot library is an expansion of an older building in which only a few original beams remain. All these factors dictate that the library's future design should take into consideration the character of the town center, the existing library building and the future parking requirements of both the Town Hall and the library.

The prime objective is to determine whether the existing library can be expanded and if so to what maximum size. In order to determine maximum expansion the following needs to be addressed:

- Suitability of the existing structure for expansion. This would include but is not limited to structural integrity, current building, health, safety, fire codes and ADA requirements.
- Adequate parking.

Qualifications should include the following information: name, address, description of firm, resumes of key personnel assigned to project, description of similar projects completed by the firm within the last five years including with references and fee proposal.

Selection criteria will include: technical understanding of the project, specialized experience of the firm and its personnel, ability to carry out the contracted services in a timely manner and proposed fee.

Firms must be able to provide evidence of current Professional Liability Insurance.

Three copies of the qualifications are due at the Town Administrator's Office no later than 11:00 PM on March 14, 2008. Qualifications may be mailed to: Town of Columbia, Library Expansion Project, 323 Route 87, Columbia, CT 06237.

Firms or individuals that want to make arrangements to visit the Saxton B. Little Free Library may contact the Library Director, Su Epstein at (860) 228-0350. Additional information may be received from the Town Administrator, Robert Skinner at (860) 228-0110.

The library space needs list and other relevant materials may be viewed at www.columbiact.org.

The Town of Columbia is an Affirmative Action/Equal Opportunity Employer. Minority/Women's Businesses Enterprises are encouraged to apply.

Dated January 30, 2008

Donald P. Cianci, Columbia First Selectman