

TOWN OF CATHLAMET

Request for Qualifications

Cathlamet Blanche Bradley Public Library/Community Center Renovation Project

Introduction:

The Town of Cathlamet will accept Statements of Qualifications (SOQs) from architectural firms that are interested in providing final design and consulting services for the Cathlamet Blanche Bradley Library/Community Center Renovation Project. The library currently occupies a decommissioned fire hall built in the 1930s. In 2010/11, the Town worked with the non-profit group Architects Without Borders – Oregon to develop a Concept Design for both levels of the building and its surrounding area. Our local building inspector requires build-ready construction documents for plan review and issuance of the building permit, which should conform to the Concept Design. The Town will rank the firms submitting qualifications and negotiate an agreement for services with the highest-ranked firm to provide build-ready plans for this project as specified below. If an acceptable agreement cannot be reached with the highest-ranked firm, the Town will begin negotiations with the next-ranked firm, and so on until an acceptable agreement is reached.

Scope of Work:

1) LIBRARY

The renovation aims to improve efficiency and functionality of Cathlamet's existing public library. The Concept Design increases overall library space from 2012 square feet to approximately 2500 square feet. Additional shelving, improved daylighting and views, separate areas for various user groups, work tables, and designated reading and computer areas address the community's current and anticipated needs. Specific elements are as follows:

- **The library's main entry** will be moved from the east face to the south face of the building to improve visibility and ease access. A new 12' wide bridge will connect the entry to the parking area; a simple shed roof will provide shelter from the elements for the entry and a bench. The entry will incorporate a secure thru-wall book depository and storefront-style double doors.
- **A reading lounge** will be located to the left of the entry in the southwest corner of the building. Proposed windows will draw in natural light and provide river views.
- **A new books/publications area** will be located to the right of the entry. The space will incorporate an existing east facing window. An additional existing window now interior to the building but covered during former renovations will be uncovered to establish a visual connection from the entry to the new books and children's area.
- **On the west wall**, two new windows will be added on either side of the existing windows. The **circulation desk** will be located in the center of the library to allow a visual connection to most spaces in the facility. The "L" shaped desk will accommodate work stations for one or two library volunteers. Three computer work stations for patron use will be located on the west portion of the circulation desk, and a computer station for catalogue searches will be available on the east portion of the circulation desk. North of the circulation desk will be a private **librarian's office**.

- The **children’s area** will be located along the south side of the library and extend to the southeast corner, where lower ceiling heights create a smaller-scale space. The opening to the existing stairway to the first floor will be covered to create additional floor area. The existing window on the southwest façade will remain, and a new window will be added on the south wall at the center of the children’s area. Built-in upholstered seating is proposed for the southwest and southeast corners of the area.
- A **volunteer work area/storage room** will be located in the northeast corner of the building in roughly the same location as the existing storage area. A simple shed roof porch located at the east end of the building will lead to the secondary entrance and a vestibule. The vestibule provides access to a closet, a restroom and a drinking fountain. A single occupancy **unisex restroom** will be located on the east face of the second floor adjacent to the closet.

2) COMMUNITY CENTER

The community center will occupy most of the building’s lower level facing Main Street. It will be an open, flexible space to accommodate a variety of community activities.

A **bi-fold door system** at the entry provides a 14-foot wide opening to an outdoor terrace on Main Street, allowing activities to flow between indoors and out as weather permits. At the east end of the space, a raised platform is flanked by a **storage room** and a **mechanical room**. The northeast corner of the main activity space is a **computer corner**, with up to six workstations. At the southeast corner is a **kitchenette**. In the southwest corner, **two ADA accessible single-occupancy restrooms** are located off a short corridor which can be entered either from the community center or the terrace.

The terrace serves as a public “front porch” for Cathlamet. A shed roof will run across the full width of the building front. This 8’ deep 4/12 slope roof will create a more pedestrian scale street frontage, as well as covered outdoor space and shelter for the community center entry.

3) TOWN ARCHIVE

Minimal alterations will; be made to the existing town office, which will be used for storage of city records. The staircase connecting the office with the library will be walled off.

Response Requirements/Evaluation Criteria:

Please indicate in writing the following information about your firm’s ability to perform this work.

- 1-- Firm description, including its location, number of staff, and years in business. (10 points)
- 2-- A description of key personnel who would be assigned to the project and their respective roles. (20 points)
- 3-- A description of the firm’s experience which is relevant to this project, including projects in small communities and renovations of historic or semi-historic structures and libraries. (20 points)
- 4 – A description of the firm’s proposed approach to providing structural, mechanical and electrical design as part of consulting services and construction documents for the project. (10 points)
- 5-- References, including names and contact information for owners and contractors who have worked with the firm on similar projects. (0 points)

Deadline and Restrictions

Submissions must be no longer than 20 single-sided typed pages. General firm history, brochures etc. may be attached as an appendix. Parties interested in viewing the Library/Community Center building can make arrangements through the Town of Cathlamet at (360) 795-0053.

The submission deadline is Friday, February 10 at 4:30 p.m. Submissions should be mailed to: P.O. Box 68, Cathlamet, WA 98612 Attention: Tina Schubert. Alternately, submissions can be hand-delivered to 100 Main Street, Cathlamet, WA 98612. No electronic submissions will be accepted.