



Town of Old Saybrook

Acton Library
Architectural
Feasibility Study RFP
Addendum
10.25.2021

Q&A from Pre-proposal Meeting

October 20, 2021 held at 1pm at Acton Public Library

Strategic Plan Overview

- The library intends to plan for the future and have flexible space that can be arranged to serve the needs of the community as those needs, technology and society change.
- Inclusivity and equity are important considerations in the redesign of the library space to accommodate and serve community members with various social, economic and physical challenges.
- [Acton Public Library Strategic Plan \(DRAFT\)*](https://www.actonlibrary.org/wp-content/uploads/Acton-SP-DRAFT2-9.22.2021-1_edited-9.24.21.pdf)
https://www.actonlibrary.org/wp-content/uploads/Acton-SP-DRAFT2-9.22.2021-1_edited-9.24.21.pdf
* The Strategic Plan is expected to be adopted by the library board in November 2021 with few, if any, changes.
- [Acton Public Library Strategic Plan \(DRAFT\) Slide Presentation Deck](https://www.actonlibrary.org/wp-content/uploads/SP-Final-9.24.2021.pdf)
<https://www.actonlibrary.org/wp-content/uploads/SP-Final-9.24.2021.pdf>

Design Charrettes & Final Presentations

- The number of Design Charrettes and Final Presentations stated in Phase 2 (up to six meetings) and Phase 4 (four meetings) will be considered estimates. Firms may propose the number of meetings they feel is appropriate to produce high quality deliverables.

Fees

- Proposals must include fees for all phases and deliverables outlined in the Scope of Work for the Architectural Feasibility Study.
- Estimates of fees for future services not included in the Architectural Feasibility Study are not required. We understand these fees may be difficult to estimate at this point in the project.
- The Town of Old Saybrook received a grant of \$25,000 to conduct the Architectural Feasibility Study.

Library Construction Dates

- The library was originally constructed in 1967 with renovations and additions from 2001-2003.

Traffic Conditions

- Phase 1, Task #3 includes a request to include an analysis of traffic conditions in the Site Analysis. A Traffic Study is not required. The Written Report of the Site Analysis should take into consideration the general conditions created by the site location on Boston Post Road, how it impacts library use and improving/expanding the use of external spaces.

Comments from the Library Director

- The building looks dark and uninviting from Old Boston Post Road even when open. Better use of natural, internal and external lighting is desired to make it a more welcoming façade along the road. Any structural changes would need to stay in character with the building and neighboring homes.
- The library wants to use outdoor spaces more effectively. Currently programs for story time, Open Mic night for teens, and Book Clubs use outdoor space. Traffic noise and bad acoustics impact these programs creating a need to amplify voices. Open Mic night sound travels to neighboring homes.
- The library currently houses 77,000+/- physical items including books, audiobooks, movies, music, kits, puzzles, lawn games, technology all available to borrow.
- There is little storage in the building. Even with the reduction of collections, the library needs additional storage options.
- The Elementary and Middle schools are within walking distance. The library would like to improve their space for kids and teens to expand programming options for this age group. A sink and storage space are desired additions.
- The second floor space is currently used for administrative office, meetings space and some storage. The Administrative Office could be reconfigured to make offices smaller and use space more efficiently. The library director and assistant director would prefer office space that puts them closer to patrons.
- There is currently no meeting space accessible to community groups outside of the regular library hours. A meeting space separate from the main library accessible to community groups when the library is closed is desired. The library currently has two community meeting spaces accessed when the library is open. The smaller space accommodates up to 12 and the larger accommodates up to 70. These spaces were in constant use pre-pandemic.
- The meeting spaces need integrated sound systems.
- The library wants to provide meeting space for small businesses/non-profits, maker space and classroom space with the latest technology and the flexibility to evolve with future technology.
- The circulation desk is large and can be smaller and relocated. The existing plexi-glass barrier was added to address concerns about Covid-19 transmission. The plexi-glass will be removed when it is safe to do so.
- The library has maintained good relationships with its neighbors which are residential homes.
- A dedicated section for Historic items and space for a genealogy room are desired.
- The general character of the building should be maintained to fit into the neighborhood of older New England homes. Adding space by building a second floor above single story sections of the building would be an option as long as the character of the building is maintained.

Firms may submit questions via email up to five (5) days before the proposal due date of November 12, 2021. All questions will be answered via email and shared on along with the RFP and this Addendum on the website. Questions may be addressed to:
Susie Beckman at Susan.beckman@oldsaybrookct.gov; or
Amanda Brouwer Amanda.brouwer@oldsaybrookct.gov.