



TOWN OF AUBURN

ADDENDUM #1 FOR REQUEST FOR PROPOSALS

Since issuing the original Request for Proposals on March 12, 2020 for a general assessment of the existing library building and property in Auburn aimed at developing information and general recommendations / guidance for the expansion of the Griffin Free Public Library, we want to address several questions received and also extend the deadline for submission of proposals.

The Town of Auburn recognizes working conditions for all of us are not the same today as they were back on March 12th, including the Town's closing of the Library through April 3rd and limiting public access to the Town Hall as part of the Covid-19 concerns.

The modifications or clarifications for the Request for Proposals include:

Fees: Not previously specifically stated, we are definitively stating the Town **is seeking** a fee submission as part of the proposals submitted. The Town is prepared to move forward with this initial project.

Proposal Submissions: In consideration of the current conditions with Covid-19 and various work limitations we are all experiencing, the Town will accept electronic submissions of proposals or delivery of hard copies. Electronic submissions may be sent to: townadmin@townofauburnnh.com. If hard copy submissions are made, the Town would request a total of eight (8) copies.

Submission Deadline: Whether electronic or hard copy, we are extending the submission deadline to Thursday, April 16, 2020 by 2:00 PM.

Project Time Frame:

Bid Submission:	April 16, 2020
Board of Selectmen Review:	April 20, 2020
Award of Project:	May 5, 2020
Delivery of Project by Chosen Vendor:	July 31, 2020

All other provisions of original Request for Proposals issued March 12, 2020 remains unchanged.

March 25, 2020



TOWN OF AUBURN

PUBLIC NOTICE REQUEST FOR PROPOSALS

The Town of Auburn is soliciting proposals for the assessment of the existing library building and property in an effort to develop information and general recommendations / guidance for the expansion of the Griffin Free Public Library to be inclusive of library facilities and the provision of general community center meeting and function space.

The Town is interested in evaluating the Town property located at 22 Hooksett Road (Tax Map #26, Lot #9) which includes 2.4-acres of land (of which approximately one-half acre is currently developed) to determine what the potential is for this property.

In addition, the Town wants to review the existing library building to determine the realistic practicality of expanding the existing facility versus building a separate facility, whether attached or detached from the current facility.

The selected firm would work with the Library Board of Trustees, Library Director and other town officials to develop:

- information on the current facility and use.
- anticipated future facility and use.
- an analysis of the potential development of the total property.
- an analysis of the practical expansion potential of the current facility; and
- overall approaches that could be considered for the expansion of the existing library to provide the necessary space and facilities for the Town's present and future needs.

The resulting analysis report will include:

- the review of the existing facility and various functions.
- Identify with the owner the general space needs inclusive of the establishment of community center meeting and function space; and
- potential approaches to making upgrades / expansions required to meet the current and future needs.

It is equally important to know what the Town **is not** looking to do in this initial process. The Town is not looking to develop a formal design and plans for a new or expanded facility in this process. The Town is also not looking to perform a full space needs analysis in this process.

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The intention of this work effort is to provide base information to Town officials that they will be able to use for their internal discussions and planning work, as well as in future community discussions and information sessions that will ultimately lead to the defining of the library / community center project. The formal design and plan process and/or space needs analysis are things to occur at a later time.

Disciplines that are anticipated to be part of this process include architectural, structural, civil, environmental and permitting required to implement a potential project.

Work on the project could commence upon project award by the Board of Selectmen, which would be anticipated to be no later than April 21, 2020. It is desired for the analysis report and supporting materials to be delivered by July 31, 2020.

Sealed proposals marked "LIBRARY EVALUATION PROJECT" will be accepted at the Selectmen's Office until 2:00 PM on Thursday, April 2, 2020, at which time all proposals shall be opened and read aloud. After the opening of the proposals, any submitters in attendance will be given a period of time to review any and all proposals.

All proposals submitted shall be presented to the Auburn Board of Selectmen at their meeting on April 6, 2020. The Board of Selectmen will make the final award decision for this project.

Potential firms are welcome to visit the Griffin Free Public Library in advance of submitting a proposal if they wish to do so. It is encouraged Library Director Kathy Gowney be contacted in advance of a visit at (603) 483-5374 or via e-mail at Director@griffinfree.com. General questions concerning the Request for Proposal may be directed to William Herman, Town Administrator, Town of Auburn, P.O. Box 309, Auburn, NH 03032, telephone (603) 483-5052 or via e-mail at: townadmin@townofauburnnh.com.

The Board of Selectmen reserves the right to accept or reject any or all proposals in the best interest of the Town of Auburn.

TOWN OF AUBURN
BOARD OF SELECTMEN

March 12, 2020