

ADDENDUM NO. 1

TO THE REQUEST FOR PROPOSALS FOR THE Study of the J.V. Fletcher Public Library WESTFORD, MASSACHUSETTS

June 23, 2015

CLARIFICATIONS TO THE RFP DOCUMENTS

- Are there drawings of the existing building? What kind of survey and geotechnical information is available?

There are existing drawings, survey and geotechnical information available on the Town's website. The survey will be updated prior to the designer selection.

- The RFQ states there are M/WBE goals of 17.9% for this project. Is this required for the study?

Yes, 17.9% is the required goal that may be reached as an average over the entire design process.

The attached information was handed out during the site briefing, but is also available on the website.

.Attachments:

- Attendees list from the briefing session on June 23, 2015.
- Summary of Estimated Spaces – dated 4/22/15 (part of the Library Building Program)
- Diagrammatic Floor Plans

END OF ADDENDUM NO.1

Summary of Estimated Space
Needs with seating by type*

Library Name: J. V. Fletcher Library

(Attachment E) J. V. FLETCHER LIBRARY, WESTFORD

Area Name	See Library Building Program Area Descriptions		Collection				Computers			Public Reader Seats				Staff/Vol Seats	
	Current Space (sq ft)	Proposed Future Size (sq ft)	Volumes	Media Materials	Periodicals	Public Computer Workstations	OPACs	Lounge Seats	Table/Carrel Seats	Total Reader Seats	Program Seats	Task	Guest		
ADMIN Admin Asst./Reception	150	175											1	1	
ADMIN Admin Closet/Storage	0	12													
ADMIN Asst Director's Office	80	175											1	2	
ADMIN File/Equipment Room	0	150													
ADMIN Library Director's Office	160	225											2	2	
ADMIN Sub-Total:	390	737	0	0	0	0	0	0	0	0	0	0	4	5	
ADULT Café	0	550													
ADULT Fiction Stacks	1,245	1,200	13,050				2	6	12	12					
ADULT Media Collections	870	650		6,950			2	4	8	8					
ADULT New/LP Collections/Seating	240	1,000	3,750	750			5	1	6	6					
ADULT Nonfiction Stacks	2,040	2,500	31,000				4	4	6	6					
ADULT Sub-Total:	4,395	5,900	47,800	7,700	0	0	6	15	17	36	0	0	0	0	
CIRC Circulation Service Desk	420	500											4		
CIRC Circulation Workroom/Storage	0	300											2	1	
CIRC Head of Circulation Office	37.5	150											1	1	
CIRC Homebound	0	150											1		
CIRC Sub-Total:	457.5	1,100	1,000	0	0	0	0	0	0	0	0	0	8	2	
INFO Collections/Study	2310	1,000	1,000												
INFO Group Study		400													
INFO ILL Receiving Area		250													
INFO Local History Vault/Research	535	750	2,200			4		8	12	12			1		
INFO Periodicals & Backfile Storage	1,095	500			275			4	12	12			1		
INFO Photocopier/Machine Alcove		70							0	0					
INFO Public Computers & Catalog		360				12			16	16			2	1	
INFO Services Office	120	300							0	0			1	1	
INFO Services Service Desk		225							0	0			1	1	
INFO Silent Study Room(s)*	75	480						16	16	16			1	1	
INFO Study & Tutorial Rooms		480						16	16	16			1	1	
INFO Sub-Total:	4,135	4,815	3,200	0	275	16	4	8	60	88	0	0	6	3	
MAINT Friends Workroom		500											1		
MAINT Sub-Total:	0	500											1	0	
MTG Community Meeting Room	1,050	1,500											125		
MTG Community Mtg Rm Kitchen		80													
MTG Community Mtg Room Storage		120													
MTG Conference/Board Room*	535	540											18		
MTG Sub-Total:	1,585	2,240	0	0	0	0	0	0	0	0	0	0	143	0	

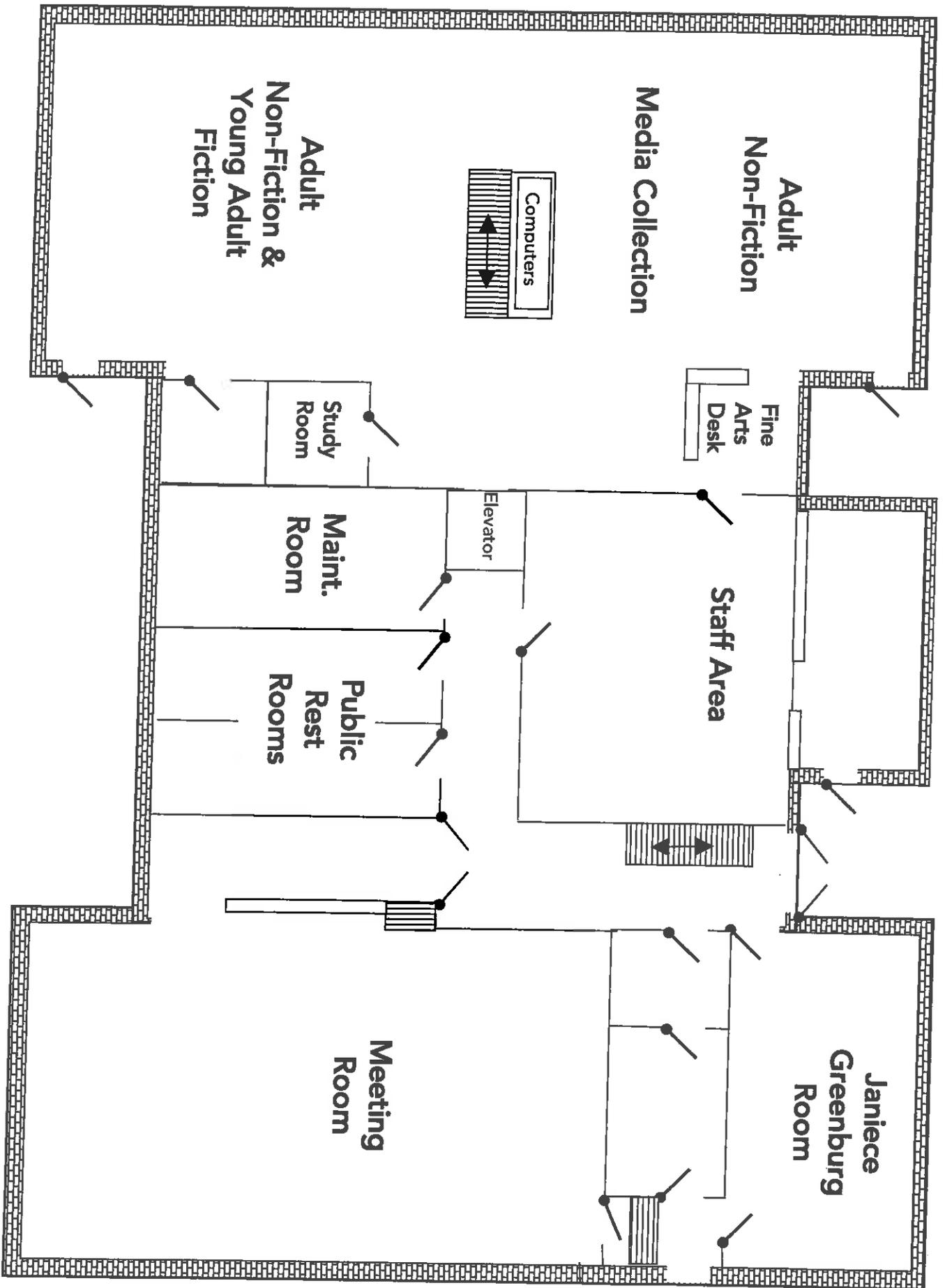
(Attachment F) J. V. FLETCHER LIBRARY, WESTFORD

Summary of Estimated Space
 Seating with seating by type

Library Name: J. V. Fletcher Library

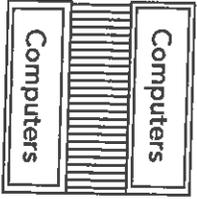
Area Name	Current Space (sq ft)	Proposed Future Size (sq ft)	Collection			Computers		Public Reader Seats			Staff/Vol Seats											
			Volumes	Media Materials	Periodicals	Public Computer Workstations	OPACs	Lounge Seats	Table/ Carrel Seats	Total Reader Seats	Program Seats	Task	Guest									
STAFF Break Room & Kitchen	335	550																				
STAFF Locker Area		90																				
STAFF Restroom		60																				
STAFF Sub-Total:	335	700	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	
SYST Lab/Makerspace	0	500																				
SYST Office	37.5	150																				
SYST Server/Network Room		120																				
SYST Sub-Total:	37.5	770	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
TS Acquisitions Office	1,060	150																				
TS Cataloging Area		600																				
TS Delivery/Unpacking Area		150																				
TS Processing Area		300																				
TS Head of Technical Services Office		150																				
TS Supply Stock Room		70																				
TS Sub-Total:	1,060	1,420	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9	1
YA Collections/Public Area	275	800	7,100	300		6																
YA Office	0	150																				
YA Sub-Total:	275	950	7,100	300	0	6	0	0	0	0	0	14	14	0	1	1						
Youth Services Collection Stacks	1,160	1,500	35,425	2,000		2																
YS Elementary Study Area		900	200			2																
YS Family Restroom		225																				
YS Head of YS Office	75	150																				
YS Preschool & Early Reader Area	610	900				2				11		4										
YS Program & Craft Room & Kitch.	350	780																				
YS Program Storage		180																				
YS Workroom		300																				
YS Youth Services Service Desk	25	225																				
YS Sub-Total:	2,220	5,160	35,625	2,000	0	4	4	13	20	41	40	2	2	1	3							
Total Net SF	14,890	23,912	94,725	10,000	275	26	14	36	127	197	183	36	24									
30% Future Unassignable Area	7,845	7,174																				
Total Estimated Gross SF	22,460	31,086																				

***Seating guide**
 Lounge Seats: Includes all soft seats, including sofas, loveseats, and easy chairs
 Table Seats: Includes all upright chairs and stools normally used at a table or counter
 Program Seats: Includes all seats in public areas that are not available for open access use, such as meeting room chairs. Includes group study rooms that are normally reserved; Does not include "quiet study" rooms or areas that have open access
 Notes about seating: For rooms with moveable or stacking chairs, count the number of seats available in the typical everyday setup
 Do not count computer chairs as seats unless one workstation has more than one chair. If so, count only the extra seat(s) as table seats
 Please count each chair only once



Back Parking Lot

Adult
Non-Fiction



Adult
Fiction



Story Hour
Room

Children's
Fiction and
Non-fiction



Magazines &
Newspapers



Children's
Picture
Books

Main Street Entrance

