LEGAL NOTICE & REQUEST FOR PROPOSALS

F. H. Cossitt Library, North Granby, CT
Phase I Exterior Repairs Project
The Friends of The Cossitt Library, Inc. / Town of Granby
REQUEST FOR PROPOSALS FOR A CONTRACTOR SKILLED IN HISTORICAL PRESERVATION AND REHABILITATION TO COMPLETE PHASE I EXTERIOR REPAIRS OF THE F.H. COSSITT LIBRARY LOCATED IN NORTH GRANBY, CONNECTICUT

GENERAL INFORMATION

The Town of Granby, Connecticut is requesting submittal of a Cossitt Library Project Proposal from contractors skilled in historic building preservation and rehabilitation to complete Phase I Exterior Repairs of the F.H. Cossitt Library (the “Library”). Phase I of this project focuses on the north and east sides of the Library. The Library Projects Committee (“LPC”) will act on the behalf of The Friends of Cossitt Library, Inc. (“TFOCL”) and the Town of Granby to manage this project.

The LPC will review the Proposals of each firm and intends to interview the firms to further clarify the proposer’s qualifications, project understanding and approach.

It is the LPC’s desire to hire a contractor with at least 10 years of experience in historic building rehabilitation and construction project management. At a minimum, the contractor should conform to the requirements of the SHPO and the Secretary of the Interiors standards for rehabilitation and Guidelines for Rehabilitating Historic Buildings as funding for future capital projects for the Library depends on doing so.

SITE TOUR

As part of the preparation of the Request for Proposals, contractors are invited to contact the Director of Library Services, Amy McCue by email (amccue@granby-ct.gov) to schedule an appointment for a site visit.

PROJECT BACKGROUND

The Friends of the Cossitt Library, Inc. is a Connecticut non-stock, nonprofit 501 (c) 3 corporation and public charity. The organization secures funds to support library services and to preserve/rehabilitate the Library building. The group works closely with the Town of Granby and its Director of Library Services. Funds for this project were secured by TFOCL and a financial contribution from the Town of Granby. Funds for this project are already in hand.

Architectural significance

The F.H. Cossitt Library was built in 1890 and began operation in 1891 as the first public library in Granby. Cossitt Library now serves as a branch in the Granby library system. The Town owns the Library building and the land on which the building is located. Cossitt Library was added to the National Register of Historic Places in 1988.

“The library was built in 1890 to a design by Jasper Daniel Sibley. It is one of the Town’s finest examples of Queen Anne architecture. It is a two-story wood frame structure, roughly square in plan, with a brick-faced first floor and a clapboarded second level. It is topped by a hip roof with a tall clerestory window band (the “lantern”). The main entrance is on the second level, sheltered by a gabled porch supported by square columns. The brickwork and trim are detailed in the Queen Anne Victorian style... The interior is 17 ½ feet high and is lighted from the sides by a dwarf roof. Two Rochester lamps ... furnish light for evening purposes. The lantern is supported by ten columns and contains twenty-six windows of ground plain and stained glass, producing a very pleasing effect. The whole work of the interior is of light and
dark colored cypress, finished in the natural wood... There is a neat vestibule. A card catalogue and clock were designed to match the interior wood.” ¹

In the early 1960s, a major renovation added an inside stairway and bathroom to the rear of the building and new steps to the front of the building. In 1984-85, working with historic preservationist and architect, Richard Shope - a small two-story addition was added to complement the original building. The addition housed an updated lavatory, storage space and staff work area. The renovation improved the Library’s heating/cooling system and installed a new roof. In subsequent years, interior painting, plaster repairs and interior lighting changes were performed. Within the last ten years, drainage issues were addressed, “I” beams were installed to support the first floor, some windows were replaced, and a new roof was installed.

**Current Condition**

A 2021 Conditions Assessment Report was completed by Architectural Preservation Studio, DPC. The Report documents the building’s current condition, identifies needed repairs and prioritizes them by order of importance. This present, initial capital project will address the most urgently needed exterior repairs.

**SCOPE OF WORK**

Please see Drawings for Scope of Work details. Phase I of the project will focus only on the north and east sides of the library building, with the intent to complete work on Phase 2 (the south and west sides) when funding becomes available.

**PROPOSER QUALIFICATIONS**

In addition to the Proposer Requirements noted on the Drawings prepared by Architectural Preservation Studio, please see these additional requirements:

The Statement of Qualifications should also demonstrate the following capabilities:

- The ability to provide a minimum of 3 client references for whom the contractor has provided similar services
- A description of any claims, litigation, and findings of any court, Arbitrator, Mediator or jury, and total settlement payments by all parties made during the past 5 years
- The ability to meet insurance requirements as listed in the State of Connecticut’s Insurance Requirements for Non-Profit and For-Profit Entities and possession of an insurance certificate for error and omission insurance in the amount of $1,000,000.00.

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SUBMISSION OF QUALIFICATION STATEMENTS

Please provide one (1) original, two (2) written copies, and one (1) electronic copy of Project Proposal, clearly identified as Response to Request for Proposal for Granby Cossitt Library 2022-2 - UPDATED.

Responses are limited to 30 pages excluding resumes. Resumes are limited to two pages each.

Proposals shall be submitted to:

Erica Robertson
Town Manager
Granby Town Hall
15 North Granby Road
Granby, CT 06035

Submissions in response to this RFP must be received at this location no later than 12:00 P.M. local time, on September 19, 2022, at which time bids will be opened and reviewed. Email, faxed, or late bids will not be accepted.

All questions about this RFP should be directed to Director of Library Services Amy McCue by e-mail at amccue@granby-ct.gov, no later than 12:00 PM on September 13, 2022. Answers will be posted under “RFP’s / RFQ’s” on the Town of Granby website without stating the source of the inquiry by 4:00 PM on September 15, 2022.

The selected firm must meet all municipal, state and federal AA and EEO practices and requirements. MBEs/WBEs/SBEs are encouraged to apply.

The Library Projects Committee, acting on the behalf of TFOCL and the Town of Granby, reserve the right to reject any or all proposals in whole or part, to award any one service or group of services or all services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any company for any services mentioned in this RFP; if it is deemed to be in the best interest of TFOCL and the Town of Granby.