

**TOWN OF EASTHAM
REQUEST FOR QUALIFICATIONS
ARCHITECTURAL AND ENGINEERING DESIGN SERVICES
RENOVATION/CONSTRUCTION
EASTHAM PUBLIC LIBRARY**

The Town of Eastham, through the Eastham Central Purchasing Officer, pursuant to MGL Ch.7, Sec. 38A1/2 – 38O, requests qualifications from registered and qualified individuals or firms for architectural and engineering design services for the renovation of the existing library building, and construction of a new addition and related site work.

Qualified persons or firms must submit the Request for Qualifications no later than **2:00 PM on June 29, 2012** addressed to:

**Eastham Library Architectural Services
Town of Eastham
Chief Procurement Officer
Eastham Town Hall
2500 State Hwy
Eastham, MA 02642**

Questions should be directed in writing to the Town Administrator and must be received by **June 15, 2012**. All responses will be in writing and will be available **June 22, 2012**.

The Library Trustees and the Town of Eastham Capital Projects Committee, with the Owner's Project Manager (OPM) will evaluate proposals, based on criteria contained in the full specifications, and make a recommendation to the Town's awarding authority. The Town, through its awarding authority, reserves the right to reject any and all proposals, to waive any defects, informalities, and minor irregularities and to award contracts or cancel this RFQ if it is in the best interest of the Town to do so. The Town of Eastham is an AA/EEO employer, and encourages MBE and WBE firms to apply.

An optional site visit has been scheduled for **Tuesday, June 12th at 9:00 am**. Please call Vicky Anderson at 508-240-5900, for directions and to register if you plan to attend.

1.0 GENERAL BACKGROUND

A preliminary schematic design for a new library was approved in 2010 by the Library Trustees. In January 2011 the Trustees submitted a Construction Grant application to the Massachusetts Board of Library Commissioners (MBLC). The May 2011 Eastham Town Meeting gave approval to proceed pending MBLC Construction Grant award. The May 2011 Town Election approved a debt exclusion for fifty (50%) of the project costs (\$4.5 Million) understanding that the project would move forward after award of the grant.

In July 2011 MBLC selected the Town of Eastham Proposal for an award of \$4,331,923, (before LEED incentive) In anticipation of the grant award, The Library Trustees have agreed to fund continued work on the concept plan (Appendix E) to address issues and concerns raised by the Library Trustees, Library Director, and MBLC. The current contract work, referred to here as Stage I, will focus on refining the schematic design and responding to and incorporating suggestions made by the above noted interest groups. The project will be funded and approved as Stage I and Stage II. Stage I is limited to refinement of concept drawings, incorporating suggested changes and additions for the Library Trustees and the Capital Projects Committee. Stage II would include preparation of bid specifications, and construction oversight.

When the MBLC grant award funds become available, the successful firm may be retained to continue and undertake all tasks related to the preparation of construction drawings, bid documents and construction administration.

2.0 THE BACKGROUND OF THE PROJECT

The Library Trustees conducted two surveys, in 2003 and 2004, one targeted toward the year-round population, the other toward seasonal visitors. People were asked how they would like to see the library improved. While many said they liked the "feel" of the building, it was clear, from respondents comments, that there is not enough space for books and other materials, nor is there adequate seating and study areas. With a service population of 12,500, the 47 existing seats do not comfortably accommodate users doing research or reading. On rainy summer days the children's area is crammed with kids sitting on the floor reading. It is not unusual for adults to be sitting on the floor in the stacks area as well, because all the seats are taken. There is a Public Access Computer desk, but there is no lower level access for wheelchair patrons. The current building is inadequate in many respects and while minor changes have been made to improve traffic flow, its attempt to be ADA accessible falls short of other municipal buildings.

The current building structure is very limited in its ability to adapt to changes in use patterns and patron needs. Mechanical services within the building, such as electrical service limitations, highlight the need for a new more modern structure. Current electrical wiring cannot easily accommodate computers, scanners, printers, copier, fax, and other electrically powered devices that are now a part of doing business. The main circulation desk has been retrofitted to increase electrical outlets for phone and computers, but that results in some wires being taped to the surface so they will not interfere with the movement of drawers. Books and other materials that are on hold waiting for pickup are often stacked on the floor behind the main circulation desk because the shelves provided for "holds" are full. The addition of formats such as videos, recorded books, MP3's, and music CDs has required the addition of free standing shelving units and in many areas of the library the clearance has been reduced to less than three (3) feet.

3.0 DEVELOPMENT OF THE BUILDING PROGRAM

3.1 POPULATION/USER PROJECTIONS

The population of the Town of Eastham, from the 2010 U.S. Census, is 4956. The Cape Cod Population Projections for 2020, contained in the Town's Local Comprehensive Plan is 7029. Based on population projections and current use by non residents, in 2025 we project the service population will be 15,000, and the seasonal increase in population will push the service number to 60,000. It is our intent, and based on the approved concept plan, to design and construct a building that will accommodate the current and future population for the next twenty years.

3.2. ADDITIONAL CONCERNS

3.2.1. The building will be served by an on-site well and septic system, which are to be included in the final design and cost estimates.

3.2.2 A fire suppression system which meets code and is appropriate for the building shall be included in the final design. Any such system, may make use of the adjacent pond as part of the water supply, if the system requires it.

3.2.3. The oldest portion of the current building is on the National Register of Historic Places and any renovations must respect and retain that designation as well as consider the visual impact that that portion lends to the streetscape.

3.2.4. There is a pond immediately bordering the site to the rear, which may serve as an opportunity to create views from the Library and grounds through the use of Lounge-type seating near windows.

3.2.5. The Library is located in a neighborhood of single family dwellings and must fit visually into the neighborhood scale and streetscape.

3.2.6. Attention should be paid to maximum lines of sight to enhance the ability of a small staff to monitor all areas of the library. Consideration may be given to surveillance options inside and outside the building.

3.2.7. Creation of flexible spaces to accommodate the rapidly changing formats and technology.

3.2.8. The special needs of the majority elderly population must be considered in the design of public spaces and access.

3.2.9. Design consideration to ensure that flexible space recognizes the summer/winter and weekend activity levels.

3.2.10. Maintaining and enhance the current "light and airy feeling" of the building that is currently noted by library patrons, and survey respondents.

3.2.11. Separation of noisy and quiet areas and design respecting noise attenuation in finish materials.

3.2.12 Provide areas to socialize without disturbing others.

3.2.13 Energy concerns include keeping future heating, air conditioning, and lighting/electricity costs as low as possible. Incorporation of "green" aspects into the renovated building. Automatic controls to regulate spaces in use and reduce demand for dormant areas. Use of outside fresh air to enhance the indoor environment.

3.2.14 Sufficient storage for seasonal display materials, craft supplies, and library book processing and related materials and standard office supplies.

3.2.15 Young Adult area easily monitored by staff, but zoned for collaborative work.

3.2.16 Staff work areas separate from public service desks that allow visual supervision and have plenty of storage for projects and work supplies.

3.2.17 Adult public service desk with multiple access points, storage for frequently used supplies, computers, printers, and book trucks with display space towards the public.

3.2.18 Meeting rooms easily accessed from parking lot, entry, and elevator with adjacent restrooms that can be isolated from library materials for off-hours access.

3.2.19. The Library serves as the repository for archival documents. The design must incorporate a secure and climate controlled area for storage and use of library archival materials.

3.2.20 Entrance must be distinct, easily identified and accessed. Preference will be given to design elements that foster an open entrance, not too close to stairwells and provides an orientation point to library services. Staff should be able to monitor entrance and movement between floors.

The Library Trustees intend to place a time capsule outside the building, to be opened in 2098. The capsule is a metal cylinder 6" in diameter, 12" long. A suitable area should be identified outside the building that will be accessible in 2098, so this capsule can be place there and retrieved at the appropriate time.

4.0. LIBRARY SITE AND EXTERIOR CONSIDERATIONS

The library is located on a wedge shaped 1.3 acre parcel of land that slopes from the street level down to Long Pond. Adjacent on Samoset Road is the .5 acre parcel purchased by the Town in 1998 for additional library parking and further expansion. **(Plot Plan Appendix D Plan 1 and Plan 2)**

The slope from the lower parking area to the library building is very steep and this will have to be taken into consideration with renovation. Ideally, the library will have one main entrance for the public. There should be ample parking on the level of this entrance so older people and those using wheelchairs or pushing strollers will be able to gain access with ease. Walkways should be smooth surfaced and clearly marked and lit, easily accommodating snow and ice removal, leading from parking areas to the building.

Additional exterior features to consider:

- Separate staff and delivery entrances
- Bicycle racks
- Preservation of gardens and memorial trees (existing)
- Flag pole and flag pole lighting
- Outdoor seating/decks where summertime programs can be held
- Signage in keeping with residential neighborhood and local zoning bylaw

5.0. LIBRARY DESCRIPTION & TRENDS

The library is governed by an elected five member Board of Library Trustees. Responsibility for library management, collection development, and provision of library services to the public is delegated by the Library Director, who is an employee of the Town of Eastham.

5.1 Staff

The staff of the library consists of 3 full-time staff members, the Director, Adult Services/Assistant Director, and Youth Services Librarian, and 3 part-time Library Assistants. During the summer months a temporary full-time circulation assistant is added for ten weeks. It is anticipated that the new Library will require up to two additional full time staff librarians. Staff is supplemented by over 30 volunteers who assist at the circulation desk, shelve materials, prepare new materials for circulation, file, prepare overdue notices, and do other related activities. It would be extremely difficult for the library to exist without their assistance. These volunteers are an integral part of the operations and space design must recognize their status as workers.

6.0. COMMUNITY DESCRIPTION

The Town of Eastham, known as the “Gateway to the Cape Cod National Seashore”, is located on the Lower Cape and is bounded by Cape Cod Bay to the west and the Atlantic Ocean to the east. The Cape Cod National Seashore, a national park created in the late 1960’s. Farming was a traditional occupation in town and is enjoying a popular resurgence. However, those of working age are in predominantly white collar and service trade jobs. The businesses that dominate the local economy include service, trade, and construction industries. Much of local revenue is generated by the influx of seasonal tourists.

Because of our many beaches and ocean access, Eastham is a popular vacation destination. Eastham is justifiably proud of being one of the first communities to form a permanent settlement in our country. Settled in 1644 by Pilgrims who had become dissatisfied with the Plymouth Colony, it was the fourth town settled on Cape Cod and the tenth in the Plymouth Colony. Eastham was the site of the First Encounter between Mayflower passengers and the local Native Americans. This fact and the popular windmill, just down the street from the library, in the middle of town attract tourist interested in early Massachusetts history. There is an increasing trend toward visitors coming to enjoy the “shoulder” seasons, preceding the summer and stretching the fall from September through the end of October. These visitors include tourists and second homeowners, some of whom continue to visit on weekends throughout the winter, weather permitting.

In 1991, Eastham voters approved a charter form of town government, employing a Town Administrator. In the mid 1990’s, the Town in accordance with requirements of the Cape Cod Commission, developed a local comprehensive plan which was adopted by Town Meeting. It was updated in 2010. The vision statement developed in the creation of this plan is:

"A diversified community which honors its past as a fishing and agricultural settlement, and current character as a modest residential community which accommodates workers, vacationers, and retirees."

The Eastham Local Comprehensive Plan includes the following goals:

- Preserve the historic and rural character of the Town
- Provide affordable year-round housing
- Provide quality service for all residents including schools, recreation facilities, police and fire services
- Coordinate public and non-profit services
- Protect natural features and open space
- Encourage conservation and reduce electric energy consumption

Eastham is part of the Nauset Public School district, a regional school system serving grades 6-12. The local Eastham Elementary School accommodates grades K-5, and current enrollment is 218 students. Students attend middle school in neighboring Orleans, and then most attend the Nauset Regional High, a campus style school in Eastham that draws students from much of the Lower Cape. The population of school-aged children cape wide has declined in the most recent census. Even so, it is predicted that the town's population will continue to rise, though not as dramatically as it did during the past two decades, and that population will be older. Many are and will be retirees as building permit activity shows a trend of winterizing, upgrading and expanding summer cottages and making them into year round homes.

7.0 SCOPE OF SERVICES

The scope of Design Services for this phase of the project is as defined below.

7.1 Existing Samoset Road Site

Based on the existing information, the architect will develop construction documents for the renovation and expansion of the existing library consisting of drawings and other documents illustrating alternative schemes for meeting each of the project's goals. Design documents and drawings should show compliance with all program elements, building and zoning codes, environmental and conservation requirements, and include provisions for required permits and variances. The Architect will first focus on the approved schematic design. He will respond to suggestions made by the MBLC, the Library Director and the Library Trustees. Design consideration shall also be given to alternative energy and energy conservation design and storm water collection and distribution systems. At the completion of the Design process, the Architect shall prepare a cost estimate, which shall be reconciled with a parallel estimate to be prepared by the OPM and develop renderings of the Conceptual Design, after general acceptance of the design by the Capital Projects Committee.

8.0 GENERAL SPECIFICATIONS AND SUBMISSION REQUIREMENTS

The Architect will submit nine (9) bound copies, one unbound copy, and one electronic copy in CD format or on a flash drive, of the reports summarizing the results of the design phase.

The selected Architect shall consider attendance at a minimum of ten (10) Capital Projects Committee or Library Board of Trustee meetings and/or presentations with the Owner's Project Manager to finalize the Conceptual Design. Meetings may also be scheduled with the Board of Trustees to review design issues and periodic review of the project with the Project Manager, Capital Project Committee, Board of Selectmen, Finance Committee and Board of Trustees. Direct project management and reporting is vested in the OPM and the designated representative(s) of the Library Trustees and as approved by the Capital Project Committee.

8.1 Consultants

The architect shall consult with, either in-house or by subcontract: structural engineers; mechanical, electrical, and plumbing engineers; civil and traffic engineers; landscape architects; interior designers; and a cost estimator. Personnel or firms to be used must be indicated in the proposal.

8.2 Contract Requirements (See Appendix A Submission Format Guideline Chart)

Every contract for design services awarded under Chapter 7, sections thirty-eight A 1/2 to thirty-eight O, inclusive, shall include the following:

- 8.2.1 Certification that the designer has not given, offered or agreed to give any person, corporation or other entity any gift, contribution or offer of employment as an inducement for, or in connection with, the award of the contract for design services; **(See Appendix C for Form Tax Compliance and Non collusion)**
- 8.2.2 Certification that no consultant to or subcontractor for the designer has given, offered or agreed to give any gift, contribution or offer of employment to the designer or construction manager, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the designer or construction manager;
- 8.2.3 Certification that no person, corporation or other entity, other than a bona fide full time employee of the designer or construction manager, has been retained or hired by the designer or construction manager to solicit for or in any way assist the designer or construction manager in obtaining the contract for design services upon an agreement or understanding that such person, corporation or other entity be paid a fee or other consideration contingent upon the award of the contract to the designer; and
- 8.2.4 Certification with respect to contracts which exceed ten thousand dollars or which are for the design of a building for which the budgeted or estimated construction costs exceed one hundred thousand dollars that the designer has internal accounting controls as required by subsection (c) of section thirty- nine R of chapter thirty and that the designer has filed and will continue to file an audited financial statement as required by subsection (d) of said section thirty-nine R. **(See Appendix C for Form Tax Compliance and Non collusion).**
- 8.2.5 The selected Design Firm shall obtain and maintain professional liability insurance covering negligent errors, omissions and acts of the designer or of any person or business entity for whose performance the designer is legally liable arising out of the performance of the contract. The total amount of such insurance shall be not less than \$1 million. The selected Design Firm shall furnish a certificate or certificates of insurance coverage to the Town of Eastham prior to the award of the contract.
- 8.2.6 All consultants employed by the Designer shall obtain and maintain a professional liability insurance policy covering negligent errors, omissions and acts of such consultant or of any person or business entity for whose performance the consultant is legally liable arising out of the performance of the contract for consultant services. The consultant shall furnish a certificate or certificates of such insurance coverage.

8.3 Minority Business Enterprise/Women Business Enterprise Requirements

Pursuant to the new Construction Reform Law, Chapter 193 of the Acts of 2004, and the revisions it made to M.G.L. c. 23A, §44 and M.G.L. c. 7, §40N, the Town of Eastham will

incorporate Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) guidelines into all design and construction contracts which are State funded. The Design Services will require full compliance with all Regulations and guidelines issued from the Massachusetts Supplier Diversity Office (formerly Office of Minority and Women Business Assistance (SOMWBA), which will be incorporated by the Awarding Authority.

9.0. SUBMISSION REQUIREMENTS

Submissions in the form specified in Section 9.1 below shall be clearly labeled;

“Proposal for Eastham Library Architectural Services”

**Town of Eastham
Chief Procurement Officer
Eastham Town Hall
2500 State Hwy
Eastham, MA 02642**

Submission of Request for Qualifications must be submitted in a sealed package to the above address no later than **2 PM on FRIDAY, JUNE 29, 2012**, when they will be opened and registered by the Chief Procurement Officer of the Town, in the presence of witnesses. No faxed or emailed submissions will be considered. Please submit nine (9) copies of the proposal, including one unbound copy, and one electronic copy in CD format or flash drive. All proposals must be unconditional and will become the property of the Town of Eastham.

Information contained in the proposal shall be incorporated into and become part of the contractual obligations in the event that the applicant is selected. Neither the town of Eastham, nor the Library Building Committee shall be liable for any costs incurred by proposers in preparing, submitting, or presenting proposals, or in satisfying and demonstrating compliance with the requirements of this RFQ. A proposal may be withdrawn by written request prior to the deadline for submission. Modifications may be submitted prior to the deadline in writing.

The submitted proposal must correspond exactly to the format and required content listed in the chart below. Firms are required to clearly tab proposals in order to promote the fairness and efficiency of the review process. Responses that do not meet the required format may be rejected outright, or may be subjected to a lower rating when evaluated.

Please also note the suggested lengths of each section - excessively large proposals with unnecessary extra content are discouraged.

In order for proposals to be considered, they must comply with the submission requirements above.

9.1 THRESHOLD SELECTION/EVALUATION CRITERIA

The Eastham Library Trustees and the Capital Projects Committee (CPC) will evaluate proposals and assign rankings based on the information provided in this RFQ. The CPC will contact references and may request additional information or a clarification of any responses.

Proposals shall be rated by the committee members and then ranked using the following criteria:

9.1.2. Design Excellence -Ability to demonstrate a high degree of qualifications and experience in performance of services on projects of a similar nature and to demonstrate design excellence in similarly built projects in regard to aesthetic quality, building organization, appropriate materials and details, and the relationship of building to the site.

9.1.3. Library Experience - Experience and past successful performance in Library Projects.

9.1.4. Public Sector Experience- Thorough knowledge of the Massachusetts State Building Code, Americans with Disabilities Act (ADA), Commonwealth of Massachusetts Architectural Barriers/Handicapped Access Standards, Massachusetts public construction laws and all other pertinent codes and regulations pertaining to Library buildings (local, state and federal). Familiarity and experience of firm with public bidding, including bid challenges, history of previous and successful experiences with construction administration of projects constructed under MGL Chapter 149.

9.1.5 Schedule and Budget- History of projects that maintained the client's budget and schedule and demonstration of the capacity to complete the scope of services in the stated timeframe.

9.1.6 Design Responsiveness- Past examples of the Architect's ability to translate a project's program into a design that enhances the site and addresses the community's concept of the design goals. Architect's experience with energy conservation and environmentally sensitive design will also be evaluated.

9.1.7. Team work and Approach - Ability to work with the OPM, contractors, subcontractors, consultants, municipal officials, state officials, and committee members, and ability to provide relevant information and facilitate decisions and actions with the goal of advancing the progress of the Project on a timely basis. Any special qualities about your firm's approach to design and construction that is superior to competitors.

9.1.8. Capacity to Perform -The qualifications, professional registrations and educational backgrounds of those assigned to the project, including past relevant experience in all phases of this design and construction work. Capacity to complete the job on schedule, including: firm size, appropriate and available staffing, CADD equipment, financial stability of firm, and other major project commitments.

9.1.9 References – Evaluation of references for similar projects.

9.1.10 Historic structures - Previous successful experience in working with historic buildings.

9.2. Site Visits

Members of the CPC and Library Board of Trustees may visit the projects identified in each submission in person.

10. RULE OF AWARD

The Trustees and the CPC may make such further investigations as it deems necessary and the proposer shall furnish to the town all such information and data for this purpose as the town requests.

All proposals must comply with the submission requirements of Section 9.0 or will not be considered further. The proposals will then be ranked by the Library Trustees and CPC using a 4-point scale (4 = Most Advantageous, 3 = Highly Advantageous, 2 = Less Advantageous, 1 = Least Advantageous) for each of the criteria listed above.

The Library Trustees and CPC shall select at least three finalists, if enough qualified applicants are available. Finalists will be required to appear for an interview and may be asked to provide additional information to the CPC.

It is requested that any key personnel who will be assigned to the project, including the Principal-In-Charge and Project Designer are available to participate in the interview.

The Library Trustees and the CPC shall rank the finalists in order of qualification and transmit the list of ranked finalists to the Board of Selectmen and the Chief Procurement Officer. No person or firm, including applicants' listed consultants, that is debarred pursuant to M.G.L. c. 149, §44C shall be included as a finalist on the list. The list will be accompanied by a written explanation of the reasons for selection including the recorded vote. The written explanation and recorded vote shall be public records and shall be maintained in the contract file.

Every contract for design services shall include a provision that the designer or its consultants shall not be compensated for any services involved in preparing changes that are required for additional work that should have been anticipated by the designer in the preparation of the bid documents, as reasonably determined by the Town.

The contract will be awarded to the responsive and responsible proposer who satisfies the Threshold Criteria set forth in Section 9 and scores the highest after the interviews in terms of the Preference Criteria set forth in Section 9.1.

The Board of Trustees and members of the CPC will make the final recommendation to the Chief Procurement Officer and will enter into contract negotiations with the selected proposer. If the Town is not able to reach an agreement with the highest ranked proposer with respect to the scope of services, or for any other reason, the town may select and begin negotiations with the next highest ranked proposer.

The Library Trustees and members of the CPC may at their sole discretion reject proposals which are incomplete, conditional, obscure or not responsive or which contain elements not outlined in the RFQ, or contain erasures not properly initialed, alterations or similar irregularities. The Town's judgment as to what shall be considered to be a minor irregularity shall be final. The Library Trustees and CPC reserve the right to waive any informality or to reject any or all proposals or to make the award deemed in their own discretion to be in the best interest of the Town of Eastham, Massachusetts.

11.0 FURTHER INFORMATION

All questions regarding this RFQ should be addressed to:

**Chief Procurement Officer,
Town of Eastham,
2500 State Highway,
Eastham MA 02642**

and received by June 15, 2012. Responses in writing will be available by June 22, 2012. Any substantive changes or additional information released regarding this RFQ shall be made via addendum to all persons on record as having received a copy of the RFQ.

The selected proposer shall be expected to comply with all applicable state and federal laws in the performance of services.

All plans, schematic proposals, various design alternatives, specifications, and other documents resulting from this contract shall become the property of the Town of Eastham.

The selection of the successful proposer shall be made without regard to race, color, sex, age, religion, political affiliation, or national origin. Women and minority owned businesses are encouraged to apply.

Proposers shall examine all information and materials contained in and with this RFQ - failure to do so is at the proposer own risk and shall be cause for non performance.

APPENDICES

- A. SUBMISSION FORMAT GUIDE
- B. STANDARD APPLICATION FORM
- C. TAX COLLUSION/NON COMPLIANCE
- D. PLOT PLAN SAMOSET ROAD SITE
- E. NOTARY AFFADIVIT FORM
- F. LIBRARY – CONCEPT PLAN EXTERIOR/INTERIOR

APPENDIX A

Tab	Section	Topics to be Included
A	The current Massachusetts Designer Selection Board "Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction." (Attachment B)	<ul style="list-style-type: none"> • The Application Form may be amended to include additional information on a project- specific basis. • For the three most applicable library projects, detail on the Application for Design Services the budget for the project, the final construction cost estimate, the design fee, and the actual construction cost, including Bid amount and all Change Orders.
B	<p>Previous Project Experience</p> <p>1 to 2 page introduction</p> <p>Some pictures of projects are requested</p>	<p>IIII Begin this section with a one to two page text overview of your recent project history, and include mention of your on-time and on-budget record, and describe any experience your firm has with sustainable building methods and LEED certification. Also describe your firm's thorough knowledge of the MA State Building Code, Americans with Disabilities Act (ADA), MA Architectural Barriers/Handicapped Access Standards, MA public construction laws and all other pertinent codes and regulations pertaining to Library buildings (local, state and federal).</p> <p>Familiarity and experience with public projects constructed under MGL Chapter 149.</p> <p>IIII Make a chart of projects of similar size and scope completed in the past 10 yrs. Include any and all library projects that your firm has been involved with at the top of the chart. Mention any projects funded by the Massachusetts Board of Library commissioners. You may also include up to 5 other non-library projects at the end of the chart if you feel they are illustrative of the quality and aesthetic character of your firm's work.</p> <p>IIII Information provided in the chart about each project should include:</p> <ol style="list-style-type: none"> 1. Name and location 2. Building Use 3. Client 4. Completion date 5. Dollar value of total project (approx.) 6. Dollar value of construction (approx.) 7. New construction or renovation or both 8. Size in GSF, w/ size of renovation vs. new 9. Historic and public aspects if applicable

C	<p>References and Reputation</p> <p>1 to 2 pages</p>	<p>III Project references to be provided in conjunction with projects listed in the section above.</p> <p>III Contact names and telephone numbers for at least five previous, similar projects, preferably all library projects if possible.</p> <p>III The Town shall have permission to contact, either in person, by phone, or by correspondence, the references listed.</p> <p>III Please note any awards or other recognition awarded to your firm.</p>
D	<p>Project Approach</p> <p>Limit to 2 to 4 pages</p>	<p>III Describe your firm's approach to design assignments, and why you are different from other architecture firms.</p> <p>III Discuss your methods of communicating with your clients throughout a project.</p> <p>III Provide three examples of instances when your firm's experience and knowledge helped a client to achieve a goal or avoid a large problem.</p> <p>III Describe any IT or other tools used to increase effectiveness.</p> <p>III Describe any other resources that might distinguish your firm and recommended consultant team for this project relative to the Scope of Work outlined above.</p>
E	<p>Proposed Staffing</p> <p>No more than 2 pages per person, and no more than 2 pages for general material per consultant firm</p>	<p>III Describe the proposed project organization, describing levels of involvement and responsibility for specific individuals. An organizational chart may be used. (Note that the identified primary contact(s) shall not be changed during the engagement without permission of the Capital Projects Committee.)</p> <p>III Introduce in-house team members assigned to this project, with sufficient information about their skills and professional licenses, including resumes.</p> <p>III If cost estimates will be prepared in-house, credentials of estimator(s) should be included</p> <p>III Provide credentials and qualifications of suggested third party consultants, with specific reference to personnel who will work on the project including information about their experience and professional licenses</p> <p>III NOTE: The Town retains the right to recommend changes to the team prior to award</p>

F	Schedule 1 page	III Provide an initial schedule for the design phases the project. Note any suggested changes from tentative schedule included in the RFQ, and explain your reasons for the changes.
G	Firm Stability and Capacity I to 2 pages plus any financial documents	II Describe the firm's history and ownership II Include a copy of the most recent audited financial statements or other alternate evidence (including a credit rating report) sufficient to demonstrate the firm's financial stability. II Divulge any past financial problems that were made public, such as bankruptcy filings II Describe your firm's work load at this time and your ability to undertake and commit to this project
H	Required Forms	II Affidavit and Notary Form (Attachment E) II Certificate of Non-Collusion (Attachment C) II Certificate of Tax Compliance (Attachment C) II Certificate of insurance showing evidence of Professional Liability Insurance in the amount of \$1,000,000 minimum from an insurance company Licensed to do business in the State of Massachusetts.

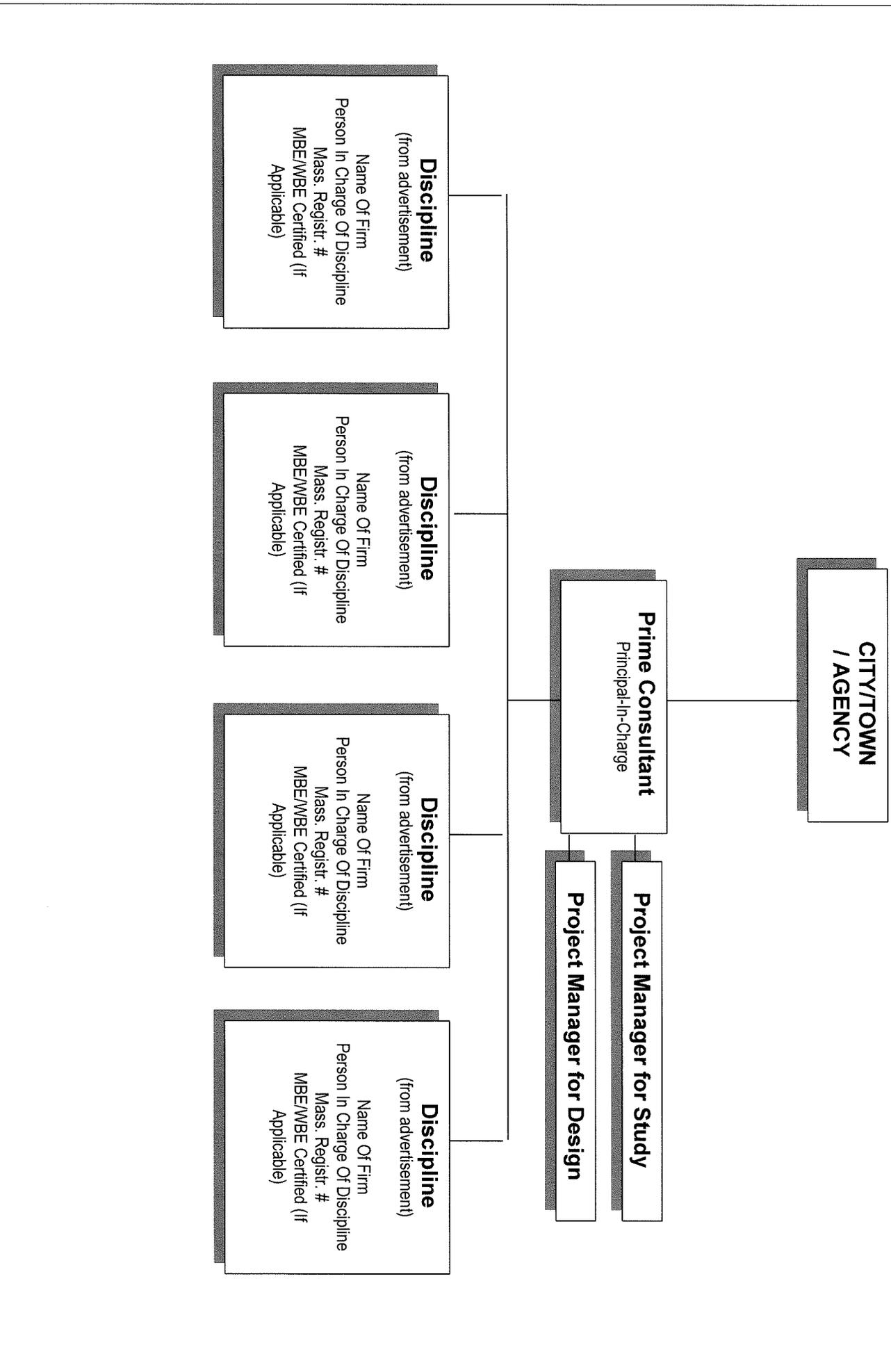
APPENDIX B

**STANDARD DESIGNER APPLICATION FORM FOR MUNICIPALITIES
AND PUBLIC AGENCIES not within DSB Jurisdiction**

ATTACHMENT B

<p>Commonwealth of Massachusetts</p> <p>Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2011)</p>	<p>1. Project Name/Location For Which Firm Is Filing:</p>	<p>2. Project #</p> <p>This space for use by Awarding Authority only.</p>																																																																
<p>3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:</p>	<p>3e. Name Of Proposed Project Manager:</p> <p>For Study: (if applicable)</p> <p>For Design: (if applicable)</p>																																																																	
<p>3b. Date Present and Predecessor Firms Were Established:</p>	<p>3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:</p>																																																																	
<p>3c. Federal ID #:</p>	<p>3g. Name and Address Of Parent Company, If Any:</p>																																																																	
<p>3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required):</p> <p>Email Address:</p> <p>Telephone No.:</p> <p>Fax No.:</p>	<p>3h. Check Below If Your Firm Is Either:</p> <p>(1) SDO Certified Minority Business Enterprise (MBE) <input type="checkbox"/></p> <p>(2) SDO Certified Woman Business Enterprise (WBE) <input type="checkbox"/></p> <p>(3) SDO Certified Minority Woman Business Enterprise (M/WBE) <input type="checkbox"/></p>																																																																	
<p>4. Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):</p> <table border="0"> <tr> <td>Admin. Personnel</td> <td>()</td> <td>Ecologists</td> <td>()</td> <td>Licensed Site Profs.</td> <td>()</td> <td>Other</td> <td>()</td> </tr> <tr> <td>Architects</td> <td>()</td> <td>Electrical Engrs.</td> <td>()</td> <td>Mechanical Engrs.</td> <td>()</td> <td></td> <td>()</td> </tr> <tr> <td>Acoustical Engrs.</td> <td>()</td> <td>Environmental Engrs.</td> <td>()</td> <td>Planners: Urban./Reg.</td> <td>()</td> <td></td> <td>()</td> </tr> <tr> <td>Civil Engrs.</td> <td>()</td> <td>Fire Protection Engrs.</td> <td>()</td> <td>Specification Writers</td> <td>()</td> <td></td> <td>()</td> </tr> <tr> <td>Code Specialists</td> <td>()</td> <td>Geotech. Engrs.</td> <td>()</td> <td>Structural Engrs.</td> <td>()</td> <td></td> <td>()</td> </tr> <tr> <td>Construction Inspectors</td> <td>()</td> <td>Industrial Hygienists</td> <td>()</td> <td>Surveyors</td> <td>()</td> <td></td> <td>()</td> </tr> <tr> <td>Cost Estimators</td> <td>()</td> <td>Interior Designers</td> <td>()</td> <td></td> <td>()</td> <td>Total</td> <td>()</td> </tr> <tr> <td>Drafters</td> <td>()</td> <td>Landscape Architects</td> <td>()</td> <td></td> <td>()</td> <td></td> <td>()</td> </tr> </table>	Admin. Personnel	()	Ecologists	()	Licensed Site Profs.	()	Other	()	Architects	()	Electrical Engrs.	()	Mechanical Engrs.	()		()	Acoustical Engrs.	()	Environmental Engrs.	()	Planners: Urban./Reg.	()		()	Civil Engrs.	()	Fire Protection Engrs.	()	Specification Writers	()		()	Code Specialists	()	Geotech. Engrs.	()	Structural Engrs.	()		()	Construction Inspectors	()	Industrial Hygienists	()	Surveyors	()		()	Cost Estimators	()	Interior Designers	()		()	Total	()	Drafters	()	Landscape Architects	()		()		()		
Admin. Personnel	()	Ecologists	()	Licensed Site Profs.	()	Other	()																																																											
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Acoustical Engrs.	()	Environmental Engrs.	()	Planners: Urban./Reg.	()		()																																																											
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Code Specialists	()	Geotech. Engrs.	()	Structural Engrs.	()		()																																																											
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Cost Estimators	()	Interior Designers	()		()	Total	()																																																											
Drafters	()	Landscape Architects	()		()		()																																																											
<p>5. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																																																																		

6. List **ONLY** Those Prime And Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm And Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:



7. Brief Resume Of **ONLY** Those Prime Applicant and Sub-Consultant Personnel Requested In The Advertisement. Confine Responses To The Space Provided On The Form and Limit Resumes To **ONE** Person Per Discipline Requested In The Advertisement. Resumes Should Be Consistent With The Persons Listed On The Organizational Chart In Question # 6. Additional Sheets Should Be Provided Only As Required For The Number Of Key Personnel Requested In The Advertisement And They Must Be In The Format Provided. By Including A Firm As A Sub-Consultant, The Prime Applicant Certifies That The Listed Firm Has Agreed To Work On This Project, Should The Team Be Selected.

a. Name and Title Within Firm:	a. Name and Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name and Address Of Office In Which Individual Identified In 7a Resides: MBE <input type="checkbox"/> WBE <input type="checkbox"/>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: MBE <input type="checkbox"/> WBE <input type="checkbox"/>
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number
g. Current Work Assignments and Availability For This Project:	g. Current Work Assignments and Availability For This Project:
h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience and Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include **ONLY** Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).

	a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	c. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
					Construction Costs (Actual Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)						
(2)						
(3)						
(4)						
(5)						

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement.

Sub-Consultant Name:						
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Relevant Experience	c. Client's Name, Address And Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)		
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was/s Responsible	
(1)						
(2)						
(3)						
(4)						
(5)						

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.

# of Total Projects:		# of Active Projects:		Total Construction Cost (In Thousands) of Active Projects (excluding studies):			
Role P, C, JV *	Phases St., Sch., D.D., C.D., A.C. *	Project Name, Location and Principal-In-Charge	Awarding Authority (Include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, Or Estimated If Not	Completion Date (Actual or Estimated) (R/Renovation or (N)New		
		1.					
		2.					
		3.					
		4.					
		5.					
		6.					
		7.					
		8.					
		9.					
		10.					
		11.					
		12.					

* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

10. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 1/2" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE REQUIRED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.**

Be Specific – No Boiler Plate

11. Professional Liability Insurance:

Name of Company	Aggregate Amount	Policy Number	Expiration Date

12. Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer **YES** or **NO**. If YES, please include the name(s) of the Project(s) and Client(s), and an explanation (attach separate sheet if necessary).

13. Name Of Sole Proprietor Or Names Of All Firm Partners and Officers:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

14. If Corporation, Provide Names Of All Members Of The Board Of Directors:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

15. Names Of All Owners (Stocks Or Other Ownership):

Name And Title	% Ownership	MA. Reg. #	Status/Discipline	Name And Title	% Ownership	MA. Reg. #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

16. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7, Section 38A1/2 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted by _____ Printed Name and Title _____ Date _____
 (Signature)

TOWN OF EASTHAM

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

(Signature of individual signing bid or proposal)

(Name of business)

STATEMENT OF TAX COMPLIANCE

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under penalties of perjury that I, to my best knowledge and belief, have complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Social Security or
Federal Identification Number: _____

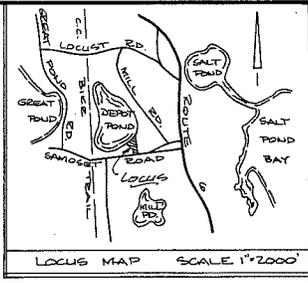
Signature of individual signing
Bid or proposal: _____

Dated: _____

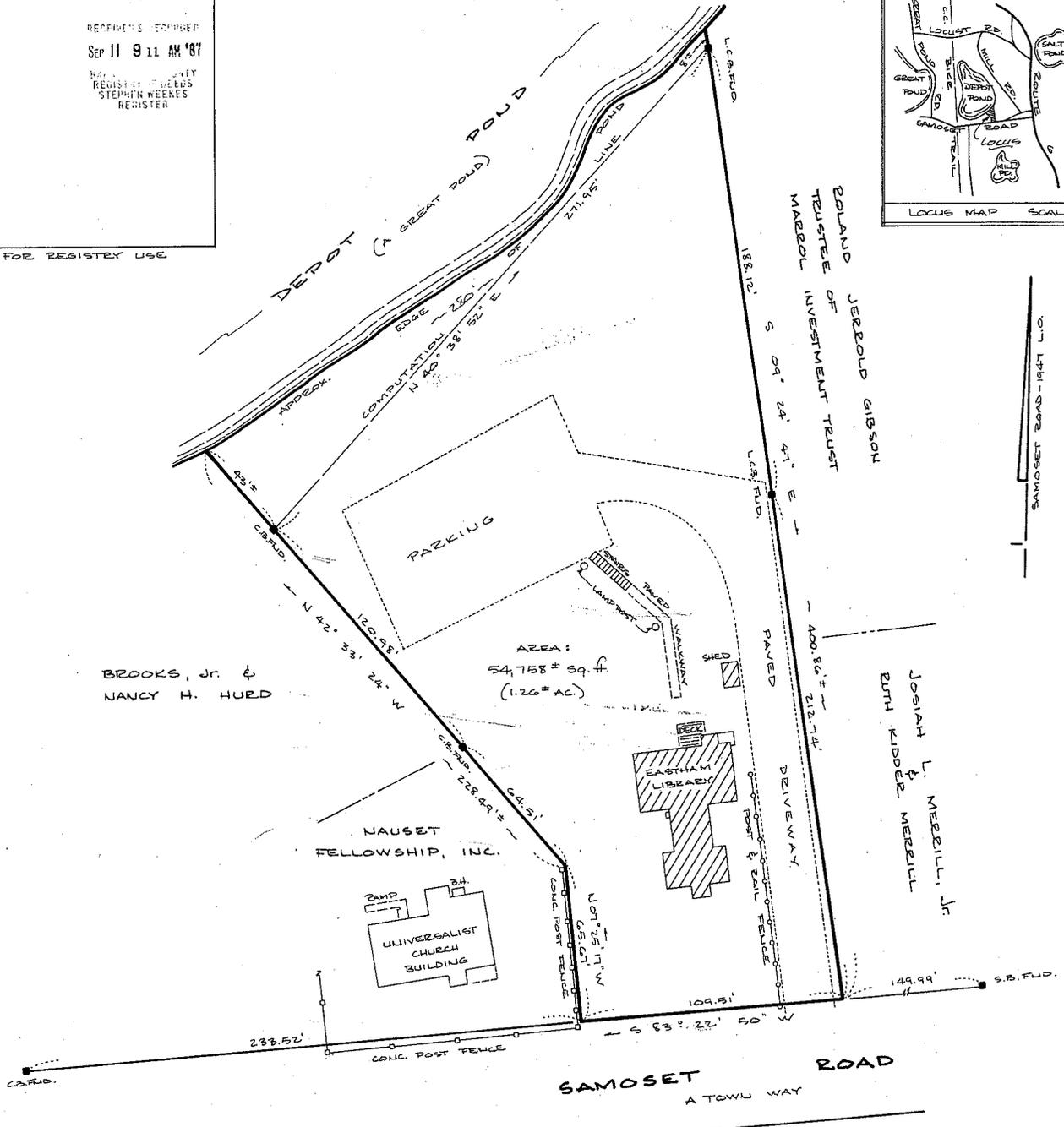
APPENDIX D

CERTIFIED PLOT PLAN – SAMOSET ROAD SITE

RECEIVED REGISTER
 Sep 11 9 11 AM '87
 REGISTERED DEEDS
 STEPHEN WEEKES
 REGISTER



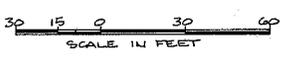
FOR REGISTRY USE



BOOK PAGE 438 41

438-41

SURVEY PLAN OF LAND IN
EASTHAM, MASS.
 PREPARED FOR THE
TOWN OF EASTHAM
 SCALE: 1" = 30' FEBRUARY 9, 1987



REFERENCE: ASSESSORS MAP 15 PARCEL B10-12

APPROVAL NOT REQUIRED
 EASTHAM PLANNING BOARD

DATE: 2/19/1987
Stephen Weeks
Frank Schumann
James A. Bodin

I CERTIFY THAT THIS PLAN WAS MADE IN ACCORDANCE WITH REGISTRY OF DEEDS REGULATIONS EFFECTIVE JAN. 1, 1976.
 2/19/87
 DATE
James H. Bowman
 JAMES H. BOWMAN
 REGISTERED PROFESSIONAL LAND SURVEYOR



east cape engineering
 CIVIL ENGINEERS
 LAND SURVEYORS
 280 28-ORLEANS, MASS.

I certify that this plan has been prepared in conformity with the rules and regulations of the registers of deeds.

Lawrence E. Wilcox 2/23/00 Date

Professional Land Surveyor

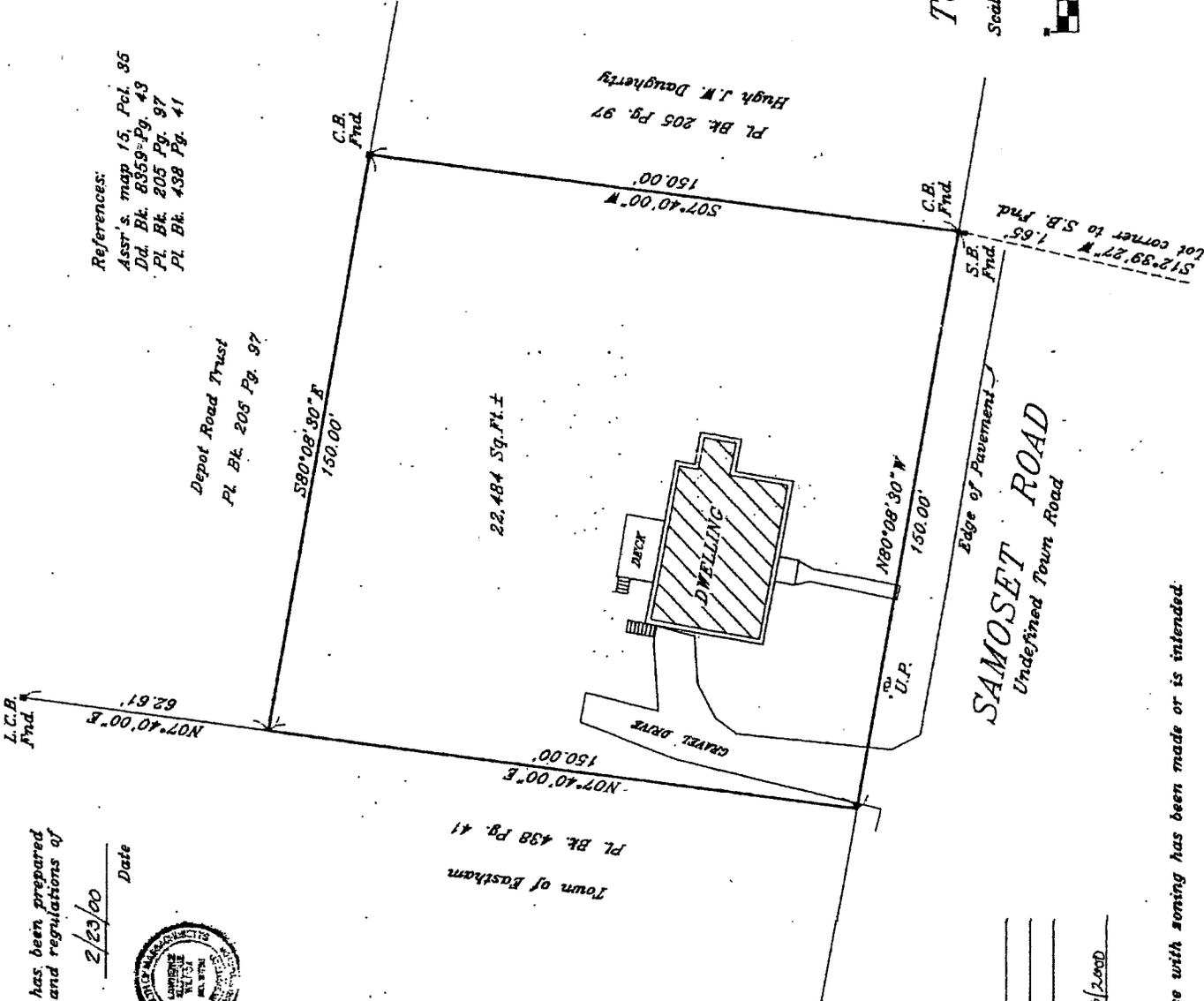


Zone: District A



PL Bk. 205, Pg. 97

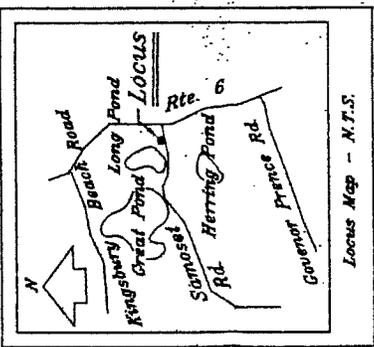
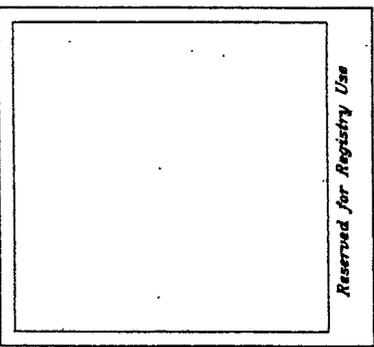
Town of Eastham
PL Bk. 438 Pg. 41



References:
Asst's map 15, Pci. 96
Dd. Bk. 855 Pg. 43
Pl. Bk. 205 Pg. 97
Pl. Bk. 438 Pg. 41

Depot Road Trust
PL Bk. 205 Pg. 97

PL Bk. 205 Pg. 97
Hugh J. M. Daugherty



Plan of Land
in
Eastham, Ma.
prepared for the
Town of Eastham

Scale: 1" = 20' February 15, 2000

GRAPHIC SCALE



Ryder & Wilcox, Inc.
P.E. & P.L.S.
So. Orleans, Ma.

Job No. 7740

Eastham Planning Board
Approval Not Required

Substituted on _____
Date 3/8/2000

No determination of compliance with zoning has been made or is intended.

APPENDIX E

NOTARY AFFADAVIT FORM

AFFIDAVIT AND NOTARY

*THIS MUST BE SIGNED AND INCLUDED
WITH THE PROPOSAL*

The undersigned, _____ hereby certifies that he/she
(type or print name)

is a principal of _____
(company name)

and that all answers and all statements contained herein are true and correct and that I am familiar with the Massachusetts State Building Code and also Massachusetts General Laws, Chapter 149, Section 44A-44H, Section 44M, and Chapter 30, Section 39M. I also certify that undersigned is an Authorized Signatory of the Firm.

Signed and sworn under the pains and penalties of perjury this _____, day of _____
20 _____.

By: (signature): _____
Print Name: _____
Title or Position: _____
Name of firm: _____

ss.
(STATE) (COUNTY)

BEFORE ME, _____, PERSONALLY APPEARED THE
(NOTARY PUBLIC)

ABOVE- NAMED, _____, AND ACKNOWLEDGED THAT
(NAME OF OFFICER)

HE/SHE IS AUTHORIZED TO EXECUTE THE FOREGOING AND THAT ITS EXECUTION IS HIS/HER'S FREE
ACT AND DEED AND THE FREE ACT AND DEED OF THE FIRM.

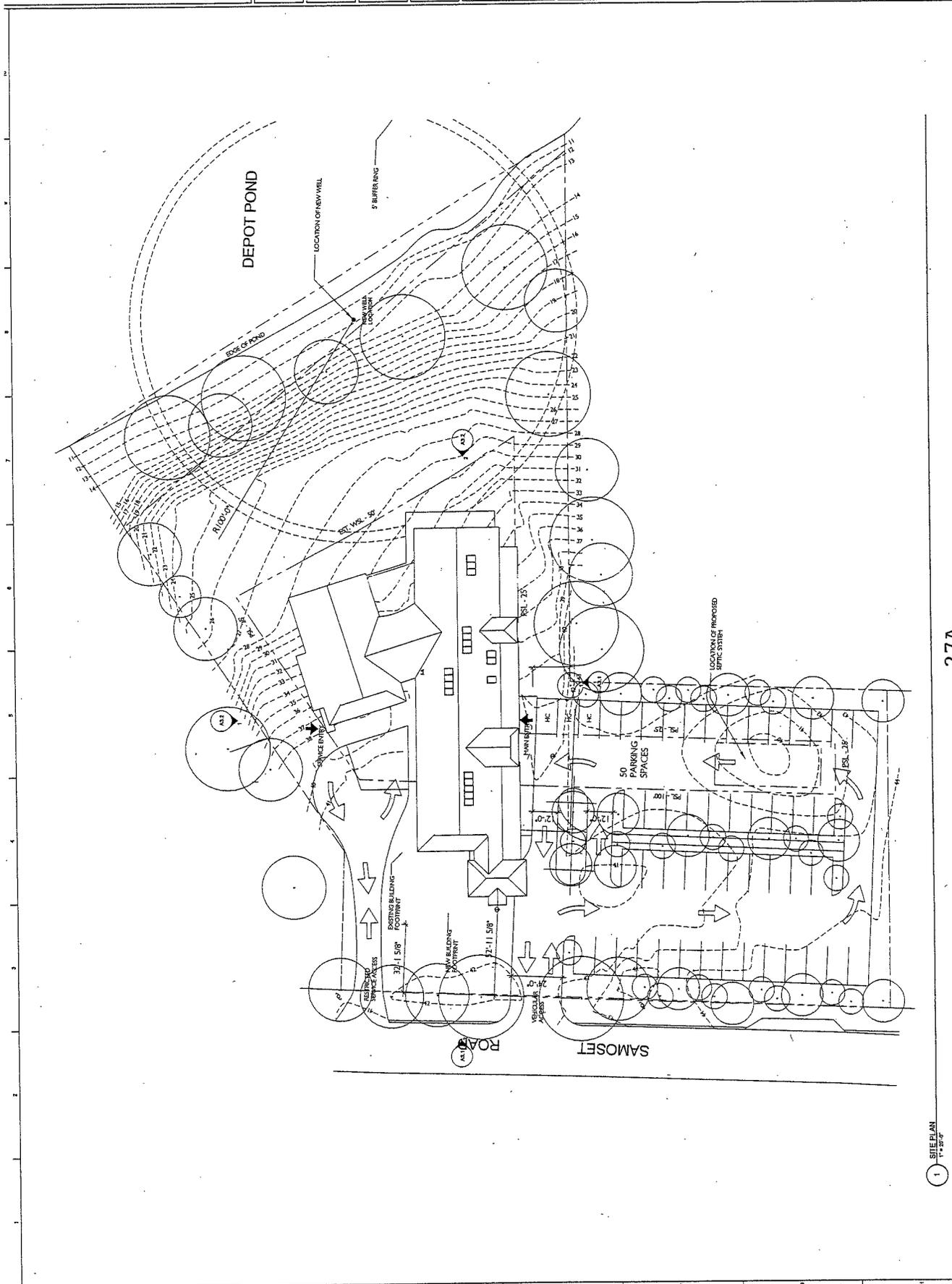
(NOTARY PUBLIC SIGNATURE)

(PRINT NAME)

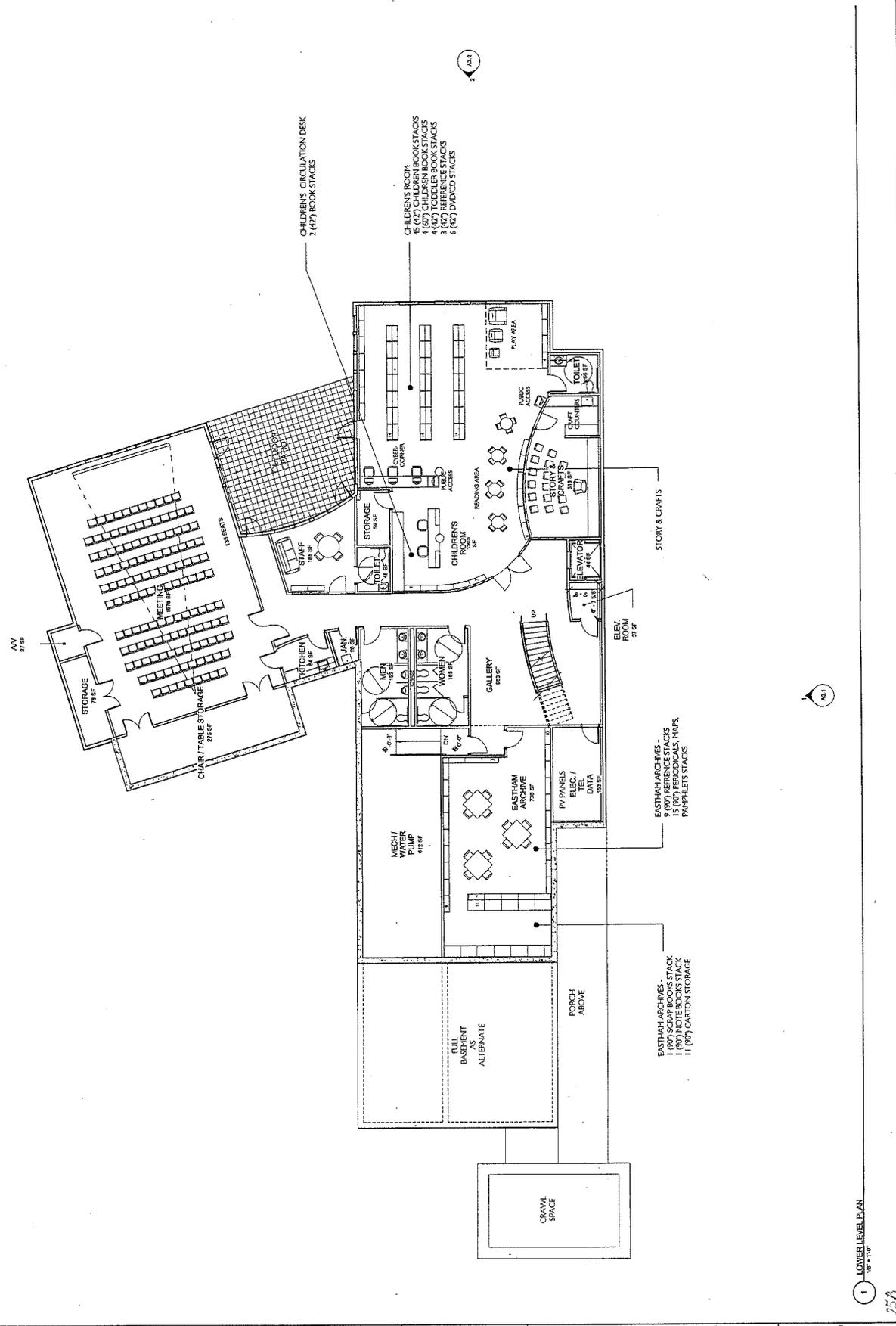
MY COMMISION EXPIRES:

APPENDIX F LIBRARY CONCEPT PLANS EXTERIOR/INTERIOR

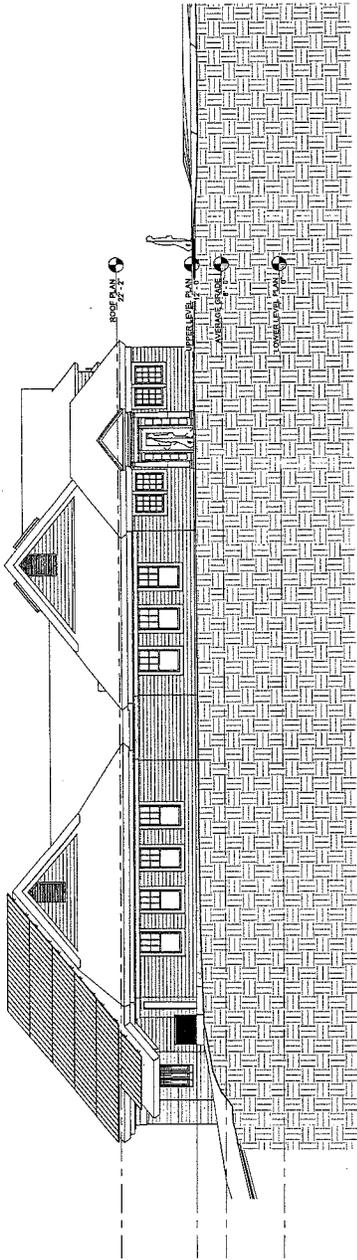
No.	Revisions	Date
Civil Engineer NAME: _____ ADDRESS: _____ PHONE: _____ FAX: _____ HERRICK, BLOOMER, & FRIBBING ENGINEERS NAME: _____ ADDRESS: _____ PHONE: _____ FAX: _____ Structural Engineer NAME: _____ ADDRESS: _____ PHONE: _____ FAX: _____		
CENTERBROOK Architects and Planners, LLP 87 Main Street Centerbrook, Connecticut 06409-0956 Telephone: 860.397.9775 Facsimile: 860.397.9776		
PHASE: SCHEMATIC DESIGN PROGRESS SET		
DRAWING NAME: EASTHAM PUBLIC LIBRARY Architectural Site Plan		
<small>PRELIMINARY NOT FOR CONSTRUCTION. THIS DRAWING IS THE PROPERTY OF HERRICK, BLOOMER, & FRIBBING ENGINEERS. NO PART OF THIS DRAWING IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM. JOB # 1340 FILE: 1340 Eastham Library.dwg DRAWN BY: [initials] DATE: 10/24/08 CHECKED BY: [initials] SCALE: 1" = 2'-0" SHEET: </small>		
		A1.0



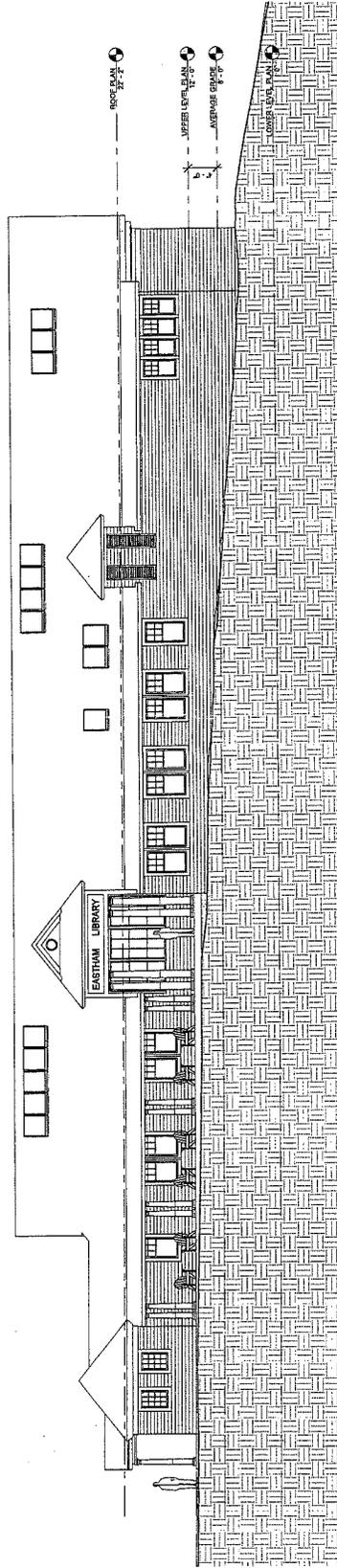
No	Revisions Name	Date
Civil Engineer Name Address Phone FAX		
Mechanical, Electrical, & Plumbing Engineer Name Address Phone FAX		
Structural Engineer Name Address Phone FAX		
CENTERBROOK Architects and Planners, LLP 1000 Main Street First Floor Box 815 Centerbrook, Connecticut 06409-0815 Telephone 860.392.6178 Facsimile 860.392.6174		
PHASE: SCHEMATIC DESIGN PROGRESS SET		
EASTHAM PUBLIC LIBRARY		
DRAWING NAME: LOWER FLOOR PLAN		
<small>PRELIMINARY AND FOR CONSTRUCTION THIS DRAWING IS A PRELIMINARY DESIGN AND IS NOT TO BE USED FOR CONSTRUCTION OR FOR ANY OTHER PURPOSE WITHOUT THE WRITTEN CONSENT OF CENTERBROOK ARCHITECTS AND PLANNERS, LLP.</small>		
JOB #	FILE #	DATE
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DRAWN BY	SA	DATE
		12-11-09
CHECKED BY	REAS	SCALE
		1/8" = 1'-0"
SHEET:		A1.1



27B

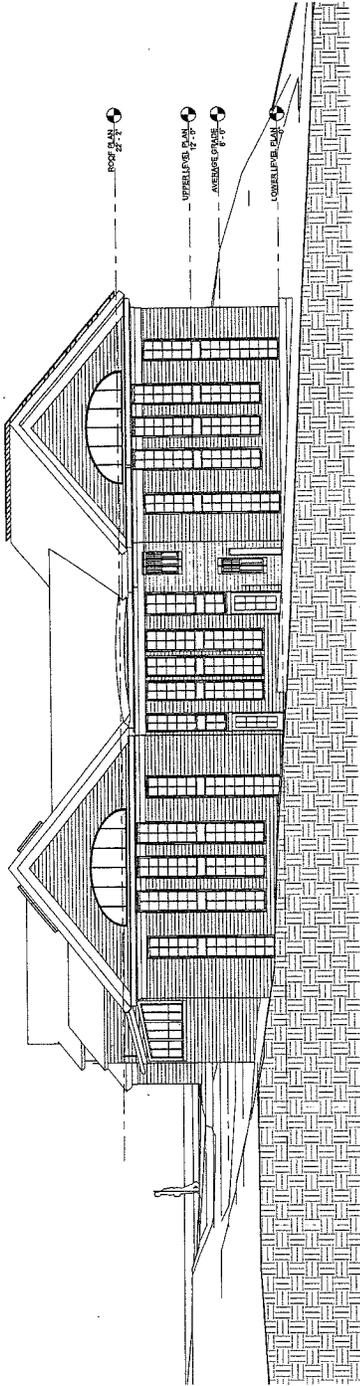


2 SOUTH ELEVATION
1/8" = 1'-0"

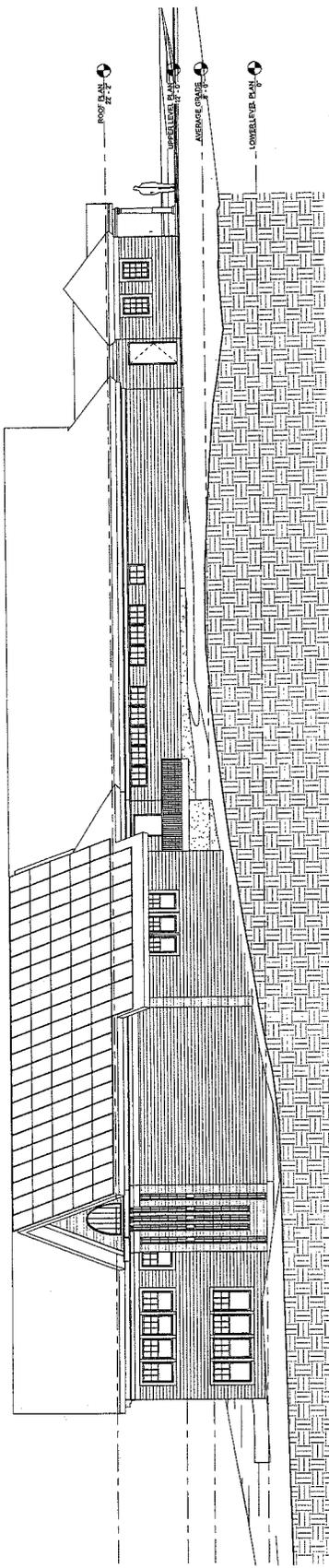


1 EAST ELEVATION
1/8" = 1'-0"

No	Revisions Name	Date
Civil Engineer		
NAME	FAX	
Address	Phone	
Mechanical, Electrical, & Plumbing Engineer		
NAME	FAX	
Address	Phone	
Structural Engineer		
NAME	FAX	
Address	Phone	
CENTERBROOK Architects and Planners, LLP 67 Main Street, Suite 205 Centerbrook, Connecticut 06108-0955 Telephone: 860.767.0115 Facsimile: 860.767.0116		
PHASE		
SCHEMATIC DESIGN PROGRESS SET		
DRAWING NAME EASTHAM PUBLIC LIBRARY		
EXTERIOR ELEVATIONS		
<small>PRELIMINARY NOT FOR CONSTRUCTION. THIS DRAWING IS THE PROPERTY OF CENTERBROOK ARCHITECTS AND PLANNERS, LLP. NO PART OF THIS DRAWING IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF CENTERBROOK ARCHITECTS AND PLANNERS, LLP.</small>		
DESIGNER	FILE	DATE
1300 Eastham Library, LLC	1300 Eastham Library, LLC	10-24-09
DRAWN BY	CHECKED BY	SCALE
Author	Chase	1/8" = 1'-0"
SHEET:		
A3.1		



2 NORTH ELEVATION
1/8" = 1'-0"



1 WEST ELEVATION
1/8" = 1'-0"

No.	Revisions Name	Date
Civil Engineer NAME Address Phone FAX		
Mechanical, Electrical, & Plumbing Engineer NAME Address Phone FAX		
Structural Engineer NAME Address Phone FAX		
CENTERBROOK Architects and Planners, LLP 87 Main Street Eastham, Massachusetts 01924-0033 Telephone: 860.737.5175 Facsimile: 860.737.3719		
PHASE SCHEMATIC DESIGN PROGRESS SET		
EASTHAM PUBLIC LIBRARY		
DRAWING NAME EXTERIOR ELEVATIONS		
<small>PRELIMINARY FOR PERMITS CONSTRUCTION THIS DRAWING IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT</small>		
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27E