



Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

Massachusetts Public Library Construction Program

2016-2017 Construction Grant Round Application

Applicant Municipality

Orange

Applicant Library

Wheeler Memorial Library

49 East Main Street

Orange, MA 01364

Primary Contact

Jessica Magelaner

Library Director

49 East Main Street

413-544-2495 X101

Director@orangelib.org

Library Board Chairperson

Candace Cross

Candace See Cross 1/26/17

Signature

Building Committee Chairperson

Jessica Magelaner

[Signature] 1/26/17

Signature

Total Estimated Project Cost:

\$ 9,941,364

Original Plus Seven (7) Copies

Due: THURSDAY, JANUARY 26, 2017 by 4:00 PM

Send to: Massachusetts Board of Library Commissioners

98 North Washington Street, Suite 401, Boston, MA 02114-1933

617-725-1860 / 1-800-952-7403 (in MA)

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APPLICATION PACKAGE SUBMISSION AND FORMAT REQUIREMENTS

1. Format and submission:

- a. A complete application and a project abstract must be received at time of submission.
- b. Print on both sides (double-sided)
 - i. The original and all copies must be placed in three-ring binders (3" spine max), with tabbed dividers provided by the MBLC
 - ii. One original must be signed, dated and labeled "Original Copy"
 - iii. Seven additional copies must be provided

Faxes, electronic submissions and late applications will not be accepted. All copies must be postmarked or delivered by 4:00 PM on Thursday, January 26, 2017 to:

**The Commonwealth of Massachusetts
Board of Library Commissioners
98 North Washington Street, Suite 401
Boston, MA 02114-1933**

2. Required submittals:

- a. Library building program with completion date noted on front cover
- b. Copy of title(s)/deed(s) for the proposed building site
- c. Schematic drawings (or more complete drawings as available) prepared and stamped by a Massachusetts-registered architect*
 - i. One half size (15" x 22") set accompanying the Original Copy
Include the following:
 1. Floor plan shown at 1/16" = 1' with a complete furnishing and equipment layout. Indicate number of square feet in each area/room and heights of all shelving. For an addition/renovation, provide a floor plan of the existing building with furnishings and equipment layout as well as one for proposed layout
 2. Elevations of proposed facades, including those showing public entrances
 3. Sections as needed for clarity, especially for building designs involving multiple levels and/or ceiling heights
 - ii. Eight copies reduced to fit 11" x 17" paper & inserted into each binder in Appendix O.
Include all items listed in (i)
- d. Site plan and topographic survey prepared by a Massachusetts registered architect with parking layout, grading, building location and description of utilities (1" = 40' or larger)
- e. Tabulation of square footages called for in the library building program and comparison to the square footages shown on the architectural plans
- f. Tabulations of the number of books, magazines and audio visual materials called for in the library building program in relation to the square footages shown on the architectural plans
- g. Tabulations of the number of seats and staff work spaces called for in the library building program in relation to the square footages shown on the architectural plans
- h. Written explanation of parking plan and a letter or other documentation showing municipal approval by the appropriate commission or board

- i. Geotechnical survey, including soil boring and percolation tests as needed, certified by a licensed professional engineer providing a thorough subsurface soil analysis to document the appropriateness of the site for construction and existing special conditions
- j. Hazardous materials survey report for proposed site and existing building, if applicable
- k. Other environmental, structural, and energy related reports as required and appropriate for individual projects
- l. Stamped topographic land survey, completed within 15 years prior to application, delineating boundary lines for entire site to be included in the library building project
- m. Estimated project budget, prepared independently by a qualified and experienced professional cost estimator, based on the site plan and schematic design drawings
- n. Map showing existing and, if different, selected future library site
- o. Floor plan(s) of existing building
- p. Proposed plan for funding the project
- q. Project timeline, from design development through completion of construction
- r. Photographs of site and building, with accompanying captions
- s. Copy of the completed and submitted Massachusetts Historical Commission Project Notification Form
- t. For joint public library construction projects, applications must also:
 - i. address and specify the combined populations served by the communities to be used in the planning process;
 - ii. include a written management plan and formal agreement by the municipalities proposing the joint public library
- u. For projects including space housing another agency, organization or department as well as the library, an Application Addendum for a Shared Building Project is required. Contact Lauren Stara (lauren.stara@state.ma.us) or Rosemary Waltos (rosemary.waltos@state.ma.us) for the additional form.
- v. Other additional information or documentation as required by the Massachusetts Board of Library Commissioners

* One set of 11"x17" reduced drawings must be included in each binder in Appendix O. One half-size (15" x 22") set must be folded and placed in the pocket of the Original Copy binder. All drawings and documents must be clear and readable, with labels to indicate all programmed public and staff spaces and square footages of areas directly on the drawings themselves, rather than in a separate schedule. The layout must include layout and heights of all shelving; reader seats, restrooms, elevators, staff offices, public service points, emergency exits, janitor's facilities, etc.

APPENDICES AND ATTACHMENTS

- A. Title/Deed and Related Documentation
- B. Copy of Town Meeting/City Council votes
- C. City/Town map showing location of proposed site
- D. Floor plans of existing library building
- E. Excerpted Pages from Master Plan/Library Long Range Plan
- F. Library Building Program
- G. Massachusetts Historical Commission notification form
- H. Geotechnical Consultant's Report
- I. Hazardous Materials Survey
- J. Structural Analysis
- K. Engineering and Other Surveys and Reports
- L. Detailed Cost Estimate
- M. LEED Scorecard (if applicable)
- N. Alternate Parking Plan (if applicable)
- O. Schematic Design Drawings*

*Schematic drawings are adequate for the purposes of a grant application, but the latest version available should be submitted. Depending on the status of your project, that may be schematic, design development, or even construction drawings. All drawings and documents must be clear and readable, with labels to indicate location and square footages of areas directly on the drawings themselves, rather than in a separate schedule. The plans must include layout and heights of all shelving; reader seats, restrooms, elevators, staff offices, public service points, emergency exits, janitor's facilities, etc. Include one (1) half-size (15" x 22") set of schematic drawings, or most developed drawings, in their latest version available (scale: 1" = 16'). This half-size set should be folded and placed in the pocket of the Original Copy binder. In addition to the half-size set, include one set of 11"x17" drawings in each binder. Drawings must include:

- Floor plan(s) with a complete furniture, fixtures and equipment (FF&E) layout, including shelving unit heights. For an addition/renovation, provide floor plan(s) of the existing building with current FF&E layout as well as one for proposed layout. Indicate number of square feet in each area/room. Each level of the floor plan must be shown on a on a separate page.
- Elevations of proposed facades, especially those showing public entrances.
- Site plan and topographical survey prepared by a Massachusetts registered architect with parking layout, grading, building location and description of utilities (1" = 40' or larger). Include written explanation of parking plans.
- Sections as needed to illustrate levels and main ceiling heights.

- P. Attachments (label sequentially)

Application Package Checklist

The following checklist is provided to assist in submitting a complete application package. Complete and include in the front of the application.

In Package	Submittal <i>(For a detailed list of required submittals, see pages 3-4)</i>
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- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Complete original and labeled "Original Copy" and seven additional copies in 3-ring binders (3" max binder width) and using section dividers provided by MBLC |
| <input checked="" type="checkbox"/> | Original and dated signatures in Original Copy |
| <input checked="" type="checkbox"/> | All sections and questions answered completely |
| <input checked="" type="checkbox"/> | Massachusetts Historical Commission Notification Form/Approval Letter |
| <input checked="" type="checkbox"/> | Certification of Application filled out completely |
| <input checked="" type="checkbox"/> | Copy of title/deed and other documents related to land acquisition or gift |
| <input checked="" type="checkbox"/> | City/town map showing proposed site |
| <input checked="" type="checkbox"/> | Site plan |
| <input checked="" type="checkbox"/> | Topographic survey |
| <input checked="" type="checkbox"/> | Library Building Program with completion date on cover |
| <input checked="" type="checkbox"/> | Half-size set of schematic design drawings of proposed building prepared by architect with labeled furniture and shelving layouts in Original binder |
| <input checked="" type="checkbox"/> | 11"x17" reductions of schematic design drawings in each binder |
| <input checked="" type="checkbox"/> | Copy of site suitability certification by geotechnical consultant |
| <input checked="" type="checkbox"/> | Photographs of the existing conditions and building/proposed site |
| <input checked="" type="checkbox"/> | Copies of town meeting or city council votes, if available |
| <input checked="" type="checkbox"/> | LEED Project Scorecard if applying for the MPLCP Green Library Incentive |
| <input checked="" type="checkbox"/> | Cost estimate |
| <input checked="" type="checkbox"/> | Copy of town meeting/city council vote |
| <input checked="" type="checkbox"/> | Geotechnical, hazardous material, and structural analysis reports |
| <input checked="" type="checkbox"/> | Excerpts from long range plan / master plan |
| <input checked="" type="checkbox"/> | Table of Contents fields updated as last step before printing |
| <input checked="" type="checkbox"/> | Print application and five (5) spreadsheets; insert spreadsheets after the pages specified |