**Memorandum**

To: Cape Elizabeth Town Council

From: Michael K. McGovern, Town Manager

Re: Library Planning Study

Date: September 4, 2013

In July, the library planning committee asked me to issue the request for qualifications pasted below. The advertisement generated 12 responses of which 11 were received on time. The subcommittee narrowed down the process to four Maine firms to be interviewed. Two interviews took place on August 28th and two will take place on September 5, 2013. A decision should be made around the time of your council meeting on September 9, 2013.

The library project account has a balance of just over $100,000. Although no terms have been set as of this writing, it appears the work contemplated in the RFQ can be done for under $20,000.

When the committee was established, it was agreed as follows:

***Committee Budget***

*The committee shall request funding from the town council to carry out its work*

*program. The funds shall be appropriated from the unassigned general fund balance.*

**It is recommended that the town manager be authorized to spend an amount not to exceed $20,000 to continue development of plans for space for library services. The funds are to be expended from the previously appropriated balances in account # 7154052 entitled library building improvements.**

Town of Cape Elizabeth

Request for Qualifications

Library Planning Services

The Town of Cape Elizabeth is seeking the assistance of an architectural/engineering firm to assist our library planning committee with developing a space program plan for the Thomas Memorial Library. The current work needed will be provided on an hourly basis for set fees per hour. Please provide a proposal not to exceed five pages in PDF format including experience with public buildings, library experience, brief bios of key staff proposed to work on the project and hourly rates. The firm selected may or may not be utilized if a project moves forward into later phases. Any proposal received will be available as a public document following the receipt deadline.

Proposals shall be submitted by e-mail to [Michael.mcgovern@capeelizabeth.org](mailto:Michael.mcgovern@capeelizabeth.org) by 2 p.m. August 9, 2013. Please direct any questions to Michael McGovern, Town Manager, at 207-619-6716.