Massachusetts Public Library Construction Program
Construction Application Round
2016-2017

Reviewer's Worksheet

Contents

PRELIMINARY APPLICATION INFORMATION/OVERVIEW

	Notes
A. Completeness Check the application for: • Unanswered questions • Missing submittals in the appendices • Clarity and conciseness • Formatting requirements	
B. Abstract • Is the Abstract a concise and complete overview of the entire project? • Is it a maximum of 250 words?	
C. Project site address 1. Is it complete?	
D. Town meeting/city council vote Check the application for: • Certified copies of Town Meeting /City Council Votes OR • Anticipated date(s) of votes *This shows preliminary support for the project*	

SECTION 1: PROJECT INFORMATION

	Notes
A. Census & library *Note whether the figure used is for city/town (census) or design population*	
B. Project *Note that figures are taken from the building program and schematic design*	

A. **Narrative & statement of need**
1. **Community vision and participation**
    a. Was a comprehensive public planning process used and documented, including public meetings and other opportunities for local community input? Does community input align with the library's vision/mission?
    b. Did the makeup of the applicant's planning committee reflect broad-based community representation?
    c. Was staff involved in the planning process?
2. **Current conditions & limitations**
    Overall, does the existing facility, site or location significantly limit the applicant's ability to meet the community's need for library and information services?
    b. Are there accessibility, health, safety and security issues?
    Are there features that hinder staff workflow and productivity?
B. Is this building difficult for staff to effectively supervise and operate?
C. Does the existing facility limit its use by certain segments of the population?
D. Is the need for the project presented well?	

E. Has the applicant's current building been well-maintained?
F. Do the photographs illustrate and support the needs described?

Expanded & improved facility benefits

Overall, does the existing facility significantly improve the applicant's ability to meet the community's need for library and information services?

Does the planned facility allow staff to work effectively and efficiently?

Are accessibility, health, safety and security issues addressed?

Can staff effectively supervise and operate the facility?

Will the planned facility serve underserved or unserved segments of the population? For example, does the building allow access by people with mobility problems? If they can get into the building in a wheelchair, can they navigate through public and staff areas?

Does the proposed facility improve the applicant's ability to meet community library needs over the next 20 years?

Funding & stewardship

Is there demonstrated voter support for required local funding?

Is evidence presented of the availability of staffing levels and resources required for operation and maintenance?

Special conditions

Are there any circumstances unique to this community or project that should be taken into consideration?

a. Site
b. Are zoning waivers or variances necessary and, if

so, is evidence provided that such waivers will be granted? c. Does the geotechnical report examine soil conditions, utilities, evidence of toxic waste and other factors that would indicate site-related problems? If there are issues or concerns, is there adequate justification for the selection of this site? Is an abatement plan included in the budget? d. Does the building or site raise concerns for historic preservation or accessibility? e. For existing buildings, has a structural analysis and an investigation of asbestos, lead paint, radon and other hazardous material been documented? Is an abatement plan included in the budget? f. **Project timeline** g. Is the project timeline feasible and efficient?	

SECTION 2: FINANCIAL

	Notes
A. Estimated eligible/non-eligible costs 1. Comparing the estimate to the narrative, are all anticipated costs included? 2. Do numbers seem realistic, including contingencies and escalation? 3. If the project is for a library that shares a	

building with another agency, is the Application Addendum for a Shared Building Project included and complete?	

B. Detailed cost estimate
   1. Is the complete cost estimator's report included in the application?
   2. Is it professionally presented, complete and appear accurate?	

C. Costs per square foot
   1. Are costs per GSF calculated for construction and the full project?
   2. Do costs appear reasonable?	

D. Projected funding sources
   1. Do plans for obtaining local funds seem feasible?
   2. Are voters or city council being asked to use taxpayer dollars for the majority of the total project costs? If not, what percentage?
   3. Is evidence of strong local support for the project demonstrated, including support from town meeting, selectmen, financial committee, and other applicable boards and local agencies?
   4. Is the applicant planning a capital campaign? If so, has the campaign been launched? Is the campaign goal realistic? Has the applicant secured pledges from major donors or applied to corporate or other funding sources?
   5. If this is a shared facility with another city/town department or organization, are the library and other entity's cost proportioned according to space	

allocation for each? Is the library compatible with the other organization? Are shared costs for lobbies, elevators and building systems proportioned correctly? Does the management plan detail fiscal responsibilities?	

SECTION 3: ASSURANCES & CERTIFICATIONS

	Notes
A. Qualifications & duties 1. Are all project personnel identified and roles explained? 2. If the library director is not the project director, what is their role?	
B. Project awarding authority & fiscal information Is it complete?	
C. Compliance assurances Are they complete?	
D. Application certifications Are they complete?	

SUMMARY: PRELIMINARY INFORMATION & SECTIONS 1-3 1. Are there any elements of the application that are missing or incomplete? 2. Does the application read as a coherent, concise justification for a grant?	

SECTION 4: SCHEMATIC DESIGN

	Notes
A. General 1. Will the design result in a safe and comfortable public space? 2. Is the design functional, efficient and forward-looking? 3. Does the design emphasize flexibility, allowing the library to change and adapt for future needs? 4. Do the functional relationships between major areas result in logical traffic patterns, efficient staff workflow, good sightlines, and effective management and operations? 5. If the project includes a historic building, do the existing layout and conditions affect functionality and efficiency? Is the historic building well integrated in the overall floorplan?	

B. Comparison of building program and schematic design
 	
 1. Does the applicant demonstrate that the building program was written prior to the hiring of an architect? Is there clear evidence that the architect used the building program as a primary source in developing the design?
 2. Compare figures on the Estimated Capacity Comparison Chart in the building program with the design capacities. Does the design meet with the requirement of the program in these areas?:
   a. Collection
   b. Technology
   c. Seating
   d. Parking
 3. If the design varies significantly from the building program, are the reasons clear and justified?	

C. Sustainability
    1. Is the building designed to take advantage of natural sources of energy for HVAC and lighting?
    2. Are planned sustainable features and strategies integrated into the overall design?
    3. Are sustainable strategies practical, proven and cost effective? Do they make sense for New England?
    4. Does the project plan to apply for LEED certification?
    5. Are costs for sustainable systems and features included in the budget?	

D. Accessibility
    1. Are the parking lot and routes from the parking lot into the building accessible?
    2. Are ramps a reasonable length?
    3. Are all public entrances handicapped accessible, including public entrances to historic buildings?
    4. Are elevators convenient to and visible from the main entrance and do they provide access to all levels? Is there room for people waiting for the elevator?
    5. Are accessible restrooms and water fountains available and conveniently located?
    6. Does the building comply with all provisions of the Americans with Disabilities Act?
    7. Are there elevators, not lifts?	

E. Site/outdoor areas
    1. Is the site convenient to the main population center if a main library, or the population to be served if a branch? Is it accessible via public transportation?
    2. Is the size of the site appropriate for the size of the building? Does the shape of the site compromise the shape of the building and the building's functionality?
    3. Does the design take advantage of positive features of	

the site and compensate for any negative aspects?

4. Is there adequate space on the site for future expansion?

5. Is the building visible from the street? Will it make a visual impact?

6. Are paths of travel from parking, public transportation and pedestrian walkways well-located and of a reasonable length? Are they handicapped accessible?

7. Are all public entrances accessible, including public entrances to historic buildings?

8. Are public entrances sheltered, for example are there an over hangs?

9. Are vehicular and pedestrian traffic patterns separate and designed for safety?

10. Does the number of parking spaces meet the MPLCP guideline of one parking space for every 400 square feet of building, not including staff parking? If parking capacity does not meet the MPLCP guideline, has the applicant justified the variance and/or obtained preliminary approval from its zoning board or other authorized municipal board or department?

11. Is parking designated for library use only or is it in a "shared" parking lot? If parking capacity includes off-street parking, how does it relate to the building? Is the path of travel short and safe?

12. Does the parking lot include space for snowplows to maneuver and for snow storage? Will long walkways, ramps and stairways make maintenance or snow removal difficult/expensive? Will snow or ice fall onto walkways, entrances or parked cars?

13. Does the site provide green space and landscaping? Are plantings designed with safety and security in mind? Will plantings and landscaping be expensive and labor intensive to maintain?

14. Are the locations of bike racks, outdoor signage, dumpsters and recycling bins, outdoor or curbside book returns, transformers, and other details shown and appropriately located?

15. Is the after-hours book return easy and convenient to access?

16. If this is a small library, would a single staff member be

able to close up and leave the building in safety?

17. Is there one or more outdoor space intended for public programs? If so, is it practical? Does it compromise overall building efficiency?

F. Public entrances

1. Is the entrance easily identified? If there are two or more entrances, do they lead into one central area? Is the entrance at grade level? Will snow removal or drainage be a problem?
2. Is the entrance convenient and inviting? Is there an airlock/vestibule and can it accommodate automatic door opening? Can the lobby handle a high volume of traffic or is there a bottleneck? Is there room for community bulletin boards, dedication plaques, and literature distribution?
3. From the lobby or circulation area, is it easy to locate the restrooms, water fountains, elevator, main stairway and meeting rooms?
4. Is a service point clearly visible from the entrance? If not, how is a customer directed to a service location or specific area of the building?

G. Public spaces

1. **General**
   a. Will the design result in a safe and comfortable public space?
   b. Is there adequate space with furnishings to merchandise collections and promote browsing of new materials?
   c. Are service points flexible, accessible and sized appropriately? Is there room for queuing?
   d. Are the public spaces planned to maximize patron independence? Are self-checkout technologies planned for?
   e. Is intuitive wayfinding integrated into the building design?
   f. Is a variety of seating types and configurations

provided throughout the public spaces?

    g. Are shelving capacities adequate, including display and storage? Are collections logically arranged and easy to access?

    h. Are shelving units planned for future increase or decrease of collection size? Are some units and arrangements planned for mobility?

    i. Will noise in high activity areas affect patrons in areas designed to be quieter?

    j. Are public stairways centrally located and sized for high volume use? Are open stairways or mezzanines a source of noise between floors?

    k. Does the design provide good use of natural light? Do features such as atriums, mezzanines and skylights compromise a practical use of space?

    l. Are windows placed at eye level and do they take advantage of available views?

    m. Is there a potential for direct sunlight to damage collections? Are computer screens placed to avoid glare?

    n. Does stack lighting run perpendicular to stacks for flexibility?

2. **Adult Areas**

    a. Is there an area designated for display and browsing of materials?

    b. Are spaces for various activity and noise levels provided, including quiet study, group study, and discussion?

    c. Is the library planned with access to technology in mind?

    d. Will adequate access to power and data be provided?

    e. Are circulation and reference functions combined? If so, is there enough space for the reference interview and transactions to be conducted with an appropriate level of privacy?

3. **Teen/Young Adult Area**

    a. Is a room or area designated for teen use? Is it well defined and identifiable? Is it located away

from quiet areas? Does the path of travel to it pass through less active areas of the library, potentially causing distraction?

b. Is this area far away or separated from the children's area?

c. Is this area designed for a high level of noise and activity? Are rooms or areas provided for quiet and collaborative work?

d. Is a variety of seating types and specialty furnishings planned?

e. Is there a service point in this area? If so, is it located to greet teens upon entering and for maximum sight lines? If not, is the area under the visual control of staff?

4. **Children's Area**

a. Is the children's area convenient to the main entrance? If not, is the path of travel direct and easily understood? Does it pass through less active areas of the library, potentially causing distraction?

b. Is the area large enough to accommodate well-defined and separate areas for different age groups and activity levels, including appropriately-sized shelving and furniture?

c. Will noise be contained within the area?

d. Is there a service point within the children's area? If so, is it located to greet children upon entering and for maximum sight lines? If not, is the area under the visual control of staff? If checkout is done in the children's room, is there room for self-checkout units?

e. Is a staff workroom and/or office located adjacent to the area?

f. Is natural light provided?

g. Is a separate program and/or craft room provided? If not, where will these activities take place? Is programming space large enough and is it flexible space? Is there sufficient storage for supplies, chairs and tables? Will noise be contained within this area?

      h. Is a separate family restroom located within the area? Is it large enough to accommodate a stroller? Is it visible to staff?

      i. Is there room for stroller parking?

5. **Meeting/Program Area(s)**

      a. Is a community meeting space provided? Is it large enough for anticipated demand?

      b. Can the meeting room be closed off sensibly from daily operations to be used afterhours?

      c. Are associated kitchen facilities and storage provided? Is the kitchen positioned so that use will not disturb an ongoing presentation?

      d. Are conference rooms, quiet and group study rooms easily monitored? Do they have windows? Are they hidden or tucked away and out of the path of travel? Are there enough to meet demand?

      e. Is there a makerspace or an adult programming room? Does it have secure storage for associated equipment? Is it a flexible space?

6. **Other Public Spaces**

      a. Is there a convenient place for book donation and space for ongoing sale of books, if needed? If so, is this space easily distinguished from circulating collections and other functions?

      b. Are display cases and galleries located in high-traffic areas? Are they easily monitored by staff?

H. Staff spaces

1. **General**

    a. How well will the building facilitate staff productivity and workflow?

    b. Is there a separate staff entrance and/or a delivery entrance? If so, is does its appearance signal that it isn't a public entrance?

2. **Public services**

    a. How well will the building facilitate staff productivity and workflow?

    b. Is there a separate staff entrance and/or a

delivery entrance? If so, is does its appearance signal that it isn't a public entrance?

c. Are service points designed for the library's service model, with flexibility for future changes in philosophy?

d. Is a staff workroom adjacent to the main service point?

e. Are outdoor and indoor book returns easy to empty and monitor? What is the workflow for returned materials?

f. Does the plan include an automated materials handling system? If so, is there adequate and dedicated space? Does the design include noise mitigation? Does it link exterior and interior returns to the main circulation desk?

3. **Technical services**

   a. Is the Technical Services area designed flexibly to accommodate future changes in technology and workflows?

   b. Is the technical services a standalone space or effectively combined with circulation into one workroom?

   c. Is there a designated area for receiving and delivery bins? Is it large enough for anticipated demand?

   d. What is the path of travel from delivery trucks to the bin and box receiving area(s)?

4. **Administration**

   a. Are offices sized properly? Are they designed to accommodate a variety of work styles (individual, collaborative)?

   b. Is the director's office located for easy public access? Can it be isolated for private conversations when needed?

   c. If this is a shared building, is there a management plan and does it address roles and responsibilities of each entity and their using, maintaining, monitoring and financially supporting building and its grounds?

5. **Other staff spaces**

a. Is a staff breakroom provided? Is it adequately separated from work areas? Is there enough room and equipment for breaks, meals, and personal items? Is it secure? b. Is there a designated staff restroom? Does it not open into the staff room?	
1. Technology 2. Is the building designed to accommodate technology in a flexible and forward-thinking way? 3. Are there enough public computers in all areas, both staff and public? Are they fixed workstations or mobile devices? Are fixed workstations located near or within view of a service point? Is storage provided for mobile units that available for in-house use or loan? 4. Is adequate access to power and data planned throughout the building? Is it flexibly planned to accommodate future developments?	
I. Maintenance/custodial/storage 1. Is the building designed for easy, efficient maintenance? 2. Is a janitor's closet located on each level? Is each well located and includes a utility sink with drain and room for supplies? Is there a designated space for recyclables? Does the janitor have a desk or work area? 3. Is there an information technology room? Is there room enough for workers to service equipment? Is there room computer and other related equipment awaiting discard? 4. Is there is a skylight or clerestory? If so, is it above valuable equipment or collections that could be damaged when leaks occur? 5. Are windows accessible for cleaning and maintenance? 6. Is adequate storage provided in staff work areas? 7. Is plenty of storage included in the plan for the	

children's area and any other specialty programming areas? 8. Do staff areas have enough storage for efficient workflow?	

J. SUMMARY: SCHEMATIC DESIGN
    1. Are there any major features or elements in the design or the project that remain unresolved or stand out as a problem?
    2. Will the resulting building function as a cohesive whole?	