

## *Appendix F*

Facility Guidelines and Requirements  
and  
Sample Floorplans

## RFP - Chetwynd Library Design-Build

### *Facility Guidelines and Requirements*

Below is a summary of facility requirements for the Chetwynd Public Library. Please refer to the following appendices for further information:

Appendix E – Location Details and Sample Floorplans

Appendix G – Chetwynd Library Background Reports

#### *Facility Interior Space*

The total internal library space, including meeting rooms to not exceed 8,000 sq. ft. This floor area is subject to change to accommodate the total project budget of \$5.0 Million. This budget includes all professional fees, permit and capital costs.

Below outlines some guidelines for proposed spaces and sizes, however innovation around use of space and layout is encouraged:

Chetwynd Library Space Allocations	Minimum space requirements (sq.ft.)	Notes
Collections		
Adult and Non-Fiction	1,600	
Teen	160	
Children	325	
Periodicals (Magazines) & Audio/DVD	100	
Soft Seating Areas		View of outside and electrical outlets
General	150	
Teen	100	Sight from circulation desk
Children	110	Sight from circulation desk
Meeting Spaces		
Dividable Multi-Purpose	550	
Open work tables/study space	450	
Computer Space		
Public Workspace	190	Outlets at each station, sight from circulation desk
Staff Work Areas		
Circulation Desk	250	Near entry, good sight of building
Work Room	500	Next to circulation desk
Staff Break Room	225	Microwave, fridge, sink and cabinets

Library Director's Office	145	Near work room and circulation desk
Utility, Washroom Storage		
Staff Washroom (1), Public Washrooms (2)	75	
Building Systems and Utilities	250	
Storage	300	
Display	65	
Coffee Bar (including sink and self-serve areas)	80	self-serve bar
Non-assigned space (min 25%, max 35%)	1,900	
Total Floor Area	7,525	

- All aspects of the facility are to incorporate accessible design practices and standards.
- All meeting spaces are to be flexible and able to break into smaller or larger spaces as needed
- Interior furnishings are not included in the scope of work, however proponent is to provide an interior designer as part of their team
- Preference for vaulted ceilings with lots of natural light
- Commercial grade finishing
- 360 degree building security (external)
- Energy and water conservation features are to be used throughout the facility where appropriate and economical

#### *Facility Exterior*

- All exterior finishing to coordinate with the existing Chetwynd Recreation Centre and to conform with all District of Chetwynd's bylaws and the Official Community Plan
- All parking requirements to be addressed and identified and to conform with the District of Chetwynd's bylaws and to include electrical outlets and meet accessibility standards
- All exterior signage to be included and to conform to the District of Chetwynd's bylaws
- Avoid concept with a flat roof due to snow loading and building maintenance
- Preference for a covered entry way

#### *Site Servicing*

- Refer to Appendix A for all existing underground utilities adjacent to the facility. Please note these drawings are for information only and the District cannot guarantee accuracy and correctness.
- All aspects of site servicing to be addressed as part of the scope of work. This includes, but is not limited to, extensions of existing services or utilities for the Recreation Centre or installation of new utilities. All costs to be included in all cost estimates.
- Please identify where existing services (water, sewer, hydro, gas) that service the existing facility will be extended to the new facility. Considerations must be made for how these extensions will affect the operation of the existing facility.

### *Fire Protection*

- Consideration of all aspects of fire protection are required for this project. This includes the provision for fire hydrants, and sprinklers as necessary. Currently the neighbouring Recreation Facility is serviced with two fire hydrants along the south and west sides of the facility.
- Fire Flows for the existing Recreation Centre, Curling Rink and Pool are limited to 100L/s (from 2 existing fire hydrants) during Maximum Day Demand (MDD). All design concepts to consider fire flow availability as part of scope of the work.

### *Existing Library Facility*

- Demolition of the existing library facility is not part of the scope of work for this project



