

Request for Proposal
Facility Master Plan
Community Library
Sunbury, OH 43074

Introduction

The Community Library will be considering proposals to provide facility master planning services from qualified firms to prepare an assessment of its facility and a comprehensive master plan to guide facility planning and improvements for the next 10 years. The plan will address priorities identified in the recently implemented strategic plan for welcoming, flexible spaces that provide opportunities for lifelong learning and strengthening community relationships.

Library Background

The Community Library was founded in 1944, when literary clubs in the Sunbury and Galena area pulled resources together to form a public library. The library system serves the Big Walnut Local School District in eastern Delaware County, which is comprised of six townships and the municipalities of Sunbury and Galena.

The library serves a population of around 20,000. Last year, the library had 162,000 visitors and circulated a quarter million books, audiobooks, movies, and electronic resources. In addition to reading and viewing materials, the Community Library offers public access computers, free wireless, story times, and a wide variety of children's, teen, and adult programs.

Governance and Funding

The Community Library is governed by a seven member board of trustees, which is appointed by the Big Walnut Local School District Board of Education. The board is responsible for hiring the Director/Fiscal Officer, approving the budget, and guiding the organization. The development of a facility master plan is a stated activity in the library's current strategic plan.

One of the main sources of library funding is the State of Ohio's Public Library Fund (PLF). Until 2009, the PLF was the library's sole funding source. However, as State support has eroded over the past decade, the library needed to seek additional revenue locally. The library now has a one mill levy in the Big Walnut School District. In total, the local levy accounts for 56% of the library annual revenue, the PLF accounts for 39%, and other sources, such as fines, fees, and donations, account for 5%.

Project Description

The Consultant shall develop a facility master plan, to identify and quantify existing space deficiencies, and define how best to address these deficiencies and plan for future growth in the Big Walnut area. The plan will identify the total number of square feet required for the library to serve our residents' needs through the year 2030. It will serve as a defensible guide for the library's capital program as we seek to provide, over time, a library facility that meets the evolving needs of the community. The plan should enable the library to respond appropriately and effectively to changes in community growth, demographics, technological developments, emerging service expectations, aging facility, and other transformations, while also maintaining and improving continuing relevant traditional services. Once completed, the plan will be a significant asset to the library's long-range planning efforts.

Scope of Work

- Develop and implement a community involvement process to engage a broad range of stakeholders in assessing the facility and developing the facility master plan through surveys and focus groups.
- Complete an assessment of the existing library facility and identify deficiencies, including service areas, utility systems and infrastructure, and health and safety conditions.
- Identify potential improvements to current level of energy and resources conservation and overall sustainability. Identify potential for additional sustainability improvements.
- Create a facility design guide to promote the efficient, consistent, and cost effective design and construction of all new and modernized buildings.

- Incorporate the library's strategic plan, current and projected demographic data, as well as state and national standards, peer comparisons, library trends and best practices.
- Assess and make recommendations as to whether or not any new facilities are needed and in what areas they should be located.

Proposed Timeline

Understanding that factors related to the recent coronavirus pandemic may impact the timeline, it is the hope of the Community Library to have a completed facilities master plan by March 31, 2021. The successful proposal will include a project management plan that can achieve that due date.

Selection Criteria

Submissions are due by September 18, 2020 at 5:00PM EST. Proposals will be evaluated by September 25, 2020, and interviews will be held the week of September 27. Please reserve these dates. Proposals will be evaluated on the following criteria:

- Relevant experience and success on comparable projects, including the level of satisfaction of current and past clients.
- Cost to complete the process.
- Prior experience working with both public and staff committees.
- Demonstrable facilitation and qualitative/quantitative integration skills.
- Demonstrated ability to meet deadlines and operate within budget.

Proposal Requirements

To be considered, proposals must include:

- Cover letter including a brief description of the firm or individual, as well as the name and contact information of the principal.
- Executive summary of the proposal, including purpose, outcomes, and key points on the timeline.
- List of any personnel involved in the process and their role and prior experience.
- List of any special sub-consultant's professional personnel to be assigned to the project.
- Project plan that includes a description of the methodology, tasks, timeline, key dates.
- Schedule of costs to complete the project. All costs associated with the project should be listed.
- References and contact information of three or more current or previous clients for whom comparable work was completed.
- Samples of two or more facilities master plans and related contact information (may overlap with above).
- Copy of your standard contract, if applicable.
- Additional documentation or information as the consultant deems fit to assist the Community Library in the selection process.
- Identify the essential members of the project team and ensure their involvement for the duration of the project.

RFP Standards

The Community Library:

- Will not reimburse the costs of preparing proposals.
- Reserves the right to cancel the award of contract any time before the execution of the contract by both parties.
- Reserves the right to reject any or all responses to this Request for Proposal.
- Reserves the right to request clarification or additional information pertaining to the proposal.
- Reserves the right to final decision in cases of disputes over differences of opinion as to the services in the proposal.
- Responses to this RFP become the property of the Community Library and are subject to the Ohio Public Records Act.

Request for Proposal Availability, Correspondence, and Submissions

This RFP will be posted on the Community Library website, <http://rfp.yourcl.org> and may be distributed to individual facilitators and firms.

Questions regarding this RFP must be submitted via email to chauncey@yourcl.org. The deadline for submitting questions is August 21, 2020 at 5:00pm EST. Inquiries will only be received by email. Questions and responses will be posted for all on the Community Library website at <http://rfp.yourcl.org> by 5:00pm EST on August 28, 2020.

Respondents must submit one original signature hard copy signed, two additional hard copies designated as copies, and one electronic version (PDF) of the proposal by September 18, 2020 at 5:00pm EST to:

Chauncey Montgomery, Director/Fiscal Officer
Community Library
44 Burrer Dr.
Sunbury, OH 43074