

**Rolling Hills Consolidated Library
Request for Proposals**

**Administrative Office
1912 N. Belt Hwy.
Saint Joseph, MO 64506
(816) 236-2106**

Proposals will be received by the office until 5:00 PM, Friday, April 13, 2018 and then opened and reviewed by library administration.

LIB2018-1-RFP: Library Comprehensive Master Planning Services

The Rolling Hills Consolidated Library (RHCL) seeks a consultant to develop a districtwide library comprehensive master plan that will provide recommendations regarding size, location, funding, and service priorities projected for ten (10) and twenty (20) years.

This master plan should enable the Rolling Hills Consolidated Library to respond appropriately and effectively to societal change, technological and telecommunications developments, emerging role expectations, aging facilities, and other transformations, while also maintaining and improving services. This plan should provide industry standards and related professionally-developed benchmarks for public library service levels and facilities (e.g. number of square feet, items, computers, seating per capita, etc.) and make recommendations for achieving those standards.

The Library expects the completed master plan to emerge from a process which applies creative and appropriate architectural principles and interdisciplinary planning methodologies. It must incorporate up-to-date demographics and other relevant data for the Library's geographic region and reflect trends in the state and/or nation.

This planning process will result in a final document (Plan) that will contain recommendations pertaining to the types and levels of future services to be provided by RHCL. The Plan will be used as a guide by the RHCL Library Director and Library Board of Trustees. The consultant will work with the library board, library staff, and other community members to perform various tasks, including, but not limited to, the following:

A. Analyze existing conditions

The library system as a whole should be analyzed taking into consideration current usage patterns, geographic areas, population centers and census analysis, the analysis of existing library staff and facilities and barriers to access, conversations with community members, level of community engagement, and any other relevant information that would help determine comprehensive library needs.

B. Prepare needs assessment – both 10 years and 20 years

Conduct a detailed needs assessment for the Rolling Hills Consolidated Library system which includes, but is not limited to, its funding, services, collections, technical functions, staffing, usage patterns, and facilities.

Assist the library in developing a 10 and 20-year vision and system-wide plan of services and utilize these in the comprehensive master plan.

C. Study suitability of adapting current facilities or building new facilities

Conduct a physical evaluation of the Library's buildings and leased spaces.

Rolling Hills Consolidated Library current space and projected space needs should be compared to comparable libraries and "industry standards" for space. Recommendations should be developed in relation to trends in the state and/or nation.

Each existing facility should be examined to determine whether or not it could or should be expanded and/or renovated, how much square footage could/should be added and an estimated cost of improvements.

Provide industry standards and related professionally-developed benchmarks for public library service levels and facilities. Provide comparison information that depicts RHCL's position related to benchmark service levels.

Consideration and recommendations should be given to feasibility of expanding or renovating at the existing sites or relocating to another location, population served, staff and public space needs, operating hours, parking, pedestrian and vehicular traffic patterns, adjacency to complementary services, present and future technology needs, etc.

Describe potential future individual facilities projects for the service areas which fulfill the 10-20-year vision and plan of service; this includes, but is not necessarily limited to, conceptualizations of services, staffing, and functional descriptions of the library; priority ranking; cost estimates; and financing strategies.

Incorporate up-to-date demographic information and other related data (e.g. transportation patterns, general plans, long range strategic plan, school development, population and diversity trends).

D. Review tax levy funding and make recommendations for a levy campaign

RHCL has a unique funding situation, with almost half of its operating levy restricted with a sunset clause that expires in 2020. The Comprehensive Master Plan must address library funding and include strategies for running a successful levy campaign to generate the funding needed to fulfill the master plan. Options to request another

sunset or to fold that funding into the permanent levy are both potential strategies that could be selected by the Board and/or a levy committee.

E. Prepare marketing materials and guidelines

Prepare presentation guidelines to assist library staff in communicating with stakeholders about the draft plan. The completed master facilities plan document should include charts and/or drawings that would graphically illustrate library facilities and any renovations and may consist of space standards, conceptual site and floor plans, vignette sketches, color perspectives and comparative graphs and charts or other illustrative material.

Provide copies of the Library Comprehensive Master Plan in print and copy-ready PDF format, including charts and/or drawings which would graphically illustrate the key elements of the plan.

F. Prepare project costs and timelines

Present the completed Library Comprehensive Master Plan to the Library Board in person for approval.

Projected/Estimated Costs: Estimated costs for capital projects including, but not limited to, land acquisition, site development, construction (including soft costs), furnishings, collections and equipment should be determined.

Proposed Timelines: A suggested timeline of potential/proposed building projects including expansion/renovations to existing facilities should be listed in priority order. The most critical projects should be identified in conjunction with available funding. A realistic year-by-year action plan should be developed for all projects given varying levels of available funding.

Selection Criteria

The following items will be considered during the review of submissions:

1. Technical Competence & Innovative Proposal Design	35%
2. Professional Qualifications & Specialized Experience	20%
3. Capacity of the Firm	15%
4. Knowledge of the Locality	10%
5. Adequate Staff Resources	10%
6. Adequate Past Performance	5%
7. Necessary Organization & Financial Resources	5%

Proposal Format

Please provide your response with section headings following the outline A-F above addressing your/your firm's experience and brief ideas regarding how you would complete the work required for each area. A timeline or schedule for completion of the

Comprehensive Master Plan should be included as well as a total bid price for the work proposed. References of at least two (2) other libraries where similar work was completed should be listed at the end.

Selection Committee

Proposals will be reviewed by the following:

Rolling Hills Consolidated Library Board of Trustees

Rolling Hills Consolidated Library-Library Director

Rolling Hills Consolidated Library-Comptroller & Facilities Manager

Interested parties may ask any questions they may have directly via email:

mmears@rhcl.org. The deadline for question submittals is Friday, March 30, 2018, at 5:00 pm.

Proposal Submission: Proposals (one PDF copy, print copy and/or portfolio can be mailed or sent postmarked by the due date) must be received by the Administrative Office prior to bid closing time. No bid received after bid closing time will be considered.

Edited: 3/5/2018