



PLYMOUTH
Public Library

**Request for Proposals for Space Needs Analysis
Plymouth Public Library
City of Plymouth, Wisconsin**

**Released on:
December 20, 2023**

***PROPOSAL DUE DATE:
Monday, January 22 by 11:00 am CST***

Invitation to Submit Proposals

The Plymouth Public Library is seeking proposals from responsive and responsible Architectural/Space Planning consultants for the development of a space needs assessment study addressing library needs for at least the next 20 years. This study is to include initial concept design options and provide cost estimates for the remodeling and/or expansion of the library at its current location.

Proposals shall be submitted no later than 11:00 am CST on January 22, 2023 to:

Leslie Jochman

Plymouth Public Library

130 Division Street

Plymouth, WI 53073

ljochman@monarchlibraries.org

920-892-4416

During the evaluation process, the Library reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the Library, the consultant submitting proposals may be requested to make oral presentations as part of the evaluation process.

Introduction

The Plymouth Public Library is located in the heart of the City of Plymouth, Wisconsin, known as the cheese capitol of the world. The building is one block off of Mill Street, the main downtown thoroughfare, and is within walking distance of two schools. The library is seeking to either remodel or expand its current library building to meet the needs of the community.

The assessment should serve to support current and future concepts in service delivery, focus on the library as a hub of civic engagement, offer state of the art technology, inspire lifelong learning for all users of our facility, and provide our patrons with an environment for reading, research, and enrichment by individuals and groups of all ages.

Consideration needs to be given to the current and projected demographics of the community. Work will include (1) review of the current space uses, features, and limitations of the building; and (2) analysis and feedback on alternative designs for an addition or remodel of the existing facility. This also needs to achieve efficiency in terms of library staffing and operations including consideration of the changing formats of information access and retrieval.

Background

The existing library facility is located at 130 Division Street, Plymouth, WI. The oldest portion of the building was built in 1915 and was partially funded by a Carnegie grant. The building later expanded in 1988 to 16,790 square feet. The building does not fully accommodate the modern needs of library users and staff. The library has been receiving increased requests for small study rooms or multi-use space. The main entrance opens to a large stairway that prevents staff line of sight to the door and although we have signage about our elevator, many patrons struggle up the stairs thinking that is the path into the library that they are supposed to follow. Staff workspaces were designed in the late 1980's and have only been minorly adjusted to fit modern workflows.

The library is managed by the Library Director under the supervision of the Library Board of Trustees. In addition to the full-time director, staffing includes 3 full-time librarians, 6 part-time library aides, 1 part-time library page, and 1 part-time maintenance custodian. The Library is open 6 days, 52 hours a week year-round.

The library has an average circulation of between 90,000-100,000 physical items and an average digital circulation between 20,000-25,000. The library has seen increased foot traffic in 2023 as compared to 2019.

The library is a member of the Monarch Library System and has a Library Foundation.

Scope of Services

The Plymouth Public Library is seeking a consultant to identify the space needs and requirements for library space required to serve the community for the next 20 years. The following scope of work is considered the minimum of effort required and must address:

1. Community Needs and Requirements Assessment:

- a. Assess community (City residents, service population, businesses, non-profits, etc.) satisfaction levels with the quality, quantity, and management of the existing library, its programs, its services, and its facilities.
- b. Determine current resident usage of programs and facilities and the appropriateness of when and where services are offered.
- c. Identify the community's interest in the construction of a library renovation or addition.
- d. Obtain or develop statistics for the general demographic characteristics of Plymouth such as population, poverty rate, per capita income, literacy rate, median property value, and population compilation by age and occupation.

2. Existing Facility:

Identify service limitations of existing library facility. Including but not limited to: library collections, seating, staff work areas, technology, meeting rooms, study space, and children's/teen space. As part of service limitations, identify what services aren't offered that could be offered if different or additional space was available.

Evaluate condition of the existing library building including structural integrity, energy conservation, health & safety, disabled access, acoustics, space flexibility/expandability, access to parking, plumbing/mechanical/electrical systems, architectural and engineering obstacles, and functional spatial relationships.

3. Space Planning or Expansion:

- a. Limitations on expansion imposed by adjacent properties;
- b. Identify space needs for collections, seating, staff offices, technology, meeting rooms, special purposes, work areas;
- c. Report of square footage requirements based on projected usage and needs;
- d. Based upon gathered information, provide an estimate for the renovation of the existing facility or the construction of an addition or new facility that would address space needs. Break out costs by use/service by public, staff, and community groups such as local non-profit programming partners (Community Ed, Generations, Family Resource Center);
- e. Determine current and future parking needs; and
- f. Determine requirements to achieve LEED certification at different levels.

As part of developing the Library Facility Needs Assessment it is expected to include time for:

1. Scheduling, inviting, organizing and moderating at least three community outreach and stake-holder's meetings to gather input.
2. Survey and analyze projected program and space requirements of library staff, Library Board, Library Foundation, and other partnered groups and organizations to present the final Library Facility Needs Assessment.
3. Arrange and lead a design charrette.

Cost Estimates

1. Preliminary cost for any available alternatives in proposal.
2. Costs should include milestone progress reports to Library Board.
3. Final report must include an in-depth narration of the process and interpretation. The report must include an executive summary. Final report must include all collected data, questionnaires, data analysis, and data interpretation. All files, records, documents, and similar items relating to the business of the Library, whether they are prepared by the respondent or come into the respondent's possession in any other way, are and shall remain the exclusive property of the Library.
4. Final report must include an in-person presentation to the Library Board.

Proposal Format and Submittal Date

Signed proposals are due on January 22, 2024 by 11:00 a.m. CST. Proposals may be submitted by mail or electronically (PDF via email) to:

Leslie Jochman
Plymouth Public Library

130 Division Street
Plymouth, WI 53073
ljochman@monarchlibraries.org
920-892-4416

Each proposal must be limited to a maximum of 30 pages for all materials and contain, in the following order:

1. Letter of transmittal, addressed to Leslie Jochman as above. The letter should identify the submitting firm or consultant as well as the name, title, telephone, and email address of the person authorized to contractually obligate the firm or consultant. The letter should be signed by the named person.
2. Executive summary of proposal, not to exceed 2 pages in length.
3. A document outlining the qualifications of the firm or consultant including the firm or consultant's history, its capabilities and relevant experience. This document needs to include demonstrated experience with similar library projects and any qualifications such as professional licenses or certifications.
4. A description of the project team or individual consultant, along with resumes for each person. Please describe in appropriate detail the role each person will perform on this project. Project team members should be available for the duration of the project or alternates should be named in the proposal, along with their qualifications.
5. Provide a minimum of 3 examples of/references for similar library projects which your firm (preferably with participation of the team members proposed for this project) has undertaken in the last five years. Information provided for each example/reference should include the project name, project date, description of services provided, key personnel involved with the work, and contact information (including name, phone number and email address) for the Owner's representative who coordinated the project.
6. Provide a listing with contact information on all library or similar projects (such as community, civic and/or cultural centers) completed within the last 10 years.
7. A Project Work Plan/Approach which describes your understanding of the project, methodology, tasks, an outline for meeting the timeline and an estimated amount of time for each task. Include your deliverables, project schedule and milestones, assumptions and any variables that could delay the project. List any resources you expect the Plymouth Public Library and/or City of Plymouth to provide that have not been previously described.
8. Exclusions or exceptions – Note any parts of the proposal that is beyond the expertise of the consultant, or would be better handled by city staff.
9. A Cost Proposal including total fee and cost by proposed task. These should include costs for providing planning services, including supplies, an estimate of hours, rate schedule for project staff, estimated reimbursable expenses, number of onsite visits and cost per trip, and other costs associated with the planning process and costs for space allocated to community partners needs to be provided.
10. Any additional documentation or information that the firm or consultant deems necessary to assist in the selection process.

Selection Criteria

All proposals meeting the RFP requirements will be evaluated using the following criteria:

1. Relevant experience and success in space planning facilitation for libraries or similar facilities, including the level of satisfaction of current and past clients.
2. Experience of firm or consultant in understanding latest library trends and issues.
3. Demonstrated understanding of the project scope of work.
4. Cost and demonstrated ability to meet deadlines and operate within budget.
5. Demonstrated ability to accurately estimate construction costs and to recommend creative, cost saving measures.
6. Demonstrated ability to communicate effectively with the Library Board, City Common Council, Library and City staff, identified stakeholders and the public.
7. Feedback on the other selection criteria listed from past clients on similar projects.

Communications Protocol

Upon release of this RFP, any inquiries or requests regarding this project should be directed to:

Leslie Jochman

Plymouth Public Library

130 Division Street

Plymouth, WI 53073

ljochman@monarchlibraries.org

920-892-4416

Acceptance, Rejection and Contract

By submitting a proposal, you acknowledge and agree that the Plymouth Public Library is not required to accept any proposal. Rather, the Plymouth Public Library may reject all proposals. The Plymouth Public Library may, after receiving all proposals, ask for further information from a proposer, negotiate further with a proposer, and may require any successful proposer to enter into a contract of the Plymouth Public Library's choosing that further details the project requirements and covers further aspects of the agreement between the parties including insurance, indemnity, performance and payment issues, among other things. The solicitation for consultant services does not obligate the Plymouth Public Library to pay any costs incurred by respondents in the preparation and submission of a Proposal.