



City
Request for Proposal
To Provide a Needs Assessment for the Library

NOTICE

The City of Sweet Home (City) is accepting Proposals to provide a Library Needs Assessment and to Conduct Community Forums. The Library invites qualified individuals or firms to submit a proposal package based upon the scope of work contained within this Request for Proposal (RFP).

SUBMISSION OF PROPOSAL PACKAGE

To receive consideration, proposal packages must be submitted in accordance with the following instructions:

1. All proposal packages shall be delivered to:

City
Attention: Rose Peda, Library Services Director
1101 13th Avenue
Sweet Home, OR 97386

2. Submit six (6) paper copies plus an electronic file (PDF format) of the proposal by 3:00pm on April 15, 2019.
3. The proposals must be clearly marked "PROPOSAL FOR THE CITY NEEDS ASSESSMENT".
4. All RFP must include the fee to complete the needs assessment along with a summary of hourly rates for all staff (including sub consultants) anticipated to work on the project. This summary shall be placed inside a sealed envelope and submitted as part of the overall package.
5. If you have questions, please contact Rose Peda (541)367-5007 or rpeda@sweethomeor.gov. Prior to contact, please review the General Information regarding Additional Information Requests, located on page 7 of this packet.
6. The City will not reimburse any expenses incurred by the firm submitting a response including, but not limited to, expenses associated with the preparation and submission of the response and/or attendance at interviews. The City reserves the right to reject any and all proposals, and has the right, at its sole discretion, to accept the proposal it considers most favorable to the City's interest and the right to waive minor irregularities in procedures.

City of Sweet Home
Instruction to Proposers
For Needs Assessment and Community Forums

GENERAL INSTRUCTIONS

The City invites qualified individuals or firms to submit a proposal package to provide a library needs assessment and to conduct community forums as described in the specifications set forth in this RFP. All proposals are subject to the provision and requirements of the City of Sweet Home Personal Services Contracts, and Oregon Revised Statutes.

PROPOSAL PACKAGE REQUIREMENTS

Your proposal package must not exceed 10 (ten) pages and shall include the following:

1. **Cover Letter.** All proposal packages must include a cover letter, made to the attention of Rose Peda, Library Services Director and signed by a person legally authorized to bind the applicant to its proposal. At a minimum, the cover letter must include the following items:
 - a) The firm name,
 - b) The names of local partners/principals and the number of local personnel,
 - c) Address, telephone, and FAX numbers of the firm,
 - d) Contact information, including an email address, of the person(s) who are authorized to represent the proposer.
2. **Personnel.** All proposal packages must include the following information related to key personnel who will be working on this project.
 - a) The names of the partners, managers, other key staff persons and key sub consultants who will be assigned to the project along with brief resumes that indicate their experience in preparing needs assessments and conducting community forums for public libraries.
 - b) An organization chart including sub consultants.
3. **References.** All proposal packages must include the following information related to the references and qualifications relative to the scope of work associated with this proposal.
 - a) List of all Oregon local government jurisdictions your firm is currently providing library needs assessment services for or has provided similar services for within the last 5 years.
 - b) Relevant Project Summary/Profile Sheets. At a minimum, the sheets shall provide a brief description of the project, provide date the assessment was completed, provide owner information, and contact person.
4. **Project Approach and Proposal.** A preliminary scope of work has been included with this RFP, however it is anticipated that the proposal will include any amendments and/or provide additional recommendations based on the proposer's experience with similar projects. Additionally, provide a timeline to complete this assessment and community forums.

5. **Fee.** In a sealed separate envelope, please provide the fee to complete the needs assessment and the community forums with a summary of hourly rates for all staff, including sub consultants, anticipated to work on this project. The fee proposal should include the cost to provide the minimum items anticipated by the Library. The proposer should provide separate line items in the fee proposal addressing cost adjustments for recommended additions or subtractions to the scope of work. The fee for services and summary of hourly rates will not be included in the overall 10 (ten) page count of the proposal package.

QUALIFICATION EVALUATION CRITERIA

Minimum qualifications:

1. Consultant shall have demonstrated experience in preparing public library needs assessments and conducting community forums for communities similar size as Sweet Home.
2. Consulting team shall include a library consultant with at least 2 years of experience.

General: The City is looking for proposals demonstrating experience preparing public library needs assessments and community forums for communities of the similar size as Sweet Home, Oregon, and for similar scope of work being requested. Proposals will be evaluated by a committee made up of Library and City staff and the Library Advisory Board who will consider each proposal based on considerations addressed in (a-g) below. The Library Director will then present the committee's recommendation to the City Council who will make a determination based on the same criteria. Award will be made to the proposer, whose offer, conforms to this RFP and is considered most advantageous to the City, considering the Evaluation Criteria in this section. The committee and the City Council will evaluate the fee as a consideration of the proposals.

- a) Specialized experience, capabilities and technical competence, which the candidate may demonstrate with the candidate's proposed approach and methodology to meet the project requirements;
- b) Resources committed to perform the work and the proportion of the time that the candidate's staff would spend on the project, including time for specialized services, within the applicable time limits;
- c) Record of past performance, including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost control and contract administration;
- d) Ownership status and employment practices regarding disadvantaged business enterprises, minority-owned businesses, woman-owned businesses, businesses that service-disabled veterans own, emerging small businesses or historically underutilized businesses;
- e) Availability to the project locale;
- f) Familiarity with the project locale;
- g) Proposed project management techniques.

The City has prepared a scope of work; however, the City is seeking qualified proposers that will "think outside the box". The proposal will be reviewed and evaluated based on the innovative approaches that are proposed for this scope of work.

Summary of Rates: Cost component of each submittal will be evaluated with respect to the probable cost to the City doing business with each proposer; summary of rates will be evaluated for realism and reasonableness.

BACKGROUND AND SCOPE OF WORK

Background: The City of Sweet Home is located in Linn County, Oregon, with a population of 9,090 as of 2017. The City is a department of the City of Sweet Home and is funded by a five-year levy with a tax rate of \$1.17 per thousand of assessed property value. The Library levy is dedicated to staffing, operational expenses and the maintenance of the library building. The Library Advisory Board is appointed by the City Council as the Library's policy-making body.

The Sweet Home Public Library moved from the basement of City Hall to current location on 13th Avenue in 1969. When the library moved to the basement of the current City Hall in 1954, the library area expanded to 1200 square feet. With the move to the library's current location in 1969 at the corner of 13th and Kalmia Avenues, the building size expanded to 5,825 square feet and was planned to serve the community for 20 years. Since 1969, the demand for library service – e.g. circulation, programs, meeting space, and public computer use, has grown steadily, outpacing the library's ability to provide services from a physical standpoint. The existing building's capacity is no longer adequate. There is a need to transform the library's interior and exterior.

Staffing and Services

With 3.0 FTE staff and 36 services hours per week, The City provides materials, programming, computer use, and reference services. In addition to the physical collection of books, magazines, DVDs, and audio books, the Library provides electronic access to over 30,000 titles in downloadable audio and ebook format. Traditional reference services are still widely used, though the nature of the assistance is increasingly technical in nature.

City is part of the Linn Libraries Consortium sharing resources, maximizing our collections, and providing a courier service between libraries since 2013.

The Library offers programming for children, teens, and adults. Regular programs include story times for babies, toddlers and preschoolers. Each year the Library offers a Summer Reading Program for children in Sweet Home. Because there is no space to hold these programs, the summer reading programs were performed in the street in front of the Library. We now partner with the Boys and Girls Club and hold our programs in their gymnasium and include all the children attending the club in the reading program. To remove barriers of access to books, the Library partnered with the Sweet Home School District and installed five (5) "Free Little Libraries" at each of the elementary schools and the Boys and Girls Club. We have ukuleles that patrons can check out. Patrons have access to Lynda.com an online resource with 6,000 on-demand courses on business, technology and creative skills.

Facility Needs

We are looking to include in the project: a dedicated children's area, young adults area, study rooms and building remodel to reflect electrical and energy upgrades and efficiency, a facelift to the exterior front and removal of stairs, and remodel of front foyer or entry. An expansion of the building, depending on building codes and variances, may be required to include the rear parking lot of the library and the alley between the library and post office.

Electrical Capacity

In the 1969 plan, electrical outlets were intended for office machines and janitorial equipment. The building's designers did not anticipate the public would need access to outlets. However, in today's world and with the lack of broadband internet access for some of our patrons, many library users take advantage of WIFI services and require outlets to charge laptops and other digital devices.

Energy Efficiency

In 2013, the library underwent a lighting upgrade by replacing all of the fluorescent ballasts with electronic ballasts and new lamps. The next efficiency upgrade will be to replace the large expanse of windows at the front of the library, which we believe are single-pane windows.

Dedicated Space for Teens

Currently the teen space has been taken over by people using the WIFI and the need to plug in their laptops and other digital devices.

Dedicated Space for Programming

The community comes out when we have programs and we currently do not have the seating capacity for many of our events.

Accessibility Upgrade to Include Safe, Inviting Entrance and Exterior

The front steps to the library have caused several individuals to trip and fall. We need to update the front of the building, provide an ADA ramp and eliminate the steps.

Staff Work Spaces

Staff work spaces are currently fragmented and awkward; they need to be reconfigured for flexibility and efficiency.

Computer Data Lines

Computer data lines, which now visibly stretch up and around walls, would be placed either in a floor duct system or behind new furred out walls.

Other Highlights to be considered:

- A Makerspace for kids and teens where young people can tinker, design, craft, create and explore.
- An expanded BabyTalk area with activity tables and early literacy stations that provide stimulation for growing minds.
- Private and enclosed study rooms / meeting rooms for small groups which have access to electrical outlets and data drops.
- New furniture and tables with built-in electrical and USB outlets.
- New public service desk.
- Redesigned main entryway.
- New flooring/carpeting and display spaces as well as rearranged shelving.

SCOPE OF WORK

This scope of work contains the minimum items that the Library anticipates would be necessary for this project. However, it is anticipated that the proposers will amend the list as necessary and provide any recommendation in their proposal package. The fee proposal should include the cost to provide the minimum items anticipated by the Library. The proposer should provide separate line items in the fee proposal addressing cost adjustments for recommended additions

or subtractions to the scope of work. Depending on proposals and costs, the Library may choose to remodel the existing or consider a new Library building. The successful proposer will identify the space needs and requirements for library space that will serve the community through the year 2040. The location for the new building has not yet been determined.

The proposer will evaluate the community's library needs and consider all options to meet those needs. The scope of this includes all aspects of facilitating a library needs assessment and conducting community forums, in consultation with the City. The proposer will:

Data Gathering

1. Meet with Library and City staff to clarify expectations and desired outcomes.
2. Schedule, invite, organize and moderate at least three (3) community forums to gather information about library use, collections, and space.
3. Interview key community leaders and stakeholders identified by the Library.
4. Meet up to three (3) meeting to gather information on needs to include Library Advisory Board, Friends of the Sweet Home Library, and/or City Council.
5. Meeting with Library staff up to three (3) times to gather information on needs.

Data Analysis

1. Analyze information provided by the Library, including census, demographics, and library statistics. Collect, analyze, and incorporate updated and other relevant data as available.
2. Perform projections to help guide the needs assessment and preparation of concept designs.
3. For the existing and potential new building, identify space needs for collections, seating, staff offices, technology, meeting rooms, special purposes, work areas, study rooms, and ability to supervise Library operations visually.
4. Analyze for possible dual / multiple uses / partnerships for the new building, including private and/or public partnership, to meet community needs and/or attract other potential funding sources.
5. Analyze parking space needs and other spatial needs outside the building.
6. Analyze the amount and type of current and future usage. Project the number of patrons to be served, equipment and furniture to be house, and the necessary storage capacity.

Reporting

1. Monthly progress reports to the Library Director.
2. A written report prepared that will include all necessary analyses, documentation, and a plan to determine future needs and how to meet those needs.
3. The written report will summarize all results of the scope of work including methodology, findings and specific recommendations for current and future City services. The proposer will be expected to provide preliminary (at 50% completion), final draft (90% completion), and final (100% completion) versions of the report.
4. The preliminary and final report must include a narrative on data collection, data analysis, data interpretation, and recommendations. The report must also include an executive summary.
5. The report should provide details for the building space requirements and minimum site characteristics to meet the needs of the community through 2040.
6. The detailed space needs assessment should at least cover building size, site size, ADA compliance, functional layout, space flexibility, technology applications, and related criteria.

7. The proposer shall be available to assist in (3) three concept designs with cost estimates and life cycle costs for each.
8. The proposer shall plan for up to (2) two meeting each (6 six total) to present the findings in the preliminary report, final draft report and final report.
9. Each version of the report must be made available in an electronic format (pdf) and 10 (ten) paper copies. All data collected must be submitted with the final copy of the report.

Resources to Be Provided: Current Library facility drawings are located on the City's website <https://www.sweethomeor.gov>. Contact Rose Peda at (541) 367-5007 or rpeda@sweethomeor.gov.

GENERAL INFORMATION

Interviews: Proposers *may* be invited to an interview with the City's Selection Committee. Selected persons/firms will be contacted regarding time and location of an interview.

Compliance with Rules: Proposers responding to this RFP must follow its procedures and requirements. Failure to comply with or complete any part of this RFP may result in rejection of your Proposal.

Request for Additional Information: Proposers may submit questions or a request for additional information. All questions and/or requests must be submitted either by mail or email:

Sweet Home Public Library
Attention: Rose Peda
1101 – 13th Avenue
Sweet Home, OR 97386
rpeda@sweethomeor.gov

All requests for additional information, must clearly reference the "Proposal for City Needs Assessment". All requests must be received no later than April 2, 2019 at 3:00 pm. The responses to the requests will be made available at the City's website

<https://www.sweethomeor.gov/rfps>

Schedule

RFP email/mailed to three (3) potential consultants (March 13, 2019)
Deadline for Additional Information Requests (April 2, 2019)
Proposal Package Due (April 15, 2019)
Schedule Interview (subject to City's discretion) (May 1, 2019)
Council Consideration of Personal Services Contract (May 14, 2019)

Proposal Withdrawal: Any proposal may be withdrawn at any time before the "Proposal Due" date and time by providing a written request for the withdrawals to the issuing office. A duly authorized representative of the agency shall make the request. Withdrawal of a Proposal will not preclude the proposer from filing a new Proposal.

Appeals: Proposers who wish to appeal a disqualification of proposal or the award of contract may submit the appeal in writing to the City Manager's office within five (5) working days of the postmarked Notice of Award or disqualification.

Address City of Sweet Home
 Attention: City Manager
 1140 – 12th Avenue
 Sweet Home, OR 97386

Ownership of Documents: Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

Confidentiality of Information: All information and data furnished to the proposer by the City and all other documents to which the proposer's employees have access during the preparation and submittal of the Proposal shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

Public Record: All Proposals and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all proposals and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

Indemnity: The proposer shall hold harmless, indemnify, and save the City, its officers, employees, and agents, from any and all liability claims, losses, or damages arising or alleged to arise during the performance of the work described herein by reason of any act or omission of the proposer or any of its agents, employees or representatives. The indemnity applies to both active and passive acts and other conduct.

Employment Status: Proposer shall perform the work required by this contract as an independent consultant. Although the City reserves the right to determine and modify the delivery schedule for the work to be performed and to evaluate the quality of the completed performance, the City cannot and will not control the means or manner of the Consultant's performance. The Consultant is responsible for determining the appropriate means and manner of performing the work.

The Consultant represents and warrants that the Consultant is not an employee of the City of Sweet Home and meets the specific independent consultant/contractor standards of ORS 670.600. Contractor is not an officer, employee or agent of the Owners as those terms are used in ORS 30.265.

Consultant shall be responsible for any federal or state taxes applicable to any compensation or payments paid to Consultant under this proposal and, the City will not withhold from such compensation or payments any amounts to cover Consultant's federal or state tax obligations.

Consultant is not eligible for any Social Security, unemployment insurance, or Worker's Compensation, or other benefits of the City under this proposal.

Insurance: The proposer shall carry Commercial General Liability and Professional Liability Insurance in amounts agreeable with the City.