

Carnegie-Stout Public Library

Request for Proposals: Space Needs Study

The Carnegie-Stout Public Library (C-SPL) of Dubuque Iowa, is seeking proposals from responsive and qualified library consultants to develop a space needs assessment that will meet emerging and future needs of library users as well as satisfying current ones. The successful firm must have demonstrated experience working with public libraries and will provide a report that articulates current and future space needs, and helps the Library Board determine the best path forward.

To be considered for this work, the following guidelines for proposal format and submission must be followed. All items should be submitted electronically or received in the mail to Library Director Nick Rossman by the end of business on Friday, May 19, 2023.

Intro & Background

Dubuque, Iowa has a population size of just under 60,000. The population has sustained near this amount for several decades.

The Carnegie-Stout Public Library is located in a historic, downtown neighborhood. The library circulated 433,708 items and 164,119 visitors through its doors over the past year. CSPL employs 35.15 FTE. The size of the physical collection is approximately 180,000 items.

The Library has strong support from the City of Dubuque, the Library Board of Trustees, and from community organizations including the Friends of the CSPL and the CSPL Foundation. The Library is in a 28E agreement with neighboring Dubuque County library systems to provide library service to four Dubuque County cities with library service.

Site information

The current site consists of the historic Carnegie building, opened in 1902, as well as an addition that was opened in 1981. An historic renovation was completed in 2010, which restored much of the classic style in the historic section of the building. The historic building was added to the National Registry of Historic places in 1975. The library has three floors. The first floor houses the children's, teen, and circulation departments, as well as 60-70% of the physical collection. The 2nd floor consists of adult services, a maker space, 30-40% of the physical collection, some open seating areas, staff offices. The third floor is only part of the historic building and contains community and programming rooms, a staff lounge and storage rooms.

Scope of Services

The consultants will work in collaboration with CSPL staff and the Library Board and utilize the 2023-2028 strategic plan to identify community needs and service priorities. The analysis shall incorporate recommendations based on best practices from

successful libraries nationwide and in communities of similar size as well as forecasted trends in library services and technology. Areas of focus shall include but not be limited to technology, collections, programs, facilities, staffing, budget, and funding.

Space planning should include but is not limited to:

1. Reviewing existing library documentation including current strategic plan
2. Conducting a space needs and workflow analysis of the existing facility to determine optimal use of physical space to meet the Library's service and collection needs.
3. Developing future-focused recommendations for public service models, collection sizes, program priorities, community spaces, and technology.
4. Reporting on square footage requirements based on projected usage and needs, including but not limited to seating, collections, staff offices, technology, meeting rooms, work areas, storage, and special purposes.
5. Assess the existing library in terms of size, ADA compliance, functional layout, flexibility, sustainability, and expansion capability.
6. Gain an understanding of any significant architectural and engineering obstacles including structural, mechanical, electrical, and plumbing systems.
7. Determine current and future parking needs.

Include time for:

1. Surveying and analyzing projected program and space requirements of library staff, Library Board, FOL, and other partnered groups.
2. Based on information gathered with staff and stakeholders, identify renovation and new construction alternatives that are flexible and will meet projected logistic and space needs identified, as well as unidentified service needs 20 years into the future.
3. Identifying and incorporating future-focused recommendations based on best practices from successful libraries of similar size.

Deliverables

The final report should address each numbered point listed in the scope of services. The recommendations should be developed for the purpose of serving the Library and community over the next 20 years. The final report must include an executive summary, an in-depth narration of the process and interpretation, and all collected data (questionnaires, surveys, statistics) as appendices. 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 in the exclusive property of the Library. The final report must also include an in-person presentation to the Library Board (virtual permitted if warranted).

All recommendations must include an analysis of financial commitment necessary to effect changes specified in the final report. These cost estimates must be shown for each itemized improvement or project.

The analysis should

- Prioritize improvements in terms of urgency as related to structural and/or architectural concerns.
- Offer tiered groupings of improvements based on overall cost, and if work can be done through multiple stages, based on rationale, include cost per stage.
- Suggest groupings of recommended changes based on perceived impact (greater/lesser) to staff workflow and patron experience.

Qualifications and Selection Criteria

Given the scope of the project, the library is seeking a consultant experienced in providing services outline above. All proposals meeting the RFP requirements will be evaluated using the following criteria.

1. Relevant experience and success in space planning facilitation for public libraries, including the level of satisfaction of current and past clients.
2. In-depth knowledge of emerging and existing library services and resources.
3. A clear sense of where new technologies are headed and their potential applications in a library setting.
4. Demonstrated knowledge of library operations, research, statistical analysis, and experience integrating findings in planning documents.
5. Cost and demonstrated ability to meet deadlines and operate within budget.
6. Demonstrated ability to communicate effectively with Library staff, the Library Board, and other stakeholders.
7. A proven track record in meeting deadlines and achieving positive results with other public library master planning projects.

Proposal Format and Submission

The proposal shall conform to the following outline and will include.

Capacity to perform work

1. Cover letter noting the name, address, email, phone, key contact person
2. Number of years in business
3. Overview: Narrative on your understanding of the project and a summary of the consultant's objectives.

4. Plan of work and technical approach – include description of the proposed course and sequence of actions or tasks including methodologies, the time needed to complete the sequences, and a schedule of project milestones.
5. Costs and fee structure: including phasing or steps, giving the incremental cost associated with each. Please address each component listed in project scope giving estimated hours to be spent and cost associated with each.
6. Disclosure of any ongoing litigation related to building planning projects managed by the consultant or firm.
7. Communication approach: please describe how you will solicit and incorporate feedback from the Library Board, staff, and stakeholders.

Personnel

1. List the principals in your organization, including an organizational chart.
2. Identify the project manager and key personnel who would be assigned to this project, their project roles and relevant qualifications and experience.
3. Additional consultants you propose to hire to supplement your firms' services. Please provide names and relevant experience.

Experience and References

1. Identify and designate three to five completed public library or similar projects and the project team members that have completed projects, individually or collectively, within the past ten years and which best represent the present skills of the project team members.

Please include:

- a. Name and address of client
- b. Name, telephone, email of contact person
- c. Summary of project or plan, including year completed and cost.

All questions regarding this RFP are to be directed to the Library Director.

Proposals are due May 19, 2023.

Submit proposals electronically to:

Nick Rossman

nrossman@carnegiestout.org

or

Carnegie-Stout Public Library

360 W. 11th Street

Dubuque, IA 52001

Selection Process

All proposals received by the submission deadline will be opened publicly at C-SPL on Thursday, May 25, 2023. All proposals shall remain open for 28 days after the day of opening, but the Library may, at its sole discretion, release any proposal prior to that date.

The Board will review and evaluate proposals using the qualifications and selection criteria outlined above. Firms may be invited to participate in an interview with the Board. The Board will evaluate the proposals and check references, and make a selection followed by negotiating a contract.

The Library reserves the right to accept a proposal, reject any and all proposals at its sole discretion, and waive or modify and provisions of this RFP.

Tentative Project Schedule

Issue of RFP:	April 17, 2023
Deadline for questions:	May 10, 2023
Response to questions:	May 15, 2023
Submittal deadline:	May 19, 2023
Review of proposals by Selection Committee and Board:	May 25, 2023
Consultant Interviews:	June 5, 2023
Library Board Approval:	June 22, 2023
Contract Start Date:	July 5, 2023
Final Report:	October 2, 2023