

Pauline Haass Public Library Request for Proposals: Space Needs Study

The Pauline Haass Public Library (PHPL) of Sussex, Wisconsin 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 Library is in the early stages of planning for a building project, scheduled in the Village of Sussex's Capital Improvement Plan for approximately 2030, to assure the library can meet the growing service, facility, and technology needs of its residents over the next 50 years. This project may take the shape of renovation, expansion, or new construction. 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 and Village determine the best path forward.

Proposals received shall be considered valid for sixty (60) days once opened. To be considered for this work, you must follow the guidelines for proposal format and submission and submit all items electronically to Library Director Adele Loria by the end of business on May 10, 2021.

Introduction and Background

The Village of Sussex is located in Waukesha County approximately 19 miles northwest of the City of Milwaukee and has a population of 11,273. The community has experienced steady growth in recent years and estimates that by 2040 the Village will reach a population between 15,500 and 17,500 at full build out. Sussex's small town atmosphere, quality housing, proximity to excellent schools, recreational opportunities, and commitment to development that furthers economic opportunities will continue to draw new residents to the area.

The Pauline Haass Public Library is a popular destination with those residents and people from surrounding communities. The Library has a service population of 22,840 covering the Village of Sussex, the surrounding Town of Lisbon, and other nearby communities. In 2019, the library circulated 323,533 items and welcomed

126,364 visitors through its doors. PHPL employs 14.51 FTE staff. The print collection is approximately 77,652 items and the media collection is approximately 15,241 (statistics from 2019 State Annual Report).

The Library has active and strong support from the Village of Sussex and the PHPL Board of Trustees, and from community organizations including the Friends of the Pauline Haass Library and the Pauline Haass Public Library Foundation. PHPL is a member of the Bridges Library System, which includes 24 libraries in Jefferson and Waukesha Counties.

Site Information

The current PHPL building opened in the fall of 1996. It is 22,268 square feet in area (23,418 when including the upstairs mechanical loft with building systems equipment). The library is partitioned into several major areas, including a large open area housing the adult and teen areas, a somewhat separated Children's area, two community meeting rooms, staff and administrative areas, and study rooms. The Village's Civic Center next door provides storage space for the Library in its basement. The Library also shares parking with the Civic Center; these two buildings, the lot, and a small amount of surrounding land make up the Sussex Civic Campus.

Scope of Services

The consultant(s) will work in collaboration with PHPL staff and the Library Board and utilize the Library's 2020-2022 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, technology, and accessibility.
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. Determining current and future parking needs.

Include time for:

1. Surveying and analyzing projected program and space requirements of library staff, Library Board, Friends of the Library, and other partnered groups.
2. 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 50 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 the exclusive property of the Library. The final report must also include an in-person presentation to the Library Board (virtual presentations may be permitted if circumstances warrant this).

Qualifications and Selection Criteria

Given the scope of the project, the Library is seeking a consultant experienced in providing the services outlined 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 identified 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 number, 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 a 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. This project work plan should include your deliverables, project schedule and milestones, assumptions and any variables that could delay the project.
5. Costs and fee structure: Include phasing and/or steps, giving the incremental cost associated with each. Please address each component listed in project scope giving estimated hours to be spent and costs 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 key stakeholders throughout the process.

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 firm's services. Please provide their names and relevant experience.

Experience and References

1. Identify and designate three to five completed public library or similar projects that the project team members have done 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 number, and email address 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. Questions received less than one (1) week prior to the opening of proposals will not be answered.

Proposals are due no later than Monday, May 10 at 5:00 PM CST. Proposals must be submitted electronically to:

Adele Loria, Library Director
Pauline Haass Public Library
N64W23820 Main Street
Sussex, WI 53089
aloria@phpl.lib.wi.us

Fax proposals will not be accepted. It is the respondent's responsibility to ensure proposals are received by the deadline. Proposals received after the deadline will not be considered.

Selection Process

All proposals received by the submission deadline will be opened publicly at PHPL on Tuesday, May 11. All proposals shall remain open for 60 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 the 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 any provisions of this RFP.

Anticipated Project Timeline

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| Last day for questions | May 3, 2021 |
| Response to questions due | May 5, 2021 |
| Proposals due | May 10, 2021 |
| Building & Grounds proposal review | May 11 – May 19 |
| Interviews as determined by the Board | May 24 – June 10 |
| Board Approval | June 16, 2021 |
| Project Award | July 2, 2021 |