REQUEST FOR PROPOSAL

CONSULTANT
LIBRARY SPACE PLANNING

Submission Deadline
APRIL 26, 2024 – 4:30PM
I. Purpose

The purpose of this RFP is to hire a consulting librarian or an architect with a credentialed librarian on the consulting team that can review Teton County Library’s Jackson facility and make recommendations on a variety of facility-related issues. The consulting librarian or architect/librarian team must be able to think strategically about current and future library services, bring innovative ideas, and make cutting-edge recommendations that address these components, as well as other recommendations that Teton County Library may not have yet considered.

II. Background

Teton County (pop. 23,000) and the town of Jackson (pop. 10,000) are located at the gateway to Grand Teton and Yellowstone National Parks. Teton County is in the middle of one of the largest intact eco-systems in the lower 48 states with an abundance of wildlife including “charismatic” species living in close proximity to the town and highly visited areas. Tourism is the #1 driver for the economy in the area. In the summer this is largely driven by the national parks. In the winter, it is driven by three ski resorts in the area. In the past five years, both national parks have experienced record growth in visitation numbers. As the gateway community, Jackson, has seen exponential growth in summer visitation. Likewise, the winter season has also experienced tremendous growth due to a variety of factors.

Teton County Library serves as a community resource that fosters literacy and lifelong learning, inspires creativity, and strengthens community. The Library desires to keep pace with the ever-evolving needs of our community while maintaining useful and efficient practices of library service. The library strives to prepare for and embrace future trends in services and technologies. It seeks to focus on fresh, new services and programs that benefit and serve the needs of the community today and in the future.

Teton County Library, established in 1938, has grown from a single reading room to a 2-branch system. The main branch (35,000 sq. ft) is located in Jackson. There is a small (3,000 sq. ft) branch located in Alta, WY. While the Library primarily serves the residents of Teton County, it also serves some of the library needs for residents from Lincoln County, WY and Teton County, ID who work, shop, and recreate in Teton County, WY.

The Jackson facility initially opened in 1997 with 24,000s.f. of usable space. By 2008, the community outgrew the facility and in 2013, an 11,000s.f. youth wing was added along with a central lobby connecting the old and new spaces. The original facility was remodeled as the adult wing with a community meeting room and staff work areas.

In 2023, the Library unveiled its new community-focused strategic plan. The plan consists of four priorities – Community, Lifelong Learning, Organizational Excellence, and Library Spaces. The Library Spaces priority consists of 3 goals:
**PRIORITY: SPACES**

TCL provides inspiring, innovative, accessible, and responsibly-designed spaces that foster community connections and enhance access to information, knowledge, and services.

**Goal 1:** Provide new or expanded and functional spaces that are accessible and responsive to the community's needs.

**Goal 2:** Ensure the Library's buildings and surrounding spaces are welcoming, comfortable, clean, safe, and well-lit.

**Goal 3:** Invest in capital improvements that modernize the Library's infrastructure and enhance the patron experience through contemporary technologies and new amenities.

With this priority in mind, the Library is seeking an interested and qualified consultant – which must either be a consulting librarian or an architect with a credentialed librarian on the consulting team - to assess the Jackson facility and recommend ways the library space might be used in more community minded, future thinking, and innovative ways. The building and grounds are in need of a space plan to assure that its physical spaces best serve the needs of all members of the community. Physical spaces include public/patron spaces, employee workspaces, and outdoor spaces.

### III. Scope of Work

The following shall be considered a preliminary scope of work. The consultant proposal should include modifications to this scope of work as deemed desirable, prudent, or necessary based upon its expertise. The final scope of work is subject to negotiation after a firm is selected by the Library.

The Library is seeking to enter into a professional services agreement with a qualified entity (a consulting librarian or an architect with a credentialed librarian on the consulting team) to furnish at least the following:

- An assessment of current facility layout that includes recommendations for greater efficiencies and effectiveness through reconfiguration of public and staff spaces. Recommendations should include ideas on how to optimize flexibility and service delivery.
- Creating flexible and adaptive spaces focusing on meeting the needs of the community.
- Recommend a location for a teen space.
• Recommend ways to integrate the lobby space into the rest of the building or to make it a more ‘friendly’ community gathering space.
• Recommend ways to improve or enhance the Library’s outdoor spaces
• Recommend and help conduct ways to solicit community input for changes.
• Relying on a knowledge of future trends in space planning in libraries, recommend other uses of space that would promote the library as the community third space that are not listed.
• ADA requirement analysis for recommended changes.
• Security issues as they apply to any space plans.
• Library as place (adequacy and capacity for features such as a café space, study rooms/areas, comfortable seating, makerspace, computer area, etc.)
• Recommendations regarding public service desk locations and configurations, including patron self-service features.
• Recommendations regarding types of furniture and placement of furniture.
• Recommendations regarding collection formats and collection sizes.
• Green/sustainable options to consider.
• Wired and wireless options for electrical and technological needs.
• Estimated costs for each option/idea/recommendation presented.
• Perform such additional services not listed above which may be required to complete the project. Consultant shall assist the Library in identifying any such additional services during contract negotiations, and prior to execution of a contract.

IV. Submission Requirements and Schedule

All documents submitted in response to this request may be in paper copy and signed and enclosed in a sealed envelope or package and addressed to Teton County Library. The name and address of the entity shall be noted on the outside of the envelope or package and include a reference to “Library Space Planning Consultant.” OR responses may be submitted electronically through www.publicpurchase.com. Bid id is 184316. Responses shall not be submitted via email, facsimile, or any other electronic means except Public Purchase. It is the sole responsibility of the entity submitting responses to ensure the envelope, package, or upload is received no later than the established due date and time provided for herein.

Responses may be submitted one of two ways:

A. Provide one paper copy no later than April 26, 2024 by 4:30pm

Submit or deliver to:
Teton County Library  
Attn: Director of Library Services  
PO Box 1629  
125 Virginian Lane  
Jackson, WY 83001

Responses will be opened immediately thereafter at Teton County Library, 125 Virginian Lane, Jackson, WY. Or

B. Submit response at www.publicpurchase.com no later than April 26, 2024 by 4:30pm. The bid id is 184316. Responses will be opened upon release by Public Purchase immediately thereafter at Teton County Library, 125 Virginian Lane, Jackson, WY.

C. Proposals received after the deadline will not be considered.

V. Content of Responses

In order to be considered for selection as a library space planning consultant, at a minimum, an entity must include the following requested items:

A. A cover letter/statement of interest indicating the entity’s interest in performing the library space planning consultant services and highlighting its qualifications relative to the Scope of Work outline in Section II.

B. A brief overview of the entity’s history and organizational structure. This overview shall include the capacity of the entity to begin providing library space planning services within 45-60 days of the submittal deadline for this RFP.

C. Provide a plan of work and technical approach – A project management plan that includes a description of the methodology, tasks, and timeline including a schedule of project milestones, and an estimated total amount of time that would be spent on the project.

D. Address each phase or project milestone, giving the total cost associated with each, including material costs, professional fees, travel, and other associated expenses. Also include the total project cost.

E. Provide experience and specific examples of how the entity has provided similar library space planning services.

F. Exclusions/exceptions statement. Entity should clearly state any aspect of the RFP that they cannot fulfill and explain why.
G. Provide three past or current clients for whom similar services have been or are being performed. Please provide the reference entity’s name, contact person, mailing address, email address, and telephone number.

H. Provide the name, title, and experience of the person who will be managing this matter for the company, and any staff that will be working on this matter, if the Library were to select the entity to provide library space planning consulting services. Ideally, professional work resumes of such individuals should be provided.

I. A statement verifying the entity’s ability to execute a contract upon award.

VI. Evaluation and Selection Criteria

The following elements will be reviewed, scored, and a decision made based on the responses:

**Company and Individual Qualifications: 30 points**
- Names and qualifications of individuals assigned to the project
- Experience of company on similar library space planning projects
- Experience of project team on similar library space planning projects
- List of any sub-consultants, their experience, qualifications, and hourly rates

**Plan of Work and Technical Approach: 30 points**
- Overview/Scope narrative on understanding of project and company approach
- Work plan detailing main elements of the projects, including methodology and project milestones.
- Ability to meet project schedule.
- Timeline for project completion.

**References: 20 points**
- Response from reference list provided with projects of similar scope. (Note: Failure to provide a complete list of references, including complete and correct contact information may result in the company being deemed non-responsive.)

**Price: 20 points**
- Estimate total cost of project, including professional fees and expenses.
- Outline of payment requirements.
VII. Proposed Project Timeline

The Library’s proposed schedule for consultant selection and project completion, subject to change, is as follows:

- **RFP Publication**: March 13, 2024
- **RFP Questions Deadline**: April 26, 2024
- **Proposals Due**: April 26, 2024
- **Interviews**: May 6-8, 2024
- **Notify Selected Entity**: May 10, 2024
- **Library Board Approval**: Week of May 13, 2024 (TBD)
- **Project Begins**: May 2024
- **Project Ends**: August 30, 2024

VIII. General Terms and Conditions

A. The Library reserves the right to reject all submissions and waive any irregularities and informalities in the information provided.

B. The Library reserves the right to award any contract to the next most qualified entity, if the successful entity does not execute a contract in a timely manner.

C. The Teton County Library Board has final approval on award of contract resulting from this RFP.

D. The contract resulting from acceptance of a proposal by the Library shall be in a form supplied or approved by the Library.

E. The Library shall not be responsible for the costs incurred by an entity in preparing, submitting, or presenting its proposal.

F. In submitting proposals, the respondent agrees to comply with all applicable Federal, State, and local laws in the conduct of the work specified. The consultant selected to work on this project may be required to obtain local permits.

G. The Library fully complies with Title VI of the Civil Rights Act of 1964 and related statutes in all programs and activities. Those requiring disability accommodations and/or materials made available in alternate format, please contact the Director of Library Services.
H. All materials submitted in response to this request for proposal are subject to the Wyoming Sunshine Law and may be subject to dissemination to the public.