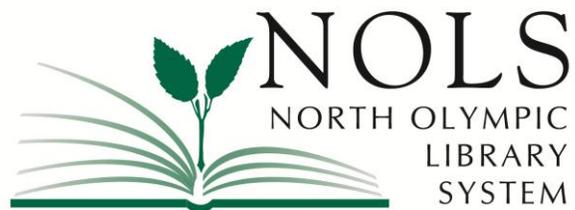


REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR
COMPREHENSIVE NEEDS ASSESSMENT AND FEASIBILITY STUDY:
SEQUIM BRANCH LIBRARY

Released: January 28, 2013
Closes: February 21, 2013

North Olympic Library System
2210 South Peabody Street
Port Angeles, WA 98362
360-417-8500 Extension 7715 • Director@nols.org





*REQUEST FOR QUALIFICATIONS and PROPOSALS
NEEDS ASSESSMENT and FEASIBILITY STUDY for
SEQUIM BRANCH LIBRARY*

In accordance with chapter 39.80 RCW, the North Olympic Library System announces a request for qualifications and proposals for a needs assessment and feasibility study for its Sequim Branch. Consultants interested in providing these services to the Library are invited to respond to this RFP/RFQ.

OBJECTIVE AND GOALS. The existing Sequim Branch Library is too small to meet current and future needs. Local interest in expanding the Library has been expressed for at least the past decade. The Library seeks to expand the existing building or construct a new building on the current site, or on a different site if required.

NOLS owns the property on which the branch is located, but the lot is problematic because it is long and narrow, and it may not accommodate a facility large enough to meet community needs through 2043. The Library desires to involve a wide range of community stakeholders in a comprehensive planning process to determine site, location and service needs, a preliminary building design, construction and operating costs for the new building and a funding plan, and to begin the education process about how to go about achieving a larger Sequim Branch.

With this project, NOLS intends to begin the design and community education process for a building that will meet the following goals:

- a) Serve community needs for at least the next 30 years;
- b) Increase efficiency of staff and limit the expansion of staffing required in the new building; and
- c) Provide optimal ability for the building to adapt to future technologies and service models.

A bond issue will be needed to generate the funds to construct the new Library. The Board is considering asking the voters in the Sequim Branch's service area to form and fund a Library Capital Facilities Area (LCFA) for this project. The Board is interested in receiving recommendations for how to proceed with this approach. However, suggestions for other funding strategies are welcome.

ABOUT THE NORTH OLYMPIC LIBRARY SYSTEM. The North Olympic Library System is a rural county library district organized under the laws of the state of Washington. Library services are offered through the Main Library in Port Angeles and branches in Sequim, Forks and Clallam Bay, as well as through the website at www.nols.org. It is governed by a five-member Board of Trustees. The 2013 operating budget is \$3.9 million. In 2012 the Library circulated over one million items. Although the Sequim Library is only one quarter the size of the Main Library in Port Angeles, its monthly circulation and door counts are often comparable to those of the Port Angeles Library.

ABOUT THE SEQUIM BRANCH. The Sequim Branch of the North Olympic Library System is a very popular informational, educational, cultural and recreational resource for the Sequim/Dungeness Valley community. The branch is located at 630 North Sequim Avenue, Sequim, WA. The library facility consists of approximately 6,000 square feet. It sits on a 620 ft x 135 ft parcel (83,700 sq ft, about 1.92 acres) owned by the North Olympic Library System. There is an abandoned septic tank and drain field, east of the library building and north of the Friends of the Library book sale building. The property is well-located in that it is across the street from Sequim High School, two blocks from Sequim Middle School, and about six blocks from downtown Sequim.

The branch is staffed by five full-time employees, six part-time employees and an average of three adult volunteers as well as an average of 7-9 teen volunteers. It is open 55 hours per week: 10am-8pm Monday through Thursday; 10am-6pm Friday and 10am-5pm on Saturday.

The first Sequim Branch opened in 1936 in a small building at 415 North Sequim Avenue. The building is still in existence and currently serves as a chiropractor's office. The Branch moved to the current site in 1982. There have been no structural extensions since that time. The branch underwent a major interior remodel in 2009. No additional space was added.

The Sequim Branch Library currently offers 17 reader seats at study tables and 27 seats for lounge seating. There are 12 public computers, 3 catalog stations and 2 catalog/express stations. There is a community meeting room seating up to 42 that can be divided with a moveable curtain wall. Half of the meeting room is designated as a quiet study area during particularly busy afternoons, but noise is still an issue. There are public restrooms in the lobby. The staff workroom provides space for 2-3 workers. There is a small staff lounge and restroom adjacent to the workroom. There is a small office shared by the Branch Manager and the Youth Services Librarian, also adjacent to the workroom. The Facilities Technician operates out of a shed near the staff entrance of the building. The Friends of the Library operate monthly book sales in a small building behind the Library, and they run a small honor-system book sale area in the Library's lobby.

The Sequim collection consists of approximately 50,000 print volumes and 9,300 non-print media items. There were 159,971 customer visits in 2012. An average of 60 patrons visit the library per hour and approximately 440,000 items were circulated in 2012, or about 1,460 items borrowed every day. By contrast, in 1982 a total of 114,933 items were circulated, or about 383 items per day. E-books and downloadable materials represent a growing percentage of the Library's business, and this trend is projected to continue.

ABOUT THE SEQUIM-DUNGENESS VALLEY COMMUNITY. The Sequim Branch Library serves an area approximately contiguous with the boundaries of the Sequim School District, and this is the service area proposed to form the Library Capital Facilities Area. This area ranges from the Clallam County line on the east to Blue Mountain Road on the west. It is bounded on the north by the Strait of Juan de Fuca and on the south by the Olympic Mountains and Olympic National Park. In 1982, the year the current library was built, the population of this region was about 4,276 people. As of the 2011 census, the area population stands at about 29,342. It is estimated to reach 45,519 by 2020 (at an annual growth rate of 5%). The only incorporated

city in the area is Sequim, population 6,645. It is a center for retail and medical services. The Dungeness Valley is the home of the Jamestown S'Klallam Tribe, and the Tribe has a strong and important presence in the area, operating a large medical center, a golf course, a casino and other enterprises. The Valley was a rich agricultural region for many years. Irrigation brought farmers who raised dairy cows, potatoes, wheat, oats, and alfalfa. Although most of the original family farms are gone now, there has been a strong resurgence of farming, particular organic growers, and there is a thriving local foods movement in and around Sequim.

Sequim is also a community that values the arts. Many painters, sculptors and woodworkers call the area home, drawn by the heritage of the region, the Olympic rain shadow and the majestic beauty of the mountains and the Strait.

The Sequim School District operates two elementary schools, a middle school and a high school. The Library has strong partnerships with the district, as well as with numerous day care centers and preschools, and local non-profits such as the Museum and Arts Center and the Chamber of Commerce.

Sequim is widely seen as a retirement community, and in fact 50.9% of the residents of the branch's service area are age 55 or older. However, 18% of the population is ages 0-19, and 31% consists of people ages 20-55.

SCOPE OF WORK. For this project, the consulting team is expected to evaluate the community's library needs, and consider all reasonable options to meet those needs, including expanding and adapting the existing facility, demolishing the existing facility and constructing a new library on the existing lot, acquiring another property and adapting an existing building to serve library needs, acquiring another property and constructing a new library there, and other ideas.

In general, the scope of work should include, but not necessarily be limited to, the following elements:

- a) Confer with library staff, Library Board, Friends of Sequim Library and North Olympic Library Foundation Board members regarding desired service and space needs;
- b) Explore community partnerships and the possibility of shared spaces to improve service and cost-effectiveness;
- c) Study the library's current operations and make recommendations for service and efficiency improvements in the new facility, particularly ways to staff the facility most efficiently;
- d) Evaluate existing and emerging technologies, including RFID, and emerging library service models and make recommendations and projections about how the new facility can enable implementation of new technologies and service models upon opening and in the future;

- e) Collect population and demographic projections and use this data to inform the space requirements and the preliminary design;
- f) Conduct town hall meetings, focus groups, charettes and/or other public meetings involving Clallam County and City of Sequim officials, community leaders, library customers and members of the general public in order to educate the public about the Library's planning process, and to gather information about community and library needs; and
- g) Produce a preliminary written report (as an MS Word document) to the Library Director of all information related to the study, evaluation and recommendations as well as other pertinent information. Ideally, the preliminary report will be due by September 15, 2013. This report shall be reviewed and discussed with Library stakeholders, after which the consultant shall make any necessary revisions and present final report and recommendations to the Library Board and the Sequim community as a written document as well as a public presentation. The final report shall be submitted no later than November 30, 2013 and the presentation shall be scheduled as soon as possible following receipt of the final report.

The consultant shall furnish all labor and resources to conduct this study. The final report should include all necessary analyses and documentation to provide NOLS with the following deliverables:

- a) Site and space requirements for the new building, which must meet the needs of the community through 2043;
- b) A space needs assessment in terms of size, site, aesthetics, ADA compliance, functional layout, flexibility, technology applications, expansion capability and related criteria;
- c) An analysis of the existing site and its suitability for hosting the expanded Library;
- d) A survey of alternative sites if called for;
- e) A project budget and estimated operating costs for years 1-5 of the new building;
- f) An implementation plan for a Library Capital Facilities Area (LCFA) or other recommended funding strategy; and
- g) An overall funding plan for the project.

Although the Library has set forth this Scope of Work and these deliverables as the most desirable outcomes of the study, consultants are encouraged to propose alternative and/or additional process elements that in their judgment will make the project successful.

The Library desires to receive an initial work plan and timeline for all activities to be performed to complete this study. Once the work commences, the consultant should submit regular

monthly progress reports to the Library Director, indicating activities that are completed and the status of work in progress.

TERMS AND CONDITIONS. The Library reserves the right, without penalty, to add, remove, modify or otherwise update this RFQ/RFP, in any way the Library sees fit, provided that such modifications shall be submitted with due notice prior to the deadline for submission. The Library also reserves the right to waive any irregularities or informalities in procedure, and to accept any proposal or part thereof which shall be deemed to be most favorable to the North Olympic Library System. Any and all submissions may be rejected for any cause. Further, the Library reserves the right to cancel the project with or without reason.

Consultants shall comply with all management and administrative requirements established by the Washington Administrative Code (WAC), and the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington, as well as all applicable federal laws, County ordinances and regulations.

The Library reserves the right to retain all proposals submitted and to use any ideas in the proposal regardless of whether that proposal is selected. Pursuant to RCW 42.56, all proposals submitted under this RFP shall be considered public records and, with limited exceptions, will be available for inspection and copying by the public.

HOW TO RESPOND TO THIS RFQ/RFP.

Questions. All questions should be directed to Paula Barnes, Library Director, at 360-417-8500 Extension 7715 or PBarnes@nols.org. NOLS reserves the right to share answers to questions with other proposers if it is determined that the answer would give unfair advantage to one proposer. Questions may be submitted no later than February 11, 2013.

Proposal submission. To be considered for selection, proposers must submit a complete response to the RFQ/RFP as defined in this section. Three copies of the entire proposal must be provided in a sealed envelope marked "Sequim Library Feasibility Study". Please avoid bindings, glossy covers and other superfluous additions. Email and faxed submissions will not be accepted.

Proposals must be received at the North Olympic Library System's Administrative Office, 2210 South Peabody Street, Port Angeles, WA 98362 on or before 4:00pm Pacific Standard Time on Thursday, February 21, 2013. Late submittals will not be accepted.

Signatures. A corporate official who has been authorized to make such commitments must sign the proposing firm's response to the RFP.

TIMELINE. The following timeline and the dates indicated in the Scope of Work, above, represent the Library's preferences. At this time there are no firm dates set for this project. NOLS is open to alternative suggestions from bidders.

March 28, 2013 Award of contract by Library Board of Trustees for *Needs Assessment and Feasibility Study*
September 15, 2013 Completion of first draft of *Needs Assessment and Feasibility Study*
November 29, 2013 Completion of final report: *Needs Assessment and Feasibility Study*
August 2015 LCFA/bond issue on ballot

BUDGET. The Library System has budgeted up to \$20,000 for consultant services for this initial needs assessment and feasibility study. Design and construction will be financed by a bond issue, supplemented by a capital campaign undertaken by local library advocates.

PROPOSAL CONTENT. Proposals should be brief, concise and responsive to the specific requests in this section. The proposal should begin with a cover/transmittal letter and be followed by the responses to each of the following sections. The letter should include a statement about why your team should be selected to provide the requested services.

Describe the qualifications and experience of each member of your project team who will be working firsthand on this project. Please be specific about the respective individuals' areas of expertise and involvement in this project. Discuss similar projects, particularly LCFA-funded projects and public libraries of similar size in the state of Washington, which your team has designed and guided to fruition. If the library is not yet built, provide detailed information about the current status of the project, along with the project timeline.

Describe your consulting team's approach to this project, how you will complete the responsibilities and tasks outlined in the Scope of Work, and any special ideas, techniques or suggestions that you think might make the project most successful.

Describe public libraries that the architectural firm has designed that you think are most similar to the expanded Sequim Branch. Note the name, telephone number and email address of the owner representative to contact.

Describe any resources (other than personnel) that team members will bring to this project that would be applicable and beneficial to NOLS.

Describe what you think will be the consultants' respective work hours necessary to complete the study called for in this RFQ/RFP and the time and resources required from the Library. Please be specific.

Provide an optimal time schedule for completing the study.

Include a list of the hourly rates for all of the individuals who would be assigned to this project.

To be complete, the proposal must include the fully executed and signed Legal Status of Bidder form and Non-Collusion Affidavit. A contract will be completed after award.

INSURANCE. The successful consultant shall maintain, at its own expense, during the entire term of the contract, sufficient professional liability insurance to cover any damages caused by

errors, omissions or negligent acts. Proof of such insurance must be provided as part of the signed contract.

SELECTION OF CONSULTANT. Proposals will be evaluated by a committee including a member of the Library Board of Trustees, the Library Director, the Sequim Branch Manager and a member of the Sequim Library staff.

The evaluation and award of a contract in response to this RFQ/RFP shall be based on a combination of factors including, but not limited to: the completion of all information requested and detailed in this RFQ/RFP, approach to the project including process and methods, evaluation of the fee proposals, experience, qualifications and professional competence, references that include evidence of completion of similar assignments, ability to meet established deadlines, overall responsiveness to this RFQ/RFP, the correlation of the proposal to the needs of the North Olympic Library System, and any other factors considered to be in the best interests of NOLS.

Final selection will be based on the evaluation of proposals unless it is deemed necessary by the committee to conduct telephone or in-person interviews of closely scored consultants. The consultant determined best qualified to perform this project will be recommended for contract award to the Library Board of Trustees.

(END)

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SEQUIM BRANCH LIBRARY

NON-COLLUSION AFFIDAVIT

STATE OF WASHINGTON

COUNTY OF _____

_____, being first duly sworn deposes and says:

That he/she is _____ (a partner or officer of the firm of, etc.) the party making the foregoing proposal, certifies that such proposal is genuine and not collusive or sham; that said Proposer/Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any Proposer/Bidder or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other Proposer/Bidder, or to fix any overhead, profit or cost element of said price, or of that of any other Proposer/Bidder, or to secure any advantage against the North Olympic Library System or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

By: _____

Title: _____

(Affix Corporate Seal if required)

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SEQUIM BRANCH LIBRARY

LEGAL STATUS OF BIDDER

The Bidder declares the following legal status: (Check One)

A Corporation organized and existing under the laws of the State of _____

A Partnership consisting of the following partners:

An individual doing business as: _____

AUTHORIZED SIGNATURE OF BIDDER

Firm Name: _____

By: _____

Title: _____

Business Address (street): _____

City, State, Zip: _____

Date: _____