



**Request for Proposals
Joliet Public Library
Space Needs Assessment**

Joliet Public Library Request for Proposals January, 2018

Summary

The Joliet Public Library is submitting this Request for Proposal (RFP) to interested and qualified library consultants to develop and prepare a “Space Needs Assessment” for our historic library building located at 150 N. Ottawa Street, Joliet, Illinois and our Black Road Branch located at 3395 Black Road, Joliet, Illinois. The purpose of the Assessment is to provide analysis, guidance, and a “road map” to explore modernization of both buildings and assure that the Library can accommodate the growing service, program, facility, and technology needs of its patrons. To enable this directive, the Joliet Public Library seeks a comprehensive analysis of the Library, its current facilities, and service delivery methods, to determine the best way forward for remodeling projects.

Background

Established by law in 1875, Joliet Public Library was housed in three small downtown locations before its eventual arrival at a piece of property purchased in 1899 on the corners of Clinton and Ottawa Streets. Architect Daniel Burnham, of the 1893 Columbian Exhibition fame, was commissioned to build a Library building on the property. The building opened to the public on December 14, 1903. On September 8, 1991, the Library opened a connected 49,000 square foot expansion that compliments the design of the original building.

Understanding the growing expansion of the City to the west, the Library Board decided to build a branch to serve the west side of Joliet. The 36,000 square foot Black Road Branch had a soft opening on November 25, 2002. Joliet Public Library now serves the third largest population in Illinois at 149,000.

While both buildings are in relatively good condition and a brand new roof on the Ottawa Street Branch has ensured a sound and water-tight facility, neither building accommodates today’s patrons’ needs adequately. Both buildings, particularly Ottawa Street, represent a different era in library services and lack the amenities found in libraries built more recently. Both buildings lack convivial spaces for collaboration, study areas, training spaces, play areas for children, maker spaces, larger digital media spaces, various sized meeting rooms and staff offices and work areas. While the Library has a new and comprehensive Strategic Plan, the facilities have not been evaluated for use of space in decades. It is time for the Library staff and Board to embark on a comprehensive facilities space plan for both buildings that will reflect our current values and service goals.

Scope of Work

The consultant’s analysis will be used to determine the best uses of all available space in both buildings to meet the needs of our strategic plan document. The successful consultant will

develop a Space Needs Assessment plan that can be used for the remodeling of the Joliet Public Library Ottawa Street and Black Road Branches. In collaboration with JPL staff, the consultant will seek to identify service needs of the community and attempt to unify these with the available existing space. The requested services include preparation of a space needs analysis to establish recommended action plan options and a schedule that can be implemented through policy and commitment of Library resources. Areas of focus shall include but not be limited to collections, programs, technology, facilities, staffing, budget, and funding. The scope of the work for this project will include the following:

A comprehensive assessment of the organization's current use of space, collections, staffing, and resources in both buildings. 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.

- The Space Needs Assessment shall propose options for repurposing and modifying the existing facilities with ballpark estimates of the costs of the remodeling.
- A general priority timeline for renovations will be established through this process.
- A first draft of the Space Needs Assessment will be presented to the Joliet Public Library administration and Renovation Committee. The draft should contain recommendations for public service models, collection sizes, program priorities, administrative spaces, storage, and technology. The committee and administration must agree with all recommendations before final documents are drawn.
- The final Master Plan document will include revisions as noted and will be presented to the entire Board of Trustees.

Required Qualifications

Given the scope of the project, the Joliet Public Library is seeking a visionary and a qualified consultant experienced in providing the services outlined above. The consultant will have:

- In-depth knowledge of traditional, current, and developing library services and resources.
- A clear sense of where new technologies are headed and their potential applications in a library setting.
- An ability to work with diverse groups of people representing varied points of view.
- Demonstrated knowledge of library operations, research, statistical analysis, and experience integrating findings in planning documents.
- Demonstrated professional experience and knowledge of space planning and functionality in libraries.
- A proven track record in meeting deadlines and achieving positive results with other public library master planning projects.

Proposed Organization

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

1. Overview/Scope – Include a summary of the consultant's Master Plan objectives.

2. Description of Consulting Team – Include a list of key personnel who would be assigned to this project, their project roles, and relevant qualifications and experience.
3. 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. Provide the name and city location for at least three libraries that the team considers to be futuristic and forward thinking that might service as peer models or guide the team’s experience for proposed changes to programs, facilities, and services.
4. Study approach methodology and process – 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.
5. References – Provide a least five references for similar studies; include summary of the study, the date completed, and name, address, and telephone number of each to contact.
6. Submission requirements – The proposers will submit their Space Needs Assessment proposal in print or email (as a pdf) by the required deadline. No fax copies will be accepted.

Respondents may feel free to include additional information that might be helpful in the selection process.

Timeline-Anticipated Schedule

RFP Publication	January 5, 2018
Last Day for Questions	January 12, 2018
Response to Questions Due	January 19, 2018
Proposals Due	January 31, 2018
Board Approval	February 15, 2018
Project Award	February 16, 2018
Project Begins	March, 2018
Project Completed	July 31, 2018

Proposal Submittal

Proposals are due on January 31, 2018 at 3:00 pm. Proposals may be submitted by mail or email as a PDF (files may not be password-protected or copy-protected) to:

Megan Millen, Executive Director
Joliet Public Library
150 N. Ottawa Street
Joliet, IL 60432
815-740-2660
mmillen@jolietlibrary.org

Fax proposals will not be accepted. It is the respondent’s responsibility to ensure proposals are received by the closing date and time. Proposals received after this deadline will not be considered.

Evaluation Criteria

The following criteria will be used to evaluate proposals:

Evaluation Form for Selection of Consultant For the Joliet Public Library Space Needs Assessment	
Criteria	Rating
Firm & Individual Qualifications: 30 Points <ul style="list-style-type: none">• Narrative on your understanding of the project and your approach.• Names & qualifications of individuals to be assigned to the project.• Experience of company on similar projects.• Experience of current personnel on similar projects.• Hourly rates for individuals assigned to the project.• Listing of any sub-consultants, their experience, qualifications and hourly rates.	

<p>Capacity to Perform Work: 30 Points</p> <ul style="list-style-type: none"> • Work plan detailing the main elements of your work. • Ability to meet project schedule. • Timeline for project completion. • Resources at hand to perform work. 	
<p>References: 20 Points</p> <ul style="list-style-type: none"> • Complete reference list detailing previous projects of similar scope including contact information. • List of recent company/individual achievements / accolades. 	
<p>Price: 20 Points</p> <ul style="list-style-type: none"> • Estimate of total fee including out-of-pocket expenses. • Outline of payment requirements. 	
<p>TOTAL POINT SCORE</p>	

Joliet Public Library Obligations and Rights

This RFP does not and shall not commit the Joliet Public Library or any of its agents to enter into any agreement, to pay any costs incurred in the preparation of any response to this RFP, or to procure or contract for any services or supplies. The RFP is solely a request for expressions of interest and statements of qualifications. It is not an invitation for tenders, an offer to contract, or an invitation for offers capable of acceptance to create a contract. No contractual or other legal obligations or relations between the Library and any other person can or will be created hereunder. The Library will contract for the services directly. The contents of the

proposal of the successful respondent (if any) shall become contractual obligations binding on the successful respondent if a contract is issued by the Library.

The Library reserves the right to reject any or all proposals, or any part thereof, make counter proposals and/or engage in negotiation with any or all respondents making a proposal in order to obtain the required and appropriate services at a cost acceptable to the Library and in its sole judgment will best serve the interests of the Library. The respondent's qualifications cost and proposal as to the work will be considered in awarding the work. The Library reserves the right to expand the response period, including but not limited, to supply further information, to make revisions in the scope of work or to solicit additional proposals from other respondents. The Library reserves the right to cancel or amend this RFP at any time, without liability for any loss, damage, cost or expense incurred or suffered by any respondent as a result of that change or cancellation. Each respondent is solely responsible for the risk and cost of preparing and submitting its proposal to this RFP, and the Library is not liable for the cost of doing so or obliged to remunerate or reimburse any respondent for that cost. This RFP does not impose on the Library any duty of fairness or natural justice to any or all respondents with respect to this RFP or the process it creates. The Library is entitled to act in its sole, absolute and unfettered discretion.

In considering any responses delivered in response to the RFP, the Library among other things, reserves the absolute and unfettered discretion to:

- accept or reject any proposal that fails to comply with the requirements set out in the RFP for the content of proposals;
- assess proposals as it sees fit, without in any way being obligated to select any proposal or respondent;
- assess and select proposals as it sees fit without being obliged in any way to select the proposal that offers the lowest price or cost;
- determine whether any proposal or proposals satisfactorily meet the selection criteria set out in this RFP;
- the right to require clarification after the dates and times set out above from any one or more of the respondents in respect of proposals submitted;
- the right to communicate with, meet with or negotiate with any one or more of the respondents respecting their proposals or any aspects of the project;
- reject any or all proposals with or without cause, whether according to the selection criteria set out above or otherwise.

Proposals will be evaluated by representatives of the Library with such other assistance as it might require. Proposals will be evaluated based on demonstrated experience and qualifications of the firm, the proposed cost for the work, and the availability and capacity of the firm to perform the work in a timely manner.

The Joliet Public Library may reject responses that do not meet the requirements of the RFP in any respect.

A response to the RFP is entirely voluntary and made with this knowledge. The Library accepts no responsibility or liability for the accuracy or completeness of this RFP or of any recorded or oral information communicated or made available for inspection by the Library, and no representation or warranty, either expressed or implied, is made or given by the Library with respect to the accuracy or completeness of any of those things. The sole risk, responsibility and liability connected with reliance by any respondent or any other person on this RFP or any other such information as is described in this RFP is solely that of each respondent. Each respondent acknowledges and agrees that it is solely responsible for obtaining its own independent financial, legal, accounting, engineering and other advice with respect to the contents of this RFP or any such information as is described in this RFP. Each respondent who submits a proposal to the Library is deemed to have released the Library from, and waived, any action, cause of action, claim, liability, demand, loss damage cost or expense, of every kind, in any way connected with or arising out of the contents of this RFP or any such information as is described in this RFP. Each respondent who submits a proposal is deemed to have agreed that it is solely responsible and liable to ensure that it has obtained and considered all information necessary to enable it to understand the requirements of this RFP, and of the work required, and to prepare and submit its proposal.

The Library reserves the right to expand or reduce the work subject to negotiating with the successful consultant.

The Library reserves the right to choose a firm from the proposals or to further interview firms after proposals are submitted.

The Library reserves the right to ask for additional information after proposals are received. The consultant shall have and maintain professional liability insurance during the period the services are rendered.

Any exceptions or qualifications to this RFP must be included in your proposal at the time you submit it to the Library. The consultant will independently perform all services specified in the contract, except as provided herein. The consultant shall have sole control over the manner and means of providing the work and services performed under the contract including the selection and use of any subcontractors used in the performance of the required services. The Library's relationship to the consultant under the contract shall be that of Independent Contractor. The consultant will not be considered an agent or employee of the Library for any purpose. Consultant will not hire Library employees to perform any portion of the work or services

provided for herein, including clerical, secretarial, and similar incidental services, except with the prior written approval of the Library Director. The Library shall have no responsibility to any subcontractor employed by the consultant for performance of work on the space needs assessment, and all subcontractors and material suppliers shall look exclusively to the consultant for any payments due. The Library will not be responsible for reporting or paying employment taxes or other similar levies that may be required by the United States Internal Revenue Service or other State or Federal agencies. Every subcontractor shall be bound by the terms and provisions of the contract as far as applicable to their work. The consultant shall be fully responsible to the Library for the acts and omissions of its subcontractors, and shall ensure that any subcontractors perform in accordance with the requirements of the contract. Nothing contained herein shall create any contractual or employment relations between any subcontractor and the Library.

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 respondent shall not misuse, misappropriate, or disclose any of the facts or materials described herein, directly or indirectly, either during the term of the contract or at any time thereafter.

Each respondent is responsible for the contents of its proposal and for satisfying the requirements set forth in the RFP. The respondent is expected to comply with the true intent of this RFP taken as a whole and shall not avail itself or take advantage of any errors or omissions in the description of the proposed library delivery services.

The consultant shall at all times observe and comply with all laws, ordinances and regulations of the Federal, State, county and local government, which may in any manner affect the preparation and submittal of the RFP, the contract with the Library and the performance of the work.

The cost of developing and submitting the proposal is entirely the responsibility of the respondent. This includes costs to determine the nature of the engagement, preparation of the proposal, submitting the proposal, negotiating for the contract and other costs associated with this RFP.

By submitting its proposal to the Library, each consultant represents and warrants to the Library that the information in its proposal is accurate and complete. The Library has the right to rely on any information and price quotes provided by respondents. The respondent shall be responsible for any mathematical error in price quotes. The Library reserves the right to reject proposals which contain errors.

A proposal shall not be considered for award if the price in the proposal was not arrived at independently and without collusion, consultation, communication or agreement as to any matter related to price with any other respondent, competitor or interested party.

All information submitted is subject to the Illinois Freedom of Information Act (5 ILCS 140) and other applicable laws and rules. Respondents claiming exemption from disclosure of certain portions of the offer must do so in a separate section of the offer clearly labeled "Confidential Information." Although the Library does not guarantee that information contained in any proposal will remain confidential, if respondent considers that any part of its proposal is proprietary, including by reason of its being copyright, the proposal must clearly identify those portions of it that are considered proprietary.

At the time of response opening, only the names of those who submitted proposals shall be made public information. No price information will be released. Results will not be given to individuals over the telephone. Results may be obtained after the contract is awarded.

Prices, terms and conditions for the proposed services must be kept firm for at least 90 days after the deadline to submit proposals. Proposals for periods of less than 90 days may be considered nonresponsive and, therefore, may be rejected.

Additional Information

Additional information about the Joliet Public Library can be found on our website, www.jolietlibrary.org. If you have any questions regarding this proposal, please contact by email (telephone calls will not be accepted):

Megan Millen, Executive Director
Joliet Public Library
150 N. Ottawa Street
Joliet, Illinois, 60432
mmillen@jolietlibrary.org