

Public Library of Cincinnati and Hamilton County

Request for Proposals

Facility Master Plan

Proposal Submission Deadline: noon, Friday, November 16, 2018

I. Purpose, General Information, Scope, and Timeline

i. PURPOSE

The Public Library of Cincinnati and Hamilton County (PLCH) is seeking proposals from organizations experienced in work with libraries in the area of strategic facilities planning to aid in the development and facilitation of a community-focused process resulting in a Library Facility Master Plan. The Plan will serve as a management tool to guide the organization in envisioning and implementing its future.

ii. GENERAL INFORMATION

The Public Library of Cincinnati and Hamilton County serves as the only public library system for county citizens. With 494,936 registered cardholders and 41 locations throughout the county, the Library works to fulfill its mission to connect people with the world of ideas and information in meaningful ways. The demographics of the Library's service are similar to those of Hamilton County's 800,000 residents. The Library recently passed an additional 1mill levy for 10 years for operating expenses and capital improvements with the intent to improve the facilities.

The Library's Board of Trustees has endorsed the following principles to guide the Facility Master Planning process:

- Maximize access
- Transparency
- Customer focus
- Operational sustainability
- Industry-leading excellence
- Diversity and inclusion

iii. SCOPE OF WORK

The Facility Master Plan will address long term needs for the Library including community needs, funding and sustainability. This plan and associated recommendations for

implementation will assist the Library envisioning a sustainable future when planning and completing future infrastructure improvements.

Scope of work will include, but may not be limited to the following deliverables:

- System-wide service model analysis using community engagement tools, library user information, and demographic data
- Community needs assessment
- Facility assessments using Library provided data and professional observations
- Community, staff and stakeholder engagement process
- Recommendations based on outcomes from engagement process, service model and community needs analysis in collaboration with PLCH and Board of Trustees
- Baseline schedule for implementation planning purposes
- Facility Master Plan document which compiles the above deliverables into a cohesive and comprehensive plan

It is anticipated that the scope of work will take place over an approximate 12 month period throughout 2019.

iv. TIMELINE

RFP Release Date	Wednesday, 10/17/18	https://www.cincinnati-library.org/rfp
Facility Summaries Posted	Monday, 10/22/18	https://www.cincinnati-library.org/rfp
Deadline to Submit Questions	Friday, 10/26/18	rfp@cincinnati-library.org
Questions and Answers Posted	Wednesday, 10/31/18	https://www.cincinnati-library.org/rfp
Proposals Due Electronically	Friday, 11/16/18	rfp@cincinnati-library.org
Selection Made	Friday, 12/7/18	https://www.cincinnati-library.org/rfp

II. Instructions to Bidders

A. PROPOSAL SUBMISSION PROCEDURES

1. Proposals must be received on or before the Due Date (Friday, November 16, 2018 at noon).
2. Bidders shall submit one (1) electronic version via email of their Proposal Package to rfp@cincinnati-library.org
3. Proposal Packages must include:
 - Cover letter
 - Description of proposer

- Qualifications and experience
 - Include summary of relevant experience
 - Experience working with other libraries
 - Samples of two similar completed projects and a summary of their implementation
- Project Approach
 - Narrative of understanding of the scope of work
 - Summary of methodology to complete the scope of work
 - Estimated timelines along with anticipated partnerships and collaborations
- Key personnel
- Proposed fee and expenses
- Certificate of Insurance (see IV g below for requirements)
- Standard contract – Please submit for review a copy of the consultants standard contract. The Library may elect to use its own contract form. The selected consultant will be provided with a copy for review if used.

Failure to provide any of the above requested information may result in disqualification of Proposal. The Library reserves the right to request additional information pertaining to the Proposal Package, or any other matters related to the Request for Proposal (RFP). Proposal documents, including the Offer of Payment, must be signed by persons authorized to contractually bind the Bidder.

B. QUESTIONS REGARDING REQUEST FOR PROPOSAL

Questions regarding the RFP must be made in writing and submitted electronically to rfp@cincinnati.org by noon on Friday 10/26/18. All questions and answers will be posted publically on Wednesday 10/31/18 at 4:00 p.m.

C. OFFICIAL CONTACT INFORMATION:

Paula Brehm-Heeger, Eva Jane Romaine Coombe Director
 Public Library of Cincinnati and Hamilton County
 800 Vine St.
 Cincinnati, Ohio 45202

III. Review and Selection Criteria

The Library's Senior Leadership Team will evaluate the materials provided in response to the Request for Proposals based on the following criteria:

- Understanding of the Project
- Past experience and performance of the Consultant with similar projects
- Consultant's methodology and approach to the project

- Consultant's expertise, successful communication with clients, and demonstrated capacity to complete the project in a timely manner
- Conformance to the RFP requirements
- Proposed fee

IV. Terms and Conditions

All information contained within this RFP and all supporting documents are based upon information from a variety of sources. Additional information may be made available via written addenda throughout the RFP process. Bidders shall be responsible for their own due diligence in preparing a Proposal. No representation or warranty is made by the Library with respect to the condition of the Property, the suitability of the Property for a Bidder's potential use or the information provided herein.

- A. Bidders shall be responsible for the accuracy of the information they provide to the Library in connection with this RFP.
- B. The Library shall not be responsible for any costs incurred by a Bidder in connection with the preparation, submission, or presentation of its Proposal.
- C. Nothing contained herein shall require the Library to enter into exclusive negotiations with any Bidder and the Library reserves the right to amend, alter and revise its own criteria in the selection of a Bidder without notice.
- D. The Library reserves the right to request clarification of information submitted in a Proposal and to request additional information from any Bidder.
- E. The Library may not accept any Proposal received after the time and date specified in the RFP.
- F. Upon selection of a Proposal, the Library shall enter into negotiations with the successful Consultant.
- G. Minimum insurance coverage requirements:

APPLICABLE TO ALL VENDORS:

- Evidence of Insurance (Acord 25)
- Include Additional Insured Endorsement as specified or substitute from providing equivalent coverage. Provide copies of endorsements.
- Include Waiver of Subrogation Endorsement. Provide copies of endorsements.

General Liability

- Commercial General Liability with a limit of not less than \$1M per occurrence; \$2M Products and Completed Operations Aggregate and \$2M General Aggregate
- Coverage shall be provided using an ISO CG 0001 coverage form or its equivalent including Premises and Products/Completed Operations

- Coverage shall apply as primary and non-contributory for the additional insured
- Ohio Employers Liability with a limit not less than \$1M each accident

General Insurance Requirements

- Notice of Cancellation (60 Days)
- Required insurance coverages does NOT represent that the coverage and limits will be adequate – and shall not be deemed as a limitation of liability under this contract or agreement.
- Any deductibles or self-insured retentions shall not apply to any Additional Insured and are the sole responsibility of the Named Insured.

Workers' Compensation

- Workers' Compensation (statutory coverage for each state of operations)

Automobile

- Automobile Liability (with a limit of not less than \$1M combined single limit for Bodily Injury and Property Damage – Symbol 1 Any Auto)
- Coverage shall be provided using an ISO CA 0001 coverage form or its equivalent
- Include CA 2001 Additional Insured Endorsement

Umbrella/Excess Liability

- Umbrella/Excess Liability limits to apply excess of underlying Commercial General Liability, Automobile Liability and Ohio Employers Liability

Professional Liability

- Required for suppliers of professional services. Limit of at least \$1M

H. **CONFIDENTIALITY:** The successful response will become part of the contract file and will become a matter of public record subject to public disclosure, as will all other responses received.

The RFP process shall in all respects be governed by, and construed in accordance with, the laws of the State of Ohio.