



City of Woodland

Request for Proposals for a Facility Master Plan

Proposal Submittal Deadline: Before 4:00 p.m. PST on August 22, 2016

Contact Person:

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SECTION 1. INTRODUCTION

Purpose

The City of Woodland (City) is soliciting proposals from qualified consultants (Proposers) to assist the Woodland Public Library in the development of a twenty-year Facility Master Plan. The Library anticipates that the Facility Master Plan will form the foundation of a future building program for the expansion and/or renovation of the existing library to meet the community’s learning needs, abilities, demographics, and changes in technology.

Background

Located in the Central Valley, the Woodland Public Library has the distinction of being the oldest and one of the last functioning Carnegie-funded libraries in California. It is on the National Register of Historic Places. The original Carnegie Library building opened in 1905, with expansions in 1915, 1927, and 1988.

In 2015, the Library served almost 180,000 visitors and circulated over 300,000 books, DVDs, audiobooks, and electronic resources. In addition to reading and viewing materials, the Library engages the community with a robust schedule of programming and outreach for children, teens, and adults. In 2017, the Library will be opening a new 1,600 square foot makerspace named “Square One.” The Library’s 2016 operating budget is \$1.7 million. Library staffing includes 15 full time equivalents (FTEs).

As a municipal library in the State of California, the Woodland Public Library is governed under the State Education Code (Title 1, Division 1, Part 11, Chapters 5, Articles 1-4, Section 18900-18975): “The public library shall be managed by a board of library trustees, consisting of five members, to be appointed by the mayor . . . with the consent of the legislative body of the municipality.”

Schedule for Proposal Review and Firm Selection

The anticipated selection timeline is as follows:

- July 20, 2016 RFP Released
- August 22, 2016 Proposals Due to City of Woodland by 4:00 pm PDT
- Week of August 29, 2016 Potential Interviews
- September 6, 2016 Selection

These dates are subject to change at the City’s sole discretion.

SECTION 2. PROJECT SPECIFICATIONS

Project Description

The City seeks the development of a Facility Master Plan (“Plan”) to quantify existing space deficiencies and define how to best address these deficiencies and plan for future growth. The Plan will identify the total number of square feet required for the Library to serve the City’s residents’ needs through 2035. It will serve as a defensible guide for the Library’s capital program as the Library seeks to provide, over time, a first-class library facility that meets the needs of the community. The Plan should enable the Library to respond appropriately and effectively to changes in the community, demographics, technological and telecommunications developments, emerging service expectations, an aging facility, and other transformations while also maintaining and improving continuing relevant traditional services. Once completed, the Plan will be a significant asset to the Library’s long-range planning efforts.

Required Scope of Services

The following are the required components of the scope of services for the Plan:

1. **Current Facility Review.** Complete an assessment of the existing Library facility and identify deficiencies in the existing building, including all service areas. This includes usage of the Library by the public and staff, utility systems and infrastructure, telecommunications, and health and safety concerns.
2. **Facility Growth Analysis.** Evaluate the existing Library facility to determine whether the existing building should be expanded and/or renovated and, if it should be, estimate the cost of those improvements. Consideration shall be given to the feasibility of expanding the existing Library facility at the current site given the population served, the needs of the staff and the public for space, parking, pedestrian and vehicular patterns, the existing Library location, present and future technology needs, and other relevant information.
3. **Demographic Analysis and Projections.** Provide a detailed analysis of the current City of Woodland population and trends for growth in the future. Consideration will include evaluating the City of Woodland General Plan and state and national standards, peer comparisons, library trends, and best practices.
4. **Community and Stakeholder Outreach.** Design a process that includes community involvement and potentially surveying at a local level. This outreach will be done in conjunction with the Library Board of Trustees, and Library staff will be involved in outreach implementation.
5. **Recommendations.** Identify potential near-term and low-cost strategies for remedying any immediate needs pending funding for longer-term solutions. Make short and long-term recommendations for the current space in order to more efficiently provide Library services, including circulation and programming. Included in the recommendations should be estimated costs for individual projects, including but not limited to construction, furnishings, collection, equipment, and technology, including costs related

to sustainable building products and practices. Additionally, consider timelines and priorities for funding of these projects.

6. **Facility Master Plan.** The Plan will be a living and community-responsive document. It will include a development process that is focused and able to be implemented quickly.

SECTION 3. SELECTION CRITERIA

Responses to this RFP must be organized in the format described in Section 4 and submitted in accordance with the directions specified in Section 5. The City will review all RFP submittals. All submittals must meet the minimum requirements described in Section 2 and be submitted *on time* to be considered for evaluation. All proposals shall remain firm for ninety (90) days following the closing date for the receipt of qualification submittals. Failure to meet minimum qualifications or failure to submit a proposal *on time* will automatically disqualify the proposal.

The City reserves the right to reject any and all proposals, the right to accept the proposal it considers most favorable to City's interests, and the right to waive irregularities in the proposal or proposal process. The City reserves the right to conduct interviews and hold discussions with any individual or qualified firm, but it also may award the contract without conducting interviews. If the City conducts interviews, it will do so only with those Proposers found to be within the "competitive range."

The City may request additional information from any Proposer. The City may also request revised proposals or best and final offers. Final selection will be based on the highest relative ranking of each proposal. The City reserves the right to determine the highest qualified Proposer to provide the requested services.

Priorities in ranking the proposals:

Program Description

Overall Value/Benefit to City

Current and Past Client Satisfaction

Company/Team Experience and Successes with Similar Projects

Supplemental Features

SECTION 4. PROPOSAL FORMAT AND CONTENT

Proposers shall submit the following information in their responses, in the order specified. All questions must be answered clearly. Any exceptions to the features and scope of services listed above in RFP Section 2 must be specifically identified by the proposer in the proposal.

1. **Cover Letter:** Cover letter signed by an official authorized to bind the firm and containing a statement indicating that the proposal is valid for at least 90 days.

2. Executive Summary: Summary not exceeding two (2) pages in length.

3. Company Information:

- a. Legal name of your firm, location, and phone number of the main office, number of employees, years in business, and years of experience providing the services requested in this RFP
- b. Team organization, all team members who will be involved in the Plan, their role, and their relevant experience
- c. List any special sub-consultants and their professional personnel who would be assigned to work on the Plan
- d. Describe any prior work completed for the Woodland Public Library, including any paid or pro bono work of any duration
- e. Describe any instances in which your organization failed to complete a contract or defaulted on a contract
- f. Describe any judgments or claims against your organization

4. References: Provide three (3) references and their contact information of current or former library clients.

5. Project Work Plan: Include a description of your organization's approach to the Plan, including methodology, tasks, and timelines.

6. Quality Assurance: Describe your internal quality control procedures.

7. Pricing: Provide pricing for the proposed program. Pricing must include all costs to successfully perform the scope of work and provide the features outlined within this document. All proposed costs shall be inclusive of all labor, materials, insurance, overhead, profit, subcontractor costs, warranty, and all other costs to complete the project.

8. Samples Provide samples of at least two facility master plans for past or current clients and their contact information. The client information may be the same as the references provided in Section 4 above.

9. Supplemental Material: Additional information that may assist the Woodland Public Library in its selection process. Additional information is not required.

SECTION 5. PROPOSAL SUBMITTAL REQUIREMENTS

Communications with the City

Proposers and proposers' representatives may communicate with the City only in the manner set forth in this RFP. There shall be no communication with any officer, director, employee, or agent of City with regard to this RFP or any proposer's qualifications, except as may be reasonably necessary to carry out the procedures specified in this RFP. Nothing herein prohibits proposers and their representatives from making oral statements or presentations in public to one or more representatives of the City during a public meeting.

Questions/Requests for Clarification

Questions regarding the content of this RFP or the selection procedures must be submitted in writing by email to greta.galindo@cityofwoodland.org. The City's reply to questions and/or requests for clarification will be provided by 4:00 pm PDT on August 17, 2016. Any amendments to or interpretations of the RFP shall be described in written addenda. All addenda issued shall become part of the RFP. If the City determines that the addenda may require significant changes in the preparation of proposals, the deadline for submitting the proposals may be postponed by the number of days that the City determines will allow proposers sufficient time to revise their proposals. Any new due date shall be included in the addenda.

Proposal Submittal

Each Proposer shall submit six (6) printed copies and one (1) electronic copy of the proposal to the City by 4:00 p.m., August 22, 2016. Late proposals will be returned unopened. Postmarks will not be accepted. No faxed or e-mailed proposals will be accepted. The proposal shall be delivered to:

Greta Galindo
Library Services Director
City of Woodland
250 First Street
Woodland, CA 95695

All proposals will become the property of City of Woodland. All costs associated with the proposal preparation will be borne by the Proposer.

SECTION 6. CITY OF WOODLAND RIGHTS

This RFP does not commit the City to award any agreement(s) or procure or contract for services.

The City reserves the right to modify or cancel in whole or in part this RFP, to reject any and all proposals, to accept the proposal it considers most favorable to the City's interest in its sole discretion, and to waive irregularities or informalities in any proposal or in the proposal procedures. The City further reserves the right to reject all proposals and seek new proposals when the City considers such procedure to be in its best interest.

SECTION 7. CONFIDENTIALITY

The California Public Records Act (Cal. Govt. Code § 6250 et seq.) mandates public access to government records. Therefore, unless the information is exempt from disclosure by law, the content of any request for explanation, exception or substitution, response to these specifications, protest, or any other written communication between the City and the Proposer shall be available to the public following the City's award of a contract.

If the Proposer believes any communication contains trade secrets or other proprietary

information that the Proposer believes would cause substantial injury to the Proposer's competitive position if disclosed, the Proposer shall request that the City withhold from disclosure the proprietary information by marking each page containing such proprietary information as confidential. Proposer may not designate its entire proposal as confidential.

If the Proposer requests that the City withhold from disclosure information identified as confidential and the City complies with the Proposer's request, the Proposer shall assume all responsibility for any challenges resulting from the non-disclosure, indemnify and hold harmless the City from and against all damages (including but not limited to attorneys' fees that may be awarded to the party requesting the Proposer information), and pay any and all costs and expenses related to the withholding of the Proposer information. The Proposer shall not make a claim, sue, or maintain any legal action against the City or its directors, officers, employees, or agents in connection with the withholding from disclosure of Proposer information.

If the Proposer does not request that the City withhold from disclosure information identified as confidential, the City shall have no obligation to withhold the information from disclosure and may release the information sought without liability to the City.