



Wright Memorial
Public Library

**Request for Proposals
Wright Memorial Public Library
Master Plan Study**

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December 15, 2014

Summary

The Wright Memorial Public Library is submitting this Request for Proposal (RFP) to interested and qualified library consultants to develop and prepare a “Master Plan Study” for our historic library building located at 1776 Far Hills Avenue, Oakwood, Ohio. The purpose of the Plan is to provide analysis, guidance, and a “road map” to explore modernization of library services and assure that the Library can accommodate the growing service, program, facility, and technology needs of its patrons.

To enable this directive, the Wright Memorial Public Library seeks a comprehensive analysis of the Library, its current facility, and service delivery methods, to determine the need for facility or service changes.

Background

The Wright Memorial Public Library is named in memory of the Wright family (Orville, Wilbur, and Katharine Wright). The Wright family was instrumental in the founding of the library, including serving on the library Board of Trustees in the 1930s. In 1937, the Library Board of Trustees placed a \$40,000 bond issue on the ballot for a library building to be built in a park named for Katharine Wright, Orville and Wilbur Wright’s sister. The land was leased from the city for \$1.00 per year for 99 years, renewable. Orville Wright offered \$100 to underwrite the cost of the campaign to pass the bond issue. The Oakwood Garden Club suggested the name Wright Memorial Library in honor of the three Wrights, and the Board of Trustees approved. The building opened February 14, 1939.

A new wing was added in 1964 to house an additional 8,000 volumes and air conditioning was installed. Employee facilities completed that project. In 1972, floor space was doubled to 13,800 square feet. The project enlarged the Children’s Department and areas of publicly accessible shelving, and added a meeting room, magazine storage area, book processing department, and Employee lounge.

Overflowing book shelves, deterioration of the building itself, and increased demand for audiovisual materials led in 1983 to an addition of 9,850 more square feet (for a total of 23,500 square feet) and a complete remodeling. An audiovisual room, a new children’s room, and a meeting room with a capacity of 75 were the major additions.

Library use continued to increase. In 1991, the Audiovisual Department converted to open shelving and Wright Memorial Public Library introduced the computerized catalog. Automation increased the speed and efficiency of repetitive tasks, including many behind-the-scenes library jobs, freeing more staff time for individualized service to patrons.

In 1997, the Library introduced OPLIN -- the Ohio Public Library Information Network -- which provides Internet resources for public libraries throughout the state. Also new in 1997 was the Electronic Notification System, which electronically calls to notify patrons when they have items on hold or overdue. The Library's web site was launched in 1999. In 2002, Wright Memorial Public Library became the first library in the area to offer a virtual reference service. EBooks were added in 2003. The Library joined the Ohio eBooks project in 2005 and began offering downloadable audio books. Wireless Internet access was provided for patrons in 2007.

In 2014, the Wright Memorial Public Library building on Far Hills Avenue celebrated its 75th birthday and was awarded the honor of being added to the National Register of Historic Places.

Located in the City of Oakwood, a bedroom community adjacent to Dayton, Ohio, the Wright Memorial Public Library serves a two square mile district of almost 10,000 residents. According to 2010 census data, the median age of residents is approximately 40 with the median family income of over \$110,000.

Most Oakwood housing is available in the \$95,000 to \$275,000 range. Estate homes can range up to \$850,000 in cost. Although much of the housing stock dates back to the 1920s and 1930s, virtually no substandard housing exists and residents are actively encouraged to maintain their surroundings. A wide variety of rentals include multi-family apartment buildings, converted duplexes in older homes, conventional duplexes and affordable single family homes.

Today, city services go beyond the traditional, to include back door refuse and recycling collection and snow removal on public sidewalks. Public tennis courts, gardens and parks are among the finest anywhere. The highly educated community (70% of residents have bachelor's degrees) is a strong supporter of educational institutions (including the library).

Scope of Work

The consultant's analysis will be used to evaluate whether the current facility can be renovated or if an expansion is needed to meet future needs. The successful consultant will develop a site master plan that can be used for the development of the Wright Memorial Public Library and surrounding property. The plan will encompass and unify the property, the building's three additions, the building's design aesthetics, and the library service programs with regard to both short and long term strategies.

The requested services include preparation of a site and facility master plan 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 analysis of the current facility's use of space, collections, staffing, and resources, both of the building's interior and exterior spaces. 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 Master Plan shall propose options for re-purposing and modifying the existing facility and/or new construction with estimates of the costs of the remodeling and/or construction. Increases in operations cost, including maintenance costs, shall also be identified and estimated.
- A first draft of the Master Plan will be presented to the Wright Memorial Public Library administration and the Facilities Committee of the Library Board of Trustees. The draft should contain recommendations for public service roles, collection development, program priorities, administrative organization, 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 Wright Memorial Public Library is seeking a visionary and a qualified consultant experienced in providing the services outlined above. The consultant should 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 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 associate 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 Master Plan proposal in print or email (as a pdf) by the required deadline. No fax copies will be accepted. Responders may feel free to include additional information that might be helpful in the selection process.

Timeline

Anticipated Schedule

Release Request for Proposals	Tuesday, December 16, 2014
Bidders’ Questions Due	Wednesday, January 7, 2015
Responses to Bidders’ Questions	Wednesday, January 14, 2015
Proposals Due	Monday, February 9, 2015
Interviews	Monday, March 2 to Friday, March 13, 2015
Authorization to Proceed	Monday, March 16, 2015
Draft Report at 50% minimum completion	Monday, May 18, 2015
Final Report Due	Monday, July 20, 2015

Proposal Submittal

Proposals are due on Monday, February 9, 2015 at 5:00 pm. Proposals may be submitted by mail or email as a PDF to:

Travis Bautz, Director
Wright Memorial Public Library
1776 Far Hills Avenue
Oakwood, OH 45419
937-294-7171
bautz@wrightlibrary.org

Faxes will not be accepted. 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 Wright Memorial Public Library Properties and Facilities Study	
Criteria	Rating
Firm & Individual Qualifications: 20 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 Points Subtotal for Firm & Individual Qualifications	
Capacity to Perform Work: 20 Points <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 Points Subtotal for Capacity to Perform Work	
References: 20 Points <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 Points Subtotal for References	

Price:	20 Points	
<ul style="list-style-type: none"> • Estimate of total fee including out-of-pocket expenses • Outline of payment requirements 		
Points Subtotal for Price Rating		
SUBTOTAL POINT SCORE		
Interview:	20 Points	
Points Subtotal for Interview		
TOTAL POINT SCORE		

Wright Memorial Public Library Obligations and Rights

This RFP does not and shall not commit the Wright Memorial 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 Wright Memorial Public Library reserves the right to accept or reject any or all responses to this RFP, to enter into a contractual agreement with any team submitting a response to the RFP, or to delay and/or cancel in part or in its entirety this RFP if it is in the best interest of the Wright Memorial Public Library, in its sole opinion, to do so.

The Wright Memorial 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 reserves the right to expand or reduce the work subject to negotiating with the successful contract.

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.

Additional Information

Additional information about the Wright Memorial Public Library can be found on our website, www.wrightlibrary.org. If you have any questions regarding this proposal, please contact:

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