

Request for Proposal Library Design and Space Planning Consultant

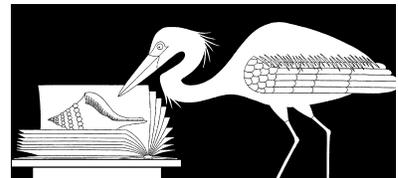
Sanibel Public Library District *Your Library Reimagined*

Issued by Sanibel Public Library District

RFP No. 2015-1

Proposals accepted until 5:00 pm ET, Tuesday, July 7, 2015

An electronic version of this RFP is available at: <http://www.sanlib.org/rfpreimagined.pdf>



Sanibel Public Library District
770 Dunlop Road
Sanibel, FL 33957
www.sanlib.org

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Introduction

Sanibel Public Library District (SPLD) is in the early stages of ***Your Library Reimagined***, and is seeking proposals from library interior design and space planning consultants to develop conceptual design(s) and provide cost estimates for interior remodeling of the approximately 30,000 square foot Sanibel Public Library (SPL or Library).

The Library is located on Sanibel Island in Southwest Florida and provides library services to a population of 6,000 to 30,000, depending on Winter or Summer Season. SPL is one of the top-ranking public libraries in Florida and is a leader in the state in per capita library use, circulation, computer and WiFi use, and public investment. SPL is ranked as a 5-Star Library by *Library Journal* (2011) and *Best Library in Southwest Florida* (2012). The remodel will serve to support current and future concepts in service delivery, focus on the Library as the hub of civic engagement and as your “living room”, provide an environment for reading, research, and enrichment by individuals and groups, offer state-of-the-art technology, and inspire lifelong learning for all our users.

Sanibel Public Library District is an independent special district created by the Florida Legislature, and is a governmental agency for all purposes under Florida Law. The Library is owned by the citizens of Sanibel Island, Florida and governed by a 7-member elected Board of Commissioners.

The Sanibel Public Library was constructed in 1994 and an addition for technology and AV was constructed in 2006.

Timetable

May 15, 2015 RFP released

July 7, 2015 RFP Responses due 5 p.m. ET

Proposed Timetable

July 8-10, 2015 Review of proposals

July 13-17, 2015 Notify short list of firms selected

July 27-30, 2015 Site visits to Library and interviews

August 2015 Selection of final firm; Library Board, staff, public input

November 2, 2015 Initial design plans and cost estimates due

November 2015 - December 2016 – public meetings/input

February 1, 2016 Final design plans and cost estimates due

Project Characteristics

This interior remodel project is primarily expected to encompass seating and collection areas in the public spaces of the Library including Adult, Teen, Youth, Reference, Archives, Computer Labs, and Lobby, as well as the staff workspace and offices, totaling approximately 30,000 square feet. The collection size is 80,000 including print and AV. There are 13.5 FTE staff. The design should be cost-effective and incorporate sustainable and green remodeling practices, making use of existing features, shelving, and furniture whenever feasible and desirable. Elements of the design should incorporate portability to allow for multi-use spaces to

accommodate special events including programs, lectures, receptions, and other educational and cultural activities.

Elements of the remodel with high priority may include but are not limited to:

- A centrally located information desk visible to customers when they enter the main area of the library that is in sight of Youth, Teen, and Computer Lab areas.
- Improved design of information desk: better use of space, lower counter area, more conducive to work flow.
- A floor plan allowing for “living rooms” to include seating. Also providing for quiet reading area(s) insulated somewhat by layout. Technology and access to OPACs should be more integrated into stacks.
- Oversize books reading area allowing for easy access to large art and photography books, and atlases, for example.
- Public computer lab(s) allowing for express use and for extended quiet research use.
- Self-check machines, copy machines, fax machines and other equipment near/in line of sight of a public desk.
- Easily accessible high-use collection areas such as New Books, DVDs, CDs, Large Type.
- Fully-equipped study/tutoring rooms for 2-4 people.
- Recast meeting rooms as collaborative spaces with technology.
- Sanibel Room featuring archives, history, and items of local interest, with seating.
- Space for Library portable coffee bar, perhaps in Lobby.
- Public art walls, display areas.
- Puzzle, chess, board game area.
- Makerspace area(s).
- Storage for display items and brochure incorporated into features where possible and increased areas/opportunities for material and seasonal displays.
- Space and wiring available for digital signage.
- More efficient use of workroom and office space for work desks, computers, printers, and storage.

Required Information from Interested Firms

Include the following information:

- Name and address of firm
- Principals of firm
- Resumes or brief background descriptions including relevant experience of the proposed project staff
- Description of previous experience with library interior design and space planning
- A list of at least 3 projects of similar scope and size, preferably libraries, with the following information:
 - Project name and location
 - Project type (remodel, expansion) and description, including energy savings and sustainable or creative concepts used
 - Date
 - References (name, relationship to project, address, phone number, email address)
 - Square footage involved
 - Estimated and completed costs

- Description of how the firm would approach the project and gather information to develop the design(s), including soliciting public comment
- Discussion of whether the firm would oversee the project or would propose hiring a project manager
- Commitment to complete design and space planning, including detailed cost estimates, for initial review by November 2, 2015, and final plans by February 1, 2016

SPLD reserves the right to contact any and all references to obtain, without limitation, ratings for the following performance indicators:

- How would you rate the firm's efforts in providing the service as requested?
- How would you rate the overall knowledge and skills of the team in the requirements of the project?
- How satisfied were you with the service provided by this company?
- Would you contract for service again in the future?

Proposer shall provide information that documents its firm's experience and capacity to produce the required outcomes. Proposer is defined as the company, entity, or partnership that is submitting a proposal under this RFP, not individual companies in a partnership of joint venture. This information shall include:

- Form of Ownership.
- Number of years the proposer has been in business under its current name. Description of the length and nature of the proposer's experience in providing the products and services requested in this RFP.
- State if the proposer is presently negotiating a sale, acquisition or merger that would alter the proposer's existing structure.
- Disclosure of any pending lawsuits against the proposer or against others; and if none, state that.
- Any other information that demonstrates the proposer's experience, ability and capacity to produce the required outcomes requested in this RFP.

General Information

Questions about the requirements in the RFP should be submitted by email to Margaret Mohundro, Executive Director (mmohundro@sanlib.org). If the questions materially affect the RFP specifications, all proposers will receive copies of the questions and responses without identification of the source of the questions.

Responses to the RFP

Proposals will only be accepted from a single firm, not from joint ventures. When two or more firms desire to submit a single proposal, they shall do so as prime/subcontractor(s). All documents, including proposals, submitted to SPLD become the property of SPLD. They will be received and held in confidence until proposals are opened publicly by SPLD. All proposals shall be subject to the provisions of the Florida Public Records Act and subject to disclosure except as may be exempt by state or federal law, such as proprietary information, security information, or other information exempted by law; however, this must be clearly indicated and requested in the proposal submission.

Fees

The fee structure shall be written in the proposal and also stated in figures. The sales tax exemption status of SPLD shall be taken into consideration. Proposers are requested to indicate on the proposal if they will extend the pricing, terms and conditions of current contracts with Florida governmental entities to SPLD. No proposer will be allowed to withdraw and resubmit its proposal, for any reason whatsoever, after the proposals have been opened, without permission of SPLD.

Total Consultant Cost

Cost quotes and payment terms should be included for all service. SPLD will not reimburse proposers for any costs involved in the preparation and submission of responses to this RFP or in the preparation for or participation in any subsequent demonstrations and meetings prior to selection. Furthermore, this RFP does not obligate SPLD to accept or contract for any expressed or implied services. SPLD reserves the right to request any proposer to clarify its proposal or to supply any additional material deemed necessary to assist in the evaluation. All proposals and submissions shall become the property of SPLD upon receipt and may be used by SPLD in the selection of a proposer and may be incorporated into any final agreement between SPLD and the proposer submitting same.

Selection Criteria

The criteria which will be used in evaluating proposals include:

- Appropriate expertise for this type of project
- Demonstrated experience of innovative design solutions for projects of this type and past performance of proposer as per clients
- Knowledge of the regulations governing the design, construction and operation of such facilities in the State of Florida and the City of Sanibel
- Compliance with format and contents of proposal
- Total fees

Negotiation

SPLD reserves the right to enter into negotiation with one or more proposers. SPLD reserves the right to reject all proposals.

Award of Contract

SPLD shall have a period of 120 calendar days after opening of the proposals in which to award the contract.

Contract Documents

The successful responder will be expected to enter into a contract with SPLD pursuant to the documents including the RFP, the proposal, the summary of negotiation, and any and all other additional materials submitted by the proposer. The only official answer or position of SPLD will be the one stated in writing.

Proposal Submission

The entire proposal must be delivered in a sealed envelope or package and clearly marked as Your Library Reimagined PROPOSAL with the RFP number that appears on the cover sheet of the RFP (RFP No. 2015-1). One copy shall be marked as "Original" and must contain an original signature. Four additional copies must be included. One electronic copy in PDF format

must be included. Proposals are due Tuesday, July 7, 2015 by 5:00 p.m. local time and shall be delivered in a sealed package to:

Sanibel Public Library District
RFP No. 2015-1
ATTN: Margaret Mohundro
770 Dunlop Road
Sanibel, FL 33957

Proposals may be delivered by hand, mail, or courier service. Proposals received beyond the deadline will be returned, unopened.

Your Library Reimagined

Sanibel Public Library and the Future

Executive Summary

The Sanibel Public Library serves as a community anchor that encourages discovery, enrichment, and lifelong learning. The Library offers educational and informational programs, print and digital books, access to research databases, meeting spaces, and instruction on how to use new technologies.

Libraries demonstrate their value by responding to issues and identifying trends that impact a community. Great libraries serve local needs. Great libraries are global. Great libraries are both destinations and repositories. Books and digital resources support educational goals from early literacy through lifelong learning. Library programs provide learning opportunities and entertainment for children and adults. Library collections include books and resources that represent the diversity of people, cultures, and experiences that make up the world.

The Sanibel Public Library is responding to ever-changing needs while maintaining what is good about the last 100 years of library service and embracing what the next few years are bringing, with a focus on fresh, new, dynamic services and programs.

Public Programs

The Sanibel Public Library has always been a dynamic institution – serving numerous purposes and growing as new public needs arise. Its role as community anchor, center for education and lifelong learning, and cherished public space has led it to become a center of Island social and cultural life. The breadth, variety, and numbers of programs presented in all types of libraries are expanding tremendously – 54% in the last 10 years nationwide. Sanibel Public Library provides storytimes, museum-quality exhibits, compelling art displays, and issues-based discussions. It has responded to the growth in computer technology by providing both access and training, from workshops to 3D printing demonstrations to gadget petting zoos. At the same time, the Library continues to expand author talks, book discussion groups, craft instruction, and other programs upon which the community has come to depend. The growth of the history presentations and the Library Author Series have been particularly notable and require expanded multipurpose areas to accommodate participants. The Library addresses community needs by offering spaces for patrons, residents, and visitors to discuss issues, conduct tutoring and home-school sessions, collaborate on projects, participate in job interviews and business ventures, learn new languages, or take online courses.

Access

The Library's role in promoting equitable access to information, and being a welcoming place to all who enter its doors, continues to be critical to the community. Whether using a computer or reading a newspaper, browsing bookshelves or searching for a movie, meeting with friends or researching family genealogy, the Sanibel Public Library continues its services to meet the diverse needs of the community. Emergence of wireless printing, downloadable ebooks and audiobooks, digitization, electronic document design, streaming media, collaborative learning, and videochatting are supported by the Library's robust Internet and wifi service. Additions including Facebook and Twitter, plus a planned web site upgrade to address user needs, further support the varied ways to reach the public.

Collections

The Sanibel Public Library's collection is broad, but focuses on current popular fiction and bestsellers, lifestyle and travel, culture and history, reflecting the community. An excellent selection of large print and audiobooks addresses particular needs of Sanibel's library users. The magazine collection is large and diverse for a library of its size. Additions of puzzles, board games, and Scrabble and chess clubs bolster the Library as your "living room" concept and reinforce the community anchor idea. With more than 20 checkouts per year per capita (twice the national average), Sanibel shows it is a real reading community, and the Library seeks to support and reinforce that through responsive collection development practices. The Library has found much success with displays, themed featured books and AV, and other methods to merchandize and to increase circulation. Newer online services help readers find full catalogs of a writer's work or discover similar authors.

Children's and Teen Services

Libraries engage our community's youth; from preschool through the teen years, with books, digital resources, and a wide array of programs. Early literacy services at the Sanibel Public Library include books, e-resources and programs that introduce words and concepts. Additions of early literacy computers and software and the early learning corner further this activity. Read2Me chairs involve parents in the learning process. Diverse literature collections and R.E.A.D. (Reading Is for the Dogs) spark children's imaginations. Recognizing the growing independence of young adults and teens, Sanibel Public Library offers TeenSpace as a place for them to hang out, read, do homework in groups, and try out new software. The new FabLab supports Science, Technology, Engineering, and Math (STEM) by providing collaborative space for constructing and taking apart electronics, learning computer programming, and building working robots (Lego League).

Sanibel Collective Memory

Written records provide essential clues to the past. Through maps, drawings, letters, diaries, and also through the audio and visual records of more recent times, Islanders have been able to study and understand much about the history of families, communities, businesses, and organizations, the history of specific events and broader societal trends, and the history of Sanibel in general. These archival materials

contribute to the unique historical and cultural heritage of Sanibel and are part of our community's collective memory. It is the responsibility of the local public library to preserve and provide access to these unique materials and offer access locally and globally. The Library is embarking on the Sanibel Memory Project to provide this service, reorganizing existing digital collections and planning expanded digitization of the collection.

The Space

Emphasis has been on the Sanibel Public Library as *place*. It is important to mention the Sanibel Public Library as *space*, too. Residents and visitors are rightfully proud of the public library – with its soaring lobby, charming children's room, inspiring architecture, beamed ceilings, stunning views, reading porches, and more. Beautiful public buildings reveal the personalities and priorities of their stewards and show that Islanders place prime importance on cultural institutions. Maintaining the beauty and quality of the Library is vital in any conversations about reimagining the place and the space. The Library as your living room theme is paramount here – focus is on comfortable and useful seating arrangements for socialization and for quiet contemplation and study, realignment of views toward reading porches and the river beyond, maintaining the charm and playfulness of the children's area, and keeping TeenSpace as something owned by teens and 'tweens.

What's Next?

How do we maintain what's best, and also address the future of expected and unexpected trends, updated service models, and varying library user needs? Several themes emerge:

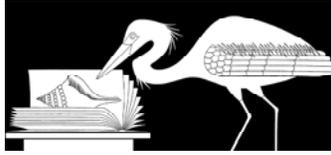
- No more siloed service desks; rather, user-centered service design.
- Focus on spaces for people, not spaces for things.
- Adapt the existing facility for more flexible use; portability.
- Employ technology more effectively in order to improve internal operating efficiency and better serve Library users; smaller service desks, collaborative spaces, multiple technology access points.
- Focus on what we do, not what we have.

How do we get there? A list of options for reimagining might include:

- A centrally located information desk visible to customers when they enter the main area of the library that is in sight of Youth, Teen, and Computer Lab areas.
- Improved design of information desk: better use of space, lower counter area, more conducive to work flow.
- A floor plan allowing for "living rooms" to include seating. Also providing for quiet reading area(s) insulated somewhat by layout. Technology and access to OPACs should be more integrated into stacks.
- Oversize books reading area allowing for easy access to large art and photography books, and atlases, for example.
- Public computer lab(s) allowing for express use and for extended quiet research use.

- Self-check machines, copy machines, fax machines and other equipment near/in line of sight of a public desk.
- Easily accessible high-use collection areas such as New Books, DVDs, CDs, Large Type.
- Fully-equipped study/tutoring rooms for 2-4 people.
- Recast meeting rooms as collaborative spaces with technology.
- Sanibel Room featuring archives, history, and items of local interest, with seating; include a digitization lab.
- Space for Library portable coffee bar, perhaps in Lobby.
- Public art walls, display areas.
- Puzzle, chess, board game area.
- Makerspace area(s).
- Pivot focus to best sightlines – lower shelf heights, highlight windows and views, use floorplan to guide users to seating, quiet areas, technology.
- Uniform use of signage, use art and bold graphics in place of signage.
- Storage for display items and brochures incorporated into features where possible and increased areas/opportunities for material and seasonal displays.
- Space and wiring available for digital signage.
- More efficient use of workroom and office space for work desks, computers, printers, and storage.

Let us acknowledge our beginning, build upon our present, and look to our future. Research, public engagement, and anticipation of user needs will guide us toward reimagining the Sanibel Public Library and position it for the next decade of exemplary, innovative, and responsive library service.



Sanibel Public Library District Strategic Plan 2011-2016

Mission:

The Sanibel Public Library enhances the quality of life of Sanibel residents and visitors by providing opportunities and experiences that encourage discovery, inspiration, and enrichment for the mind.

Strategic Initiatives:

- Deliver Excellent Customer Service, Products, and Programs
- Maintain an Attractive and Inspiring Library Environment
- Deliver Convenience and Innovation through Technology
- Provide Useful and Meaningful Communications
- Provide Effective Organizational Development
- Manage Finances to Create Financial Security and Sustainability for the Future

Deliver Excellent Customer Service, Products, and Programs

Goal 1: The Sanibel Public Library provides a collection of current, high-demand, and high-interest materials as well as recognized classics in a variety of formats for users of all ages.

Goal 2: The Sanibel Public Library is user-friendly and easy to navigate, with convenient services to expedite efficiency.

Goal 3: The Sanibel Public Library delivers programs and products that both reflect and anticipate customer needs.

Goal 4: The Sanibel Public Library is committed to preserving the cultural and historical heritage of the community through archival and preservation practices.

Goal 5: The Sanibel Public Library welcomes development of partnerships with and support for other community institutions to expand its reach and enhance services.

Maintain an Attractive and Inspiring Library Environment

Goal 1: The Sanibel Public Library functions as a welcoming, attractive, safe community and information center and incorporates responsible environmental practices.

Goal 2: The Sanibel Public Library supports good stewardship of public investment by ensuring timely and quality upgrades and improvements in all areas of the facility.

Deliver Convenience and Innovation through Technology

Goal 1: The Sanibel Public Library integrates state-of-the-art technologies that improve and enhance the delivery of library services and that support user and staff needs.

Goal 2: The Sanibel Public Library employs technology to manage efficient use of resources and to create new ways of accessing information.

Provide Useful and Meaningful Communications

Goal 1: The Sanibel Public Library experience is deployed through a variety of external and internal communications methods using marketing, public relations, media relations, partnership development, and word-of-mouth.

Goal 2: The Sanibel Public Library emphasizes its brand identity and implements it consistently through various communications tools including online and print.

Provide Effective Organizational Development

Goal 1: The Sanibel Public Library strives to create a culture of innovation and creativity through challenging, productive work; service standards; and job expectations.

Goal 2: The Sanibel Public Library values its staff by offering fair and competitive compensation and encouraging continuous learning and intellectual growth through professional development and training.

Manage Finances to Create Financial Security and Sustainability for the Future

Goal 1: The Sanibel Public Library adheres to GASB principles and processes to maintain financial integrity.

Goal 2: The Sanibel Public Library continues to develop additional sources of funding including authorized investments, grants and Sanibel Public Library Foundation support.

Goal 3: The Sanibel Public Library continues to provide timely and accurate reporting while consistently providing the community with excellent services.