

WARWICK PUBLIC LIBRARY

REQUEST FOR PROPOSALS

Bid L2020-01 Library Strategic Planning Services

The Board of Trustees of the Warwick Public Library (also referred to as the Board of Trustees, Trustees, Library, and Warwick Library) is seeking a Firm (also referred to as Bidder and Respondent) with expertise in Library Planning to work on the 2020-2025 Warwick Public Library Strategic Plan. (This plan would begin on July 1, 2020 and run through June 30, 2025).

Sealed proposals, marked as “**Bid L2020-01 Library Strategic Planning Services**”, will be received until noon on Monday, December 9, 2019 in the Administrative Office, Warwick Public Library, 600 Sandy Lane, Warwick, RI. 02889. Proposals will be opened publicly commencing at 12 noon on the same day.

Awards will be considered on the basis of the lowest evaluated or responsive bid price as per our specifications, although the Library Board of Trustees is not obligated to accept the lowest bid, and reserves the right to reject any and all bids or amend the scope of the project. Please note that no proposals can be accepted by e-mail or fax.

1.1 Purpose

The purpose of these services is to assist the Board of Trustees of the Warwick Public Library in establishing a long-term strategic plan, which will have goals, objectives, and strategies for Library operations.

1.2 Background

The Warwick Public Library is a municipal library located in Rhode Island’s third largest city (population 81,000). The Central Library building is 63,500 square feet, has a staff of 35 FTEs, including 13 professional librarians, and an operating budget of over \$4.5 million. The Library also has three small branches. It is one of the busiest libraries in the state, with nearly 400,000 visitors annually, a circulation over 600,000 items, and program attendance exceeding 26,000 people. The Library has a reputation for excellence and technological innovation.

1.3 Preferred Qualifications

- Previous experience working with public libraries
- Previous experience facilitating the strategic planning process in a wide variety of organizational settings.

1.4 Desired Objectives and Processes

- Explain strategic planning process to staff and the Board of Trustees, including the development of a planning committee.

- Gather data about existing library operations and community indicators, including census data, community feedback surveys and other essential information. Analyze data in preparation for the planning committee meetings.
- Conduct a staff and Board focus group which includes a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis.
- Facilitate a community focus group. The successful Respondent will work with the Library staff and Board to move the community through a process in order to determine programs and services that need to be maintained, those that need to be expanded, and new services that should be provided.
- Facilitate Planning Committee meetings.
- Draft a final plan to be presented to the Library Board for adoption
- Be available to the Library Board and Director for follow-up questions as needed.

1.5 Timeline

Begin the planning process in January 2020 and complete the plan for Board approval by June 24, 2020.

1.6 Regulatory Requirement

The Firm will need to be familiar with Rhode Island and the City of Warwick ordinances, restrictions and processes throughout the project, especially those pertaining to libraries.

1.7 Deliverables

All deliverables will be submitted to the Warwick Public Library in hard copy and original electronic format. A final overview of the project must be submitted in the form of a PowerPoint or Keynote presentation for Library use, complete with photographs where applicable. All work produced for this project will become the property of the Warwick Public Library.

1.8 Community Outreach

Your firm will be expected to conduct community focus groups. The participants will be invited by the Library Board and staff. The focus groups will include:

- The Warwick Public Library Board of Trustees
- The Warwick Public Library staff
- The Friends of the Warwick Public Library
- A group consisting of representatives from local groups, residents, and City staff and City government.

2. Information and Submission Requirements

1. Proposals will be accepted until 12 noon on December 9, 2019.
2. The Warwick Public Library Board of Trustees and Director will review the proposals and select the most highly qualified firm(s) to contact for further screening as it deems appropriate.
3. The RFP will detail costs, terms and conditions.
 - **Costs must be itemized by each phase of the process**, in case the Library Board decides to hire a firm to do only part of the Strategic Planning Process.
4. Proposals will be prepared and submitted at the sole cost and expense of the Respondent, and shall become the property of the Warwick Public Library. Proposal documents will not be returned.
5. Respondents will indemnify the Warwick Public Library from any and all debts, claims, and liabilities arising out of the proposal or performance of the project as a result of the firm's error, omissions, neglect, etc.
6. The Library reserves the right to negotiate with Respondents on the scope of the project, fees, timelines, and other components of the project, whether or not the proposal was deemed the lowest cost to the Library.
7. Firms may not subcontract any work without prior written authorization by the Warwick Public Library. This shall in no way bind or prevent the Library from performing, requesting quotes or proposals, bidding, or contracting any services separately.
8. Questions regarding the RFP should be submitted to the Library Director, Chris LaRoux, 401-739-5440 x9760 or laroux.chris@gmail.com.

2.1 Statement of Qualifications Requirements

1. State the name, address, and brief history of the firm.
2. Include a resume of the key personnel and manager of the firm.
3. Provide examples of related experience performed by the firm during the previous three (3) years, which are similar to those outlined in Section. 1.4.
4. Provide a statement describing your approach to project management.

3. Evaluation Criteria

Evaluation of Proposals shall be based on the following:

- Depth of knowledge of library strategic planning
- Ability of Respondent to deliver an accurate and legitimate product for the Warwick Public Library Board of Trustees' approval and acceptance.
- Experience at soliciting public input in the process and incorporating suggestions that embrace the priorities of the public input.
- Success in utilizing multiple communication platforms to elicit public input.
- Previous experience with similar projects.
- Depth of knowledge of library facility accessibility guidelines.
- Completeness of proposal
- Any other items that the Warwick Public Library Board of Trustees deems appropriate.

4. Fee Proposal

The Firm shall submit a total fee for the above referenced services, as well as itemized fees for each phase of the process. The Firm shall submit hourly cost of ongoing consulting services after the implementation phase if supplemental services are required.

5. Selection Process

The Warwick Public Library Board of Trustees will review all proposals, and may select some Respondents for interviews. Awards shall be made on the basis of the lowest evaluated or responsive bid price as per our specifications. The Library Board of Trustees is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project. The Board of Trustees reserves the right to award in whole or in part.

Proposals will be judged on:

- Qualifications and experience
- Demonstrated ability to provide desired services
- Costs for services offered

6. Bidding Requirements

The Firm will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified. In the event of noncompliance, the Library may declare the Firm in breach and take any necessary legal recourse, including termination or cancellation of the contract.

A Firm filing a bid thereby certifies that no officer, agent, or employee of the Warwick Library or City of Warwick, RI, has a pecuniary interest in the bid or has participated in contract negotiations on the part of the Library. That the bid is made in good faith without fraud or collusion, or connection of any kind with any other bidder for the same call for bids and that the bidder is competing solely in his/her own behalf, without connection with, or obligation to, any undisclosed person or firm.

Any deviation from the specifications must be noted in writing and attached as part of the bid. The Bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from the specifications.

Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after its opening.

The Firm must carry sufficient liability insurance and agree to indemnify the Library against all claims of any nature, which might arise as a result of its operations or conduct of work.

An IRS form W-9 must be completed and submitted when the contract is awarded.

The Library is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The successful bidder must comply with all Rhode Island Laws, applicable to public works projects, including but not limited to provisions of Chapter 13 of Title 37 of the Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state, and federal laws.

The Library reserves the right to terminate the contract or any part of the contract in the best interests of the Library, upon 30-day notice to the Firm. The Library shall incur no liability for materials or services not yet ordered if it terminates in the best interests of the Library.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this solicitation, which may be required or requested by the Library, shall be the sole responsibility of and shall be borne by the Respondent.

If the Respondent is awarded a contract in accordance with this solicitation and fails or refuses to satisfy fully all of the Respondent's obligations there under, the Warwick Public Library shall be entitled to recover from the Respondent any losses, damages, or costs incurred by the Library as a result of such failure or refusal. **The Library reserves the right to rescind an award for non-compliance to bid specifications.**

BID FORM

Warwick Public Library

Bid L2020-01 Library Strategic Planning Services

FIRM NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

(Attach brief history of the Firm and resumes of key personnel and manager who would be working on this project. Also attach past three years of related experience (libraries and contact information) and approach to project management as listed in **2.1**)

FEES

- \$ _____ Explain strategic planning process to staff and Board of Trustees
- \$ _____ Gather and analyze data about existing library operations, etc.
- \$ _____ Conduct Staff and Board Focus groups
- \$ _____ Conduct Community Focus group
- \$ _____ Draft a Final Plan and present to Board of Trustees
- \$ _____ Follow-up hourly rate
- \$ _____ Total Fee for doing entire project, if different from total of individual fees.

(Additional phases and fees can be attached)

Authorized signature: _____

Title _____

Print Name: _____ Date: _____