

SALEM TOWNSHIP PUBLIC LIBRARY

Request for Qualifications Facilities Planning Consultant Services

Issue Date: January 26, 2024

The Salem Township Library Board of Trustees ("Library") is issuing this Request for Qualifications ("RFQ") for facilities planning consultant services for development of a plan for a library building facility project ("Project").

Overview

The Salem Township Public Library seeks qualified consultants to submit a Statement of Qualifications ("SOQ") for facilities planning consulting services, including facilities planning, public library sector trends assessment and visioning, community demographic assessment, and conduct and assess the outcomes of a community engagement process. The facilities planning consultant will assess future library facilities needs and programming allocations for services provided to the Library's service area. The chosen consultant will work with the Library to make recommendations for the size and location of a future public library building.

Project Description

The Salem Township Public Library is located at 535 West Pike Street, Morrow, Ohio 45152 in the Morrow Shopping Plaza. It is a township library, established in 1884, which operates today in accordance with §3375.10 of the Ohio Revised Code. The Library is a separate legal entity from the Township, and is a fully funded political subdivision, receiving the majority of its funding from the State of Ohio and locally voted property taxes. The Library is governed by the three-member Board of Library Trustees.

Although its history is rooted in Salem Township and the Village of Morrow, in 1983 the State Library Board of Ohio approved expansion of the library's service area to include:

Service area	Approximate current population
Salem Township, including the Village of Morrow	5,215
Hamilton Township	30,587
Harlan Township, excluding that portion located in Blanchester Local School District	4,929
Washington Township, south of State Route 350	1,376
Total service area population	42,107

Today, the Library continues to serve this growing population from a leased space in the Morrow Shopping Plaza, with services ranging from traditional circulation loan of books,

print materials, and media, to programs for children and teens, to literacy outreach programming, including contributions to the Warren County Imagination Library and Adult New Reader programs.

The Library plans to construct a stand-alone library building, and views the facility consultation and planning process as a critical component of the effort to assess future facility needs and prioritize future capital investments. During the planning process, the Library expects to evaluate a number of criteria, including but not limited to building location and size, population served, growing needs of the community, and usage statistics. The plan for the new facility will address space constraints, improved technology, and the changing dynamics of the library service model. The Facilities Planning Consultant will be an asset to the Library's planning efforts and a guide to the ideal building project for the Salem Township Library service area.

Project Budget

The total budget for the building project, to include all planning, real estate acquisition, professional design, preconstruction, construction fees, and all furniture, fixtures, and equipment is approximately \$5,000,000.00.

RFQ Estimated Schedule

Friday, January 26, 2024	RFQ Issued
Tuesday, February 20, 2024 at 4:30 p.m.	Deadline for questions submission
Monday, February 26, 2024	Final Addenda published addressing inquiries
Friday, March 8, 2024 at 4:30 p.m.	Submission Deadline for Statements of Qualifications
March 11 – April 10, 2024	Evaluation, rankings, and negotiations period
April 11, 2024	Contract Approval and Notice of Intent to Award

Submittal Instructions

Interested firms should submit three (3) copies of their Statements of Qualifications. The envelope shall be plainly marked on the outside "Salem Township Public Library Facilities Planning Consultant Statement of Qualifications."

Submittals shall also be sent electronically to the email address indicated below. Submittals must be delivered to the following address, before the submittal deadline of 4:30 pm. EST on Friday March 8, 2024:

Attn: Craig Shufelt, Library Director
Salem Township Public Library
535 West Pike Street
Morrow, Ohio 45152
shufeltcr@salem-township.lib.oh.us

The Library reserves the right to waive any defect or technicality in any SOQ received or to eliminate any firm that submits an incomplete or inadequate SOQ or that is not responsive to the requirements of this RFQ.

The Library reserves the right to decline all submissions and readvertise this RFQ.

Preliminary Scope of Services

The facilities planning process is expected to address and include the following:

1. Future building assessment based on location, size, infrastructure, and functionality;
2. Demographics assessment based on public library sector trends, community demographic data, and community engagement process led by the selected consultant;
3. Building plan, including an assessment of future library building needs and programming allocations for services to the Library's service area. Plan should include recommendations concerning adequate building square footage and location of future library facility;
4. Project execution and project management – The selected planning consultant is expected to:
 - a. Build a strong planning team;
 - b. Serve as project manager and lead the planning team by being responsible for the management of the work of the team as a whole and of individual members of the team;
 - c. Establish and keep an approved timeline;
 - d. Drive the process;
 - e. Perform an extensive community engagement process that includes comprehensive community focus groups.
 - f. Apply research and assessments in a meaningful way;
 - g. Analyze and resolve challenges identified through the process;
 - h. Ensure the process maintains the integrity of the Library's public purpose to serve the community;
 - i. Craft conclusions into a final, executable plan;
 - j. Ensure project goals are met;

- k. Work with the Library team to ensure communication with internal and external stakeholders.

The ability to deliver a building plan that is realistic to implement and adaptable to meet the changing needs of the library and our community will be essential. In addition, the plan must be easy to understand and easy to communicate at both the strategic and tactical level.

Questions, Clarifications, and Addenda:

All questions concerning this RFQ shall be directed in writing via email to Craig Shufelt, Library Director, at shufeltcr@salem-township.lib.oh.us. Questions will be reviewed and the Library will determine whether any addenda should be issued as a result of any pertinent or substantive inquiries. Addenda will be issued to all firms that have requested the RFQ for the Project.

Firms shall not rely on any oral instructions or answers.

Qualifications:

Submittals shall include the following:

1. Information about the firm's history.
2. A description of the firm, i.e., the form of business structure (corporation, partnership, joint venture, etc.) that is responding and will serve as the Planning Consultant for the Project. The SOQ shall identify the portion of the work that will be undertaken directly by the Respondent and what portions of the work will require outside consultants and vendors, if any. List consultants used by the team to provide services that are part of the Project. Include specific reference to library facilities planning experience. The Library will have the sole right to approve any outside consultants and vendors.
3. At a minimum, the SOQ shall identify the key members of the team assigned to the Project and their respective roles, education, technical training, and experience of owners and key personnel.
4. Competence to perform the required service as indicated by the technical training, education, and professional experience of the firm's key personnel, especially that of the employees within the firm who would be assigned to perform the services.
5. The firm's experience and past performance providing substantially similar services, including public library facilities planning services.
6. Ability of the firm in terms of its workload and availability to provide services competently in an efficient and timely manner.
7. The firm's location and proximity to the site for the purpose of attending regular, in-person meetings.

8. Past performance as reflected in evaluations of previous and current clients for which the firm has provided or is providing similar services. Please include a list of three (3) relevant projects involving similar services performed by the firm during the past five (5) years.

9. Professional liability insurance coverage and claims history, including errors and omissions. Please include:

- The coverage amounts and types of insurance coverage, particularly the firm's commercial general liability and professional liability limits;
- Specific information about any claims asserted against the firm or its professional liability carrier within the last ten (10) years, including the resolution of the claim(s).

10. Project approach, including facility assessment experience. Specific examples of facility assessments should be included.

11. Include a summary of your team's typical services and support materials provided as part of prior facility plans.

12. Describe the firm's approval and methodology related to progress meetings and presentations to the Library's key stakeholders.

13. Describe any special equipment, software or procedures available to the firm which will facilitate the completion of the project.

14. Include any other information documentation believed to be pertinent, but not specifically mentioned in this RFQ, which may be useful and applicable to the Library.

15. Disclose all declarations or termination for cause against the firm with respect to such services, suspension from submitting proposals for or entering into any government contract within five (5) years of the SOQ submission date.

16. Emphasis should be on conformance to the RFQ instructions, responsiveness to the RFQ requirements, completeness and clarity of content and should minimize extraneous marketing materials.

17. Costs for developing the Qualifications are entirely the responsibility of the Proposer and shall not be chargeable to the Library.

Evaluation Criteria & Selection Process:

The Library's evaluation team will evaluate responses received for this RFQ. Qualified firms will be ranked and the Library will notify the top-ranked firm to discuss availability to complete the work, verify scope of work, and negotiate a fee proposal. If the top-ranked firm is not available to complete the work or the fee proposal is not acceptable to the Library, the Library will go to the next ranked firm to attempt to negotiate a contract, and so forth, until a contract is successfully negotiated with a qualified firm. The Library reserves the right to terminate the negotiation process and to not enter into a contract for services with any respondent firm.

Specific criteria that will be considered during the evaluation include:

- Public/Civic/Library design experience
- Team qualifications, references and demonstrated capacity to implement and complete planning processes
- Approach to collaboration with Library staff and other design professionals
- Quality of the SOQ, including adherence to instructions
- References

The Library reserves the right to waive irregularities in any SOQ submission, to request additional information from any firm that submits its qualifications and an SOQ for consideration, and to reject any or all submittals. The submission of a firm's qualifications does not result in any right to be included in the prequalified file of design professionals if the Library's selection team determines that the firm is not qualified to provide design services.

Proposal Evaluation

Category/Criteria	Point Range	Points Earned
Consultant Background and Experience <ul style="list-style-type: none"> ▪ Number of years in business ▪ Experience and references ▪ Adequate size and availability of team 	0-15	
Consultant Approach and Philosophy <ul style="list-style-type: none"> ▪ Planning process ▪ Community engagement process ▪ Project management 	0-25	
Ability to Meet Scope of Work <ul style="list-style-type: none"> ▪ Clear outcomes and assessments of needs ▪ Realistic timeline ▪ Executable plan ▪ Proximity to Salem Township 	0-25	
Technical Qualifications <ul style="list-style-type: none"> ▪ Variety of consultants in various technical disciplines (engineering, architecture, etc.) ▪ Industry specialization ▪ Qualifications and experience in public sector facility planning 	0-30	
Other Relevant Considerations <ul style="list-style-type: none"> ▪ Distinguishing characteristics of consultant ▪ Exceptional work experience ▪ Uniqueness of approach 	0-5	

Total Points: 0-100
