



Request for Proposal (RFP)

March 28, 2023

RFP Subject: Le Mars Public Library Space Needs Assessment

Submitted only to: Le Mars Public Library Director
Le Mars Public Library
46 1st Street Southwest
Le Mars, IA 51031

All questions shall be directed to:

Shirley Taylor, Library Director
Le Mars Public Library
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Le Mars, IA 51031
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712-546-5004 (ph)

While conversations are permissible, verbal answers will not be authoritative.

Project Description

The Le Mars Public Library is seeking proposals from consultants with experience and expertise and space needs assessment and facilities planning for public libraries.

Proposed Project Schedule

Date	Task
On or before Wednesday, March 30, 2022	Issue RFP
April 6, 2022, before 5 PM	Deadline for questions
Monday, April 18, 2022, at 1:00 PM	Closing date for receipt of written proposals
Monday, May 9, 2022	Evaluation of qualifications and interviews (if necessary) Approval of vendor at monthly Library Board meeting.
On or before June 1, 2022	Contract begins
On or before July 1, 2022	Delivery of Space Needs Assessment

General Background

Le Mars, Iowa is a rural community located in NW Iowa and is home to the Blue Bunny ice cream/Wells Enterprises, Inc. In the 2020 census Le Mars population was 10,571.

Library service in Le Mars started in March of 1876 by a group of citizens who collected \$148.00 to purchase books. In 1885 the city assumed management of the library. In 1904 the library was moved to a Carnegie building, currently the Le Mars Art Center. The library remained at the Carnegie building until it was moved into a renovated Red Owl grocery store in 1977.

The library underwent a renovation in 2017. Over 50% of the funding for the million-dollar renovation was from private donations, grants & library funds. The remaining funds came from a Rural Economic Development Loan and Grant (REDLG) loan, and Local Option Sales Tax (LOST) funds. Although this renovation was extensive, the size of the library remained roughly the same.

In the spring of 2020, the library became the recipient of \$952,000 from the Dennis Groetken estate. The Trustees want to develop a plan for library services that provide a positive impact in community for years to come and to determine the best use of the Groetken estate to that end.

In 2021 the Trustees hired Sarah Keister Armstrong & Associates to develop a long-term vision, strategic plan and update the community profile. As a result of this process the Trustees are now working towards **Strategic Direction #1**, of the Strategic Plan: Provide more physical space and develop capacity to respond to the needs and priorities of our evolving community.

Proposed Project Scope

The consultant(s) will work in collaboration with library staff and the Library Board and utilize the library's 2022-2026 Strategic Plan and 2021 Demographic Profile. 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. Areas of focus shall include but not be limited to technology, collections, programs, and facilities.

Scope of Services

The scope of services should include, but not be limited to:

1. Review existing documents including current Strategic Plan, 2021 Demographic Profile and Community Feedback survey compilation, Annual Survey and statistics.
2. Develop future-focused recommendations for public service models, collection sizes, program priorities, community spaces, and technology.
3. Reporting on square footage requirements based on projected usage and needs, including but not limited to seating, collections, staff offices, technology, meeting rooms, work areas, storage, and special purposes.
4. Determining future parking needs.

5. Identifying and incorporating future-focused recommendations based on best practices from successful libraries of similar size.

Deliverables:

The final report should address items listed in the scope of services. The recommendations should be developed for the purpose of serving the library and community over the next 50 years. The final report must include an executive summary, narration of the process and interpretation, and all collected data as appendices. The final report must also include a presentation to the Library Board (virtual or in person) and City Council if requested.

Standards & Selection Criteria

RFP Standards and Selection Criteria

1. Le Mars Public Library reserves the right to not award a contract, or to cancel the award of contract any time before the execution of the contract by both parties. The responding consultants bear sole risk and responsibility for costs incurred in the preparation of the proposal.
2. Le Mars Public Library reserves the right to ask for clarification in the proposal if necessary, and to select a planning consultant based directly on the proposal or to negotiate further with one or more respondents.
3. No library board or staff member shall have a financial interest in this proposal.
4. In cases of disputes over differences of opinions as to the services in the proposal, the decision of Le Mars Public Library shall be final.
5. The proposal will be evaluated on, but not limited to following criteria:

Written proposal to the purpose and scope of the project.

Demonstrated knowledge, skills, and experience in conducting space needs /facilities planning for public libraries.

A successful history of working with public libraries serving rural communities with a population of 25,000 or smaller is not required but will be viewed favorably.

Cost to complete the process.

A list of references from public libraries with similar projects that can attest to a positive experience is highly recommended.