

COLUMBUS METROPOLITAN LIBRARY

Request for Qualifications

**System-Wide Facilities Assessment and Development of a
Comprehensive 10 to 15 Year Master Facilities Plan**

Issue Date: June 2, 2022

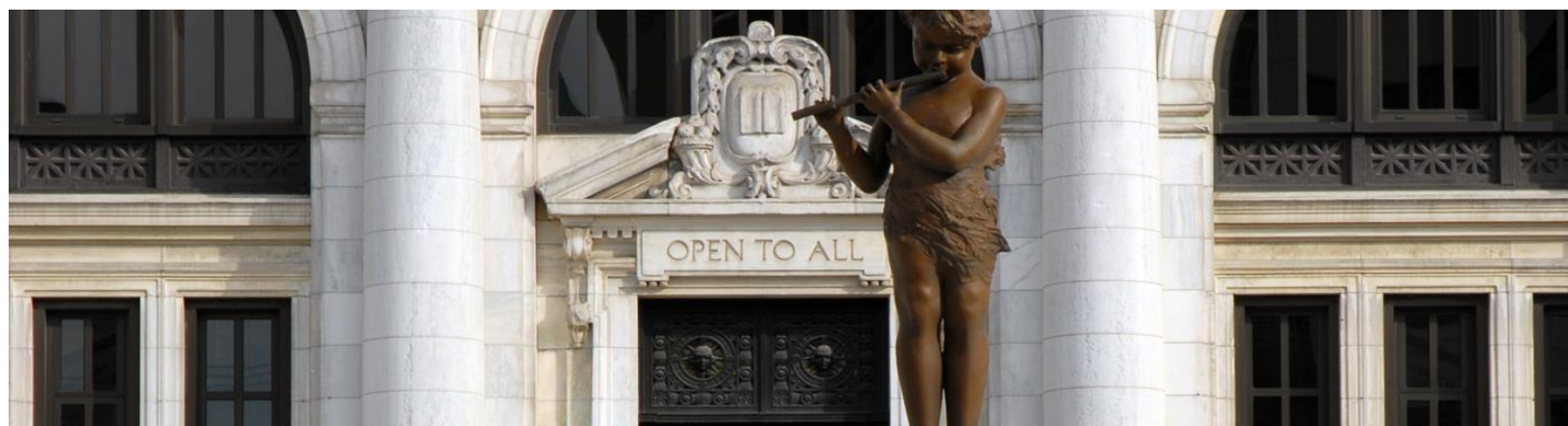
RFQ Number: CML #22-023

Issued by

Procurement Department
96 S. Grant Ave.
Columbus, OH 43215

Deadline for Submittal

Thursday, June 30, 2022
No later than 12:00 NOON EST



REQUEST FOR QUALIFICATIONS COVER SHEET

The Columbus Metropolitan Library (“CML” or “Library” or “Owner”) is issuing this Request for Qualifications (“RFQ”) for *System-Wide Facilities Assessment and Development of a Comprehensive 10-15 year Master Facilities Plan* (“Project” or “Plan”). The RFQ Identification Number is: **CML #22-023**.

Statements of Qualifications (“SOQ” or “Qualifications”) must be emailed to procurement@columbuslibrary.org no later than **12:00 PM EST** on June 30, 2022. Any SOQs arriving after 12:00 PM will be marked late and will not be considered for selection to provide the specified services.

All questions or requests for clarifications should be submitted no later than 5:00 p.m., seven (7) days prior to the proposal due date to procurement@columbuslibrary.org. All questions will be answered in the form of an addendum and posted on the library’s website.

The proposer declares to have read, understood and agrees to be bound by all the instructions, terms, conditions and specifications of this RFQ. The proposer agrees to fulfill the requirements of any contract for which it is selected to provide the services at the prices proposed during negotiations with the firm determined most qualified to provide the qualified services. The proposer certifies, by signature affixed to this Cover Sheet, that the information provided by it in response to the RFQ, including certified statements, is accurate and complete.

Federal Taxpayer Identification Number (TIN)		
Name of person signing the Bid	(Please print or type)	Title
Bidder Name		
Mailing address		
City	State	ZIP
Telephone	Toll Free Telephone	
Contact Person	Fax Number	
E-mail address		
Authorized Signature (Original signature only) Please use Blue Ink.		

THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE SOQ

OVERVIEW

Columbus Metropolitan Library (CML) is seeking qualified consultant(s) to submit a statement of qualifications for facilities master planning, including: facilities planning, public library sector trends assessment and visioning, community demographic assessment, and review of the outcomes of a community engagement process. The facilities master planning services will assess future library facility needs and programming allocations for services provided for CML's service area. The chosen consultant will work with CML to make recommendations for the size and location of current and future public library facilities.

BACKGROUND

CML is a county district library established in accordance with §3375.20 of the Ohio Revised Code. The library, which is a separate legal entity, is financially, managerially and operationally independent from both Franklin County and the City of Columbus. CML is a fully funded political subdivision and receives the majority of its funding from the State of Ohio and locally voted property taxes. CML consists of the Main Library and twenty-two branch locations throughout Franklin County.

CML's last comprehensive facilities plan was developed in 2009 at which time CML's long-term facilities plan, the 2020 Vision Plan, was launched. The 2020 Vision Plan is a multi-phased comprehensive blueprint that reinvents and revitalizes the entire 600,000 square feet maintained by CML. Projects were identified based on a number of criteria including, but not limited to, building age, building size, population served, growing needs of the community, and usage statistics. New or renovated facilities address space constraints, improved technology and the changing dynamics of the library service model.

CML completed Phase I of the 2020 Vision Plan in 2019 when the final Phase I project, Dublin Branch, opened. Phase I included replacing or renovating nine branches and Main Library. In 2018 and again in 2021, CML's Board of Trustees approved the continuation of the 2020 Vision Plan with the authorization of eight additional projects, which represents Phase II of the 2020 Vision Plan.

CML's Board of Trustees and executive leadership team continue to evaluate the library's capacity to make new investments in new projects to support the community and its recovery. The facilities master planning services will be an asset to CML's ongoing planning efforts and a guide to the ideal sequence for facility improvements.

Additional background information can be found in the following documents on CML's website (<https://www.columbuslibrary.org/>):

1. CML's Strategic Plan
2. CML Organization Chart
3. CML's Financial Summary

PRELIMINARY SCOPE OF SERVICES

CML views the facilities master planning process as a critical component of the effort to assess future facility needs and prioritize future capital investments. The facilities master planning process is expected to address and include the following:

1. Review of Existing Documentation: Including facilities assessments, previous facilities master plan completed in 2009, vision plan, community demographic data, and CML's strategic plan.
2. Facility Assessments: Substantially all of CML's buildings have been replaced or renovated in the last eight years. Four buildings (Franklinton, South High, Southeast and Whetstone) should be assessed from the perspectives of location, size, infrastructure, and functionality.
3. Demographics, Trends and Community Assessments: Review and assessment of public library sector trends, community demographic data (supplied by CML and community partners), and the outcomes of a community engagement process (to be conducted as part of a separate project).
4. Facilities Plan: Including an assessment future library facility needs and programming allocations for services provided for CML's service area. Plan should include recommendations regarding adequate building square footage and locations of current and future public library facilities.
5. Project Execution and Project Management: The selected 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 to an approved timeline.
 - d. Drive the process.
 - e. Apply research in a meaningful way.
 - f. Analyze and resolve challenges identified throughout the process.
 - g. Ensure the process maintains the integrity of CML's Purpose, Vision and Strategy.
 - h. Craft conclusions into a final written executable plan.
 - i. Ensure project goals are met.
 - j. Work with CML team to ensure communication with internal and external stakeholders.

As the future is impossible to predict, the ability to deliver a master 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.

An extensive community engagement process will take place and will be part of a separate process. A qualified consultant will be selected through a competitive procurement process. The community engagement process will include comprehensive community focus groups. The selected facilities master planning consultant will be expected to review the outcomes of the community engagement process and incorporate any relevant information into the Facilities Master Plan. Qualified facilities master planning consultants with experience in focus groups may elect to respond to the community engagement solicitation.

PROPOSAL SUBMISSION REQUIREMENTS

To facilitate comparison of SOQs, each page of the SOQ should state the name of the firm, the RFQ number (RFQ #22-023), and the page number and should be submitted in a format that corresponds to the order below. Proposers are cautioned to carefully review all parts of the RFQ. No allowance may be made for any error or negligence of the Proposer.

ALL FIRMS INTERESTED MUST SUBMIT THE FOLLOWING INFORMATION:

- A. RFQ Cover Sheet – signed by an officer of your company.
- B. A statement as to the firm’s particular abilities and qualifications, including the number of years the firm has been in business, the geographical area of operations and professional affiliations. Also indicate the principals in the organization and the size and composition of the organization.
- C. Provide the name of all team members who would be assigned to CML’s project from beginning to end and their role as a member of the project teams. Include a brief description of certifications, skills and abilities of each team member.
- D. Include public library facility master planning experience for the firm and assigned team members.
- E. Staff qualifications, including staff assignments with resumes of key personnel who will be directly involved in providing services to CML
- F. Specific qualifications of the project manager including a listing of his/her recent master plan experience
- G. List of consultants used by the team to provide services that are part of the Project. Include specific reference to library facilities planning experience.
- H. Provide a portfolio and/or digital resume of the proposed team’s recent work. Include a list of three to five (3-5) library master plan documents completed within the last ten (10) years.
- I. Discuss the team’s ability to provide staff and services for this project in light of the team’s other current and projected projects.

- J. Project approach, including facility assessment experience. Specific examples of facility assessments should be included.
- K. Include a summary of your team's typical services and support materials provided as part of prior master plans.
- L. Describe the firm's approval and methodology related to progress meetings and presentations to CML's key stakeholders.
- M. Describe any special equipment, software or procedures available to the firm which will facilitate the completion of the project.
- N. Include any other information documentation believed to be pertinent, but not specifically mentioned in this RFQ, which may be useful and applicable to CML.
- O. 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.
- P. Proposed Modifications to Agreement Terms – The "Terms and Conditions" for all projects pursuant to this RFQ are attached hereto. If your firm would like to propose any deviation from such terms, you must identify those terms and submit your proposed modified language in detail in your statement of qualification in a section clearly titled "Proposed Modifications to Terms and Conditions". Failure to do so shall be deemed to be a waiver of the right to negotiate the terms. Modifications may be accepted at CML's sole discretion and may be taken into account by CML when ranking the most-qualified firms. CML reserves the right to modify the form of Terms and Conditions as well as any terms.
- Q. 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.
- R. Costs for developing the Qualifications are entirely the responsibility of the Proposer and shall not be chargeable to the Library.

DIVERSITY

Because Columbus Metropolitan Library serves a diverse central Ohio population, CML has a strong preference for professional service providers to propose teams made up of MBE/DBE/WBE certified staff to provide CML with a diverse professional staff representative of the central Ohio region in which they will be working and of the customers that CML serves every day. Minority Business Enterprises are encouraged to respond to this solicitation.

EVALUATION OF QUALIFICATIONS

CML's evaluation team, consisting of selected members of various work units, will evaluate responses received for this RFQ and select firms to be included on our pre-qualified list.

Specific criteria that will be considered during the evaluation include:

- Evidence of site and systems design and technical excellence/innovation
- Public/Civic/Library design experience

- Team qualifications, references and demonstrated capacity to implement and complete
- Approach to collaboration with Library staff and other design professionals
- Quality of the SOQ, including adherence to instructions
- References
- Proposed modifications to the Terms and Conditions

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.

QUALIFICATION PROCESS

The complete RFQ will be posted on the Library’s website, and the notice of the RFQ will be emailed to firms on the distribution list.

CML’s selection team will review all proposals and evaluate responses to the RFQ. The library reserves the right to conduct interviews with select firms during the qualification process.

FIRM SELECTION PROCESS

Qualified firms will be ranked and CML 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 CML, CML will go to the next ranked firm.

SCHEDULE

Due Date	Activity
June 2, 2022	RFQ notifications e-mailed to the distribution list, posted on the State of Ohio Office of Procurement Services and CML Websites
June 22, 2022	Inquiry Period Ends
June 24, 2022	Final Responses to Vendor Questions
June 30, 2022	RFQ due by 12:00 PM

Each firm must submit an SOQ via email marked:
 Master Facilities Plan
 RFQ# 22-023

SOQs are due no later than June 30, 2022, at 12:00PM EST. Proposals must be submitted to procurement@columbuslibrary.org

CONTACT INFORMATION

Every effort has been made to include enough information within this RFQ to enable firms to prepare a response that thoroughly and fairly represents their respective capabilities to meet the Library's requirements. If there are questions concerning the contents of this document, the Library is willing to provide responses in as timely a manner as possible.

Submit all questions and inquiries via e-mail to:

Wanda Dixon, Procurement Analyst
Email address: procurement@columbuslibrary.org

