

Request for Proposals
(RFP)

Building Site Analysis,
Community Visioning, Pre-Design, & Planning for a Public Library

March 19, 2018

Prepared by:

Gunnison County Library District
Office of the Executive Director
307 North Wisconsin
Gunnison, CO 81230

Summary Introduction

Introduction

Gunnison County Library District (“District”) serves a year round population of approximately 16,067 in Gunnison County, Colorado. The District has two physical locations, a central library in the City of Gunnison and a branch library in the Town of Crested Butte, Colorado. The District is governed by the Gunnison County Libraries Board of Trustees (“Board”). Home to Western State Colorado University, the Taylor and Gunnison Rivers, Crested Butte Mountain Resort, and thousands of acres of public land, Gunnison County is a focal point for outdoor recreation, education, culture, and ranching heritage in Western Colorado. The District is well positioned to take advantage of its geographic and cultural location. The District strives to provide residents and visitors with exceptional library and information resources and experiences. Gunnison enjoys an influx of visitors in the summer and year-round tourism to the area continues to grow; the facility design should address increased use during seasonal periods. The District is seeking a highly qualified and creative firm to conduct a site analysis and offer initial design ideas for a public library facility in the City of Gunnison.

Project Summary

This RFP seeks to accomplish related two goals. The first is to conduct an analysis of four possible locations for a public library in Gunnison, Colorado. The second is to conduct the initial design phase and deliver images of a proposed public library. It is understood that these two goals are related and information relevant to both will emerge concurrently throughout the public input process. It is also understood that the selected location will help drive the prevailing design elements. The Board is dedicated to good stewardship of public funds. While that stewardship translates to a desire for cost savings where possible, the Board shares a common value for aesthetically pleasing design. It will be important for the successful firm to balance project aesthetics and economics.

Part 1: Provide a thorough analysis of all available, or potential, options for the site of a public library facility in Gunnison, Colorado.

There are four options for the potential site of a public library in Gunnison, Colorado. The Board is seeking a full analysis of the economics and feasibility of each option.

1. The first potential location is the current Gunnison Public Library located at 307 North Wisconsin Street in Gunnison, Colorado. The successful firm will review the feasibility and economics of renovating and expanding the existing structure. Demolition of the existing structure and new construction will also need to be reviewed. Acquisition and demolition of an adjacent property should also be considered as a possibility.
2. The second potential location for a public library is 5.32 acres at the western edge of the City of Gunnison. The acreage is located just to the north of the Gunnison Community School. This potential site is currently owned by the District and would be a green field development.
3. The third potential location for a public library is Legion Park on highway 50 at the eastern edge of Gunnison, Colorado. This site has been recommended by a number of stakeholders. The park is owned by the City of Gunnison.

4. The fourth location analysis would be a generic demonstration of an acquisition, potential demolition, and new construction at a location in downtown Gunnison, Colorado. Analysis would rely on current valuations with weight given to properties that are presently available and desirable for the construction of a public library. The analysis of this scenario would demonstrate the economics of this decision to the community.

Part 2: Through an in-depth community visioning process, produce conceptual drawings and renderings of a new public library facility in Gunnison, Colorado. The images produced will not be site specific. The successful firm will be prepared to present the public with visual representations of materials, designs, and creative library service design solutions. The part 2 deliverables will include images, material samples, and an architectural program that reflects community needs. The images, and other visual material, will include no fewer than 5 examples of the concept library's interior, and 5 images representing the exterior of the building. The deliverables will be used to present to the Gunnison County community, potential benefactors, foundations, and grantmakers in an effort to attain support and financing for the construction of a public library. Creating a community vision and excitement for a new public library will be an integral part of the successful firm's process. The successful firm will be prepared to offer visual representations of potential designs to the community throughout the visioning process.

Section I: Project Scope

Part 1 Project Scope

Prior to making a decision on the siting of a new facility the Board needs a full analysis of each potential location. A full analysis of the location will include information on each option's impact to library service, public access (parking, proximity to users etc.), services (collections, programming, etc.), project cost, construction timeline, and project complexity. Some of the options for construction will need to be verified through meetings with local governments and property owners. The successful firm will work with the Library Director to understand and document administrative barriers to any site option prior to beginning a technical analysis of the site.

Part 2 Project Scope

The design work outlined in this RFP is limited to work that will provide the District with the necessary tools to "sell" the project to the public, private donors, grantmakers, and other stakeholders. The process of arriving at those project representations will be important. The process should be inclusive and allow ample opportunity for the community to offer insight and gain an understanding of the benefits of the proposed project. The successful firm will gather, analyze, and synthesize public opinions, library space needs, and necessary programming components of a new facility. Through both public input, and work with a project steering committee, the successful firm will seek to fully understand and communicate a vision for a new public library in Gunnison.

Section II: Objectives

The District's primary objectives are:

- Understand all possible locations for a suitable public library facility in Gunnison.
- Provide the community with an opportunity to arrive at a widely supported design for a public library facility in Gunnison, Colorado.

The following goals further illustrate part 1 objectives:

- No fewer than 2 opportunities for steering committee input
- No fewer than 2 opportunities for staff and/or Board input
- No fewer than 4 opportunities for open public input
- Consider a diverse set of uses and users including; public library programming, summer visitors, primary and secondary public education audiences, senior citizens, public transit users, and library staff.
- Solicit input from a variety of user groups in formal and informal ways
- Consider parking and access to a proposed facility
- Consider proximity to utility connections and existing infrastructure
- Consider each potential public library site in its totality including the potential for additional development and possible future expansion on the site.
- Present the results of the site analysis to the Board, the public, Gunnison County Commissioners, and Gunnison City Council.

The following goals further illustrate part 2 objectives:

- No fewer than 1 opportunity for steering committee input
- No fewer than 2 opportunities for staff and Board input
- No fewer than 4 opportunities for general public input
- Verify the architectural program completed in 2011
- Provide the District with a variety of digital images and image boards consisting of both interior and exterior representations of the community input driven design.
- Deliver images and materials sufficient for the promotion of the project to grantmakers, donors, and voters.

Design elements:

The public input process will drive the conceptual design of a public library in Gunnison, Colorado. Generally the District is focused on:

- Economical solutions to well documented needs for programming space, collection growth, the integration of technology, specific spaces for children and public meeting spaces.
- Complementing existing and adjacent developments (dependent on preferred location)
- Incorporating sustainability into design in cost effective ways.
- Recognizing and incorporating the climate and natural landscape of the Gunnison Country

Section III: Submission Requirements

Responses to this RFP solicitation must include the following information and materials. The District shall not be liable for costs incurred in the preparation of a response to this RFP or in conjunction with any presentation associated with the response to this RFP. Responders must submit ten (10) copies of their proposal. Submission packages should also include an electronic version of the proposal in Adobe Acrobat PDF format. The District welcomes a creative response to the RFP in any format that best expresses the proposal.

A. Interest

- In a statement, indicate your interest in furthering library services in Gunnison County by helping the public fully understand options for siting a new facility in the City of Gunnison. Indicate your interest in a design oriented public input process and ability to present visual images of a public library facility that capture widely supported project elements.

B. Experience and Professional Qualifications

- The status of the organization (partnership, corporation etc.)
- Identification and brief resumes for all key individuals who would work on the project. Including what each individual's project role would be.
- Past experience summary – identify all similar projects the firm has been involved with. Specific experience with community visioning processes, initial design and visual representation of projects, and library development are all relevant.
- Any material which further identifies experience or qualifications of the firm.

C. Contact information

- Please fully identify your organization and the person in your organization who will serve as our point of contact, including name, email, address and telephone.

District Contact: All proposals must be submitted to:

Gunnison County Library District
Office of the Executive Director
307 North Wisconsin
Gunnison, CO 81230

Proposals must be received no later than 5:00 p.m. on Friday April 27, 2018. Any proposal received after the deadline will be returned to the respondent unopened. Please note: shipping to Gunnison often takes more time than the delivery date advertised by shipping companies (UPS, FEDEX, and USPS). Allowing some leeway for transit will greatly improve the chances of a timely document delivery.

The District will answer written questions from potential respondents. All such questions and the District's answers thereto, will be provided to any potential respondent upon written request.

Section IV: Evaluation Criteria and Review Process

In addition to the qualifications of the responders, the evaluation of each proposal will be based on the degree to which the proposal meets the requirements and preferences stated in this RFP. Representatives of the District will assess the degree to which each proposal meets the requirements and responds to the preferences stated herein. The District reserves the right to reject any or all proposals. The proposal or proposals viewed most favorably may be asked to participate in a presentation process with District representatives. Firms should expect that submitted proposals would be public documents.

Final selection authority rests with the District.

Timetable: A summary of the responder selection process and timetable are as follows:

March 19, 2018	Request for Proposals is advertised
April 27, 2018	Request for Proposals responses due to Gunnison County Library District
May 10, 2018	Review of Proposal Statements by District Representatives
May 24, 2018	Presentations by design firms, if warranted
May 28, 2018	Contract negotiation and award, if warranted

Section V: General Conditions

Reserved Rights: The District reserves the right to:

- Modify or cancel the selection process or schedule at any time.
- Waive minor irregularities.
- Reject any and/or all responses to this RFP and seek new proposals when it is in the best interest of the District to do so.
- Seek clarification or additional information from respondents as necessary to the evaluation of the response.
- Request any additional information or evidence from individual respondents.
- Judge the respondents' written and oral representations as to their veracity, substance and relevance to District goals, including seeking and evaluating independent information on any responding firm.
- Incorporate this RFP and the selected team's response to this RFP as a part of any formal agreement between the District and the respondent.

Hold Harmless: By participation in this RFP process, responders agree to hold harmless the District, their officers and employees from all claims, liabilities and costs related to all aspects of the responder selection process.

Public Information: All documents, conversations, correspondence, etc., between the District and respondents are public information subject to the laws and regulations that govern the District, unless specifically identified otherwise.

Expenses: All expenses related to any firms response to this RFP, or other expenses incurred while the selection process is underway, are the sole obligation and responsibility of that firm.