



Request for Proposals

Community Needs Assessment

Issue Date: April 26, 2023

Date Due: May 23, 2023, 5:00 PM

Contact: Susan Byrne, Director

sbyrne@pplibraries.org

303-646-3792

Pines & Plains Libraries
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Announcement

Elbert County Library District dba Pines & Plains Libraries seeks a firm to conduct a community needs assessment.

Proposals will be received in the office of the director until 5:00 PM Mountain Time on Tuesday, May 23, 2023.

Proposals will be marked: "RFP Community Needs Assessment, May 23, 2023"

Proposals may be emailed (preferred communication method) to

sbyrne@pplibraries.org

Or mailed or hand-delivered to

Susan Byrne
Pines & Plains Libraries
651 Beverly St
Elizabeth, CO 80107

Please contact Susan Byrne, Library Director, at sbyrne@pplibraries.org with any questions.

The services upon which proposals are submitted will equal or exceed the expectations.

The proposal that best suits the district's needs will be accepted. Pines & Plains Libraries will have the right to reject any and all proposals and waive any informality or irregularity contained in said proposal.

Project Overview

Pines & Plains Libraries, located in the growing community of Elbert County, Colorado, seeks a consultant to find answers to two questions:

1. What do residents of Elbert County want and/or need from the Pines & Plains Libraries?
2. How can the Pines & Plains Libraries best meet the desires of the community through added services or improved, expanded facilities?

The selected consultant will be responsible for conducting research; interviewing community members, staff, and board members; analyzing results; providing a written summary of the research; and recommendations which will inform the next steps relative to the update of the strategic plan and creation of a facilities master plan.

Background

The official service area for the Pines & Plains Libraries consists of Elbert County, Colorado, southeast of the Greater Denver Metropolitan Area. The population of Elbert County, as tracked by the Colorado State Library as its official service area population, is 27,123 inhabitants. The Pines & Plains Libraries consists of four branches in Elbert, Elizabeth, Kiowa, and Simla. The district office is located in Elizabeth, the largest town in the county with 1,675 inhabitants (2020 census).

In 2009, the library district purchased a warehouse building on Beverly St in Elizabeth. The renovations of the front 5,000 square foot portion for the Elizabeth library were completed in 2011. The remaining warehouse area exists as storage and a potential expansion area. The district paid off this building in 2019.

Due to its proximity to the Greater Denver Area, Elbert County is experiencing a population increase in the northeast corner of the county. The state demographer's office predicts the county population will increase to 33,091 by 2030.

Scope

The consultant will provide research, analysis, and recommendations for a community needs assessment report that will help focus and inform the development of the Pines & Plains Libraries Strategic Plan and form the foundation for a Facilities Master Plan. Please note that this scope represents the entirety of the needs assessment, and the final scope awarded under this contract may be more limited based on available funds and fees proposed through this RFP process. This work will include, but is not limited to, the following tasks.

Task 1: A final scope of work and schedule will be developed by the selected consultant in counsel with the district director and the Library Board of Trustees' Community Needs Assessment/Expansion Committee.

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Task 2: Review and summarize in a written report the community trends, needs, and aspirations that may be addressed by the Pines & Plains Libraries. A list of some relevant resources for this task are as follows:

[Colorado State Library Minimum Standards for Public Libraries](#)
[Elbert County Board of Commissioners Guiding Documents](#)
[Elizabeth Information](#)
[Elizabeth Comprehensive Plan](#)
[Elizabeth Parks and Rec Master Plan](#)
[Elizabeth Senior Center Proposal](#)
[Town of Kiowa Master Plan](#)
[Town of Simla](#)

Available upon request:

Pines & Plains Libraries 2022 Strategic Plan Draft (most recent)
Pines & Plains Libraries 2016 Needs Assessment
Elbert County Library District 2006 Services and Facilities Master Plan

Task 3: Identify areas of the community, community groups, partners, stakeholders, and special populations (including non-library users) to survey. Identify topic areas, issues, and needs relevant to library programs, services, and facilities to have community members evaluate through the survey and other community engagement activities. Create survey documents and questions for focus groups and community surveys. Administer focus groups and surveys to a statistically significant sample of the population.

Task 4: Analyze the resulting data from the surveys and the focus groups and compile and write an executive summary of the reports and surveys completed in previous tasks. Include recommendations of added services and needed facility improvements or expansions.

Deliverables

Meetings

The consultant will meet with Community Needs Assessment/Expansion Committee to review the project sequence, schedule, and work plan proposed by the consultant, and to finalize the schedule and deliverables for the project. This initial step is to align project goals proposed by the consultant with expected outcomes of the committee members.

The consultant will be expected to work closely with the committee, and to attend Library Board and other project meetings, as required, and will be responsible for timely delivery of all work products from these meetings, including meeting notes and status reports to keep the project on schedule and the participants informed of the project status.

Project Budget Tracking

The consultant will be required to track and account for hours expended by task and direct expenses related to the project and provide bi-weekly reports on the status of hours expended and direct expenses.

Reports and Presentations

Task 1: Final Scope of Work and Schedule

Task 2: Analysis of Current Trends, Needs, and Aspirations Based on Existing County, City, and Library Documentation

Task 3: Recommendations for Survey Groups and Topic Areas Report

Task 4: Executive summary and compilation of all reports generated for this project. The compiled reports will serve as a background document for the library's strategic plan and Facilities Master Plan updates. The committee expects to review the draft reports and the executive summary and give feedback and revisions to the consultant before the report is considered final.

Oral presentations of the executive summary, highlighting key points, to the committee, library staff and the Library Board of Trustees.

RFP Submittal Requirements

Submittals must contain all of the following information in the sequence presented below.

1. Cover letter to include:

- Legal name of firm, address, and telephone number
- Year firm was established
- Principal contact in charge of the project proposal, including telephone number and email address
- Person who would be the District's primary contact, including telephone number and email address
- Description of the firm's understanding of the Pines & Plains Libraries' Community Needs Assessment Project.
- Reasons for interest in the project and why the firm would be a good fit

2. A fee schedule and/or cost proposal.

3. Proposal

- Project Approach - Address the key issues and requirements necessary to complete the community needs assessment including the proposed schedule and research

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process, the information and input needed, and the scope of services required to deliver a quality product to meet the District's expectations.

- Project Work Plan - Provide a work plan and timeline for the project tasks. Include the personnel and amount of time estimated for each individual needed to complete each project task. Outline the information or other support needed from the project manager and/or staff.
- Qualifications of Key Personnel - Names and qualifications of the firm's personnel and any sub-consultants that will be assigned to the project, include their professional qualifications and any relevant certifications/registrations.
- Previous Experience and References - Description of how the firm's previous experience prepares it to fulfill the requirements of this project.

Selection Process and Evaluation Criteria

1. A committee will review and evaluate the submitted proposals.
2. The committee may identify a short list of firms to interview, depending on the number and quality of submissions.
3. The committee will submit a recommendation for acceptance of a proposal to the director.
4. The director will select a proposal.

Projects will be evaluated and ranked, approximately, on the following criteria:

1. Project approach, work plan, and schedule [30%]
2. Cost [30%]
3. Experience working on similar projects [20%]
4. Demonstrated ability to meet project schedules [10%]
5. Qualifications of the firm/personnel [10%]

Submission Deadline

Proposals will be received by email or in the Director's office up to 5:00 PM on May 23, 2023. Mailed proposals should be postmarked no later than May 22, 2023. Proposals which do not meet the deadline and submission standards described above may be discarded at the discretion of the Director or selection committee.