Request for Proposals
Branch Library Space and Architectural Study

Salt Lake City Public Library

Introduction & Background
The Salt Lake City Public Library seeks a qualified consultant knowledgeable in space utilization and architectural studies’ best practices to evaluate and develop conceptual designs and provide cost estimates for interior remodeling and potential additions for three branch libraries in the Salt Lake City Public Library system: the Sprague Branch, the Day-Riverside Branch, and the Chapman Branch. The Library is seeking to evaluate the spaces in these branches in order to more effectively serve community members in a dynamically evolving library environment.

The Salt Lake City Public Library is an urban library comprised of a Main Library and seven community branches. In 2015 the Library received the distinct honor of being Utah’s only Five Star Library as acknowledged by the Library Journal Index of Public Library Service. The residents of Salt Lake City are enthusiastic users of their public library, and our goal is to offer welcoming and comfortable spaces.

In February 2015, The City Library opened the Glendale Branch—this building is close to public schools and is an after school gathering place each afternoon. The Marmalade Branch opened in February 2016 and has become a “community living room” with comfortable seating, public computers, a popular multi-purpose room, and a cafe that serves local coffee and chocolate. The City Library building projects are complete, and the system now turns to maintaining and updating their older buildings.

Description of the Sprague Branch
The City Library’s Sprague Branch is a high gabled English Tudor style building built in 1928. The building was selected by the American Library Association in 1935 as the "Most Beautiful Branch Library in America." An addition and renovation completed in 2001, increased the square footage to 9,700. It is located in the middle of the Sugar House Business District. Restaurants, shopping, and residential and business units have been built up around the library and growth continues. The Sugar House Community Master Plan refers to the Sprague Branch as "a long-standing community gathering place," and library visitors often comment on the building’s historic feel.

The upper level of the Sprague Branch features reference and circulation services, public computers, and library collections: fiction, languages, music and movies, large print, graphic novels, and biographies. Visitors enjoy a charming and popular Reading Room on the upper
level, home to the magazines and newspaper collections and a fireplace. Upper level staff spaces include a small workroom and water closet.

**The lower level** of the Sprague Branch includes a Children’s room, Teen room, nonfiction area, public restrooms, computers for public use, and a large meeting room with maximum occupancy of 200 people. Non-public spaces include staff offices, kitchen/break room, water closet, data closet, and 3 utility rooms.

**Description of the Day-Riverside Branch**
The City Library’s Day-Riverside Branch is located in the north-west quadrant of Salt Lake City, serving the neighborhoods of Rose Park, Jordan Meadows, and Westpointe. The north-west quadrant of Salt Lake City is one of the most diverse communities in the Salt Lake Valley and also one of the most economically disadvantaged. There are eight public elementary schools, one public middle school, one public high school, and three charter schools within three miles of the Day-Riverside Branch, and the library serves as the school library for two of the nearby charter schools. The Day-Riverside Branch is a one-level building located along the banks of the Jordan River. The branch features collections and programming for adults, teens, and children, including audiovisual and foreign language materials.

The Day-Riverside Branch is one of the most visited locations in the City Library system and has the highest computer usage of the neighborhood branches. Due to close proximity to so many schools, the high demand for technology, and the diverse economic makeup of the neighborhood, the Day-Riverside Branch is heavily used by the community, and the physical space is in immediate need of updating. Named for former Library Director J. Dennis Day, the Day-Riverside Branch was built in 1996 just before the implications of the internet were known. Most of the existing fixtures and furnishings are original to the building and are 20 years old. As a result, the design of the building has often been an obstacle to implementing new technologies. With 20 computers, there is a need to increase the number of computers, however at this time there is no plan for this increase due to limitations of the building. The Day-Riverside Branch is uniquely positioned to facilitate a physical extension to the existing building. Though there are no current plans to add on to the building, the goal is for recommendations from this study to accommodate the building as it exists but also be forward-thinking and flexible to facilitate a possible building expansion for a technology lab and programming space.

**Description of the Chapman Branch**
The City Library’s Chapman Branch is the only Carnegie library building in Salt Lake City still used as a library. Named after Annie Chapman, a Salt Lake City library pioneer, the Chapman Branch has served Salt Lake City’s Poplar Grove and Glendale neighborhoods since 1918. The building is listed on the National Register of Historic Places and in state and city historic registries. Patrons often comment that they enjoy visiting the Chapman Branch because of its “classy” architecture and “old fashioned” ambience. Neighborhood residents and Library staff are excited to celebrate Chapman’s centennial in 2018.
The upper floor of the Chapman Branch features cathedral-style windows, representing popular library architecture of the early 20th century. It houses the adult nonfiction, fiction, teen, music and movies, Spanish and Vietnamese language collections, periodicals, public computer areas, study desks, display cabinets for art exhibits, and the staff work room.

The lower floor of the Chapman Branch houses the Children’s Library, a public/staff meeting room, public restrooms, staff kitchen, and custodial/storage room.

Computers. The Chapman Branch houses 16 public computers upstairs and 5 downstairs with plans to expand more computers in the Children’s Library during an anticipated remodel. Since many community members do not own personal computers, the Chapman Branch is primarily used for public computer and Internet access.

In May 2016, The City Library submitted a Capital Facilities Grant application to the Utah State Library Division for the purpose of remodeling Chapman’s lower level Children’s Library and public restrooms and to replace its lower west windows (using approved historic building standards). All this is in preparation for the 2018 centennial year. The grant, if received, is awarded annually in September, with work to begin in spring 2017. The City Library will provide in-kind matching funds for normal upgrades such as paint, carpeting, and furnishings.

Description of Work

The selected consultant will evaluate existing spaces at the above Library branches and give recommendations for opportunities for improvement of spaces that will include seating, quiet study areas, collections areas, reference computers, and staff workspaces. The consultant will provide recommendations and an implementation plan to alter, remodel, redesign, redecorate, and refurnish these spaces within a two-year period. The process will include seeking input from the communities that are served by these buildings.

Timeline
RFP Released: September 26, 2016
Questions Due: October 3, 2016 9:00 a.m. MST
Question Responses Published: October 10, 2016
RFP Responses Due: November 7, 2016 5:00 p.m. MST

Proposed Timetable
Review of proposals: November 7-11, 2016
Notify short list of firms selected: November 14, 2016
Site visits to Library and interviews: November 28–December 2, 2016
Selection of final firm: December 12, 2016
Initial design plans and cost estimates due: February 24, 2017
Questions
All questions for clarification of any section of this RFP must be submitted via e-mail to Patty Steed (psteed@slcpl.org) by Monday, October 3, 2016, 9:00 a.m. MST. A written response to questions will be sent via email to all offerors who submit questions and will also be posted to The City Library's website at www.slcpl.org/rfp. The question responses will available by October 10, 2016.

Proposal Contents
General Qualifications
A statement of the firm’s experience and qualifications to meet the requirements of The City Library as outlined herein. Include a general overview and history of your company, number of years in the business, number of employees, corporate headquarters location, and type of business.

Detail your firm’s experience in providing the services requested herein for similar customers of similar size, with dates of performance and/or completion, customer name, contact person, and telephone number(s). By providing such references you agree that neither The City Library nor the clients referenced shall have any liability regarding the provision of such references or The City Library’s use of such references in making selections under this request for proposals.

Description of Firm’s Methodology
Detail the firm’s proposed approach to the work outlined herein. Include a description of how the firm will research and observe existing workflows and practices, how the firm measures efficiencies, and its approach to working with staff and soliciting input from the community.

Proposed Project Plan
Detail the firm’s proposed project plan aligned with the firm’s approach to the required work. Include a description of how the firm will approach the project and gather information to develop the designs, including onsite visits, research, staff interviews, community input, and observations periods.

Provide a commitment to complete design and space planning, including detailed cost estimates and initial plans by February 24, 2017.

Cost Summary
Detail the firm’s proposed project fees, including travel estimates. Separate estimated costs for observing and providing recommendations for optionally implementing change in the branch library environment.

Proposal Submissions
To be considered, all proposals must include:
1. Proposal Response Cover sheet. The form must be signed by a company representative authorized to bind the offeror contractually.
2. A narrative proposal including the required information as outlined in the Proposal Contact section above.

Proposals must be submitted electronically by Monday, November 7, 2016, by 5:00 pm MST to Patty Steed, psteed@slcpl.org. Submitters will be notified when their proposal has been received.

Terms and Conditions
a) The City Library reserves the right to request clarification of information submitted and investigate the ability of the executive search firm to meet the required needs. The firm shall furnish to The City Library all such information and data for this purpose as may be requested.

b) If the successful firm does not execute a signed written agreement within a reasonable amount of time, The City Library reserves the right to award any contract to the next most qualified firm.

c) The City Library reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP.

d) The City Library shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to this RFP.

e) The Salt Lake City Public Library is an “Equal Opportunity Employer.”

f) The City Library reserves the right to reject any and all proposals and waive any informality to the extent it is lawful and in the best interest of the Library. To the extent permitted by law, the Library reserves the right to negotiate with qualified firms as to compensation and terms.

Selection Criteria
The City Library will evaluate proposals and select a firm based on the following criteria:

a) The approach and the ability of the firm to perform the required service.

b) Experience of the consultant or firm, including reference responses.

c) Fee proposal.

Award Announcement
Even after an offeror is selected for award, no information regarding the proposals will be made public until contract negotiations have been completed and a formal contract has been awarded.

— revised September 29, 2016, see Clarification 1