



New Killarney Library Needs Assessment

Request for Proposals

Issue Date: May 14, 2024
Submission Deadline: June 14, 2024, 4:00pm

1. Overview

Statement of Purpose

It will be the responsibility of the proponent to investigate the need for the development of a new library facility in Killarney with the possibility of moving on to pre-design planning based on the recommendations.

Background Information

With branches in both Killarney and Cartwright Manitoba, Lakeland Regional Library is proud to offer a variety of library services to the tax payers of the Municipality of Killarney Turtle Mountain and the Cartwright Roblin Municipality. The goal of Lakeland Regional Library is to provide local residents with materials and programs conveying ideas and information necessary for modern community life.

The Killarney Branch of Lakeland Regional Library is our main branch and administrative hub. It is however no longer large enough for all of the programs and service we would like to offer. We have been discussing the possibility of building a new, larger, more modern, and more accessible library.

Our staff has been discussing increasing space for the last few years. The Board is now engaged in the conversation, and they agree that it is now time to explore the matter. We have had patron feedback that while they love the library there could be more comfortable seating, meeting spaces, or different collections for lending that we simply do not have the space to offer. We have presented to the municipal council regarding a new library and have received a letter of support to conduct a needs assessment and feasibility study for future operations. Currently we are interested in the first step of this, a needs assessment. Based on the recommendations of the needs assessment, a feasibility study may be commissioned in the future.

2. Scope of Work

Scope of Work

1. Needs Assessment

A Needs Assessment is a comprehensive information gathering process to identify and analyze whether a new facility is required or whether the need can be satisfied in some other way.

The needs assessment will include the following tasks:

- Demographics
- Past planning reports
- Inventory of existing facilities, programs and services
- Review of library trends including projections for the future
- Review technology trends
- Identify current and potential partners to engage in collaborative services and programming
- Community consultation
- Develop a functional program that will identify activities to take place in the facility

Depending on the results of the Needs Assessment, Lakeland Regional Library may want to proceed further to a feasibility study.

Project Timeline

The Needs Assessment should be completed by December 31, 2024.

3. RFP Procedures

Evaluation and Award Process

Lakeland Regional Library Board and Library Administrator will evaluate the proposals based on the following

Demonstrated Related Experience (40% of Rating)

- Demonstrated experience in leading/facilitating public meetings
- Demonstrated experience to connect with both urban and rural areas
- Timely and cost-effective experience in planning document preparation
- Successful experience in meeting project timetables and project budgets
- Experience with library projects

Proposed Project Approach (30% of Rating)

- Understanding the opportunities and desired outcomes in conducting a needs assessment for a library
- The Board has a clear understanding of the planning process after reading the proposal
- Time required to complete the project

Consultant's Fees and Costs (30% of Rating)

- Total cost of the project
- Demonstrated successful previous budget performance and experience in meeting project budgets

Process Schedule

RFP issued May 14, 2024

Deadline for questions June 11, 2024

Proposals will be received until June 18th, 2024 at 4pm local time

Proposals should be mailed or dropped off to:

Lakeland Regional Library

Box 970

318 William Ave

Killarney Manitoba

R0K1G0

Attention: Krista Law

Email applications will be accepted at admin@lakelandregionallibrary.ca. Emails must be time stamped by 4pm on June 18th, 2024.

RFP award deadline June 28, 2024

Submission Details

All questions related to the RFP should be directed to:

Krista Law

Library Administrator

Lakeland Regional Library

204-523-4949

admin@lakelandregionallibrary.ca

The deadline for questions is June 11th, 2024.

4. RFP Submission Requirements

Proposal Format

Proponents should address the following:

1. Team Capabilities/Experience and Expertise – Provide descriptions of a minimum of two (2) reference projects where a similar methodology was utilized for a project of a similar scope. The selected firm must have specific experience in preparing studies of a similar scope for organizations with similar characteristics to Lakeland Regional Library in size and demographics or project scope.

2. Project Approach – Briefly describe the understanding of the project and any initial innovative thoughts. Describe what is included in the project deliverables. List the required information expected from the Library for each major task. Describe the approach to effective interaction with community groups. Describe three (3) significant project features and/or issues that will need to be addressed by the project team and briefly describe your approach to resolve them.

4. Task Schedule – Provide a schedule, in graphic format, which depicts major schedule milestones, including plan review dates, project approvals, and the firm’s basic production schedule to develop the required deliverables for this project.

5. Disclosure Requirements – Disclosure of any actual or potential conflicts of interest, agreement changes, etc. relative to this engagement is of paramount importance to the Library. Respondents should take special note of the disclosure statement and take extra care that any actual or potential conflicts of interest are fully disclosed.

6. Financial Proposal. Provide a fee schedule that clearly indicates the fees for the Needs Assessment. The fee schedule shall clearly identify all costs to the Library including disbursements.

References

At least two (2) client references for whom the team has completed similar projects should be provided, including:

- Contact Name, Position
- Organization
- Telephone
- Email
- Description of the professional relationship with the reference and duration of the relationship

5. *Legal Matters*

Contractual Terms and Conditions

It is expected that one proponent will be selected for this project. Upon selection, the successful proponent will be invited to enter into a contract with the Library. The contract will be based on the specifications, terms and conditions expressed in this document, the successful proponent’s proposal, and documented negotiations. The Library reserves the right to reject any proposal where satisfactory evidence of sufficient capital, plant, and experience to successfully perform and complete the work in the specified time is not furnished by the proponent were requested by the Library. The successful Proponent will prepare the contract document for execution by both parties.

The lowest or any other proposal will not necessarily be accepted.

Commencement and Term of Agreement The agreement between Lakeland Regional Library and the successful proponent will begin with the proponent accepting the award of the RFP. The term of the agreement ends upon completion of the scope of work no later than December 31, 2024.

Payment and Penalties

Payments will be made according to the payment schedule outlined in the FRP as agreed to by the Library.