



**City of Coos Bay**  
**Request for Proposals**  
**To Provide a Library Needs Assessment**

**NOTICE**

The City of Coos Bay is accepting Proposals to provide a Library Needs Assessment. The City invites qualified individuals or firms to submit a proposal package based upon the scope of the work contained within in this Request for Proposal (RFP).

**SUBMISSION OF PROPOSAL PACKAGE**

To receive consideration, proposal packages must be submitted in accordance with the following instructions:

1. All proposal packages shall be delivered to:  
  
City of Coos Bay  
Coos Bay Public Library  
Attn: Sami Pierson  
525 Anderson Avenue  
Coos Bay, OR 97420
2. Submit ten (10) paper copies plus an electronic file of the proposal by 5:00 p.m. January 15, 2016.
3. The proposals must be clearly marked "PROPOSAL FOR COOS BAY PUBLIC LIBRARY NEEDS ASSESSMENT".
4. All RFP packages must include the fee to complete the needs assessment along with a summary of hourly rates for all staff (including sub consultants) anticipated working on the project. This summary shall be placed inside a sealed envelope and submitted as part of the overall package.
5. If you have any questions, please contact Sami Pierson (541) 269-1101 ext. 229 or [spierson@cclsd.org](mailto:spierson@cclsd.org). Prior to contact, please review the General Information regarding Additional Information Requests, located on Page 6 of this packet.
6. The City of Coos Bay will not reimburse any expenses incurred by the firm submitting a response including, but not limited to, expenses associated with the preparation and submission of the response and/or attendance at interviews. The City of Coos Bay reserves the right to reject any and all proposals, and has the right, at its sole discretion, to accept the proposal it considers most favorable to the City's interest and the right to waive minor irregularities in procedures.

**CITY OF COOS BAY  
INSTRUCTIONS TO PROPOSERS  
FOR NEEDS ASSESSMENT  
COOS BAY PUBLIC LIBRARY**

**GENERAL INSTRUCTIONS**

The City of Coos Bay invites qualified individuals or firms to submit a proposal package to provide library needs assessment as described in the specifications set forth in this RFP. All proposals are subject to the provisions and requirements of the City of Coos Bay Rules of Local Contract Review and the Oregon Revised Statutes, the Attorney General's Model Public Contract Rules.

**PROPOSAL PACKAGE REQUIREMENTS**

Your proposal package must not exceed 10 pages and shall include the following:

1. **Cover Letter.** All proposal packages must include a cover letter, made to the attention of Sami Pierson, Library Director, and signed by a person legally authorized to bind the applicant to its Proposal. At a minimum, the cover letter must include the following items:
  - a. the firm name,
  - b. the names of local partners/principals and the number of local personnel,
  - c. address, telephone, and FAX numbers of the firm,
  - d. and contact information, including an email address, of the person(s) who are authorized to represent the proposer.
2. **Personnel.** All proposal packages must include the following information related to key personnel who will be working on this project.
  - a. The names of the partners, managers, other key staff persons, and key sub consultants who will be assigned to the project along with brief resumes that indicate their experience in preparing needs assessments for municipal library services.
  - b. An organizational chart including sub consultants.
3. **References.** All proposal packages must include the following information related to the references and qualifications relative the scope of work associated with this proposal.
  - a. List of all Oregon local government jurisdictions your firm is currently providing library needs assessment services for or has provided similar services for within the last 5 years.
  - b. Relevant Project Summary/Profile Sheets. At a minimum, the sheets shall provide a brief description of the project, provide date assessment was completed, provide owner information, and contact person.
4. **Project Approach and Proposal.** A preliminary scope of work has been included with this RFP, however it is anticipated that the proposal will include any amendments and/or provide additional recommendations based on the proposer's experience with similar projects. Additionally, provide a timeline to complete this assessment project.

5. **Fee.** In a sealed envelope, please provide the fee to complete the needs assessment along with a summary of hourly rates for all staff, including sub consultants, anticipated to work on project. The fee proposal should include the cost to provide the minimum items anticipated by the City. The proposer should provide separate line items in the fee proposal addressing cost adjustments for recommended additions or subtractions to the scope of work. The fee for services and summary of hourly rates will not be included in the overall 10 page count of the proposal package.

## **QUALIFICATION EVALUATION CRITERIA**

Minimum qualifications:

1. Consultant shall have demonstrated experience preparing municipal library needs assessments for communities of similar size as Coos Bay.
2. Consultant shall be a professional civil engineer or architect licensed in the State of Oregon.
3. Consulting team shall include a library consultant with at least 2 years of experience.

General: The City is looking for proposers demonstrating experience preparing municipal library needs assessments for communities of the similar size as Coos Bay and for similar scope of the work being requested. Evaluations will be performed to determine the proposer's understanding of services to be provided, overall approach to the project, ability to explain details to staff, and summary of fees/rates. Award will be made to that reasonable consultant, whose offer, conforming to this RFP is considered most advantageous to the City, considering the Evaluation Criteria in this Section.

Personnel Qualifications, Project Organization, Experience, and Commitment Criteria: Submittals will be evaluated considering the contractor's technical, managerial experience, and qualifications to work on the project.

Relevant Past and Present Performance Criteria: Assessment of the contractor's past and present performance will be evaluated relative to the capability to meet the performance requirements. Additionally, quality of service, customer satisfaction, cost control and timeliness of past and present projects will be evaluated.

The City has prepared a scope of work; however the City is seeking qualified consultants that will "think outside the box". The proposal will be reviewed and evaluated based on the innovative approaches that are proposed for this scope of work.

Summary of Rates: Cost component of each submittal will be evaluated with respect to the probable cost to the City of doing business with each submitter; summary of rates will be evaluated for realism and reasonableness.

Evaluation of the various criteria will be weighted as follows:

|   |     |
|---|-----|
| Firm's past relevant experience                           | 10% |
| Personnel qualification and experience                    | 25% |
| Consultant's understanding of the services to be provided | 20% |
| Consultant's proposed approach and timeline               | 35% |
| Consultant's fee  | 10% |

## BACKGROUND AND SCOPE OF WORK

**Background:** The City of Coos Bay is the largest community on the Oregon coast. The Coos Bay Public Library is the largest public library on the southern Oregon coast. It is operated by the City of Coos Bay and is a member of the Coos County Library Service District, which supports eight public libraries in the county with a permanent tax rate of \$.7289 per thousand of assessed property value.

The district tax revenue is dedicated to operational expenses and City of Coos Bay provides and maintains the library building and acts as fiscal agent. The Library Board of Trustees is appointed by the City Council as the library's policy-making body.

The library's 1966 building has had two major additions and is currently 25,872 square feet.

As an integral member of the Coos County Library Services District, the Coos Bay Public Library coordinates and cooperates with seven other public libraries in the district, Myrtle Point School District Libraries, and Southwestern Oregon Community College library to share materials freely with all county residents. In 2011-2012, participating libraries checked out 923,531 items and filled 153,284 hold requests for over 43,000 patrons.

### Staffing and Services

With 11.6 FTE staff and 48 service hours a week, Coos Bay Public Library provides materials, programming, computer use, and reference services. In addition to the physical collection of books, periodicals, music, DVDs, and audio books, the Library provides electronic access to over 30,000 titles in downloadable audio and ebook format. Traditional reference services are still widely used, though the nature of the assistance is increasingly technical in nature.

The library offers programming for children, teens, and adults. Regular programs include story times, infant time, Lego Club, film programs, board games, computer classes, and book clubs. Special events such as author presentations, historical lectures, and science workshops are offered throughout the year to a variety of age levels.

The Library maintains a website (<http://coosbaylibrary.org/>) to provide 24-hour services for patrons. This includes access to the shared online catalog *Coastline*, databases, downloadable content, and more.

In 2013, Coos Bay Public Library users logged in to the library's twenty-three public access computers over 32,000 times. The library also offers 24-hour wireless internet to users with their own laptops, tablets and other devices. In a recent survey, 81% of community respondents said it was important or very important to have these resources available; 27% of the library's public access technology users are low income; 32% of survey respondents indicated that they had used the public library's computers or wireless network for educational purposes, while 27% had used this access for job seeking activities.

### Facility Needs

A recent geotechnical study and structural assessment of the library facility revealed several major issues. The existing piles in the library foundation are inadequate and appear to be deteriorating, resulting in global settlement of the building with substantial settlement in certain areas. Several aspects of the building were also identified as non-compliant with current code, highlighting inadequate seismic load bearing in the roof, and inadequate concrete columns. In addition, the building has other deficiencies, including an aging HVAC system and a leaking roof. Given that the estimated cost of repairs approximates the cost of constructing a new facility, the City of Coos Bay

Council has agreed by consensus to proceed towards building a new facility. A Steering Committee consisting of members of the Library Board, Library Foundation, Friends of the Library, Library Staff, and City Council has been formed to shepherd the planning process.

**Scope of Work:** This scope contains the minimum items that the City anticipates would be necessary for this project. However, it is anticipated that the proposers will amend the list as necessary and provide any recommendation in their proposal package. The fee proposal should include the cost to provide the minimum items anticipated by the City. The proposer should provide separate line items in the fee proposal addressing cost adjustments for recommended additions or subtractions to the scope of work. The City intends to build a new library building instead of repairing the existing building. The successful proposer will identify the space needs and requirements for library space that will serve the community through the year 2040. The location for the new building has not been determined.

The consultant will evaluate the community's library needs and consider all options to meet those needs. The scope of this project includes all aspects of facilitating a library needs assessment, in consultation with the Coos Bay Public Library. The consultant will:

#### Data Gathering

1. Meet with Library and City staff to clarify expectations and desired outcomes.
2. Schedule, invite, organize and moderate at least two community forums to gather information about library use, collections, and space.
3. Interview key community leaders and stakeholders identified by the Library.
4. Up to 3 meetings to gather information on needs to include Library Board, Library Foundation, Friends of the Library, and/or City Council.
5. Meet with Library staff up to 3 times to gather information on needs.

#### Data Analysis

1. Analyze information provided by the Library, including census, demographics, and library statistics. Collect, analyze, and incorporate updated and other relevant data as available
2. Perform projections to help guide the needs assessment and preparation of concept designs
3. For the new building identify space needs for collections, seating, staff offices, technology, meeting rooms, special purposes, work areas, office space, and ability to supervise library operations visually.
4. Analyze for possible dual/multiple uses/partnerships for the new building, including private public partnership, to meet community needs and/or attract other potential funding sources.
5. Analyze parking space needs and other spatial needs outside the building.
6. Analyze the amount and type of current and future usage. Project the number of patrons to be served, equipment and furniture to be housed, and the necessary storage capacity.

#### Reporting

1. Monthly progress reports to the Library Director.
2. Prepare a written report that will include all necessary analyses, documentation, and a plan to determine future needs and to meet those needs.
3. The written report will summarize all results of the scope of work including methodology, findings and specific recommendations for current and future Coos Bay Public Library services. The consultant will be expected to provide preliminary (at 50% completion), final draft 90% and final (100%) versions of the report.
4. The preliminary and final report must include a narrative on data collection, data analysis, data interpretation, and recommendations. The report must also include an executive summary.

5. The report should provide details for the building space requirements and minimum site characteristics to meet the needs of the community through 2040.
6. The Detailed space needs assessment should at least cover building size, site size, ADA compliance, functional layout, space flexibility, technology applications, and related criteria.
7. The report shall also include a minimum of 3 concept designs with cost estimates and life cycle costs for each.
8. The consultant shall plan for up to 2 meetings each (6 total) to present the findings in the preliminary report, final draft report, and final report.
9. Each version of the report must be made available in an electronic format (pdf) and 10 paper copies. All data collected must be submitted with the final copy of the report.

**Resources to Be Provided:** Included with this RFP are the strategic plan, the 2014/15 Report to the State Library, professional services agreement, Coos Bay Public Library structural assessment, and geotechnical evaluation of the Coos Bay Public Library. They can be downloaded from the City's web site. Contact Sami Pierson at 541-269-1101 ext. 229 or [spierson@cclsd.org](mailto:spierson@cclsd.org).

## **GENERAL INFORMATION**

**Interviews:** Proposers *may* be invited to an interview with the City's Selection Committee. Selected persons/firms will be contacted regarding time and location of an interview.

**Compliance with Rules:** Proposers responding to this RFP must follow its procedures and requirements. Except as otherwise provided in this RFP, applicable provisions of Oregon Administrative Rules Chapter 137, Division 47 shall apply to all City personal service contracts. Failure to comply with or complete any part of this RFP may result in rejection of your Proposal.

**Request for Additional Information:** Proposers may submit questions or a request for additional information. All questions and/or requests must be submitted either by mail or email:

Coos Bay Public Library  
Attn: Sami Pierson  
525 Anderson Avenue  
Coos Bay, OR 97420  
[spierson@cclsd.org](mailto:spierson@cclsd.org)

All requests for additional information, must clearly reference the "PROPOSAL FOR COOS BAY PUBLIC LIBRARY NEEDS ASSESSMENT". All requests must be received no later than January 15, 2016 at 5:00 pm. The responses to the requests will be made available at the City's website:

[http://www.coosbay.org/City\\_Requests\\_Proposals\\_Qualifications.htm](http://www.coosbay.org/City_Requests_Proposals_Qualifications.htm)

## **Schedule for SOQ Events**

|   |                             |
|---|-----------------------------|
| RFP Advertised                                    | December 1, 2015            |
| Deadline for Additional Information Request       | December 21, 2015 at 5 p.m. |
| Response to Additional Information Requests       | January 4, 2016             |
| Proposal Package Due                              | January 15, 2016 at 5 p.m.  |
| Schedule Interview (subject to City's discretion) | February 1, 2016            |
| Interviews (subject to City's discretion)         | February 8-12, 2016         |
| Council Consideration of Contract                 | March 1, 2016               |
| Notice of Intent to Award Project                 | March 2, 2016               |
| Protest Period                                    | March 2-9, 2016             |

**Proposal Withdrawal:** Any Proposal may be withdrawn at any time before the “Proposal Due” date and time by providing a written request for the withdrawal to the issuing office. A duly authorized representative of the agency shall make the request. Withdrawal of a Proposal will not preclude the proposer from filing a new Proposal.

**Appeals:** Proposers who wish to appeal a disqualification of proposal or the award of contract may submit the appeal in writing to the City Manager's Office within five (5) working days of the postmarked Notice of Award or disqualification. Disagreement with the process, e.g., scoring by evaluators, is not subject to appeal.

Address: City of Coos Bay  
Attn: City Manager  
500 Central Avenue  
Coos Bay OR 97420

**Ownership of Documents:** Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

**Confidentiality of Information:** All information and data furnished to the proposer by the City and all other documents to which the proposer's employees have access during the preparation and submittal of the Proposal shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

**Public Record:** All Proposals and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all proposals and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

**Indemnity:** The needs assessment consultant shall hold harmless, indemnify, and save the City, its officers, employees, and agents, from any and all liability claims, losses, or damages arising or alleged to arise during the performance of the work described herein by reason of any act or omission of the consultant or any of its agents, employees or representatives. The indemnity applies to both active and passive acts and other conduct.

**Employment Status:** Consultant shall perform the work required by this contract as an independent consultant. Although the City reserves the right to determine and modify the delivery schedule for the work to be performed and to evaluate the quality of the completed performance, the City cannot and will not control the means or manner of the Consultant's performance. The Consultant is responsible for determining the appropriate means and manner of performing the work.

The Consultant represents and warrants that the Consultant is not an employee of the City of Coos Bay and meets the specific independent consultant/contractor standards of ORS 670.600. Contractor is not an officer, employee, or agent of the Owners as those terms are used in ORS 30.265.

Consultant shall be responsible for any federal or state taxes applicable to any compensation or payments paid to Consultant under this contract and, the Owners will not withhold from such compensation or payments any amounts to cover Consultant's federal or state tax obligations.

Consultant is not eligible for any Social Security, unemployment insurance, or Workers Compensation, from compensation paid to Consultant under this contract except as a self-employed individual.

**Insurance:** The value of the contract is unknown at this time. Insurance requirements for this project are assumed to be Level 4 (Level depends upon the amount of the contract). Level 4 insurance requirements are as follows:

### **Specific Directives**

1. General Liability shall be a per occurrence form and must cover the time for which the work is being performed.
2. Proof of insurance of not less than the amount required is to be provided. Written notice of cancellation of insurance shall be provided to the City/Agency not less than 30 days prior to the date of cancellation.
3. If the City/Agency is required to use Federal or State insurance policy limits, or is subject to the Federal or State tort claim limits, the limits required through this directive shall be superseded by such limits.
4. If a claim occurs where the amount of the claim exceeds the insurance policy limits required by this directive, the contractor assumes full responsibility for the payment of such claim.
5. Insurance policy limits shall not be less than those listed in this directive without the consensus of the City Manager, City Attorney and the City Risk Manager of Record. Insurance policy limits may be waived at the discretion of the City/Agency. Insurance policy limits may be required to be higher based upon the City Manager's review of the specific application for which the certificate is required.
6. Tail Coverage": If any of the required liability insurance is on a "claims made" basis, recipient shall maintain either "tail" coverage or continuous "claims made" liability coverage, provided the effective date of the continuous "claims made" coverage is on or before the effective date of the Contract/Agreement, for a minimum of 24 months following the later of:
  - (1) Recipient's completion of all services and the City's/Agency's acceptance of all services required under the Contract/Agreement, or
  - (2) The expiration of all warranty periods provided under the Contract/Agreement. Notwithstanding the foregoing 24-month requirement, if recipient elects to maintain "tail" coverage and the maximum time period "tail" coverage is reasonably available in the marketplace is less than the 24-month period described above, recipient shall maintain "tail" coverage for the maximum time period "tail" coverage is reasonably available in the marketplace for the coverage required.

### **7. Definitions:**

**Commercial General Liability:** To cover bodily injury, death, and property damage. This insurance shall include contractual liability coverage for the indemnity provided under those listed in the Agreement/Contract, personal and advertising injury liability, products liability and completed operations liability. Coverage may be written in combination with Automobile Liability Insurance (with separate limits).



Professional Liability: To cover error, omission or negligent acts related to the professional services to be provided under the Agreement/Contract.

Automobile Liability: To cover each accident for bodily injury and property damage, including coverage for owned, hired, non-owned, leased, or rented vehicles as applicable. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits).

Builders Risk: To cover structures being built, temporary structures at the building site, and building materials not yet having become part of the building. The building materials are covered while on the insured location, in transit, or in storage at another location.

Installation Floater: To cover materials, equipment, and personal property while in transit, installation, and until coverage terminates according to the terms of the floater. This coverage can cover the property of others in the contractor's care, custody or control that is often excluded under the contractor's general liability coverage.

Umbrella Liability: To cover excess liability over several of the insured's primary liability policies. An excess liability policy may be what is called a following form policy, which means it is subject to the same terms as the underlying policies; it may be a self-contained policy, which means it is subject to its own terms only; or it may be a combination of these two types of excess policies. Umbrella policies provide three functions:

- (1) To provide additional limits above the each occurrence limit of the insured's primary policies;
- (2) To take the place of primary insurance when primary aggregate limits are reduced or exhausted; and
- (3) To provide broader coverage for some claims that would not be covered by the insured's primary insurance policies, which would be subject to the policy retention.

Most umbrella liability policies contain one comprehensive insuring agreement. The agreement usually states it will pay the ultimate net loss, which is the total amount in excess of the primary limit for which the insured becomes legally obligated to pay for damages of bodily injury, property damage, personal injury, and advertising injury.

**Level 4 Insurance Requirements:** Professional services contracts/agreements over \$50,000:

|   |                 |
|---|-----------------|
| <u>Commercial General Liability</u> Per occurrence                  | \$ 1,000,000    |
| <u>Professional Errors and Omissions liability</u> (Per occurrence) | \$ 2,000,000    |
| <u>Workers' Compensation</u>  | Statutory Limit |
| Applicable Federal (e.g., Longshoremen's)                           | Statutory Limit |
| Employer's Liability  | \$ 500,000      |
| <u>Umbrella/Excess Insurance</u> Per occurrence                     | \$ 2,000,000    |
| <u>Automobile Liability</u> Per occurrence                          | \$1,000,000     |

8. Should the Umbrella/Excess Insurance coverage combined with Commercial General Liability coverage not equal or exceed the minimum combined coverage shown, coverage must be increased to equal or exceed the minimum total coverage limits shown. If there is no Umbrella/Excess Insurance coverage, then the Commercial General Liability, Employers Liability, and Automobile Liability limits must be increased to equal or exceed the minimum total coverage limits shown. The Certificate of Insurance(s) and Endorsement(s) will be a part of the

Contract and shall be provided to the City/Agency with endorsement(s) indicating that the Commercial General Liability insurance coverage is in effect which shall be primary and non-contributory with any insurance maintained by the City/Agency and include a per project aggregate (form CG 2503 05/09 or equivalent).

Such certificate(s) and endorsement(s) shall name the City/Agency as an additional insured commercial general liability, automobile liability, and umbrella liability policies. Copies of such endorsements or coverage enhancements **shall be attached to the certificate**. A waiver of subrogation under the workers' compensation and commercial general liability policies shall be provided. Thirty (30) days written notice shall be provided to the certificate holder prior to cancellation or significant modification of coverage. The Certificate of Insurance(s) and Endorsement(s) shall be provided to the City/Agency which will become a part of the Contract. Insurance Coverage provided must be underwritten by an insurance company deemed acceptable by the City/Agency. The City/Agency reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.

Contractor will purchase and maintain property insurance for the entire work at the site on a replacement cost basis. Contractor shall obtain, at Contractor's expense, and keep in effect until final acceptance of the work performed under this contract, an Installation Floater or equivalent property coverage for materials, equipment, supplies, and tools to be used for completion of the work performed under this contract. The Installation Floater shall include coverage for testing, if applicable. The minimum amount of coverage to be carried shall be equal to the full amount of this contract. The contractor will be responsible for any applicable deductibles.

9. Non-profits, community groups, and governmental entities that conduct meetings on city-owned property are exempt from the requirements of this administrative directive unless otherwise directed by the City Manager.