

# **Request for Proposal for Professional Services**

**Educational, Cultural and Office Building  
Programming Consultant**

**re Park County Powell Library, Powell Wyoming**

**Responses due:  
Noon M.S.T.  
on April 12, 2021**

## **Section 1. Purpose**

Park County Wyoming seeks the services of a building consultant ('Consultant') to assist with the design of a remodel/rebuild/new build of the Powell Library in Powell, Wyoming involving the existing structure on the current site.

The project consists of designs in two phases, transforming the existing building and adding a small second floor in the first phase, then adding an addition in the second phase to bring the total square footage to some 20,900.

The consultant is tasked with providing the program for plans that will create an affordable library facility to meet the needs of the City of Powell and its surrounding area for 20 years and beyond. This will encompass, but is not limited to, schematic design, project cost and staffing estimates, facility operating cost estimates, time schedule, attending/supporting public meetings, and assisting in public education. The selected consultant will work with the Powell Library Task Force (TF), county and library personnel, and the public throughout the process.

## **Section 2: Background Information**

**County Background:** (Information from the U.S. Census Bureau) Park County (6,942 square miles) is located in the Northwest corner of Wyoming. Cody, the county seat, is 52 miles east of the east entrance to Yellowstone National Park. Powell is some 20 miles NE of Cody.

The U.S. Census Bureau estimate for 2018 puts the county population at 29,324. The county population grew 4% from 2000 to 2018. The Park County Library System serves all the people of the county with the main library in Cody (pop. 9828) and branches in

Powell (pop. 6310) and Meeteetse (pop. 330). The estimated population for Zip Code 82435 (includes Powell and contiguous communities and rural areas) in 2000 was 10,329 and in 2018 the estimated population of Zip Code 82435 was 12,210. This represents an 18% increase in population for that part of Park County.

Park County's economy is fueled by agriculture and the oil and gas industries. Cattle ranching and crop production (hay, sugar beets, beans, and malt barley) on irrigated farms contribute to the economic and social fiber of Park County. Oil and gas production play a crucial role in the area economy, generating a significant amount to Park County's tax base. The county's light manufacturing base has grown to include building products, sporting goods, novelties, and a growing number of agribusinesses.

Public lands are critical to Powell's wellbeing with more than 82% of the county managed by the Shoshone National Forest, National Park Service and Bureau of Land Management. Powell was headquarters for the Bureau of Reclamation's development of 107,000 acres of irrigated farmland, and agriculture shapes the culture of the area.

Many businesses depend on strong partnerships with our federal partners.

Major county employers include Powell Valley Healthcare, Northwest College, state and local governments, the U.S. Government and the Park County School Districts. Government entities employ a substantial portion of the workforce (22%).

**Project Background:** The present Powell Library is made up of several buildings combined into one between 1921 and 1962 and an addition completed in 1982. A July 2020 structural assessment by Engineering Associates (Attachment A) found the existing building to be in good condition with some issues common to older structures. The east end of the current structure was designed to take a second floor of 2,600 square feet. In addition, the county owns the current parking lot adjacent to the structure which contains 10,500 square feet and which will serve to host a new part of the eventual structure.

Based on a May 2019 needs assessment (Attachment B), a 20,900 square foot building is needed to meet the library needs of the community through 2040. The inadequacies of the current facility are widely recognized in the community resulting in a number of other informal surveys having been conducted over the past 15 years.

A five-member Board of County Commissioners governs Park County. They meet on the first three Tuesdays of the month. The Commissioners appoint a five-member Library Board of Trustees, which governs the current Park County Library System [PCLS] and hires its Executive Director. A Task Force (TF) with an executive board of seven members has been authorized to act for the Library Board of Trustees on all matters concerning a new library through the planning stage. The TF, whose members reside in Powell, have taken the initiative to develop plans to expand the library.

**Project Criteria:** The community is looking for creating a library of 20,900 square feet to meet the needs of the community through 2040. Given financial and other considerations the community plans to reach this goal through a phased plan using the current structure and site as follows:

**Phase One.** Repair/redesign the existing structure and build a 2,600 sq. ft. second floor above the east end with design provisions to allow the building to open into a future addition on the north end.

Redesign the interior/exterior of the entire resulting structure, remodeling as necessary, to operate as a full-service library until Phase Two is complete. Since the second-floor addition will not sustain the weight of book stacks, offices and meeting rooms should be located there.

This design should take into consideration Phase Two plans, the two taken together providing space for the services needed by the community as outlined in Attachment B.

Phase One should include expanded children/young adult library, more space for computer terminals and study tables, a larger meeting room, and an updated Friends of the Library book sale area.

The meeting room must be directly accessible from outside the building.

Because the existing roof needs replacing now and has a very reduced life expectancy and because its failure could potentially have very expensive consequences, construction will need to begin sometime in early 2022.

The TF would be open to seeing the roof space over the west end of the library planted in sod or to considering other ideas that are in keeping with Powell's agricultural origins. Cost will be a consideration here. In that spirit the TF will be giving preference to designs that incorporate best green practices in energy efficiency.

**Phase Two.** Construct an addition on the north-east end of the current parking lot which will connect directly to the east end of the current building both on the first and on the new second floor for a total of some 21,000 square feet.

The TF would be open to considering the addition be two stories to preserve as much of the parking lot as would be possible for future on-site parking.

This area should include space for expanded adult services, a teen library, several small study/meeting rooms, a quiet reading area, space for a seed bank, and a modest outdoor play area opening off the children's library,

Approximations of space requirements for the entire Phase One and Two design can be found in attachment A.

Landscaping and resurfacing of the remaining parking lot costs should be included in estimates.

Again, preference will be shown to designs that incorporate the spirit of the town's origins and character.

Construction of Phase Two will be governed by our ability to raise the necessary funds, leaving the exact timing uncertain.

**Agency interactions.** The consultant will work with a Planning Team [PT]. The PT consists of the Park County Project Coordinator; the Director of the Park County Library System; the County Library Board Chair, the TF Chair, and others as necessary.

The consultant shall obtain information from building stakeholders either by direct interview, phone interview, or questions coordinated through the PT.

### **Section 3. Scope of Services**

**Identify the Major Factors:** The consultant shall identify the major factors affecting the use of existing and projected space for the facility. This will be driven not only by demographic trends, technology, efficiency of operations, county needs, and survey results, but by public expectation to the extent it is identified and communicated by the PC. The consultant will interview stakeholders and review the results of public meetings, surveys, research, and other reports, etc., to obtain the information needed to complete the project. The PC will assist in these endeavors as much as possible.

**Analysis of Studies:** Submissions should include draft renderings and floorplans for the Phases One and Two for an optimal economic end-result and should address the consultant's methodology of how competing needs should be met. The consultant shall compare their results with the recommended prioritization of space usage outlined by the needs assessment (Appendix B).

**The Building Design Program:** The consultant will develop proposals for a rebuild/build program encompassing the following areas:

1. A site survey.
2. Library collection space, user space, and service space requirements including a functional analysis of space and sub requirements of functional areas. These space needs should include, but not be limited to, reference and adult services, children's services, youth services, young adult areas, circulation services, meeting and program space, administration areas, technical services area, building

support area, media, periodicals, and the inclusion of a seed bank to meet the unique needs of our agricultural community.

3. Adjacencies and room relationships to optimize functionality.
4. The second-floor addition on the current building's east end of 2,600 square feet will not sustain book stacks. It will require careful planning to maximize its utility without adding library staff.
5. Room amenities to include furnishings.
6. Mechanical, electrical, lighting and plumbing requirements. Identify applicable codes and standards to which design shall adhere.
7. Technology infrastructure requirements.
8. Site development and landscape design considerations.
9. Continuing library services during construction.
10. An estimate of staffing requirements.
11. Detail assumptions underlying the forces driving the needs-based layout including the use of historical data and statistical techniques.
12. Provide a forecast of applicable lifecycles. Forecast how far into the future these potential configurations will meet the needs of Powell and Park County. Are there opportunities for further expansion that could extend that lifecycle?
13. Provide architectural renderings in digital format for use in determining the final design selection and in financing campaigns.

**Estimate and Schedule:** The consultant shall provide phased aggregate schedules for completion of Phases One and Two through construction up to occupancy. Provide estimates of facility development costs and flows on a timeline for the duration of the overall project. Include design, design firm reimbursables, bidding process costs including advertising and reproduction, construction, site work, inspection and professional fees, insurance and bonding fees, administration, furniture fixtures & equipment, contingency, and inflation. Specify the method of estimating (i.e. whether it is a general estimate based on square footage, an aggregate line item estimate, or an architectural estimate based on actual floor plans and allocation of space). Provide a level of accuracy upon which the estimate may be depended. The consultant will determine ongoing operating and staffing costs for each option.

**Delivery Method:** The Consultant shall recommend a preferred delivery method and contractual structure for design and construction of recommended options.

## **Section 4. Communications**

The consultant will work collaboratively with the PC, the public, and the Board of County Commissioners (Commissioners) as necessary throughout the process. The consultant will meet during the last week of each month with the PC in Powell, Wyoming, giving a brief summary of activities performed. The meetings will provide an opportunity for questions to be asked of the PC as they arise. The first meeting should accomplish the following five goals:

1. To familiarize the consultant with the PC and vice versa,

2. To familiarize the PC with the consultant's process,
3. To provide time for the PC to share insights that might help the consultant refine the project work plan,
4. To establish a schedule when the consultant will appear before the PC and the times for those meetings if they do not correspond with the normally established meeting dates, and
5. To describe the proposed work plan including methodologies and a time-phased statement of project milestones. Identify at what stages and at what levels information or assistance will be needed from library staff.

Based on the gathered information, the consultant will develop the building program. The consultant will give a presentation in an open meeting of the Commissioners/PC based on the initial report (draft of final).

The Commissioners may request meetings with the consultant following submission of the final programming plan for purposes of public education and or design review/coordination. These meetings are at the Commissioner's discretion and should not be included in the base proposal price.

## **Section 5. Project Schedule**

Responses to RFP due	April 12, 2021
Short list determined (Commissioners' discretion)	May 2021
Interviews conducted (Commissioners' discretion)	June 2021
Consultant selected	June 2021
Contract with consultant signed	July 2021
Consultant conducts stakeholder interviews	August 2021
Initial report due (draft of final document)	October 2021
Presentation to TF/Commissioners	October 2021
TF/PC review period	October-November 2021
Comments on draft to consultant	November 2021
Consultant to address comments	December 2021-January 2022
Final Report due	January 2022

## **Section 6. Qualifications of the Firm, Project Staffing, and References**

**Firm's Experience:** The consultant shall provide a brief section describing the firm's experience in performing library/civic center planning studies. Include a brief history of

the firm including the length of time the firm has been in business as presently organized. Provide the name, address, and phone number of a contact person. Include a website and an e-mail address for the firm. Literature about the firm, a listing of projects, and other information may be presented in an appendix.

Describe work the firm has done with library groups in the area of private fund raising. Include the project, a description of the fund-raising plan, the amount targeted to be raised, the amount raised and contact information for the fund-raising aspect of the project.

Describe the firm's past performance relative to achieving cost and schedule goals.

Describe your firm's previous experience in working with public boards/committees and the general public.

**Experience of Assigned Personnel:** The consultant/personnel assigned to this project shall be identified along with their previous and concurrent assignments. The information should also identify the project leader. Describe the project team and provide resumes of key members stating their role on this project, experience and qualifications. Provide a breakdown of the estimated staff time for each task outlined in the Plan of Work. Brief biographical narratives of no more than one half page should be provided to summarize the experience and qualification of the consultants/personnel assigned to this project.

**References:** Three references should be provided of the most recent past clients for whom similar studies have been performed and that involved one or more of the primary staff members that would be assigned to this project. The information on these references should include:

Owner name, address, contact person name, phone number, e-mail address  
Services provided  
Size and brief description of project

Provide a comprehensive list of library projects your firm has worked on with an indication of services provided.

**Examples:** Describe three past cultural, educational or library building program problems. Include in your response examples that show your team's understanding of the unique needs for each facility and how issues concerning previous clients were addressed.

If available and non-proprietary, include with your response 10 copies of a past building program you did for a project of similar size. (This does not apply to the proposal page limit.)

**Other:** The Consultant may at his or her option, attach pertinent information that will help in the firm's evaluation.

## **Section 7. Project Budget**

The Consultant shall provide a detailed cost proposal for programming/planning services in a separate, sealed envelope. The inclusive cost of the project should include a "not to exceed" total and a description of the fee structure, as well as the number of proposed site visits included, with the chargeable rates for each staff person.

**Budget Structure:** The project budget should detail the budget information in two tables. The first shall be a project time allocation table that shows the number of hours anticipated per consultant for each of the RFP items in Sections 3 and 4 above. The second table shall be a detailed project budget that contains three types of categories with associated breakouts. The first category is that of Personnel. The primary project staff should be identified by name. Support staff can be identified by type of work, such as clerical support. For each of these staff members, the number of hours, hourly rate, and extended subtotal hours by rate should be shown. The second budget category, Travel, should show the number of trips and associated per diem costs of for the project. Breakout by person is not necessary. The third category, Supplies/Other should breakout the major items such as telephone expenses, duplication, postage, etc.

**Narrative:** The Consultant shall provide a narrative that explains items not immediately apparent in the budget tables. If the consultant has suggestions or options for obtaining cost-savings in the conduction this project, the information can be presented in a separate subsection of the budget.

**Additional Information:** The Consultant shall provide a per-trip fee schedule for future trips, beyond those necessary for the programming phase, made at the request of the Commissioners. These costs shall be good for one year from the date of proposal submittal.

## **Section 8. Format for Proposals**

Interested consultants should apply in writing and adhere to the following outline. Not adhering to the outline or failure to provide the items listed under each heading may result in low evaluation scores. Proposals in excess of 25 text pages (excluding appendices) may not be reviewed.

The proposal may contain a brief introduction of no more than one page. Following the introduction, the proposal should specifically address the items in Sections 3 through 7 in the order in which they appear in the RFP. In writing the response to items 2 through 10,



below, information about the methods that will be utilized to perform the study and considerations affecting the analysis or conduct of the study should be provided. The following structure and page limitation will be followed in the proposals:

1. Introduction (1-page limit)
2. Identification of Major factors (3-page limit)
3. Analysis of Studies and Factors (3-page limit)
4. Building Program (3-page limit)
5. Estimate (2-page limit)
6. Communication, Reports, and Presentations (2-page limit)
7. Project schedule and starting date (2-page limit)
8. Qualifications of the firm (4-page limit)
9. Project Budget (4-page limit)
10. Appendix A: Literature on the firm (no page limit).
11. Appendix B: Other Information (no page limit).

The page limitations are not meant to imply that a proposal should use two pages just because a two-page limit is set. Some responses to the items may require less space.

## **Section 9. General Instructions**

All materials including ten (10) copies of response must be received by **noon, local time on April 12, 2021**. Provide one unbound copy suitable for duplication in addition to the ten copies. The cover should include the title: "Park County Powell Library Building Project," date of submission, name of the firm, the firm's authorized representative contact person with phone number and address. Provide a transmittal letter, signed by the contact person.

**Address proposals and transmittal letters in a sealed envelope or carton marked clearly on the outside with the words "Powell Library Building Programming Proposal" to:**

Office of the Park County Board of County Commissioners  
Attention: Susan Kohn  
Park County Court House  
1002 Sheridan Avenue  
Cody, WY 82414

Any proposals received after the appointed time will be marked "Received Late" and returned unopened to the sender.

Any questions regarding the project should be addressed to:

Pat Stuart, Chairman, Park County Library Board  
stuart@patstuart.com

## **Section 10. Selection Process**

Members of the Planning Team will review the proposals and submit recommendations to the Commissioners. Depending on the response to the RFP, the County may elect to short-list three to five firms that best meet the selection criteria. Three firms may then be scheduled for an interview. Notification of the short list will be made within three weeks (by May 3, 2021).

Firms scheduled for interviews will be able to discuss their credentials, special skills and particular approaches to various element of the study. The county reserves the right to award based on written proposals and/or interviews. A "short-list" of finalists may or may not be developed. Firms are not guaranteed an interview or the opportunity for a presentation and therefore should make their proposals comprehensive and able to stand-alone.

## **Section 11. Terms and Conditions**

The Commissioners will have final approval authority of the building program. Any successful consultant will be required to negotiate and execute a written agreement satisfactory to the Commissioners. The Commissioners reserve the right to reject any or all submittals in the best interest of the County or to waive minor defects or irregularities in the submittal. They further reserve the right, without prior notice, to supplement, amend or otherwise modify this RFP or otherwise request additional information from any or all applicants. By submitting a proposal, the consultant thereby agrees the decision concerning any submittal in any respect is final, binding and conclusive for all purposes, and acknowledges that the Commissioners in their sole and unqualified discretion may waive or deviate from the procedures and/or timetable outlined. The Commissioners reserve the right to award the contract to the next most qualified firm if the successful firm does not begin the contracted services within 30 days of award. The successful firm shall not discriminate against any person in accordance with federal, state or local laws. All materials submitted become the property of the Park County Government and may be made available to the public. All costs incurred in connection with responding to this RFP will be borne by the submitting consulting firm or individuals. Proposals shall be good for 180 days from submission except as noted above.

This request for proposals is offered this 17<sup>th</sup> day of Nov 2020.

A handwritten signature in blue ink, appearing to read "Joe Tilden". The signature is stylized with a large, sweeping flourish over the last name.

Joe Tilden,  
Chairman, Park County Board of County Commissioners