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February 10, 2009

Board of Commissioners
Albany County
525 Grand Avenue
Laramie WY 82070

Dear Commissioners:

Here is the proposal request for proposals (RFP) for a building needs assessment that the representatives from the library and foundation boards discussed with you at the Feb. 3 work session.

BACKGROUND

What is the history of this document?

The possibility of a new building came up during the library's planning process. The strategic plan includes this goal: "Explore feasibility of renovating, expanding, or replacing current Laramie facility for 2012 funding ballot" (Section II "Facilities and Space," 2.A.)

At the annual joint meeting in December 2007, the library, foundation, and Friends of the Library appointed a committee to draft a RFP for a building needs assessment. This assessment would look at current and future needs, recommending either remodeling the current building or constructing a new one.

The committee members were Marie Frick or Cecily Goldie as substitute and Paul Heimer (ACPLF); Suzanne Harris, Sandy Werner, Betsy Moore, Susan Simpson (ACPL board and library employees); and Larry Struempf (Friends).

This committee put together a draft proposal which went to the Deputy County Attorney for review. The committee then recommended the three boards approve forwarding the proposal to you. The county owns the building. The boards have done so.

The draft is attached. I have revised the dates and done some minor editing of the draft you saw Feb. 3.

Does this proposal follow county policy?

Yes. Pages 14-15 of the Albany County Purchasing Policies and Procedures, Approved November 1, 2005, describes selecting a professional service, what should be included in the proposals, and how a consultant is selected.

How will this be paid for?

The library has \$15,112 in its planning budget, based on a bequest from Bill Steckel. If the bids are higher than that, there are several options:

1. Budget for more in the FY10 budget
2. Ask the foundation for support
3. Ask the commissioners for support

The Durango [Colorado] Public Library's building needs assessment was \$50K. It covered more topics than we are requesting.

Who will be invited to make proposals?

We have a list of twenty-eight library consultants and architects compiled from directories and conferences. We will advertise the needs assessment at an architects meeting in Cheyenne.

We do not anticipate advertising.

Are you going to put up a new building or remodel?

We want an expert recommendation for the best course of action. The current location is excellent, but space inside and parking outside are issues. The library's collection and services have changed since July 1981 when the building open.

Where would you put a new building?

The RFP asks for criteria for a site. No decision has been made. No inquiries about possible available sites have been made.

How will you operate a new building when you aren't open seven days a week now?

Sufficient library funding for access, programming, and materials is needed now and will be needed in the future.

What would happen to the current building?

That has not been decided. Using it as additional county office space has been suggested.

REQUEST FOR PROPOSAL
Albany County Public Library Building Needs Assessment
Board of Commissioners of Albany County
525 Grand Avenue
Laramie, WY 82070

Project Description

The Albany County Board of Commissioners (BOCC) is seeking proposals from qualified firms to conduct a Facility Needs Assessment. The assessment will evaluate future needs and recommend remodelling the current building or erecting a new one based on current and future needs.

This assessment should include the following:

- An overview and assessment of current use and needs compared with those over the next thirty years, considering the following: changing demographics, collections including new formats, staff, programs, public access computers, meeting rooms, public reading areas, study areas, parking, technology needs, work areas for all library staff and supporting organizations (Friends of the Library and Library Foundation), and maintenance and storage areas and other nonassignable space such as vestibules, mechanical rooms, and restrooms.
- Criteria to consider when deciding whether to remodel or build new.
- A comparison of costs for remodeling compared with a new building including a cost benefits analysis for the community.
- Estimates for annual costs of additional staffing and operations for either option.
- A recommendation for remodeling or building new.
- Criteria for a site for a new building.
- Other suggestions that arise during the process.

The project must be completed within six months of the contract's signing. The library can supply current and historical data and information about the community.

Proposal Requirements

The following information must be submitted as part of your proposal:

- Company profile.

- Company principles and list of individuals to be assigned to this project and their qualifications (education, experience).
- Project plan.
- Equipment and facilities needed.
- Timeline.
- Price.
- Proof of errors and omissions insurance.
- Examples of past similar projects.
- 3-10 References.

Submission Deadline

Proposals are due in electronic and hard copy by April 2, 2009, at the street address and email below. The contract will be awarded by May 5, 2009. The BOCC reserves the right to reject all proposals.

Proposals will be open on Thursday, April 2, 2009, at 2 p.m. at the Albany County Clerk's Office, Suite 202, 525 Grand Avenue, Laramie, WY 82070.

Inquiries and proposal submissions should go to Susan M. Simpson, County Librarian, Albany County Public Library, 310 S. 8th St., Laramie WY 82070, 307-721-5565, and email: ssimpson@will.state.wy.us. The library's website is acpl.lib.wy.us.

Action	Date
BOCC approves RFP	Feb. 17, 2009
Mail RFP	Feb. 18, 2009
Deadline	April 2, 2009
Committee reviews proposals and recommends firm to boards	1 month
BOCC receives recommendation and awards contract	May 5, 2009
Report deadline	November 5, 2009
Committee reviews reports and recommends action to boards	November
Boards recommend next steps to BOCC	December 2009

ADDITIONS TO
REQUEST FOR PROPOSAL
Albany County Public Library Building Needs Assessment
Board of Commissioners of Albany County
525 Grand Avenue
Laramie WY 82070
March 12, 2009

Following are questions we have received from firms interested in the proposal:

1. What buildings are included?

Only the Laramie, Wyoming, main library. Branches are not included. The award winning Laramie County Wyoming Public Library is in Cheyenne, Wyoming.

2. What is the size of your collection?

117,246 print materials, 290 print subscriptions, 7,089 audio materials, 2,632 videos (see http://www-wsl.state.wy.us/statistics/Wyo_Public_FY07-08_comparisons.xls for the most recent annual report which answers many of the questions below).

3. What is the size of your building?

27,624 square feet—including the basement

4. What is your circulation?

188,356

5. What percentage of your collection is checked out?

See the annual report above.

6. Did you mean “principles” or “principals” on p. 2?

We meant “company principals,” the top officials.

7. Does equipment/facilities refer to those we would need in Laramie while doing the assessment?

Yes.

8. Do you plan on public input?

Yes. We had some public meetings while preparing our five year plan, but we would need more with better attendance.

9. What funding do you have?

Right now we have \$15,200; we will ask for additional funding for the FY10 fiscal year since the project won't be completed in FY09 (ending June 30).

11. Are you interviewing the firms presenting proposals?

We had not discussed interviews, but think them a good idea.

12. Do you have a local architect?

No. We have not committed to a local architect.

13. What's your timeline?

The specific purpose sales tax will be on the 2012 ballot; we would like to be able to present a plan for a remodeled or new public library to be included in that ballot issue.

14. How many copies of the proposals do you want?

Three printed and bound and 1 electronic copy.

15. What about the Strege report and the Pappas recommendations on your web page?

Strege looked at the library's administrative structure and suggested ways to improve it. Most of these have been implemented. Pappas looked at the feasibility of remodeling meeting rooms to make office space. A less ambitious version of that plan has been implemented.

16. How much errors and omissions insurance do you require and who should be the insured?

The Albany County Attorney's Office asks that the insurance be carried by the firm with which the county has the contract.

17. There were five months, not six months to completion in the time line.

Action	Date
Proposal deadline	October 11, 2009

18. Will our firm's doing the needs assessment preclude it from other architectural work on this project?

No.

19. Do you have blue prints for the current building?

Yes, but not as built. They are in paper format only now.

20. How do you plan to fund this building project?

With a combination of public and private funding.