

**City of Kilgore**  
**Request for Proposals**  
**FY 2019**  
**Kilgore Public Library Master Plan Study**

The City of Kilgore is requesting proposals from accomplished and knowledgeable individuals or organizations to provide a needs assessment and cost estimates for a Master Plan study for the historic Kilgore Public Library. Any firm desiring to provide any form of service that is subject to procurement under Title 10, Subtitle F, Chapter 2254, Subchapter A of the Government Code of Texas are invited to submit.

Proposals may be hand-delivered or mailed to Kilgore Public Library, Attention: Stacey Cole, Director, 301 North Henderson Boulevard., Kilgore, Texas 75662. One (1) electronic copy and four (4) hard copies of the proposals must be submitted in a sealed envelope, clearly marked on the outside "PROPOSAL FOR KILGORE PUBLIC LIBRARY'S MASTER PLAN STUDY". Proposals must be received no later than 3:00 pm on January 31, 2019.

Instructions for preparation of the RFP may be downloaded from the City website at [www.cityofkilgore.com/RFPs](http://www.cityofkilgore.com/RFPs). Questions or comments may be addressed to Stacey Cole, at the address above, by phone at 903-984-1529, or by email at [stacey.cole@cityofkilgore.com](mailto:stacey.cole@cityofkilgore.com).

The City of Kilgore encourages Disadvantaged Business Enterprises to participate. Kilgore is an equal opportunity employment provider and does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability in employment or the provisions of services. Kilgore reserves the right to accept or reject any or all submittals, to waive technicalities, and to take whatever action is in the best interest of the City of Kilgore and its citizens.

**REQUEST FOR PROPOSALS FOR CONSULTING SERVICES**  
**KILGORE PUBLIC LIBRARY MASTER PLAN 2019**

## **1. GENERAL INFORMATION**

### **1.1 Introduction**

The City of Kilgore is requesting proposals from accomplished and knowledgeable individuals or organizations to provide a needs assessment and cost estimates for a Master Plan study for the historic Kilgore Public Library.

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### **1.2 Costs Incurred in Response to RFP**

All costs indirectly or directly related to the preparation of a response to this RFP shall be borne completely by the proposing organization.

### **1.3 Acceptance Period**

All proposals must include a statement of their validity for a minimum period of 120 days from the RFP closing date.

### **1.4 Selection and Evaluation Factors**

Proposing firms may be required to make a presentation at no cost to the city as part of the proposal selection process. Proposals will be rated on the following aspects:

1. Responsiveness, comprehensiveness, and quality.
2. Technical quality of the work plan and methodology, including proposed solutions specifically designed for the unique and historical Kilgore Public Library.
3. Experience and qualifications of the firm.
4. References from previous clients.
5. Previous experience with public libraries and/or historical public buildings.
6. Overall expertise of personnel proposed to perform the work.
7. Overall not-to-exceed fee for Master Plan preparation.

### **1.5 Review Committee**

The review committee will be composed of individuals from City Staff and other associates. Each proposal will be comprehensively evaluated based on the compliance to all the requirements stated within. The committee will determine the number of respondents to be interviewed. A recommendation will be presented for final selection to the City Council.

### **1.6 Additional Information**

During the evaluation process, the City of Kilgore reserves the right to request additional information or clarification from proposing organizations. Each respondent must designate a person as a point of contact responsible for providing additional information and to answer any questions that could possibly arise.

### **1.7 Negotiations**

The City of Kilgore reserves the right to negotiate all elements of a proposal to ensure that the best possible consideration be allowed for all involved parties. The City reserves the right to reject any or all proposals and to re-solicit for services.

Additionally, the City reserves the right to retain all proposals submitted and to use any information provided in a proposal regardless of whether the proposal is selected.

The information submitted by proposing companies shall not be released by the City during the evaluation process and will be released after the contract is awarded.

### **1.8 Contract Incorporation**

Those submitting proposals should be aware that the contents of a successful RFP will become part of any ensuing contractual document that may arise from this RFP. Consequently, submission of a proposal signifies acceptance by the organization of the conditions contained in this RFP unless clearly and specifically noted in the submitted proposal and confirmed in the contract between the City and the selected firm.

### **1.9 Contract Payment/Compliance**

The contract shall be prepared under the direction of the City of Kilgore and shall include all applicable provisions. Payment for all services will be made based on an all-inclusive, not-to-exceed fee estimate.

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THIS REQUEST FOR PROPOSALS IS FOR CONSULTING SERVICES AND DOES NOT CONTEMPLATE PROFESSIONAL SERVICES UNDER TEXAS GOVERNMENT CODE, CHAPTER 2254, SUBCHAPTER A.

<https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2254.htm>

### **1.10 Publicity**

Any publicity, press releases, and/or advertising pertaining to this project or the awarding of any contract may not be made without City approval.

### **1.11 Estimated Timeline**

February 2019- Firm chosen

March 2019- Master Plan Study begins

September 2019- Master Plan Study completed

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## **2. KILGORE PUBLIC LIBRARY MASTER PLAN STUDY**

### **2.1 Purpose**

The Kilgore Public Library encourages the submittal of proposals from organizations interested in providing professional consulting services to develop a “Master Plan Study”. The purpose of the Plan is to provide examination, direction, and a plan for the future to ensure that the Library can accommodate the increasing needs of our patrons in the areas of service, programming, facility, and technology. To accomplish this, the City needs an extensive analysis of the Library, its current facilities, and methods of service to determine the need for facility or service expansion. Furthermore, the plan will include step-by-step action plan options and a schedule that is possible to complete through policy and commitment of City resources. Areas of study shall include but not be limited to: resources, programs, technology, facilities, staff, budget and funding.

The consultant’s analysis will be used to determine:

- 1) If the current facility meets current needs
- 2) If the current facility can be expanded or renovated to meet future needs
- 3) If a new main library should be built

This analysis will help with the development of future service and programming through evaluating the effectiveness of and demand for existing programs, the community’s desire for new programs, and developing trends in the public library industry.

### **2.2 Background and History**

The City of Kilgore, Texas has a population of approximately 12,000 and our library serves many patrons outside of the City that live within a 25 mile radius. The most recent demographic information can be found on the US Census Bureau website at [www.census.gov](http://www.census.gov).

Our beautiful, historical library was constructed in 1939 and received an addition in 1978. It is of the utmost importance to Library staff, City officials, and our citizens that we preserve the beautiful and historic aesthetic of our library. It is an important quality of life asset to our community.

Our city has a Council-Manager form of government. The City Manager appoints the Library Director who reports directly to him. There are 3 additional full-time employees: a children’s librarian, a reference librarian, and a librarian in charge of special programs and services. In addition, there are 4 part-time staff members who deal mainly with circulation. The Library is

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open to the public 5 days per week from 9:00 am until 6:00 pm with plans being made for limited Saturday hours in the near future.

The Kilgore Public Library's current building is comprised of approximately 10,000 square feet. The Library is located on 1.37 acres of City property and is close to one major thoroughfare, Business Highway 259. The Library has several rooms that are housed in the original portion of the building from 1939: a children's room, a youth room, a workroom, a multi-purpose room (used for special programming when extra space is needed), the circulation area, the basement (currently closed to the public) and a small break room with a staff restroom. The addition added in 1978 houses the main library collection, computer area, reference desk, librarian's office, and closet storage. In FY 2018, 70,617 items were circulated and 107 events were held with 4,183 patrons attending and 38,250 visits to the library. Current library services include:

- Study rooms
- Public computer access and printing
- Other equipment including a photocopier, fax machine, and e-reading devices
- Audiobooks, DVDs, music CDs, downloadable eBooks and digital audio books
- Reference assistance
- Tax forms
- Children and youth programming including:
  - Summer reading program
  - Story time for infants, toddlers, and preschoolers
  - Book club
  - Craft hour
  - Escape rooms
  - Variety of seasonal rotating programming
- Reference databases
- Adult programming including:
  - Guest lectures
  - Exercise sessions
  - Computer classes
  - Escape Rooms
  - Trivia nights
  - Holiday events
- Large print books
- Newspapers and magazines
- Interlibrary loan
- Friends of the Kilgore Public Library perpetual book sale

Public access to our Online Public Access Catalog is provided through the internet and is available through the Library's webpage at [kilgorelibrary.org](http://kilgorelibrary.org). The Library currently uses Atrium Book Systems for its Integrated Library System.

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The Library has ten computers available to the public, and these are currently hosted by Useful. However, in January of 2019 this system will change to Pharos. The Library offers patron access to the Texas State Library Archives and Commission's TexShare Database program. The Library also offers access to several locally funded databases as well as downloadable eBooks and audiobooks. There are two AWE computers in the children's room and plans have been finalized to add three computers to the youth room along with three iPads for in library use. There is one computer devoted solely to searching our Online Public Access Catalog. There are six staff workstations.

### **2.3 Master Plan Study**

The Kilgore Public Library Master Plan will include broad public library philosophies and specific goals such as service standards and funding requirements to develop, implement, and maintain existing facilities while planning to incorporate new services and recommendations for the next 10 year time period. We would like consultants to help us develop new service goals and to provide an outline of various options, including future thinking options, as solutions in regard to the following areas:

- 1. Programs and Services:** Using data gathered from our community, City officials, Library staff, Library patrons, and Library support groups, the consultant will develop a plan for the type and scope of future programs and services to be offered and the associated staffing and funding issues. These will include:
  - a. Collection Development:** Based on the identified future service goals, a general collection development plan will be created. This will include issues of collection format, size, and new technology with estimated costs and usage and both hardware and software being taken into consideration.
  - b. Technology:** Utilizing knowledge of future trends in emerging technology as it relates to public library services, as well as input from staff and community stakeholders, the consultant will include a plan for coordinating technology needs in facilities, services, and programming.
  - c. Staffing:** Evaluation of the Library will include projection of numbers and types of staff required to operate and manage the recommended services, programs and facility.
  
- 2. Facility requirements:** The Master Plan will address space and facility needs necessary to support future programming demands and estimated costs of recommended renovations, additions, or new construction. Operation and maintenance of these proposed solutions should be included along with suggestions for new services to be housed in new additions/facilities. A projected timeline will be included for the renovations or additional space needed based on stakeholder requests, including any stages that may require existing spaces to be repurposed prior to construction.

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Consultants should take into consideration the visualization of potential service components for a changed facility.

- 3. Funding:** Estimates of costs relating to the maintenance, operation and development of recommended programs/services, renovation, additions/new constructions will be established as a part of this Master Plan.

## **2.4 Scope of Work**

The Library wants to determine if the current facility can be expanded, updated, and/or renovated or if a new building is necessary in order to provide the best services for current and future patrons. A Master Plan is needed that will maintain and enhance a well used library that remains relevant in our changing community. It is also expected that the Master Plan incorporate the vision, mission and goals of the City and that it is supported by the community. The Plan should continue to carry us forward on our journey to expand programming and services and generate excitement in our City. Based on these needs, the range of this project should include:

1. Analysis of community desires via community engagement efforts and input from community stakeholders.
2. Application of needs from analysis to predict programming/service needs, if current facility is suitable for future needs given the future projections.
3. Interviews of City and Library key staff for future vision for the Library.
4. If analysis determines that existing facility cannot meet majority of long-term service/programming needs propose additions to or new construction of facilities with space assignments, and include estimates of construction, operation and maintenance costs.
5. If analysis concludes that the existing facility can meet the needs of the community consultants will develop options for re-purposing and changing the existing facility including estimates of costs for development, maintenance, and operation.  
The Plan shall also include recommendations based on best practices from outstanding public libraries nationwide, communities of similar size and demographics, as well as forecasted trends in library services and technology.
6. The first draft of the Master Plan shall be presented to the Review Committee for consideration. The Plan should include recommendations for collection development, public service roles, program priorities, administrative organization and technology. The committee must review and agree before final documents are drawn. Any revisions requested must be incorporated in the review. Final Plan will be presented before City Council.

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The breadth of the Master Plan should be significant enough to include an overview of the Library's current state as well as stating future services and building needs that include current building/site, personnel, existing services/programs, and customer service.

## **2.5 Required Qualifications**

Due to the depth of this project, Library and City management are seeking out highly qualified and visionary consultants with experience in providing the services mentioned. The consultant should be well-versed in knowledge of library services and resources (traditional, modern, and emerging). A distinct knowledge of emerging technologies and how they will fit into library settings is necessary along with space planning and functionality. A history of meeting deadlines and achieving desired results is wanted.

The consultant should also have these general qualifications:

1. Ability to work with diverse groups of people.
2. Knowledge of survey research methods, statistical analysis, mediation of focus groups, data analysis, and experience in planning analyses.
3. Professional experience in space planning and functionality.
4. Experience in library consulting and strategic planning.

## **2.6 Proposal Organization**

The proposal shall conform to the following outline and include:

***Overview/Scope of Work/Company History***

***Primary and Secondary Points of Contact Including Office Location***

***Resumes of the Firm and Staff***

***Description of Consulting Team/Key Personnel/Project Managers***

***Plan of Work and Technical Approach (planning, organizing and project management including communication procedures, quality control and similar factors)***

***Information on Subcontractors If Applicable***

***Methodology and Process***

***Evidence of Financial Stability and Insurance Coverage***

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***References/Relevant Project Experience***

***Submission requirements.*** Submit four hard copies and one electronic copy of proposal. Additional information that might be helpful in the selection process may be included.