

Request for Proposals

Community Needs Assessment

Issue Date: November 16, 2023

Date Due: December 18, 2023, 5:00 PM

Contact: Blair Wade, Finance Director | bwade@mcpld.org | 970-683-2436

Announcement

Mesa County Libraries (“the District”) seeks a firm/consultant to conduct a community needs assessment.

Proposals will be received in the office of the Finance Director until 5:00 PM Mountain Time on Monday, December 18, 2023.

Submission of Proposals

Proposals will be marked: “RFP Community Needs Assessment, December 18, 2023”

Proposals may be emailed (preferred communication method) to bwade@mcpld.org

Or mailed or hand-delivered to

Blair Wade, Finance Director
Mesa County Libraries
443 North Sixth St
Grand Junction, CO 81501

Consultants assume the risk for the method of delivery chosen. The District assumes no responsibility for delays caused by any delivery service. Proposals may not be transmitted using facsimile transmission. Consultants should allow sufficient time to ensure timely receipt of the proposal by the Finance Director. Late proposals will not be accepted and will be automatically disqualified from further consideration, unless the District’s e-mail is found to be at fault. All proposals and any accompanying documentation become the property of the District and will not be returned. All proposals and any accompanying documentation become the property of the District and will not be returned.

Please contact Blair Wade, Finance Director, at bwade@mcpld.org with any questions. The Finance Director is the sole point of contact in the District for this procurement. All communication between the Consultant and the District upon release of this RFP shall be with the Finance Director. From the date that this RFP is issued until a firm is selected and the selection is announced, firms should limit communication with any District employee other than the Finance Director unless specifically invited to do so. No questions other than written (e-mail) will be accepted, and no response other than written will be binding upon the District. Any other communication will be considered unofficial and non-binding on the District. Consultants are to rely on written statements issued by the Finance Director.

The services upon which proposals are submitted will equal or exceed the expectations.

The proposal that best suits the District’s needs will be accepted. Mesa County Libraries will have the right to reject any and all proposals and waive any informality or irregularity contained in said proposal.

Project Overview

Mesa County Libraries, located in the growing community of Mesa County, Colorado, seeks a consultant to find answers to four questions:

1. What amenities do residents of Mesa County want and/or need from the Mesa County Libraries locations?
2. How can Mesa County Libraries best meet the desires of the community through added amenities or improved, expanded facilities? Are the current locations large enough for the communities?
3. Where should libraries be located to best serve lower socio-economic status and education status residents who would benefit from library services?
4. Are there alternative ways to serve our most rural communities with lower populations other than a library location?

The selected consultant will be responsible for conducting research; interviewing and surveying community members, staff, and board members; analyzing results; providing a written summary of the research; and recommendations for next steps, including prioritizing needs. This report will inform the creation of a facilities master plan.

Background

The official service area for Mesa County Libraries consists of Mesa County, Colorado, in the rural part of the state's Western Slope. The population of Mesa County is 155,703 residents. Mesa County Libraries consists of eight locations: Central (Grand Junction), Clifton, Collbran, De Beque, Fruita, Gateway, Orchard Mesa and Palisade. The Central Library is the location for the District's administrative offices located in Grand Junction, the largest city in the county with 65,560 residents (2020 census).

- In 2023, a new library was opened in **Clifton** (18,700 sf).
- Construction for the **Central Library** Expansion Project (Grand Junction) finished in June 2013 (45,000 sf).
- In 2011, MCL opened the **Fruita Library** located in shared space as part of the City's Community Center (7,000 sf).
- Since 2011, the District has owned a storefront location in downtown **Palisade** in a historic building (4,100 sf).
- In 2010, Mesa County Libraries began leasing a 3,000 sf location for the **Orchard Mesa Library** in a storefront location.
- A library location opened in **Gateway** in the mid 1990s, in the Community Center next to the volunteer fire department and post office.
- The District has operated a joint library with the school district since 1993 in **De Beque**.
- In 1991, the **Collbran** Friends of the Library purchased and renovated the old Stockman Bank for its library (1,300 sf).

Due to its proximity to the outdoors including several National Parks nearby, Mesa County is experiencing a population increase. The largest growth is in the retired age group while babies and children under 18 years old are decreasing, according to the state demographer's office.

Scope

The Consultant will provide research, analysis, and recommendations for a community needs assessment report that will help focus and inform the foundation of the Mesa County Libraries Master Facility Plan. Please note that this scope represents the entirety of the needs assessment, and the final scope awarded under this contract may be more limited based on available funds and fees proposed through this RFP process. This work will include, but is not limited to, the following tasks.

Task 1: A final scope of work and schedule will be developed by the selected consultant in counsel with the Executive Director and Administration.

Task 2: Review and summarize in a written report the community trends, needs, and aspirations that may be addressed by the Mesa County Libraries as it pertains to space and facilities.

A list of some relevant resources for this task are as follows:

- Colorado State Library Minimum Standards for Public Libraries
- Mesa County Libraries Strategic Roadmap
- Community Health Needs Assessment (Mesa County)
- Clifton Community Transformation Group (Healthy Mesa County)
- Fruita's Comprehensive Plan (City of Fruita)
- Parks, Recreation, Open Space (PROS) Master Plan (City of Grand Junction)
- Community Recreation Center Information (City of Grand Junction)
- Mesa County Libraries Community Surveys (2019, 2022, and 2024)
- Mesa County Libraries Programming Evaluations
- Gale Demographics
- Mesa County GIS Population Information
- Gale Analytics (Mesa County Libraries)

Task 3: Identify areas of the community, community groups, partners (especially to access non-library users), and stakeholders (identified groups for the District's strategic roadmap may be used). Identify topic areas, issues, and needs relevant to library programs, services, and facilities to have community members evaluate through the survey and other community engagement activities. Create survey questions which can be added to the District's 2024 Community Survey. Administer community engagement activities and surveys to a statistically significant sample of the population.

Task 4: Analyze the resulting data from the surveys and community engagement activities and compile and write an executive summary of the reports and surveys completed in previous tasks. Include recommendations of needed facility improvements, expansions and locations, including alternatives to serving rural locations without a location as applicable.

Deliverables

Meetings

The Consultant will meet with the Executive Director and District Team to review the project sequence, schedule, work plan proposed by the Consultant, and to finalize the schedule and deliverables for the project. This initial step is to align project goals proposed by the Consultant with expected outcomes of the District Team.

The Consultant will be expected to work closely with the Team, and to attend the District's Library Board and other project meetings, as required, and will be responsible for timely delivery of all work products from these meetings, including meeting notes and status reports to keep the project on schedule and the participants informed of the project status.

Project Budget Tracking

The Consultant will be required to track and account for hours expended by task and direct expenses related to the project and provide bi-weekly reports on the status of hours expended and direct expenses.

Reports and Presentations

Task 1: Final Scope of Work and Schedule

Task 2: Analysis of Current Trends, Needs, and Aspirations Based on Existing County, City, and District Documentation

Task 3: Recommendations for Survey Groups and Topic Areas Report

Task 4: Executive summary and compilation of all reports generated for this project.

The compiled reports will serve as a background document for the District's Facilities Master Plan. The District Team expects to review the draft reports and the executive summary and give feedback and revisions to the Consultant before the report is considered final. Oral presentations of the executive summary, highlighting key points, to the District Team, District's staff and Library Board of Trustees.

RFP Submittal Requirements Submittals must contain all of the following information in the sequence presented below.

1. Cover letter to include:
 - Legal name of firm, address, and telephone number
 - Year firm was established
 - Principal contact in charge of the project proposal, including telephone number and email address
 - Person who would be the District's primary contact, including telephone number and email address
 - Description of the firm's understanding of the Mesa County Libraries' Community Needs Assessment Project.
 - Reasons for interest in the project and why the firm would be a good fit
2. A fee schedule and/or cost proposal.
3. Proposal
 - **Project Approach** - Address the key issues and requirements necessary to complete the community needs assessment, including the proposed schedule and research process, the information and input needed, and the scope of services required to deliver a quality product to meet the District's expectations.
 - **Project Work Plan** - Provide a work plan and timeline for the project tasks. Include the personnel and amount of time estimated for each individual needed to complete each project task. Outline the information or other support needed from the project manager and/or staff.
 - **Qualifications of Key Personnel** - Names and qualifications of the firm's personnel and any sub-consultants that will be assigned to the project, include their professional qualifications and any relevant certifications/registrations.
 - **Previous Experience and References** - Description of how the firm's previous experience prepares it to fulfill the requirements of this project.

Selection Process and Evaluation Criteria

1. A District Team will review and evaluate the submitted proposals.
2. The District Team may identify a short list of firms to interview, depending on the number and quality of submissions.
3. The District Team will select a final candidate to award the project. The Executive Director will have the final approval.

Projects will be evaluated and ranked, approximately, on the following criteria:

1. Project approach, work plan, and schedule [30%]
2. Cost [30%]
3. Experience working on similar projects [20%]
4. Demonstrated ability to meet project schedules [10%]
5. Qualifications of the firm/personnel [10%]

The District reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the Consultant can propose. There will be no best and final offer procedure. The District does reserve the right to contact a Consultant for clarification of its proposal.

The Apparent Successful Contractor should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or the Consultant's entire proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to the District.

Submission Deadline

Proposals will be received by email or in the Finance Director's office up to 5:00 PM on December 18, 2023. Mailed proposals should be postmarked no later than December 18, 2023. Proposals which do not meet the deadline and submission standards described above may be discarded at the discretion of the Finance Director or District Team.

No Obligation to Contract/Limited Competition

This RFP does not obligate the District to contract for services specified herein. If limited competition is received from RFP bidders on this solicitation, the District may use additional methods of bid/quote procurement and may make the specifications available to other consultants through additional means. However, quotes, bids, or offers submitted through these additional means will not be considered unless it is determined that there is not adequate competition among RFP bidders. If adequate competition exists among RFP bidders, quotes, bids, or proposals from other means will not be considered.

Rejection of Proposals

The District reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

Proprietary Information/Public Disclosure

Proposals submitted in response to this competitive procurement shall become the property of the District. All proposals received shall remain confidential until the contract, if any, resulting from this RFP is signed by the Executive Director, or a designee, and the Apparent Successful Contractor; thereafter, the proposals shall be deemed public records.

Any information in the proposal that the Consultant desires to claim as proprietary and exempt from disclosure, or other state or federal law that provides for the nondisclosure of your document, must be clearly designated. The information must be clearly identified and the particular exemption from disclosure upon which the Consultant is making the claim must be cited. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right-hand corner of the page. Marking the entire proposal exempt from disclosure or as Proprietary Information will not be honored.

If a public records request is made for the information that the Consultant has marked as "Proprietary Information," the District will notify the Consultant of the request and of the date that the records will be released to the requester unless the Consultant obtains a court order enjoining that disclosure. If the Consultant fails to obtain the court order enjoining disclosure, the District will release the requested information on the date specified. If a Consultant obtains a court order from a court of competent jurisdiction enjoining disclosure, or other state or federal law that provides for nondisclosure, the District shall maintain the confidentiality of the Consultant's information per the court order.