



**Franklin County Library
906 N. Main Street
Louisburg, NC 27549**

Franklin County Library
Request for Qualifications
Franklin County Library Comprehensive Development Plan

Introduction

Franklin County is issuing this Request for Qualifications (RFQ) to qualified professional consulting firms to develop the Franklin County Library Comprehensive Development Plan. The firm selected by the County will be responsible for performing the tasks necessary to prepare a complete Franklin County Library Comprehensive Development Plan. The plan will continue to guide the growth and development of the County's Library facilities and services by assessing and prioritizing system needs. A minimum planning period of ten years will need to be addressed.

Franklin County Government expressly reserves the right to accept or reject any and all submittals and is under no legal requirement to execute a resulting contract on the basis of this advertisement. The County intends the material provided only as a means of identifying various contractors' alternatives and will base its choice on demonstrated competence, qualifications, and evidence of superior conformance with criteria.

This RFQ does not commit the County to pay any costs prior to the execution of a contract. Issuance of this material in no way obligates the County to award a contract or to pay any costs incurred in the preparation of a response. The County specifically reserves the right to vary all provisions set forth at any time prior to execution of a contract where it deems it to be in the best interest of the County.

Scope of Work

The County seeks to develop a Comprehensive Library Development Plan. The County expects this process to include involvement and input from County staff members, County elected officials, the Library Advisory Board members, and residents. At a minimum, it should be anticipated that the planning effort will include the following:

- Steering Committee
- Instrument to evaluate resident and visitor perceptions on destinations, obstacles and opportunities.
- Conduct multiple public meetings and County staff meetings.
- The vendor must provide monthly progress reports to the Library Director.
- Produce final product – reports and documents, which could include maps, layouts, and renderings (digital and hard copies)
- Recommend feasible and scalable projects that could be completed with the current resources and within established timelines.
- Timeline guides showing short term goals.
- Timeline guides showing long term goals.
- Identification of partnership responsibilities and activities
- Potential funding sources.

The selected firm shall be responsible for, but not limited to the following tasks and deliverables:

- Community profile and needs assessment
- Library facilities plan of development

Schedule

Each prospective applicant must be able to demonstrate a commitment of resources to this project to maximize time utilization.

- Interviews will be held with selected applicant(s) during the month of July 2018 by a committee composed of Franklin County staff and potentially the Library Advisory Board members and elected county officials.
- A contract will be recommended for award to the Franklin County Board of Commissioners in August, at a Board's regularly scheduled meeting.
- All applicants will be notified, via email, of the successful proposal.

Work on the project is anticipated to begin immediately after award of contract.

Receipt Deadline

To be considered responsive, ten (10) copies and one PDF version on CD or USB drive of the submitted responses must be received by the County. Responses are to be submitted in a sealed manner bearing the name and address of the firm, and should be clearly marked:

Response for Franklin County Library Comprehensive Development Plan

Responses are to be submitted beginning June 11, 2018 and no later than June 28, 2018 at 4 pm, at Franklin County Administration Building:

Delivery to:

113 Market St.
Louisburg, NC 27549

Mail to:

113 Market St.
Louisburg, NC 27549

Designated Contact

The designated contact person for this RFQ is Holt Kornegay, Library Director, 906 N. Main Street, Louisburg, NC 27549, (919) 496-2111.

Qualifications/Experience Demonstration

The selected firm must possess the ability, experience and reputation for quality service necessary to produce high-quality and functional recommendations. To ensure the consulting firm is capable of providing an acceptable level of service to the County, the following minimum qualifications must be met:

- Firm must be authorized to offer their services in North Carolina.
- Firm must have experience in dealing with municipal governments, and have the ability to research, coordinate and prepare functional reports for the County.
- Firm must carry adequate professional liability insurance as well as errors and omission insurance.
- The respondent firm must have successfully completed a minimum of three (3) municipal, county or state projects related to this RFQ in the last five (5) years with references on each project listed to include the name of the

project manager and relevant information. Projects should have been completed on time and within budget. Any additional information you would like to provide about these projects would be advantageous.

- The firm and personnel must demonstrate experience in the development of Library Comprehensive Development Plans.

Evaluation Criteria

The following evaluation criteria to be used in the selection and ranking of firms must be addressed in writing:

- Basic qualifications - Provide a brief profile regarding the firm size, history, personnel and areas of expertise. References to applicable awards, associations, etc. may also be included.
- Ability to Perform – Provide an overview of the firm’s specific experience on similar projects and provide a project schedule of all described activities.
- Technical Capabilities - Provide a narrative description of the firm’s resources and ability to deliver services required for the project. Provide resumes of all key personnel to be used, including experience, specific areas of expertise, relevant educational backgrounds and certification. Specify who will be the team leader and primary contact person. Identify associates who will be involved and their roles.
- Performance History/References – List clients over the last five (5) years with similar projects. References should include:
 - Name of agency/firm, contact person, phone number, and email address
 - Year the planning service was provided
 - Type of project and scope of services provided
 - Proposed and final budget
- Project Approach and Scope of Services to be provided – Provide a narrative that conveys an understanding of the project goals and objectives, and how

the firm will meet them. The descriptions should demonstrate the firm's capabilities, innovative approaches and/or special methodologies to accomplish the project. Provide a systematic and methodical description of the scope of work and how it will be accomplished. Provide a breakdown of time and staff work by activity. Identify key personnel to be used and their areas of responsibility.

- Timeline – Provide a proposed schedule for completing the work, including intermediate project stages leading to a final project, and in sufficient detail to allow an assessment of the firm's ability to provide the resources necessary to meet the schedule.

Acceptance Criteria

- The proposed work must incorporate local environmental factors, demographic and economic growth statistics for Franklin County as well as an assessment of Franklin County library communities.
- The Needs Assessment must include focus groups and face-to-face interviews with community stakeholders to include Library staff, county, and relevant stakeholders. This process should also result in a profile of community-based information that can be used for generating objectives, identifying metrics for future improvement, and overall strategic planning.
- A final presentation of both the needs assessment and facilities plan must be presented to the Steering Committee, along with submission of final documents.

Selection

A selection committee will determine the firm best qualified relative to the evaluation criteria listed herein. The selection process may include an invitation of up to three firms to make presentations to the selection committee.

Negotiations will be initiated with the chosen firm to define a detailed scope of work and services. The county may obtain a cost estimate and will request the consulting firm to submit a fixed fee proposal and cost breakdown for evaluation and negotiation. If a mutually satisfactory agreement cannot be reached, negotiations will be terminated with that firm. When an agreement is reached, a recommendation will be made to the County Commissioners for execution. Franklin County reserves the right to reject and respond at its sole discretion.

RFQ Submittal Contents

The response shall contain the following information:

- Letter of interest
- Outline the firms desire to participate in the project and summarize the information contained in the response.
- Basic qualifications
- Ability to perform
- Technical capabilities
- Performance history/references
- Project approach and scope of services to be provided
- Timeline
- Project organizational chart listing names and contact information

Compliance

All firms shall comply with all federal, state and municipal ordinances and laws applicable during the project.