



**Request for Proposals  
Library Facility Master Planning Services  
Ripon Public Library, Ripon, WI**

The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified consultants who are interested in completing a new Master Plan for the Ripon Public Library's physical plant. The Master Planning document is meant to create a vision for the future utilization of this facility to help guide the Library with the implementation of required facility maintenance, improvements, and replacement in the future. The plan will need to be comprehensive in its ability to partner with existing strategic and renovation plans and fit within the Library's future capital improvements and budgets. The successful consultant will need to comprehensively address the challenges and needs within the physical plant to create a sustainable plan for future implementation as well as include potential funding sources.

**FACILITY**

**Ripon Public Library**

The Library is located at 120 Jefferson St, Ripon, WI 54971.

Uses: all functions related to providing library services to Ripon and the greater community of library users.

Approximate Area: 28,000 square feet

Year Built: 1972

Addition and Renovation: 1997

**GOAL**

As the Library's physical plant continues to age and its function continues to evolve with the implementation of technology and a larger digital collection, the Library would like to address the maintenance needs and future replacement of items within our facility. Some of the items inside the Library's physical plant are nearing the end of useful life. This has led to many discussions on the future of the physical plant in its current iteration and how to strategically invest to support long-term needs and goals. A Master Plan document is desired to provide a realistic and rational model for the maintenance and eventual replacement/remodeling of the physical plant. It is also desired that this planning exercise consider the long-term space and technology needs of the Library.

**SCOPE OF WORK**

The selected Consultant will provide a full range of library/public building planning services required to create a Master Plan for the Library facility. The desired services include, but are not limited to the following:

- Meet with Library staff and/or the Library board of trustees to review current conditions and existing amenities or facility constraints and receive direction regarding facility-specific requirements.

- Provide recommendations on the need to have the strategic plan, renovation plan, capital improvement plan, and facility master plan coalesce to form long-term goals for the Library in every function of its existence.
- Provide recommendations for improvements, maintenance, and remodeling of the existing physical plant.
- Prepare a capital improvement plan for the facility with cost estimates.
- Generate phasing plan for implementation of the master plan.

These are the general requirements for the creation of a Master Plan at the Library and are not intended to be a comprehensive list of tasks and deliverables. It is expected that the chosen consultant will provide the Library with more specific recommendations for approaches, tasks, and deliverables based on their experience and expertise from past work on similar facility master planning projects.

All interested consultants are encouraged to schedule a walk-through of the facilities prior to submitting a proposal. Contact Library Director Desiree Bongers at [director@riponlibrary.org](mailto:director@riponlibrary.org) to schedule.

### **DELIVERABLES**

The selected Consultant shall complete a final Master Plan document that includes a phased implementation schedule, detailed cost estimates, narrative description of recommended improvements/maintenance, visual examples depicting recommendations, potential funding sources, and associated narrative to present a complete document. A final presentation will be required once the document is complete to both the Library staff and the Library board of trustees. The final plan put forth for acceptance shall be completed in such a way that it can be fully integrated with other plans and initiatives adopted by the Library.

### **RFP SUBMITTAL REQUIREMENTS**

Qualification Details consisting of:

1. Cover Letter – Including, but not limited to a statement of understanding and approach to this project.
2. Experience – Specific project experience detailing completed, similar or relevant projects that the applicant has executed. Links to similar or relevant projects are encouraged.

Technical Proposal consisting of:

1. Project Approach – A description of the approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained because of developing the proposal.
2. Scope of Work – Scope of work that includes steps to be taken, including any products or deliverables.
3. Key Personnel – List of personnel directly assigned to the project, along with responsibilities for this project.
4. Project Schedule – A proposed schedule that indicates project milestones and overall time for completion of the Plan.
5. Supplemental Information – Any other information deemed necessary to address the requests of this RFP.

Cost Proposal consisting of:

1. Cost – The price to complete the Facilities Master Plan for the Library as proposed in the Scope of Work.

2. Additional Fees – Hourly price to complete any additional items not identified in the above Scope of Work.

General requirements consisting of:

1. Due Date – Responses to the RFP must be received by the end of the day on Wednesday, August 21, 2024. Proposals received late, for any reason, shall not be accepted.  
Location – RFP submittals shall be provided to Ripon Public Library, Attn: Facility Master Plan RFP, 120 Jefferson St, Ripon, WI 54971.
2. Format – Prospective consultants shall provide three (3) printed copies of the proposal and one (1) electronic copy.
3. Property – All information developed as part of this RFP, including graphics and data, shall become the property of the Library upon completion of the report. All text shall be submitted electronically as is most convenient. All original graphics generated as a part of the RFP shall be submitted to the Library in an easily reproducible hardcopy and electronic format as applicable.

### **METHOD OF SELECTION**

The Library Director, Library Staff, and the Board of Trustees of the Ripon Public Library will conduct the evaluation of proposals submitted. The final decision will be made by the board of trustees through a majority vote at a publicly noticed meeting.

### **TERMS AND CONDITIONS**

Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP can be cause for rejection of the proposal. The Library may reject any proposal if it is conditional, incomplete, contains irregularities, or if in the sole discretion of the Library not considered in our best interest. The Library may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the Consultant from compliance with the contract requirements if the Consultant is awarded a contract. The recommended Consultant will be selected and approved by the board of trustees.

There is no expressed or implied obligation for the Library to reimburse firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under Wisconsin law. Any language purporting to render the entire proposal confidential or proprietary will be ineffective and will be disregarded. The Library reserves the right to retain all proposals submitted, and to use any idea in a proposal, regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Library and the Consultant. All property rights, including publication rights of all reports produced by the selected firm in connection with services performed under this agreement shall be vested in the Library.

The Library reserves the right to reject any or all proposals submitted.