

POUDRE RIVER PUBLIC LIBRARY DISTRICT

AGENDA ITEM SUMMARY

Name of Requestor: Jeff Barnes
Appearance Date: September 12, 2016
Time Required: 20 Minutes
Date Decision Needed: September 12, 2016

Agenda Item:
VIII. UNFINISHED BUSINESS
a. Facilities Master Plan
Contract Approval

Objective:

Obtain a Facilities Master Plan for the Library District which will serve for library facilities for the next ten years

Situation:

On June 24, through the City of Fort Collins' Purchasing office, the Library District issued an RFP for a Library Facilities Master Plan. Requests for proposals were due by July 22 and seven proposals were received. The proposals were reviewed and four firms were selected for interviews.

As a result of the proposal review and interview process, the collaborative proposal by Humphries Poli Architects (HPA) and Godfrey's Associates were selected as the consultants for this engagement. HPA is a Denver based architectural firm with substantial experience in Colorado and nationwide in both library construction and facility evaluations and studies. Godfrey's is a Dallas based library consulting firm, also with extensive experience encompassing 46 states including Colorado. These firms have been combining their resources for consulting engagements since 1992.

Their process will combine their experience and knowledge of library trends with the needs and desires of our district. They intend to gather District information from our existing data such as our Needs Assessment, Strategic Plan and Orange Boy data, along with discussions with the Board of Trustees, Staff and community members.

Because of the recent construction and remodel of library facilities, the current libraries will be evaluated but at a lesser degree than might typically occur. To achieve the right balance of current facility review and future facility needs, management is negotiating a detailed Statement of Work to guide the engagement. The proposed fee for the Master Plan is \$68,500 which is subject to change based on the final Statement of Work.

Advantages:

Both of these firms have excellent reputations and the selection team believes are the best choice of the firms interviewed. Allowing the interim executive director to enter into a professional services agreement at the conclusion of the contract negotiation process will allow engagement to process on a timely manner.

Disadvantages:

None

Requested Action:

Authorize the interim executive director to enter into a professional services agreement with Humphries Poli Architects and Godfrey's Associates for a Library Facilities Master Plan at a fee not to exceed \$68,500.

Potentially Affected Interest:

Other RFP submitters, staff, general public

Level of Public Interest and Participation:

moderate