



KITSAP REGIONAL LIBRARY

Feasibility Study and Capital Campaign Request for Proposal

Date of Issue: January 10, 2012
Proposal Closing Date: January 31, 2012, 5 p.m.
Proposal to be returned PRIOR TO date and time above

RETURN TO:
Kitsap Regional Library
Susan Whitford, Director of Technology & Facilities
1301 Sylvan Way
Bremerton, WA 98310

PROPOSER'S CERTIFICATION

We offer to furnish to KITSAP REGIONAL LIBRARY services requested in accordance with the specifications described herein:

Proposer: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____ Email: _____
Name: _____
Title: _____
Signature: _____

Kitsap Regional Library
1301 Sylvan Way
Bremerton, WA 98310
www.krl.org

**KITSAP REGIONAL LIBRARY
FEASIBILITY STUDY and CAPITAL CAMPAIGN
REQUEST FOR PROPOSAL**

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**KITSAP REGIONAL LIBRARY
FEASIBILITY STUDY and CAPITAL CAMPAIGN
REQUEST FOR PROPOSAL**

SCHEDULE

Kitsap Regional Library is requesting sealed proposals from qualified firms or individuals for a Feasibility Study and possible Capital Campaign.

Proposals are to be addressed and delivered to the Director of Technology and Facilities, KITSAP REGIONAL LIBRARY in accordance with the Instructions to Proposers and all other requirements as referenced in this document. Proposals will be received until January 31, 2012 at 5 p.m. KITSAP REGIONAL LIBRARY will use the following tentative schedule for the selection process:

Requests for proposals posting: 01/10/2012

Proposal submission deadline: 01/31/2012, 5 p.m.

Interviews for final vendors: Week of February 13 – February 17, 2012

Notice of award to successful proposer: 02/24/2012

Start Date of Services: 03/01/2012

Director of Technology and Facilities
Susan Whitford
Kitsap Regional Library
1301 Sylvan Way
Bremerton, WA 98310
(360) 475-9176

**KITSAP REGIONAL LIBRARY
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SPECIFICATIONS

1. Firms responding to this Request for Proposal (“RFP”) must submit their proposals in the overall format as outlined in this solicitation.
2. Two copies of the proposal are to be submitted no later than January 31, 2012 at 5:00 PM to:

Susan Whitford,
Director of Technology and Facilities
Kitsap Regional Library
1301 Sylvan Way
Bremerton, WA 98310

3. Proposals must be submitted in a sealed package or envelope, and include a cover page listing the following information:

RFP Title: Capital Campaign Feasibility Study for Kitsap Regional Library

RFP Due Date: January 31, 2012 by 5:00 PM

Proposor’s Name and Address

4. Proposals sent by mail should allow sufficient delivery time to ensure receipt by the Director of Technology and Facilities by the deadline specified. Time and date validation will occur in the Administration office. All proposals received after the deadline will be automatically rejected and will be returned to the proposer unopened.
5. Proposals must be dated and signed by a duly authorized partner or corporate officer, with that person’s name and title clearly identified. All of the proposal contents and fees must be guaranteed for ninety (90) days from the proposal date.
6. Proposers must respond to the questions in the order presented.

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7. KITSAP REGIONAL LIBRARY reserves the right to:
 - Reject any and all proposals received as a result of this RFP.
 - Waive or decline to waive any informalities and any irregularities in any proposal or responses received.
 - Negotiate changes in the scope of work or services to be provided.
 - Select the proposer it deems to be most qualified to fulfill the needs of KITSAP REGIONAL LIBRARY. The proposer with the lowest proposal will not necessarily be the one most qualified, since a number of factors other than price are important in the determination of the most acceptable proposal.
8. The selected proposer will be required to assume responsibility for all goods and services offered in the proposal, whether or not the proposer produces them. Further, the selected proposer shall be the sole point of contact and responsibility with regard to all contractual matters, including payment of any and all charges resulting from the contract. The selected proposer shall not assign or transfer any interest in the contract without prior written consent of KITSAP REGIONAL LIBRARY.
9. KITSAP REGIONAL LIBRARY shall not be liable for any costs incurred by the proposer in the preparation and production of the proposal or for any work performed prior to the execution of a contract.
10. All proposals and other materials submitted shall become the property of KITSAP REGIONAL LIBRARY.
11. No reports, information, or data given to or prepared by the selected proposer shall be made available to any individual or organization by a respondent or the selected proposer without prior written approval of KITSAP REGIONAL LIBRARY.
12. The selected proposer may be required to enter into a written contract with KITSAP REGIONAL LIBRARY's approved form. All information contained in this request for proposal and acceptable provisions of the proposer's response will be attached to and made part of the executed contract.
13. Proposers who have questions concerning the submission of proposals, RFP process, and/or specifications or scope of work must contact:

Susan Whitford
Director of Technology and Facilities

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KITSAP REGIONAL LIBRARY
Email: swhitford@krl.org
Telephone: 626-798-0833 x105
Fax: 626-798-3169

14. The proposals will be reviewed by a selection committee. The committee may request additional information from proposers or request personal interviews with one or more proposers. Final evaluation and selection may be based on, but not limited to, any or all of the following:
- Information presented in the proposal.
 - Ability of the proposer to provide quality and timely products and services.
 - Qualifications and experience of the proposer.
 - Reference checks.
 - Personal interview.
 - Total cost.
 - Proposed time lines.
15. KITSAP REGIONAL LIBRARY is an equal opportunity employer. Businesses owned and operated by minorities or women are encouraged to submit proposals. Proposers to whom a contract is awarded shall not discriminate on the basis of age, race, color, national origin, gender, creed, or disability.

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PROPOSAL FORMAT

1. Cover Page
2. Letter of Transmittal
Include in the transmittal letter an unequivocal statement of your firm's ability and agreement to provide all services necessary on a timely basis in order to accomplish the services identified under the scope of work.
3. Response to "Scope of Work"
4. Key Personnel
Identify the specific individuals who will be assigned to the contract. Include a resume for each individual mentioned.
5. Cost Proposal
Identify specifically all fees and costs, including any reimbursements for the following phases:
 - Phase 1 – Feasibility Study
 - Phase 2 (Optional) – Capital CampaignPlease also include the method for determining the cost.
6. References

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SCOPE OF WORK

SUMMARY STATEMENT

The KITSAP REGIONAL LIBRARY is considering a capital campaign to raise funds to either build a new Silverdale library building on the Central Kitsap Community Campus or to make tenant improvements in an already existing building or retail space. The current facility is located at 3450 NW Carlton Street in Silverdale. The building was built in 1970 and despite an expansion in 1980, it is overcrowded, non-compliant with the Americans with Disabilities Act, and does not meet seismic code. (For a history of the building, please refer to <http://www.krl.org/index.php/silverdale-library-history>.) Based on a needs assessment, a building program study, and conceptual drawings developed by Rice Fergus Miller, an architectural firm, we anticipate the entire project cost may be as much as \$5-6 million to build a new building or \$3 million for tenant improvements. Kitsap Regional Library hopes to raise needed funds principally through private donations from our local community as well as possible grant opportunities.

The Board of Library Trustees seeks the assistance of an organization or individual with expertise and experience in conducting both a feasibility study and a capital campaign. The decision to move forward with the capital campaign will be made by the KRL Board of Trustees following the information provided from the feasibility study.

RESPONSES REQUESTED

All responses to this Request for Proposal should address the following issues:

1. How long have you been in business? How many feasibility studies have you completed? How many capital campaigns have you facilitated?
2. Have you ever completed a feasibility study for a library and, if so, which one(s)?
3. How familiar are you (or your firm) with Kitsap County and its demographics? Describe work you have done with any Kitsap County organizations in the past.
4. What is the success rate of projects/organizations for which you have done feasibility studies and capital campaigns?
5. What time frame would be required for the feasibility study to be completed? What is the time frame for a capital campaign?
6. What is the cost of your services? Please specify the costs for each phase including the feasibility study and the capital campaign.

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7. Please provide at least three references from nonprofit and/or government clients.
8. Please discuss in your response how you would structure your research process.
9. Please discuss how you would address the following:

Donors:

- Identification of leaders in the fundraising effort, both within the Library community and among other residents
- Identification of potential leaders and donors within the community
- Identification of the amount of money KRL can reasonably raise

Capital campaign structure:

- Role Board members and staff would be expected to take in the study and in a campaign
- Appropriate time frame for both the feasibility study and the fundraising itself
- Identification of timeline to raise the stated amount of money
- Identification of any and all costs associated with managing the capital campaign

Community preferences:

- Determining whether the community would prefer a new library building on the Central Kitsap Community Campus
- Determining whether the community would prefer the new library to be created in an existing commercial building in Silverdale
- Determining whether the community would prefer the new library to be located in the Kitsap Mall

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TERMS & CONDITIONS

1. All participating proposers, by their signature, agree to comply with all of the conditions, requirements, and instructions of this request for proposal (“RFP”) as stated or implied herein. Should KITSAP REGIONAL LIBRARY omit anything from this document which is necessary to a clear understanding of the work, or should it appear that various instructions are in conflict, then the proposer shall secure written instructions from the Director of Technology and Facilities of KITSAP REGIONAL LIBRARY at least 48 hours prior to the time and date of the scheduled opening of the proposals.
2. The successful proposer shall be required to indemnify and hold KITSAP REGIONAL LIBRARY and its agents and employees harmless from and against all suits or actions of any kind, including workers’ compensation claims, brought against DISTRICT for or on account of any damages or injuries received or sustained by any parties, by or from the acts of the successful proposer or its agents or employees. The successful proposer shall maintain insurance for workers’ compensation as required by law, and shall additionally maintain general liability insurance with appropriate limits.
3. The successful proposer shall comply with all applicable federal, state, and local laws, regulations, administrative rulings, and codes, and shall secure all necessary licenses and permits in connection with this RFP and any goods or services to be provided hereunder.
4. By submission of the proposal, the proposer certifies that the proposal has been arrived at independently and submitted without collusion with any other proposer, and that the contents of the proposal have not been communicated by the proposer, or to the proposer’s best knowledge and belief, by any one of its employees or agents, to any person not an employee or agent of the proposer, and will not be communicated to any person prior to the official opening of the proposals.
5. The transactions covered herein shall be governed by a construed in accordance with the laws of the State of Washington.
6. The successful selection of your bid through this RFP is contingent on the verification of credentials and other information required by law and KITSAP REGIONAL LIBRARY policies.