REQUEST FOR PROPOSAL

SILVERDAY LIBRARY DONOR RECOGNITION

#1-2020

24 NOVEMBER 2020
Kitsap Regional Library
Silverdale Library Donor Recognition
Scope of Work

Kitsap Regional Library, (the Library), a junior taxing district under the laws of the State of Washington, is seeking proposals from qualified respondents to design, create, and install: a donor wall; major donor signage; a historical timeline of library service in Silverdale and the indigenous history of the land at the following location:

Kitsap Regional Library, Silverdale
3700 Anderson Hill Road
Silverdale, WA 98383

INTRODUCTION

Kitsap Regional Library serves Kitsap County’s 260,000 residents with nine branches and mobile and online services. While checking out materials requires a free library card, anyone can walk into a library branch, use materials onsite, access the internet, participate in programs or consult a librarian. We are a military community with approximately 33,800 military and civilian personnel, plus 7,500 defense contractors making up the work force at Naval Base Kitsap. Two Native American Tribes are prominently represented, with the Suquamish Tribe being one of the top five employers. Thirty-three percent of all residents have active library cards and in a 2017 election, two-thirds of the voters approved a library levy increase, an extremely high approval rate. While relatively small compared to Seattle Public and King County libraries, Kitsap Regional Library regularly wins national awards and attracts talent from across the country, thanks to its reputation for innovation and impact. In fact, our library has been one of ten libraries across the country honored with the 2018 John Cotton Dana award for outstanding public relations, noting “Kitsap's community has definitely become super fans of their Library.”

Kitsap Regional Library is a primarily tax-funded organization overseen by a five-member Board of Trustees. Board members represent the five geographic regions of Kitsap County – Bainbridge Island, Bremerton, North Kitsap, South Kitsap and Central Kitsap - and are appointed for five-year terms. The 2020 operating budget for the Library is $16,041,192.

SILVERDALE LOCATION HISTORY

Silverdale has had a library since 1945 when the Kitsap County Rural Library District was formed. In 1946, the Silverdale Library Committee remodeled a 16-by-16-foot army surplus building for use as the library. By 1958, the small building was inadequate, and volunteers remodeled and expanded the building. In 1970, the Friends of the Silverdale Library launched a building campaign and in just 6 months, money was raised for a 1,000-square-foot library.

The Silverdale community grew significantly in the 1970s due to the presence of the Bangor Naval Base. With an increased need for library services, the Silverdale Library joined the Kitsap Regional Library system so the library could qualify for Federal Impact Funds. These funds helped expand the Silverdale location in 1980 to its current size. Since that time, the community has tripled in size and the need for a new library was identified.

In 2015, the Kitsap Regional Library Foundation launched a capital campaign for a new library building in Silverdale and on September 26, 2018, Kitsap Regional Library and Central Kitsap School District entered into a long-term partnership agreement to co-locate the new library on the Central Kitsap School District (CKSD) campus. Construction of the new library began in July 2020 and is expected to be completed by September 2021. The Library will be co-located with Central Kitsap School District administration staff in a repurposed building. The campus will also include a high school, middle school, stadium, community auditorium, tennis courts, playfield, plaza, amphitheater and walking trail.
OBJECTIVES

The objective of this Request for Proposals (RFP) is to secure a vendor/artist to design, complete, and install as a permanent art-installation, a donor wall and major donor naming signage to recognize the funders who have supported the new Silverdale location. As a part of this project, we are also looking to honor the indigenous history of the land and the history (timeline) of library service in Silverdale. The goals of the project will include:

- Support identifying space/s for installation of the donor wall, major donor naming signage, indigenous history and library history components
- Design a wall of recognition that will recognize up to 250 donors and accommodate and differentiate (by varying sizes, colors, etc.) donors by name and giving level; design major donor signage for 3 levels of giving (prominent naming opportunity at $1M, naming of children’s area feature at $750K, naming of study rooms at $250K); design a timeline/history of library service in Silverdale; design a feature that honors the indigenous history of the land
- Utilize material that will maintain the design aesthetic of the Library
- Be durable for high (visitor) traffic area
- Work with Kitsap Regional Library and Foundation staff through design revisions and approval process to ensure accurate listing of all campaign donors
- Install donor wall prior to September 1, 2021

PROPOSAL REQUIREMENTS

Please describe in detail the design concept being proposed and how it will integrate with the design of the Library. Provide preliminary plans, diagrams and/or visuals, and measurements in sufficient detail showing the manner in which the proposer plans to develop the donor wall, major donor naming and history sharing components:

1. Rendering of donor wall, naming, and history sharing concepts
2. Proposal as to how donor names will be displayed/incorporated into the design
3. Detailed description of how project integrates with library design and aesthetic
4. Detailed timeline to include design, approval, and installation
5. Description of how proposer will work with Kitsap Regional Library and Foundation staff
6. Detailed line item budget including all costs associated with the project

In addition, please describe a brief history of the respondent’s business, including ownership structure and any other doing business as under which the respondent has been doing business. The selected respondent will have opportunities to consult with the Library’s development and branch staff before beginning the project.

MINIMUM QUALIFICATIONS

- Provide evidence that the respondent has experience in the design, public art, and/or donor recognition industry within the past five years
- Provide examples of past work similar to this project
- Describe the experience of all personnel involved with the project
- Provide evidence that the respondent has the necessary insurance and business licenses required
- Provide references upon request

Respondents shall submit one professional copy of the complete proposal to the Library’s headquarters located at 1301 Sylvan Way Bremerton WA 98310 by 12:00 p.m. on January 19, 2021. Proposals shall be submitted in a sealed envelope marked “Silverdale - Campaign Donor Wall” or via email to
foundation@krl.org. Any questions concerning this RFP shall be submitted in writing by mail or email to:

Patrick O'Neil  
Director of Facilities  
Kitsap Regional Library Foundation  
1301 Sylvan Way  
Bremerton, WA 98310  
Email: poneil@krl.org

SELECTION CRITERIA

- Experience with projects similar in size and scope  
- Technical and financial ability  
- Total cost of project  
- Recommendations from current customers and prior experience with donor recognition and/or public art

BIDDER CONFERENCE

- Due to current COVID-19 precautions and restrictions Kitsap Regional Library will host a virtual bidder conference for interested respondents so one may see renderings of the future LIBRARY space and get A FEEL FOR THE PLANNED FURNISHINGS AND SPACE DESIGN. THIS WILL ALSO BE THE OPPORTUNITY FOR QUESTIONS AND ANSWERS. This will be an online meeting and any interested respondents are encouraged to attend. The meeting is set for December 22, 2020 at 1:00 pm and anyone wishing to attend via phone, please call 888-788-0099 and enter the meeting ID: 92996460130, or for audio and video access, use the following link: https://krl.zoom.us/j/92996460130.