

REQUEST FOR QUALIFICATIONS (RFQ) FOR COMPREHENSIVE FACILITIES PLAN FOR THE KANSAS CITY PUBLIC LIBRARY

I. INTRODUCTION:

The Kansas City Public Library ("Library") requests a written response to this Request for Qualification ("RFQ") to identify a consultant experienced in working with a large metropolitan library or nonprofit to assist the Board of Trustees, Chief Executive and Library staff in the development of a comprehensive facilities plan.

The Library makes no guarantee of a minimum or maximum amount of services which shall be requested of any company who is selected.

All RFQ responses shall be delivered, and shall adhere to the format, as further indicated herein.

The qualifications of each respondent will be judged based on the criteria presented in this RFQ. The Library reserves the right to reject any or all of the responses with or without cause and accept any response that, in the Library's sole judgment, will be in the best interest of the Library.

This RFQ includes a description of the scope of work, proposal requirements, and instructions for submitting proposals.

The selected consultant should demonstrate a deep understanding of public and mission-focused organizations, the importance of fiscal responsibility of taxpayer investment, and the rapidly evolving role of libraries within their communities.

Background:

Established in 1873, the Library is Kansas City's oldest cultural institution and for the first 112 years of its existence, operated as a department of the Kansas City Missouri school system. In 1986, the Library became its own political subdivision.

Today, the Library primarily serves Kansas City, Missouri (population 510,704), as well as a portion of Independence, Missouri and Sugar Creek, Missouri through its Central Library, 9 branch libraries, a digital library, and a variety of outreach and mobile services. The Library's annual operating budget is approximately \$30 million composed primarily of property tax revenues and contributed funds. This past year, 1.3 million people visited a Kansas City Public Library location and 89,000 attended in-person programs across all age groups (adults, juveniles, and teens).

The Library is governed by a nine (9) member Board of Trustees that includes seven (7) members appointed by the Mayor of Kansas City, one (1) member appointed by the Mayor of Independence, and one (1) member appointed by the Mayor of Sugar Creek.

The Kansas City Public Library District, an urban public library district organized under Sections 182.701-182.723 of the Revised Statutes of Missouri, serves as a reliable community resource and a center for intellectual freedom serving primarily the residents of the Kansas City Public Library District and secondarily, the residents of the larger metropolitan area by acquiring, organizing and disseminating books, non-print materials and services that educate, enrich, entertain and inform, free of charge to our cardholders.

On December 5, 2023, the Library marked its 150th anniversary. This publication (<https://kclibrary.org/150/magazine>) provides a vital snapshot of the Library's work – past and present – including information about all branch locations and programming offered by the Library. Find more about Library services and programming at www.kclibrary.org, and past annual reports can be found at www.kclibrary.org/about

II. PROJECT DESCRIPTION:

The Library seeks a consultant to facilitate the development of a comprehensive facilities plan that is future focused and working in alignment with the Library's vision, mission, and strategic outcome areas. The plan should clearly articulate recommendations for library facilities in the district over the next 10 years. The Library system includes the Central Library, nine branches (Bluford, North-East, Plaza, Ruiz, Southeast, Sugar Creek, Trails West, Waldo, and Westport), and two administrative locations (Administrative Annex and Mobile Services) as detailed below.

Below is a brief description of the Library locations*.

Site	Address	Description	Renovation/ Remodel
Administrative Annex Building	913 Baltimore Avenue Kansas City, MO 64105	Built in 1905; 15,000 square ft; 3 floors	2003; 2023 for 2 nd floor
Central Library	14 W. 10 th Street Kansas City, MO 64105	Built in 1906, with additions made in 1925 and 1961; 175,000 square ft; 8 floors	2004 + additional updates on various floors
Lucile H. Bluford Branch	3050 Prospect Avenue Kansas City, MO 64128	Built in 1988; 14,200 square ft; 1 floor	2010
Mobile Services Branch	3401 E. Truman Road Kansas City, MO 64127	(This building is a leased site not owned by KCPL.) 10,016 square ft; 1 floor	2021

North-East Branch	6000 Wilson Road Kansas City, MO 64123	Built in 1988; 15,000 square ft; 1 floor	2020
Plaza Branch	4801 Main Street Kansas City, MO 64112	Built in 2005; 51,522 square ft; 2 floors	2005
Irene H. Ruiz Bibliotheca de las Americas	2017 West Pennway Street Kansas City, MO 64108	Built in 2001; 4,000 square ft; 1 floor	2008
Southeast Branch	6242 Swope Parkway Kansas City, MO 64130	Built in 1995; 14,200 square ft; 1 floor	2018
Sugar Creek Branch	102 South Sterling Sugar Creek, MO 64054	(This building is a leased site not owned by KCPL.) 2,500 square ft; 1 floor	2010
Trails West Branch	11401 East 23rd Street Independence, MO 64052	Built in 1988; 14,200 square ft; 1 floor	2022
Waldo Branch	201 East 75th Street Kansas City, MO 64114	Built in 1988; 14,200 square ft; 1 floor	2024
Westport Branch	118 Westport Road Kansas City, MO 64111	Built in 1898; 9,576 square ft; 3 floors	1998; 2021

*The operating hours for these locations can be found at <http://www.kclibrary.org/branches>.

III. SCOPE OF SERVICES:

The comprehensive facilities plan should include:

Needs Assessment and Stakeholder Engagement:

- Develop a defined outreach strategy for needs assessment and stakeholder engagement, utilizing interviews, surveys, focus groups, and other asynchronous tools.
- Ensure alignment with the Library's vision, mission, and values through robust engagement with the Building Oversight Committee, Library leadership, staff, and community stakeholders.
- Analyze trends and anticipate growth or redistribution of the Library District's population both now and in the future.

Data Analysis and Visioning:

- Review relevant past efforts and related documents, including analysis of recently completed facility assessments, usage, and comparable urban library benchmarks and trends.
- Facilitate visioning sessions to establish long-term goals and priorities for all facilities, existing or proposed. Collaborate and align with Library's Strategic Planning process

where appropriate for the purpose of community convenings, surveys, and other information gathering processes

- Incorporate best practices and recommended design principles for equitable, accessible public spaces, while ensuring sustainability, energy efficiency, and the adaptability of facility designs to meet future needs.

Development of Design Options and Implementation Strategy:

- Create multiple design options and a phased implementation strategy, including a financial estimates, a plan for funding and timelines for execution.
- Utilize universal design principles to draft a plan that reflects safe, welcoming, and flexible spaces that enhance community engagement in programs and services while ensuring public access from transit and proximity to critical community resources.
- Identify opportunities for optimizing workspace and workflow efficiencies, and consider co-location and creative funding strategies, such as community improvement districts and economic development zones.

Documentation and Evaluation:

- Provide comprehensive documentation of the planning process, established framework, and recommendations for ongoing evaluation and monitoring of the comprehensive facilities plan and its effectiveness.
- Include high-quality visual materials for the Board of Trustees and stakeholders, with appendices documenting the planning process, survey results, best practices research, 10 bound copies and digital access to the final facilities plan.

Project Management: To deliver the facilities plan successfully and efficiently, hands-on project management is expected, to include, at minimum:

- Establish a clearly defined project manager and team structure, including roles and expectations for Library leadership and staff, and a stakeholder kick-off to understand facilities planning goals and context.
- Develop and validate a detailed work plan with milestones for all deliverables, accompanied by regular project team meetings.
- Document the process, engagement efforts, and deliverable development, with a clear submission deadline.

Presentation:

- Provide support to Kansas City Public Library in presentations on the comprehensive facilities plan, its development and content.
- Develop materials and deliver content for at least one introductory overview, one interim and one final presentation to Library leadership, staff, and the Board of Trustees.
- Ensure that presentation content is suitable for public availability on the Kansas City Public Library website.

Methodology: The Library requests details concerning the methodology the consultant will use to generate a comprehensive facilities plan. The proposed methodology must include:

- A detailed process through which they intend to manage the scope, assess and integrate the data gleaned from the Library's robust data capture tools as well as the needs assessment and stakeholder engagement, communicate this information, and make recommendations.
- A schedule indicating milestones of the project at a minimum noting dates for completion of tasks and deliverables, including planning, analysis of facilities assessments and other critical data, and deliverable development, review, and acceptance.
- An accurate analysis that identifies all the components and elements needed to create a facilities program of the future.

IV. RESPONSE SUBMITTAL INSTRUCTIONS

Responses shall be submitted no later than the time and date indicated herein. Responses submitted to a location or individual other than that listed below will not be considered duly delivered or timely. The Library shall not be responsible for re-routing responses delivered to a person or location other than that specified below. Late response submittals shall not be accepted or considered. All responses, whether selected or rejected, shall become the property of the Library and will not be returned. The Library reserves the right to waive minor defects and/or irregularities in response submittals and shall be the sole judge of the materiality of any such defect or irregularity. All costs associated with response preparation shall be borne by the applicant.

Responses to this RFQ shall be mailed or e-mailed to:

**Jessica Addo
Purchasing Manager
Kansas City Public Library
14 West 10th Street
Kansas City, MO 64105
jessicaaddo@kclibrary.org**

The response must be received no later than 5 p.m. CST on Friday, April 25, 2025. LATE RESPONSES WILL NOT BE CONSIDERED. Any questions regarding this RFQ should be directed to Jessica Addo prior to **5 p.m. CST on Friday, April 11, 2025.**

Updates to this RFQ will be posted online at the Library's RFP/RFQ website (currently <https://kclibrary.org/rfp>). Firms should routinely monitor the Library's RFP/RFQ website for updates/information/addenda/cancellations.

V. RFQ RESPONSE REQUIREMENTS

Submittals should be limited to the sections and items identified below. The capacity of the applicant to make a complete and responsive presentation will be favorably considered.

Submittals should contain the following items:

Letter of Interest: Provide a brief letter expressing the applicant's interest and appropriate qualifications. The letter of interest should include the following information:

- Title of this RFQ;
- Name and mailing address of applicant (including physical location if mailing address is a P.O. Box);
- Contact person, telephone number and email;
- Statement the submitting firm will perform the services as described in this RFQ, including any addenda (reference addenda by date and/or number).

Qualifications: The consultant's demonstrated experience with comparable projects: include resumes for all principal members of the project team and any proposed subcontractors, and at least one sample of a complete report that the consultant has prepared for a similar project.

References: Provide three (3) references for projects completed within the last five (5) years that the Library may contact. Provide contact name, address and telephone number. Provide a brief description of the project and the project status.

Work Tasks: The specific approach and methods the firm will use to complete the project, proposed work schedule, timeline for deliverables, and a list of any products

Staffing and Management Plan: Plan outlining who will be responsible for carrying out the specific work tasks, project manager who will be responsible for assuring that all the work tasks are completed on schedule, and relevant qualifications of personnel to be assigned to the project.

Cost: The total "not to exceed" cost for completing all individual work tasks included in the proposal. Include any direct, indirect, or reimbursable costs. A proposed billing schedule should include the total cost of services, supplies, materials, travel, and any other relevant expenses.

VI. SELECTION CRITERIA

Proposals will be evaluated based on the consultant's experience working with similar-sized urban libraries or nonprofits, methodology, proposed cost, and relevance and thoughtfulness of the approach. Per Library policy, a preference will be given to local vendors and minority/women business enterprises (M/WBE). Additionally, Missouri-based, service-disabled veteran enterprises (SDVE) certified by the State of Missouri Office of Administration will receive a three (3) point bonus preference.

After the Library's initial evaluation of proposals, select proposals will undergo a detailed review and evaluation. As part of this detailed review of proposals, selected Proposers may be required to make oral presentations of their proposals to the Library. These presentations provide an opportunity for the Proposers to clarify the proposals.

The Library will negotiate with the selected Proposer(s) for mutually agreeable terms for the Library's comprehensive facilities plan before making an award. Negotiation could include, but not be limited to, price and the terms and conditions of the RFQ.

The Library will ultimately award to the firm that best meets the needs and qualifications, not necessarily the lowest bid. A comprehensive facilities planning team will review all applications, and they will make a recommendation to the Library's CEO and the Board of Trustees.

The Library reserves the right to accept or reject any or all bids. All material submitted in response to this RFQ will become the sole property of the Library. The Library expressly reserves the right to use any ideas submitted in the proposals received unless covered by legal patent or proprietary rights, any of which must be clearly indicated in the proposal submitted in response to the RFQ.

VII. TIMELINE AND FINAL KEY DELIVERABLES:

The timeline should account for planning, internal and external stakeholder engagement, and final reporting. The full plan is expected to take six (6) months, with the goal of completion within five (5) months.

- March 31, 2025: RFQ Issued
- April 11, 2025: Deadline for Pre-Submittal Questions
- April 25, 2025: Submittal Deadline
- May-June 2025: Review and Select
- June 17, 2025: Contract Approval by Board of Trustees
- July 1, 2025: Anticipated Project Start Date
- December 31, 2025: Expected Completion Date

The Library expects the following key deliverables from the consultant at the conclusion of the project:

- A written comprehensive facilities plan integrating the elements described in this RFQ
- A data package which incorporates all statistics, reports, surveys, technical evaluations, facilities data, drawings, and any other supporting data used during the planning process
- A presentation to the Building Oversight Committee, Board of Trustees, Library leadership and staff and/or other stakeholders to communicate highlights of the comprehensive facilities plan

All project deliverables will be provided in printed and electronic formats. All electronic material shall be provided in mutually agreed upon software formats. The final project and all related material shall be the sole property of the Library.