



**Lennox &
Addington
LIBRARIES**

Request for Proposals

Architectural Services to Support a Business Plan for New Libraries

The County of Lennox and Addington invites proposals from architectural firms to support us with the development of a Business Plan for New Libraries.

Submissions by email or mail will be received by the undersigned at the Lennox & Addington County Court House, Napanee, no later than **4:00pm on Friday, October 16, 2020**

Contact:

Stephen Paul
Director, Community & Development Services
County of Lennox and Addington
97 Thomas Street East
Napanee, ON K7R 4B9
(613) 354-4883 ext. 3234
spaul@lennox-addington.on.ca

A. The Project and Proposals

1. Introduction

The County of Lennox & Addington is inviting architectural firms to provide professional services to help us develop a business plan to build two new libraries, one in Napanee and one in Amherstview.

The successful firm will develop a plan that will include:

- Conceptual plans, including total square footage and space usage options;
- A high level estimate of all costs, including construction, soft costs and equipment;
- An operating cost analysis;
- Site options and location assessments of potential Future Libraries;
- Ownership options.

2. Term of the Project

The term of this contract is from the date of award until the completion of the Business Plan.

3. RFP Schedule

The RFP process will be governed according to the following schedule. Although every attempt will be made to meet all dates, the County of Lennox & Addington reserves the right to modify any or all dates at its sole discretion.

- Release of RFP: September 21, 2020
- RFP Closes: October 16, 2020
- Final Selection (Anticipated): November 2020

4. Project Authority and Involvement

This RFP is administered by the Director, Community & Development Services and Manager, Library Services. There are no project partners or stakeholders outside the County of Lennox & Addington involved in this RFP call.

5. Inquiries

Any clarification of this document, or request for additional information, must be received in writing by email to:

Stephen Paul
Director, Community & Development Services
spaul@lennox-addington.on.ca
613-354-4883 ext. 3234

6. Proposal Requirements

Please submit in the order shown below:

1. List key personnel assigned to the study and their experience on projects of similar size and scope.
2. Provide a comprehensive list of past projects of similar size and scope. Include an overview of the project. Emphasis should be placed on projects involving public library space planning and/or design. Please provide a reference for each.
3. Demonstrate your understanding of the study by discussing your proposed sequence of work and ideas you feel will bring the most value to the County.
4. Provide a Fee Estimate for the study.

7. Timeline

1. The deadline for RFP submission is **October 16 at 4pm.**
2. Prospective consultants should be available for interviews during the **week of October 26.**
3. It is anticipated that the preferred consultant will be selected by the week of **November 2.**
4. The County of Lennox & Addington requires the completion of the project and all deliverables in hand by **April 2021.**
5. A presentation of the final report by the preferred consultant to County Council will take place in **May 2021.**

B. Background

1. About L&A County

The County of Lennox and Addington is located in southeastern Ontario, midway between Toronto and Montreal. The Town of Greater Napanee, the County seat of government for Lennox and Addington is conveniently located in close proximity to the urban centres of Kingston and Belleville and within two hours travel time of Ottawa. The County of Lennox and Addington's current population is approximately 43,000 and experiencing moderate growth.

2. About the Library

The Library provides library services to all residents in the municipalities of Greater Napanee, Loyalist and Stone Mills. Library Services is a division of the Community & Development Services Department, which also oversees the County Museums & Archives, Economic Development and Land Use Planning. There are currently five branches in the library system. See: www.CountyLibrary.ca

The library was established under By-Law 1638 of the Corporation of the County of Lennox & Addington, effective as of the first day of January, 1972. Governed by County Council, rather than an independent library board, Lennox & Addington's library system is one of only four exemptions to Ontario's Public Libraries Act's governance requirements, the others being Elgin County, Lambton County and the Region of Waterloo.

The Library's mandate is to connect residents with opportunities for lifelong learning, community engagement and cultural vitality. With a library membership card, residents of all ages in Lennox & Addington have access to a wide variety of materials, programs and services, all at no charge. Over the past few years, the Library has experienced significant growth in circulation and programming statistics as well as an improved profile in the community. The concern going forward is how we can maintain this momentum given the limitations of our existing spaces.

In 2016, a review of the current library service delivery model was conducted by the St. Clement's Group, which provided recommendations to transform County libraries to reflect the changing needs and expectations of the community. At the October 12, 2016 County Council Working Session, Council received the Library Services Review report and adopted the recommendations in principle.

Phase One of the Library Service Review implementation was completed in the spring of 2019 with the closure of the Camden East branch. Phase One of implementation also included the closures of the South Fredericksburgh and Odessa branches in spring 2017. An update of the Library Service Review was presented at the April 24, 2019 County Council Regular Meeting and Council approved that the investigation begin into the development of 2 Future Libraries, with consideration also given to the future of the current smaller, community libraries. Staff have conducted background research on the development of 2 Future Libraries and have identified the need of a Library Facility Planning Study for Phase 2 of the Library Service Review Implementation.

C. Scope of Services

The successful firm will be charged with completing the following scope of services:

Task 1.1 - Scoping Session

This task will involve a scoping meeting with the County of Lennox & Addington staff members to discuss the study's scope, schedule, and the intended outcomes. A tour of the existing facilities will be included in this task.

Task 1.2 – Space Needs

This task will determine future space needs for each function of the operation. Input should be sought from County of Lennox & Addington staff and other stakeholders (i.e. local municipalities). Space needs shall be projected for a 20-25 year planning period.

Task 1.3 – Concept Plan View Sketches

Develop conceptual plans for each proposed library (Napanee and Amherstview) including total square footage, space usage options, land size, parking and landscape space.

Task 1.4 – Site Options and Location Assessments

The consulting team will provide site options and location assessments in both Napanee and Amherstview taking into consideration the space needs, community needs, customer needs and partnerships.

Task 1.5 – Budgetary Cost Estimates

Develop high level budgetary cost estimates for each library (Napanee and Amherstview), including construction, soft costs and equipment.

Task 1.6 – Operating Cost Estimate

Provide an estimate of annual building operating costs per Library.

Task 1.7 – Ownership Options

The consulting team will provide ownership options taking into consideration the current and/or future partnerships with local municipalities.

Task 1.8 – Final Report

This task involves developing a final report summarizing all tasks with recommendations.

Task 1.9 – Presentation of Final Business Plan to Lennox & Addington County Council

This task will involve presenting the report to County Council.

D. Submission Instructions

The County of Lennox & Addington will receive applications until **4:00pm on Friday, October 16, 2020**. All applications can be delivered or sent electronically to:

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Director, Community & Development Services
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All entries become the sole property of, and are subject to verification by, the County of Lennox & Addington. The County assumes no responsibility for entries lost, stolen, delayed, damaged or misdirected, or for the failure, interruption or delay of any communication to be received, for any reason.

The County of Lennox and Addington will award the contract at its sole discretion. There is no guarantee, expressed or implied, that the lowest cost application or any other application will be awarded. The County of Lennox and Addington is not obligated to pay for any work done by any organization in connection with any submission.

The County of Lennox & Addington reserves the right, at its sole discretion and without prior notice, to amend, cancel, close, suspend or reinstate this call for proposals at any time, and for any reason whatsoever.