AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Visitor; Drew Brookhart, Executive Director; Gunni

Action Requested:

Parties to the Agreement:

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:

Please see the attached documents submitted by Drew Brookhart

Fiscal Impact:

Submitted by: Josh Ost **Submitter's Email Address:** jost@gunnisoncounty.org

Finance Review: ○ Required ◉ Not Required

Comments:

Reviewed by: Discharge Date:

County Attorney Review: ○ Required ◉ Not Required

Comments:

Reveiwed by: Discharge Date: Certificate of Insurance Required

Yes ○ No ○

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\jost Discharge Date: 2/23/2018

○ Consent Agenda ○ Regular Agenda ○ Worksession Time Allotted: 30

Agenda Date: 2/27/2018

Revised April 2015

Report to Gunnison County Commissioners

Gunnison County Library District

February 2018

Gunnison County Library District Board of Trustees

Bruce Bartleson | President

Rosalie Ott | Vice President

Andy Keck | Treasurer

Doris Kuiper

Kerry Lefebvre

Cindy McKee

Sheryl Peterson

Drew Brookhart | Library Director

INTRODUCTION

Gunnison County is by far the greatest financial supporter of library services in Gunnison County. Without the support of the Gunnison County Commissioners it would not be possible to offer essential services to our communities including: early literacy instruction, school readiness programs, financial literacy instruction, information literacy instruction, access to a statewide collection of physical and digital content, a reliable access point to the internet, educational programming, thousands of hours of access to two facilities, and adult literacy courses for English language learners. With 149,364 in person visits in 2017 and 13,419 registered card holders, Gunnison County Libraries serve every demographic in the County every day.

Gunnison County Library District is strong, ready, and able to grow to adequately meet the current demand for services and build new service models that do not currently exist. In 2011 a majority of Gunnison County voters did not support a ballot issue that would have authorized the District to levy up to 3.5 mills for services, programs, salaries, and development of facilities in both Gunnison and Crested Butte. The inability of the District to secure funding has made it impossible for the District to grow its capacity. It has also necessitated the continuation of nearly sole financial support from Gunnison County. The possibility to expand services, programs, collections, access to technology, and opportunities for people of all ages is limited only by funding. Gunnison County Libraries can and should be doing more and are actively charting a course into an expanding future.

As Gunnison County Library District moves toward creating new possibilities, the support of Gunnison County and the Gunnison County Commissioners will continue to be essential. To maintain that support the District's staff and Board of Trustees will maintain clear communication, seek consultation and advice, work to both understand and communicate community needs, and build plans that fit with the overarching priorities of Gunnison County.

2017 Year in Review

Gunnison County residents are avid library users:

- There are 13,419 active cardholders in Gunnison County (total County population is just over 16,000.)
- The District's two physical locations enjoyed a whopping 149,364 in person visits.
- Total collection use (physical and digital) was 150,894.
- The District hosted 687 programs for people of all ages. Those programs were attended by 9,553 people.
- The District provided 23,353 sessions on publicly available computers and an additional 15,541 wireless internet sessions.
- The library's website (gunnisoncountylibraries.org) had 35,677 visits.
- 357 children participated in the District's summer reading program.
- The District's Center for Adult and Family Education program provided 54 class days and supported 27 to 34 adult learners and their children.
- The library District provided 5,930 hours of in person public service during 2017.
- Total funding for library services from Gunnison County was $948,692.00 in 2017.

2018 Goals and Activities

Gunnison County Library District is working toward growth opportunities. In 2018 much of the District's work will involve creating opportunities for the community to understand what their libraries can do for them and talk about how the community hopes to benefit from their libraries. The coming year will bring a formal, community driven, process of planning and design.

The Library Board is working on a Request for Proposals that will accomplish several goals. The first goal is to have a full understanding of benefits and challenges associated with possible locations for a new public library facility in Gunnison, Colorado. The second goal is to work with the community to provide a vision for of a widely supported public library facility. The planning process and resulting images will help the District launch a capital campaign to make construction possible. The third goal for the 2018 process is to design improvements to the Van Tuyl property. The Van Tuyl property is currently an untapped resource for the District. The current concept for utilizing the property consists of four key elements:

1) A fully enclosed structure that will serve as a shelter for all seasons and support space for programming. This structure will offer public restroom facilities.

2) Site improvements including, but not limited to, utility connections, curb improvements, and parking facilities.

3) An outdoor classroom facility that will support nature based educational programming, library programming and events, and general use by the public.

4) Natural play areas connected by ADA accessible trails that utilize the entire 5.32 acre property.

The Library District has approached to City of Gunnison for help in making these improvements financially feasible for the District. The Mayor and Council have given city staff direction to begin working with District staff. Much of the work toward improvements on the Van Tuyl property will be funded by the cash donation that was made to the Library District by the Van Tuyl estate. The donor intent of those funds rests with the Community Foundation of the Gunnison Valley. The intent includes services ancillary to public library services; access to trails is also an approved use of the property and funds.

A working draft version of the full Request for Proposals is included in the Commissioners packet. That document provides a deeper description of the scope of work to be completed in 2018. As the Library District moves forward input and feedback from the Commissioners will be vital and is welcomed.

Request for Proposals
(RFP)

Design Services for Improvements to the Van Tuyl Property
Community Visioning, Design, & Facility Planning for a Public Library

Development of Facilities for Outdoor Education, and Recreation. Long Range Planning and Public Engagement Related to Expanding Library Services in Gunnison County, Colorado

INSERT DATE

Prepared by:

Gunnison County Library District
Office of the Executive Director
307 North Wisconsin
Gunnison, CO 81230

Summary Introduction

Introduction

Gunnison County Library District ("District") serves a year round population of approximately 16,067 in Gunnison County, Colorado. The District has two physical locations, a central library in the city of Gunnison and a branch library in Crested Butte, Colorado. Home to Western State Colorado University, the Taylor and Gunnison Rivers, Crested Butte Mountain Resort, and thousands of acres of public land, Gunnison County is a focal point for outdoor recreation, education, culture, and ranching heritage in Western Colorado. The District is well positioned to take advantage of its geographic and cultural location. The District strives to provide residents and visitors with exceptional library and information resources and experiences. The District is seeking a highly qualified and creative firm to conduct a two part project.

Project Summary

This RFP seeks to accomplish two goals. The first is to develop a District owned property in a cost effective way that will promote community use of the property and further library services in Gunnison County. The second is to guide the District through a public input process and the initial design phase of a new public library facility in Gunnison, Colorado.

Part 1: Design of an outdoor classroom facility, year-round shelter with restrooms, natural play areas, and ADA accessible trails on approximately 5 acres of land in Gunnison, Colorado.

The District received a donation of 5.32 acres of undeveloped land known locally as the Van Tuyl property (the "Property") in 2007. The Property is located on the western edge of the City of Gunnison, north of the Gunnison Community School and County Road 15, north and west of the Palisades Subdivision, and west of County Road 13. It is adjacent to the Gunnison Community School, a fishing pond, a community garden, and less than one half mile from Gunnison High School. The Property directly abuts an extensive trail system, the Van Tuyl Trails, which are operated and maintained by the City of Gunnison. The open space to the west of the property offers trail access to the Gunnison River and unobstructed views to the west. During the winter months the non-profit Gunnison Nordic maintains the Van Tuyl trails for cross country skiing.

Part 2: Through an in-depth community visioning process produce conceptual drawings and renderings of a new public library facility in Gunnison, Colorado. The part 2 deliverables will be sufficient to present to potential benefactors, foundations and other grantmakers as well as to the community to attain local support and financing for the construction of a public library facility.

In 2011 an extensive design and input process resulted in a 20,000 square foot public library facility being proposed for construction on the Property. With this RFP the District is re-opening formal community dialog on a public library facility in Gunnison, Colorado. The District is seeking clarity on; architectural program needs, project scope, design elements, and location. The location of a proposed new public library, and the merits of using the Property for the purpose of a new public library, have been an ongoing question for Gunnison County residents.

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Section I: Project Scope

Part 1 Project Scope

The Property was conveyed to the District to be used only as a public library and any ancillary uses incidental thereto or for other public uses of the Property as a public library. Part 1 of the project will involve honoring donor intent of furthering library services on the Property and providing ancillary public uses. The District seeks design services for improvements to the Property. The successful firm will be responsible for design, site planning, and utility planning. The vision of the Board includes a fully enclosed shelter, including restroom facilities, which would serve both summer and winter users of the Property and adjacent trail system. An outdoor classroom facility would support nature based educational programming and other library services and events. Natural play areas connected by ADA accessible trails throughout the 5.32 acre property would serve to "open" the Property for public use. The Board is interested in arriving at an economical design of associated site improvements including but not limited to utility connections, curb improvements, and parking facilities. Because the Property remains under consideration by the community as a site for a new public library, the planning and development proposed in this RFP will need to result in a design that would interact with a future library facility in a complimentary way.

Part 2 Project Scope

This RFP is limited to work that will provide the District with the necessary tools to "sell" the project to private donors, grantmakers, and other stakeholders. The process of arriving at those project representations will be equally important. The successful firm will gather, analyze, and synthesize public opinions, library space needs, and necessary programming components of a new facility. Currently there are three narratives surrounding a new public library in Gunnison, Colorado. 1) Expansion and renovation of the existing Gunnison Public Library. 2) Acquisition of an existing building in the central core of Gunnison followed by demolition and new construction. 3) Utilizing the Property for construction of a new public library facility. Through both public input, and work with a project steering committee, the successful firm will seek to fully understand and then communicate the economics and feasibility of each of these three options.

The District is presently focused on a facility to replace the District's central library in Gunnison, Colorado. Part 2 of the project will be to provide the District with design work, images and other associated deliverables that will provide the District with a visual representation of a public library facility. The District has been working toward facility improvements for many years. A community input process was conducted in 2010/2011. That process resulted in two facilities being designed; a new public library in Gunnison, Colorado and a children's library directly adjacent to the Crested Butte branch library. In 2011 a mill levy question to fund both projects was defeated by Gunnison County voters. Through this process, the District plans to re-engage the public in a conversation about meeting the community's need for a new facility.

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Section II: Objectives

The District's primary objectives are:

- Developing the Property in a way that expands public library service in Gunnison County, Colorado.

- Provide the community with an opportunity to arrive at a widely supported design for a public library facility in Gunnison, Colorado.

The following goals further illustrate part 1 objectives:

- Consider a diverse set of uses and users including; public library programming, cyclists, hikers, skiers, music, film, outdoor education, nature based activities, adjacent community gardens, adjacent primary and secondary public education audiences.
- Solicit input from a variety of user groups in formal and informal ways
- Consider parking and access for the Property's facilities and adjacent trails
- Design utility connections that allow for future development of the Property
- Consider the whole site and the potential for a wide variety of potential additional development on the Property
- Arrive at a design for improvements to the Property no later than September 2018

The following goals further illustrate part 2 objectives:

- No fewer than 2 opportunities for steering committee input
- No fewer than 2 opportunities for staff and Board input
- No fewer than 4 opportunities for general public input
- Verify the architectural program completed in 2011
- Provide the District with a variety of digital images and image boards consisting of both interior and exterior representations of the community input driven design.
- Deliver images and materials sufficient for the promotion of the project to grantmakers, donors, and voters by August 2018

Part 1 design elements:

The design and uses of the Property must align with donor intent for the Property and the funding goals of the Local Government Parks & Recreation Grants from Great Outdoors Colorado. Design of the improvements to the Property should consider:

- Library services on the property will include nature based education, speakers and presenters, telescope use classes and star viewing, children's programming, night time video presentations, musical performances, story times, and art based programming.
- Supporting use of the City of Gunnison's Van Tuyl trail system
- The Property's proximity to Gunnison Watershed School District facilities
- Opportunities to support outdoor recreation in the community

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Part 2 design elements:

The public input process will drive the conceptual design of a public library in Gunnison, Colorado. Generally the District is focused on:

- Economical solutions to well documented needs.
- Complementing existing and adjacent developments (dependent on preferred location)
- Incorporating sustainability into design in cost effective ways.
- Recognizing and incorporating the climate and natural landscape of the Gunnison Country

Section III: Submission Requirements

Responses to this RFP solicitation must include the following information and materials. The District shall not be liable for costs incurred in the preparation of a response to this RFP or in conjunction with any presentation associated with the response to this RFP. Responders must submit ten (10) copies of their proposal. Submission packages should also include an electronic version of the proposal in Adobe Acrobat PDF format. The District welcomes a creative response to the RFP in any format that best expresses the proposal.

A. Interest
    - In a statement, indicate your interest in furthering library services in Gunnison County by the creative design of an outdoor classroom, programming space, shelter, and other natural areas on the Property. Indicate your interest in the public input process of design and ability to present visual images of a public library facility that capture community supported project elements.

B. Experience and Professional Qualifications
    - The status of the organization (partnership, corporation etc.)
    - Identification and brief resumes for all key individuals who would work on the project. Including what each individual's project role would be.
    - Past experience summary – identify all similar projects the firm has been involved with. Community visioning processes, initial design and visual representation of projects, library development, landscape architecture, and outdoor structure design are all relevant.
    - Any material which further identifies experience or qualifications of the firm.

C. Contact information
    - Please identify someone in your organization who will serve as our point of contact, including name, email, address and telephone.

District Contact: All proposals must be submitted to:

Gunnison County Library District
Office of the Executive Director
307 North Wisconsin
Gunnison, CO 81230

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Proposals must be received no later than 5:00 p.m. INSERT DATE. Any proposal received after the deadline will be returned to the respondent unopened.

The District will answer written questions from potential respondents. All such questions and the District's answers thereto, will be provided to any potential respondent upon written request.

Section IV: Evaluation Criteria and Review Process

In addition to the qualifications of the responders, the evaluation of each proposal will be based on the degree to which the proposal meets the requirements and preferences stated in this RFP. Representatives of the District will assess the degree to which each proposal meets the requirements and responds to the preferences stated herein. The District reserves the right to reject any or all proposals. The proposal or proposals viewed most favorably may be asked to participate in a presentation process with District representatives. Firms should expect that submitted proposals would be public documents.

Final selection authority rests with the District.

Timetable: A summary of the responder selection process and timetable are as follows:

INSERT DATE	Request for Proposals is advertised
INSERT DATE	Request for Proposals responses due to Gunnison County Library District
INSERT DATE	Review of Proposal Statements by District Representatives
INSERT DATE	Presentations by design firms, if warranted
INSERT DATE	Contract negotiation and award, if warranted

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Section V: General Conditions

Reserved Rights: The District reserves the right to:

- Modify or cancel the selection process or schedule at any time.
- Waive minor irregularities.
- Reject any and/or all responses to this RFP and seek new proposals when it is in the best interest of the District to do so.
- Seek clarification or additional information from respondents as necessary to the evaluation of the response.
- Request any additional information or evidence from individual respondents.
- Judge the respondents' written and oral representations as to their veracity, substance and relevance to District goals, including seeking and evaluating independent information on any responding firm.
- Incorporate this RFP and the selected team's response to this RFP as a part of any formal agreement between the District and the respondent.

Hold Harmless: By participation in this RFP process, responders agree to hold harmless the District, their officers and employees from all claims, liabilities and costs related to all aspects of the responder selection process.

Public Information: All documents, conversations, correspondence, etc., between the District and respondents are public information subject to the laws and regulations that govern the District, unless specifically identified otherwise.

Expenses: All expenses related to any firms response to this RFP, or other expenses incurred while the selection process is underway, are the sole obligation and responsibility of that firm.

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