



## **Request for Proposals – Professional (Personal) Services**

### **Strategic Plan and Facilities Master Plan**

Fort Vancouver Regional Libraries (FVRL) is an intercounty rural library district (RCW 27.12.090) serving over 550,000 people across 4,200 square miles. FVRL serves residents of southwest Washington in rural, suburban, and urban settings in Klickitat and Skamania Counties, the City of Woodland in Cowlitz County and all of Clark County except for the City of Camas. FVRL has 14 library locations, 2 bookmobiles, and an operations center. In addition, through contract, FVRL manages and operates one branch location in Yale for the Yale Valley Library District in Cowlitz County.

**Required Scope.** We are seeking a multidisciplinary consultant team, which can be a single firm or a team of individuals and/or firms with specialized expertise for our Strategic Plan and Facilities Master Plan. The consultant team will be responsible creating a 5-year Strategic Plan (2026-2030), and a 10-year Facilities Master Plan (2026-2035). Respondents may bid on one or both of these contracts. Should a single respondent be the successful bidder for both contracts, FVRL reserves the right to combine the projects into one contract with an integrated timeline.

We invite interested consultants to submit their proposals, demonstrating their qualifications, experience, and understanding of the project requirements outlined in this request for proposal.

FVRL maintains a Consultant Roster in the Municipal Research and Service Center (MRSC) online roster database. Those who are interested in doing business with FVRL must be registered with MRSC as reported on the Roster. Proposals submitted but not registered with MRSC Rosters may result in the proposal being marked as unresponsive.

If you have roster registration questions, please contact MRSC Rosters through their website <https://mrscrosters.org/>.

The proposals should also include a detailed timeline and budget to ensure meeting or exceeding the *required 3/31/2026 for all outlined deliverables (FVRL has a preferable but not required - deadline of 12/31/2025)*.

**FVRL Contact:** Proposer's submittal in response to this Request for Proposals (RFP) must be directed to:  
FVRL Purchasing  
[bids@fvrl.org](mailto:bids@fvrl.org)  
360-906-5015

**Response Deadline: February 24, 2025** by 12:00 PM Pacific Time.  
Submittals including all requested information must be received by FVRL no later than the Response Deadline. Submittals received after that date and time will be rejected without review. Submittals that arrive on time, but are incomplete, will be rejected at FVRL's discretion.



### **Timeline of Consultant Selection**

- February 24, 2025: Proposals due.
- March 5-7, 2025: Consultants present proposals to FVRL in person.
- March 12, 2025: Announcement of RFP Award(s).
- March 17, 2025: Contract Execution(s).

**Method of Submittal:** Submittals must be made electronically in pdf format and transmitted by email to the FVRL Contact. The email must have “RFP Submittal Strategic Plan & Facilities Master Plan” in the subject line. It is Proposer’s responsibility to confirm FVRL receipt. The submittal must be no larger than 20MB.

**Questions, Further Information, FVRL Reservation of Rights:** Questions about this RFP can be directed to the FVRL Contact. Proposers are advised to monitor FVRL’s website <https://www.fvrl.org/submit-bids> for further information, including possible amendments to this RFP. FVRL in its sole discretion reserves the right to terminate this RFP process, elect not to award a contract, enter into an agreement with a firm that did not respond to the RFP, or modify the terms of this RFP at any time.

FVRL reserves the right to ask for clarification of a proposal. FVRL reserves the right to accept or reject any or all proposals, waive all minor technicalities and informalities, and accept the proposal or proposals determined to be most advantageous to FVRL. In no event will FVRL or any of its officers, officials, or employees be liable for or otherwise obligated to reimburse Proposer for any costs incurred in preparation of a submittal. By responding to this RFP, Proposer is certifying that they have read, understand, and agree that Proposer is able to competently perform work in accordance with the scope. All submittals received become the property of FVRL. All FVRL records may be subject to public disclosure unless they fall under a recognized exemption.

### **Submittal Requirements / Form of Proposal:**

**Cover Letter:** A cover letter must be submitted with the proposal. The cover letter should indicate the full name and address of the respondent that will perform the services described in this RFP. The proposal must indicate the name and contact information for the individual who will be the senior contact person for this engagement. The cover letter must include identification of any and all subconsultants. A person authorized to bind the proposer to all commitments made in the proposal must sign the letter. (2 page maximum)

**Proof of Legal Business Name:** Provide a certificate or documentation from the Secretary of State in which you incorporated that shows your company legal name.

**Experience and Qualifications:** The respondent should clearly state relevant skills and experience in a manner that demonstrates its capability to complete the Scope of Work. It is expected that the respondent explicitly demonstrate that they meet each of the minimum qualifications with outcomes, as applicable. If applicable, please highlight projects in which members of your proposed project team have worked together. Consultants should highlight their qualifications and experience (i.e., relevant case histories, including government organization experience with sufficient detail, information and/or access to online demos or examples). Consultants should demonstrate their knowledge of best practices in the process of plan creation. (10 page maximum)



**References:** The respondent should include a list of references/clients including names, email addresses, phone numbers, and principal contacts in which the consultant has provided similar planning services. Please provide at least 3 references for each service plan type in not previously performed simultaneously. (1 page maximum)

**Approach:** The respondent must set forth its overall technical approach and plans to meet the requirements of the RFP. This should convince FVRL that the respondent understands the objectives that the engagement is intended to meet, the nature of the required work, and the level of effort necessary to successfully complete the project. The respondent should also set forth a detailed work plan indicating how each task in the scope of work will be accomplished, including an outline of proposed work and a timeline for key milestones and completion of the Scope of Work. The work program should also include key dates and deliverable benchmarks in the form of a Project Schedule. (5 page maximum)

**Projected Costs/Budget:** The respondent should provide a detailed matrix of estimated costs to provide the services. Such costs should be presented in a budget format that itemizes actual expenses for marketing, administration, creative services and other cost categories as applicable. (4 page maximum)

**Organization:** The respondent should include an organizational chart including all key team members, summary resume, and the amount of time each member will spend on this engagement, based on a forty-hour workweek. If the respondent is a “joint venture”, include a clear statement of responsibility associated with each member and/or entity of the joint venture. (10 page maximum)

### **Scope of Services:**

The purpose of this request is to have an experienced and qualified professional(s) develop 1) a comprehensive strategic plan and 2) a facilities master plan. FVRL expects a comprehensive strategic plan that includes broad initiatives and measurable objectives forecasting FVRL’s goals and objectives for the next five (5) years to meet the growing needs of our patrons. FVRL expects a facilities master plan that forecasts routine maintenance of major systems, significant repairs, renovations, replacements and / or expansions as well as growing the number of branches within our service area over the next ten (10) years

*Both plans must be completely developed by March 31, 2026 with a FVRL preferred deadline of December 31, 2025.*

### **Both proposed plans shall:**

- Be data-driven and realistic in scope.
- Address the needs of each library location’s facility and unique community.
- Examine the District’s growth patterns and demographics as well as trends and emerging technologies to identify future service needs and articulate a vision for future library services
- Utilize an equity and inclusion lens to provide the vision, implementation strategies, organizational structure, funding requirements and policy framework to effectively realize the plans developed.

### **Requirements Specific to Strategic Plan (Services provided to Yale through contract to be included in this scope):**

- Plan, lead and facilitate meetings of the Strategic Planning Committee
- Develop a structured procedure/methodology to determine the type of data collected and the measurement standards applied to ensure its usefulness in decision-making across all service areas



- Collect, review, and analyze data. Make recommendations based on the data (Benchmark, demographic/growth and market segmentation analysis is desirable). Data should be statistically significant and from credible sources and/or through proven methodologies).
  - Provide written records and summaries of the results of all data collected
- Identify strategies to build organizational capacity for addressing the needs of each library branch and the communities it serves.
- Provide sufficient data for FVRL to analyze services and programs for community impact and cost (provide recommendation based on consultant analysis of this data).
- Provide recommendation on Mission and Vision statement updates, if applicable, to support articulation that FVRL is a key partner instrumental in supporting community needs.
- Act as professional facilitators to gather specific information about services, use, preferences and any organization strengths, weaknesses, opportunities, and threats. Ensuring significant input from a wide range of stakeholders (staff, patrons, general public, other stakeholders) that is clearly reflected in resulting plans is obtained. This includes efforts such as:
  - Assist with developing the stakeholder list
  - Identify, describe, and implement a comprehensive strategy and methodology for stakeholder involvement in this planning process to Include: surveys, interviews with key folks and community focus group meetings with a focus to ensuring the widest geographic participation.
    - This effort is expected to include a minimum of six (6) meetings with other agencies within FVRL service area to inform, update, and receive feedback on analysis and findings.
    - This effort is expected to include a minimum of six (6) meetings with community members across the FVRL service area to inform, update, and receive feedback on analysis and findings.

**Requirements Specific to Facility Plan Requirements (Yale, not an FVRL owned facility to be excluded in this scope):**

- Review previous facility plans and develop a current condition assessment of all FVRL owned and leased facilities to determine programmatic needs based on the Strategic Plan and analysis of community needs in addition to the physical needs as noted above.
    - Explore library facilities solutions that are flexible and responsive to changing needs.
    - Offer a projected timeline of these efforts in correlation with the physical needs based on criticality of efforts identified.
    - Make recommendations for optimal space utilization, arrangement, and configuration of existing facilities, focusing on future uses of existing library spaces
  - Provide a population growth assessment and demand analysis to determine future facility needs (new branches, branch expansions, self-service models)
  - Develop cost estimates for projects for all components of the facility master plan
  - Identify alternate options, where possible, for facility efforts such as opportunities for new construction, repurposing of facilities and / or multi-use facilities.
  - Compare and analyze communities of similar size and density for benchmarking related service levels and number of locations through value added metrics
  - As applicable, identify new service areas and create new service area maps for individual locations and
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FVRL system in its entirety

- Support recommendations through a Gap analysis that determines what the community's needs are as compared to existing inventory of facilities.
- List of facilities to be included in Facility Master Plan below:

Name	Address	Leased/Owned	Approx. Square Feet
Operations Center	2018 Grand Blvd, Vancouver	Owned	26,000
Battle Ground	1207 SE 8th Way, Battle Ground	Owned	14,356
Cascade Park	600 NE 136th Ave, Vancouver	Owned	24,175
Ridgefield	210 N. Main Ave, Ridgefield	Owned	8,311
Stevenson	120 NW Vancouver Ave, Stevenson	Owned	7,980
Three Creeks	800-C NE Tenney Road, Vancouver	Owned	12,934
Vancouver	901 C Street, Vancouver	Owned	74,589
Woodland	411 Lakeshore Dr., Woodland	Owned	7,560
Vancouver Mall	8700 NE Vancouver Mall Dr. Ste 285, Vancouver	Leased	3,551
Washougal	1661 C Street, Vancouver	Leased	2,400
White Salmon Valley	77 NE Wauna, White Salmon	Leased	9,015
Goldendale	131 West Burgen St., Goldendale	Leased	15,660
La Center	1411 NE Lockwood Creek Road, La Center	Leased	3,380
North Bonneville	214 CBD Mall N. , North Bonneville	Leased	565
Yacolt Express	105 E Yacolt Road, Yacolt	Leased	800

**Minimum Qualifications:**

Proposers (individual or firm) must meet the following minimum requirements:

1. Consultant must have successfully performed at least three plans with a public agency of comparable size to the FVRL, with professional services delivered similar to those expected by the FVRL for this contract.
2. Consultant must have demonstrated experience working with public agency strategic and/or facilities planning projects with considerable experience in staff, stakeholder, and community engagement

**Evaluation Criteria:**

Submittals will be evaluated and ranked based on the following criteria:

- Expertise & Qualifications of the Project Team (15 points maximum)
- Related Experience on Facilities Master Planning (20 points maximum)
- Related Experience on Strategic Planning (15 points maximum)
- Project Approach and Proposed Methodology (25 points maximum)
- Responsiveness and Clarity of Submittal (10 points maximum)
- Related Experience in Community Engagement (15 points maximum)



Each submittal will be evaluated and given a score based upon the quality of response to each of the following topic areas. Maximum total number of points achievable is 100.

Proposers are responsible for the accuracy of the information supplied. FVRL reserves the right to vary from the qualifications requested, consider applicants who do not meet the qualifications, reject any and all proposals, and to either substantially modify or abandon the selection process prior to any award of a contract agreement. FVRL also reserves the right to waive technicalities or irregularities, and to accept any proposal if such action is believed to be in the best interest of FVRL.

All proposals will be reviewed and screened with only the top candidate(s) invited to an interview.

Interviews, if they take place, will be evaluated and ranked based on the following criteria:

- Presentation Quality (25 points maximum)
- Communication Effectiveness (25 points maximum)
- Project Schedule / Plan to meet deadlines (35 points maximum)
- References (15 points maximum)

Maximum total number of points achievable is 100. Consultants invited to interview are to bring the assigned key person(s) named by the Consultant in the Proposal. Interviews will be in-person.

FVRL may convene a selection panel for any of the evaluation process that take place.

### **Selection Process:**

All proposals will be reviewed and screened by the FVRL Contact and associates as determined applicable. The FVRL Contact will convene a selection panel and schedule interviews with Proposers to assist in the award decision.

Any contract resulting from FVRL's acceptance of a proposal will be in a form approved by the FVRL Executive Director and will reflect the specifications in this RFP as issued, or as may be amended by FVRL before agreement execution. Proposer acknowledges and agrees that submission of a proposal signifies the Proposer's agreement that the terms contained in the proposal are valid for at least 30 calendar days following FVRL's receipt, or such other time period as may be mutually agreed in writing by FVRL and Proposer.

### **Nondiscrimination and Equal Opportunity:**

FVRL complies with state and federal laws prohibiting discrimination on the basis of any protected status. In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, FVRL commits to nondiscrimination on the basis of disability in all of its programs and activities. In accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §2000d to 2000d-4) and the Regulations, FVRL will affirmatively ensure that in this RFP process and in any agreement entered into pursuant to this RFP, disadvantaged business enterprises will be afforded full and fair opportunity and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award. Women- and minority-owned business enterprises (WMBE) and veteran-owned firms are encouraged to respond to this opportunity.



**Ethics Code:**

**No Gifts and Gratuities**

Consultants shall not directly or indirectly offer anything (such as retainers, loans, entertainment, favors, gifts, tickets, trips, bonuses, donations, special discounts, work, or meals) to any FVRL employee, volunteer or official, if it is intended or may appear to a reasonable person to be intended to obtain or give special consideration to the Consultant. Likewise, FVRL employees shall not solicit items from consultants.

**No Conflict of Interest**

Consultants (including their officers, directors, trustees, partners, or employees) shall not have a business interest or a close family or domestic relationship with any FVRL official, officer or employee who was, is, or will be involved in selection, negotiation, drafting, signing, administration or evaluating Consultant performance. FVRL shall make the sole determination as to compliance.

**Contractual Terms and Conditions:**

The successful Proposer will be expected to execute an agreement with FVRL, in a format approved by FVRL. Proposer's standard contract may be used with preapproval by FVRL. If Proposer's proposal is incorporated by reference into the executed agreement, the terms and conditions of the agreement will have priority over any potentially contradictory language in the proposal. See attached sample contract terms and conditions expected to included.



## **SAMPLE CONSULTANT AGREEMENT**

### **Strategic Plan and Facilities Master Plan Project**

**THIS AGREEMENT** is made and entered into by and between Fort Vancouver Regional Libraries (“FVRL”), a Washington municipal corporation, as represented by the Executive Director; and \_\_\_\_\_ (the “Consultant”), which is authorized to do business in the State of Washington.

#### **Recitals:**

The purpose of this contract is to develop a Strategic Plan and Facilities Master Plan which includes significant stakeholder input, including but not limited to the Board of Trustees, FVRL staff, the Friends of the libraries, and patrons of the communities we serve. These plans will identify paths to outcomes and impacts.

The Consultant was selected through a Request for Proposal (“RFP”) process. In consideration of the terms, conditions, covenants, and performance of the Scope of Work contained herein, the FVRL and the Consultant mutually agree as follows:

#### **1. TERM OF AGREEMENT**

The term of this Agreement begins when fully executed by all parties and ends when work is completed and accepted by the FVRL, unless amended by written agreement or terminated earlier under the termination provisions.

#### **2. TIME OF BEGINNING AND COMPLETION**

The Consultant shall begin the work outlined in the “Scope of Work” (the “Work”) upon receipt of written notice to proceed from the FVRL. The FVRL will acknowledge in writing when the Work is complete. Time limits established under this Agreement shall not be extended because of delays for which the Consultant is responsible, but may be extended by the FVRL, in writing, for the FVRL’s convenience or conditions beyond the Consultant’s control.

#### **3. SCOPE OF WORK**

The Scope of Work and the Consultant’s Bid Response for this Agreement and the time schedule for completion of such Work set forth are attached to and made a part of this Agreement.

The Work is subject to FVRL review and approval. The Consultant shall confer with FVRL periodically, and prepare and present information and materials (e.g., detailed outline of completed Work) requested by FVRL to determine the adequacy of the Work or Consultant’s progress.



**4. EXPANSION FOR NEW WORK**

This Agreement scope may be expanded for New Work, which is work not specified within the original Scope of Work, and/or not specified in the original RFP as intended work for the Agreement. Any expansion for New Work must comply with all the following limitations and requirements: (a) the New Work is not reasonable to solicit separately; (b) the New Work is for reasonable purpose; (c) the New Work was not reasonably known either to FVRL or Consultant at time of contract; (d) the New Work is not significant enough to be reasonably regarded as an independent body of work; (e) the New Work would not have attracted a different field of competition; and (f) the change does not vary the essential identified or main purposes of the Agreement. FVRL may make exceptions for immaterial changes, emergency or sole source conditions, or other situations required in FVRL opinion. Certain changes are not New Work subject to these limitations, such as additional phases of Work anticipated at the time of solicitation, time extensions, and similar changes. New Work must be mutually agreed and issued by the FVRL through written amendment. New Work performed before an authorizing amendment may not be eligible for payment.

**5. PAYMENT**

FVRL agrees to compensate the Consultant dollar amount (\$) and provides for progression billing as project deliverables are completed.

**6. PAYMENT PROCEDURES**

The Consultant may submit invoices to FVRL as frequently as once per month upon receipt of specific deliverables, for partial payment for work completed to date. Payment shall be made by FVRL, to the Consultant upon the FVRL’s receipt of a properly prepared invoice containing the information listed below.

Deliver all invoices and invoice/billing notices under this Agreement to:

FVRL  
Attn: Accounting  
2018 Grand Blvd  
Vancouver, WA 98661  
Email: accounting@fvrl.org

**7. PROMPT PAY**

Definitions

- A. An invoice is considered received when it is date-stamped as received by the accounting office. If the invoice is not date-stamped or otherwise marked as received, the date of the invoice will be considered the date the invoice is received.
- B. A payment is considered made on the day it is mailed or is available.
- C. Disputed items include, but are not restricted to, improperly prepared

invoices, lack of appropriate supporting documentation, unapproved staff or staff rates on the invoice, and unsatisfactory work product or services.

**Prompt Payment to Consultant**

- A. Timely Payment: Except as provided otherwise herein, payment for an invoice will be issued and mailed to the Consultant within thirty (30) calendar days of receipt of the invoice.
  
- B. Disputed Items: FVRL may withhold payment for disputed items. FVRL will promptly notify the Consultant in writing, outlining the disputed items, the amount withheld and actions the Consultant must take to resolve the disputed items. FVRL default is to delay payment until a revised invoice is submitted and approved. However, the Consultant may request partial payment for the approved amounts, if the unapproved amount represents a small share of the total invoice. FVRL shall pay the revised invoice within thirty (30) calendar days of receipt.

**8. TAXES, FEES, AND LICENSES**

- A. The Consultant shall pay and maintain in current status, all necessary licenses, fees, assessments, permit charges, etc. It is the Consultant’s sole responsibility to monitor and determine any changes or the enactment of any subsequent requirements for said fees, assessments, or changes and to immediately comply.
  
- B. Where required by any applicable statute, ordinance or regulation, the Consultant shall pay and maintain in current status all taxes necessary for performance. The Consultant shall not charge FVRL for federal excise taxes. FVRL will furnish Consultant an exemption certificate where appropriate.

**9. ADDRESSES FOR NOTICES AND DELIVERABLE MATERIALS**

FVRL  
Attn: Executive Director  
2018 Grand Blvd  
Vancouver, WA 98661  
Email: [edoffice@fvrl.org](mailto:edoffice@fvrl.org)

Consultant  
Attn:  
Address Line 1  
Address Line 2  
Email

## **10. SOCIAL EQUITY REQUIREMENTS**

- A. **Non-discrimination:** The Consultant shall not discriminate against any employee or applicant for employment because of race, color, age, sex, marital status, sexual orientation, gender identity, political ideology, creed, religion, ancestry, national origin, honorably discharged veteran or military status or the presence of any sensory, mental, or physical handicap, unless based upon a bona fide occupational qualification. The Consultant shall affirmatively try to ensure applicants are employed, and employees are treated equally during employment, without regard to race, color, age, sex, marital status, sexual orientation, gender identify, political ideology, creed, religion, ancestry, national origin, honorably discharged veteran or military status or the presence of any sensory, mental, or physical handicap. Such efforts include, but are not limited to employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay or other compensation, and training.
  
- B. **Personnel Conduct:** The Consultant will ensure that its respective employees, agents, and subcontractors conduct themselves in a courteous and expeditious manner. The use of abusive, indecent, offensive, coarse, or insulting language, or any form of harassment is prohibited and will not be tolerated. The Consultant's employees, agents, and subcontractors will be competent and hold appropriate licenses and endorsements. FVRL may require the removal of any employee or subcontractor of Consultant for misconduct or incompetent or negligent performance. Such persons will not be allowed to perform services under this Agreement without the written consent of FVRL.

## **11. PROTECTION OF PROPERTY**

The Consultant is responsible for protecting its person and property at all times, including but not limited to supplies and equipment to perform services hereunder. The Consultant releases and agrees to hold FVRL harmless from liability for losses or damages or any kind sustained by Consultant in performing the services required hereunder.

## **12. INDEMNIFICATION**

The Consultant shall defend, indemnify, and hold FVRL harmless from and against all claims, demands, losses, damages, or costs, including but not limited to damages arising out of bodily injury or death to persons and damage to property, caused by or resulting from:

- a. The sole negligence or willful misconduct of the Consultant, its officers, employees, agents or subconsultants.
- b. The concurrent negligence of the Consultant, its officers, employees, agents or subconsultants but only to the extent of the negligence of the Consultant, its

officers, employees, agents or subconsultants.

- c. The negligent performance or non-performance of the contract by the Consultant; or
- d. The use of any design, process, or equipment that constitutes an infringement of any patent in effect, or violates any other intellectual proprietary interest, including copyright, trademark, and trade secret.

The Consultant waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend, and hold harmless the FVRL and its officials, agents, or employees.

**13. INSURANCE**

Insurance certification is not required. However, the Consultant agrees that it will maintain premises operations and vehicle liability insurance in force with coverages and limits of liability typically maintained by consultants performing work of a scope and nature similar to that called for under this Agreement, but in no event less than the coverages and/or limits required by Washington state law. Such insurance shall include "FVRL" as an additional insured for primary and non-contributory limits of liability. Workers compensation insurance shall also be maintained if required by Washington state law.

**14. AUDIT**

Upon request, the Consultant shall permit FVRL to inspect and audit all pertinent books and records. This includes work of the Consultant, any subconsultant, or any other person or entity that performed connected or related Work. Such books and records shall be made available at any and all times deemed necessary by FVRL, including up to six (6) years after final payment or release of withheld amounts. Such inspection and audit shall occur in Clark County, Washington, or other reasonable locations that FVRL selects. The Consultant shall permit FVRL to copy books and records. The Consultant shall ensure that inspection, audit and copying rights of FVRL is a condition of any subcontract, agreement, or other arrangement under which any other person or entity may perform work under this Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
FVRL Signature

\_\_\_\_\_  
Title                                      Date

\_\_\_\_\_  
Title                                      Date