



REQUEST FOR PROPOSAL TO DESIGN AND BUILD A LIBRARY BOOKMOBILE

Important Dates

RFP issued: November 17, 2021

Proposals due: December 15, 2021

STEPHEN HOUSER

WEST GEORGIA REGIONAL LIBRARY SYSTEM | 124 W. CHANDLER ST. CARROLLTON, GA 30117

OBJECTIVE

The West Georgia Regional Library System is seeking qualified consultants to design a library bookmobile to meet the needs of communities throughout the five county WGRLS region (Carroll, Douglas, Haralson, Heard, and Paulding Counties). The vehicle must be flexible in its design to meet the needs of all ages of patrons and provide physical materials and technology equipment, as well as store programming supplies. The vehicle will be driven throughout WGRLS region and make regular stops at schools, senior centers, community centers and outreach events. The vehicle should not require a special license or training to drive and be agile enough to navigate a varied and diverse landscape. A project with a similar scope and design is [Piedmont Regional Library System's Pop-up Rolling Library](#).

STATEMENTS OF REQUIREMENTS – SERVICES REQUIRED

The consultant(s) will communicate regularly with the Library Director and regional staff members. The consultant(s) will work with the team of stakeholders to finalize the interior and exterior of the bookmobile. The estimated budget for this project is \$130,000.00 which includes purchase of the vehicle and any related fees. The Library may be able to assist with facilitating purchase of the vehicle within the available budget. Additional funds will be provided for collections, technology equipment, and program supplies.

The following items outline the needed equipment, exterior and purpose of the vehicle.

a. VEHICLE - PREFERRED EQUIPMENT

- i. Length and weight of vehicle will not require anything beyond a basic Class C Driver's License. The vehicle shall meet all applicable Federal Motor Vehicle Safety Standards and State requirements. The preferred base chassis is a 2021 or 2022 Ford F-250 Flexfuel, though other base chassis may be considered. **All specs for the Boomobile should be included in the submitted proposal**
- ii. Vehicle will be equipped with onboard cameras to allow for safe navigation in and out of areas
 - i. Vehicle will be alarmed
 - ii. Interior lighting
 - iii. Air conditioning/heat throughout cabin of vehicle
 - iv. Customized interior space, to include storage for program supplies, technology equipment and a minimal collection of books and other materials to lend to the public.
 - v. Allow for Wi-Fi access from the vehicle, with technology equipment specifications supplied by the Library. Space will need to be allocated for this supportive technology
 - vi. Multiple charging ports (internal and external) for program equipment and patron devices. Onboard laptops and iPads will need to be charged on the bookmobile when not in use

b. VEHICLE - EXTERIOR

- i. Custom, library-branded external vinyl wrap
- ii. Retractable awning to allow for outreach activities with the vehicle

- iii. Vehicle may be stored in an uncovered lot when not in use

c. VEHICLE - PURPOSE

- i. Vehicle will be in constant use (up to 7-days per week) and must withstand all weather and temperature conditions
- ii. Vehicle will be traversing multiple grades and geographic regions to access remote school districts and communities on local reservations
- iii. Vehicle will access areas with no ready access to power or Internet access. The vehicle will provide both of these services, to multiple devices with differing needs
- iv. Vehicle will transport between 50-100 library materials on a regular basis
- v. Patrons will not access library materials or programs on the vehicle
- vi. Staff will need storage for the following items. Storage cabinets are preferred to house technology, marketing materials, and program items:
 - a. Laptops/iPads
 - b. Storytime box kits
 - c. Library supplies – library cards, flyers, informational handouts
 - d. Approximately 50-100 books, DVDs, CDs, audiobooks, and other library materials

TENTATIVE SCHEDULE

TIMELINE	REQUIREMENT
November 17, 2021	RFP issued
December 15, 2021	Proposals due
December 15-20, 2021	Proposals reviewed, possible calls with consultant(s)
December 21, 2021	Contract awarded
January-August 2022	Vehicle build
September 30, 2022	Vehicle must be delivered and invoiced by this date

PRE-BID CONFERENCE

No pre-bid conference will be held.

QUESTIONS

Proposers may submit written questions regarding the RFP via email, which the Library will respond to in writing via email, based on the dates set forth in the Schedule (above). The Library’s written email responses will be provided to all proposers who have submitted their email contact information to the Library.

Questions regarding this RFP should be sent via email directly to the Library’s contact person:

Stephen Houser

Email: shouser@wgrls.org

SUBMISSION OF PROPOSALS

The intent of this RFP is to encourage prospective consultants to submit proposals which clearly communicate their understanding of the Library's project requirements and the services it seeks. Proposals submitted in response to this RFP must follow the format outlined below.

Proposals must be made in writing and signed by the proposer or its authorized representative. Proposals shall be limited in length to no more than 25 single-sided pages, including photographs or graphic materials. Tabs with graphics or folded out pages will be counted toward the 25-page limit.

SUBMISSION COPIES AND DUE DATE

Proposers may submit their proposals in PDF format and email them to shouser@wgrls.org. In the event a proposal is too large a file to attach to an email, the proposal may be downloaded to a cloud-based document sharing system (such as Dropbox) with a link to the document provided in the email. The subject line of the email must reference "PROPOSAL TO DESIGN AND BUILD WGRLS BOOKMOBILE."

If a proposer has not received email confirmation within 24 hours that a proposal has been received by the Library, please contact Stephen Houser, shouser@wgrls.org.

Hard copies of proposals may also be sent to the Library. Proposals should be sent to:

West Georgia Regional Library System
Attn: Stephen Houser
124 W. Chandler St.
Carrollton, GA 30117

All proposals (email or hard copies) must be received no later than 5:00 p.m. Eastern Standard Time on December 15, 2021. Proposals sent after that time will not be accepted.

PROPOSAL CONTENTS

For ease of review and to facilitate evaluation, the written proposals for this project should be organized and presented in the following order.

SECTION I - ORGANIZATIONAL INFORMATION

In this section, please provide background information regarding you or your organization, including:

- 1) Your full name (individual, partnership, corporation, etc.), mailing and email addresses, fax and primary telephone numbers;
- 2) The name, mailing and email addresses, telephone and fax numbers of the representative(s) authorized to execute contracts for the proposer;

- 3) The name, mailing and e-mail addresses, telephone and fax numbers for the designated primary contact for day-to-day communications;
- 4) Any other information regarding your organization that you believe would be relevant to the project.
- 5) A signed, notarized affidavit of participation in the federal E-Verify program, pursuant to O.C.G.A. §13-10-91(b)(1). More information may be found here:
http://www.audits.ga.gov/NALGAD/section_3_affidavits.html

SECTION II – QUALIFICATIONS AND EXPERIENCE

Please explain you and your staff’s qualifications and experience in this section, including:

- 1) The type of services you are particularly qualified to perform;
- 2) A reference list of at least three (3) current clients or former clients.
- 3) Disclose any loss of professional licenses for you or any of your key personnel or sub-contractors, and related details;
- 4) Disclose any lawsuit or any other type of proceeding (such as an arbitration) resulting from any job undertaken by you or your sub-contractors which is still pending or has occurred on projects within the last five years, and related details; and
- 5) Any other information which might aid the Evaluation Committee in ascertaining your qualifications and experience.

SECTION III - PROJECT APPROACH AND WORK SCHEDULE

In this section, please explain your understanding of the RFP’s requirements and objectives regarding the project, and how you will satisfy them, including the following:

- 1) Provide an outline of the work plan for accomplishing the specified goals;
- 2) Describe your ability to complete the requested services in a timely manner;
- 3) Describe information, documents, staff assistance, facilities or other resources you would require from the Library to complete your work, and identify any other critical assumptions upon which your work plan is based;
- 4) Describe any challenges that you believe may be encountered and areas of concern that may need to be addressed;
- 5) In the event of any consulting team turnover, describe the replacement process; and
- 6) Provide a statement regarding any conflict or potential conflict you or any of your key staff may have regarding provision of the proposed services to the Library. The statement should include actual conflicts and also any working relationships which may be perceived as a conflict. If no potential conflicts of interest are identified, please provide such an affirmation in your proposal.

SECTION IV - COST OF SERVICE

In this section, please disclose all charges to be assessed to the Library for the required services. All proposals must identify both compensation and any reimbursable expenses, including the following:

- 1) Costs for any materials or expenses that consultant will request to be reimbursed;
- 2) Hourly rate charges for any additional services not included within the scope of routine services outlined in this RFP (such additional services would be undertaken only at the written request of the Library); and
- 3) Describe any special services and/or benefits offered at no cost to the Library.

The services and project costs must be broken out, and all expenses that would be charged to the Library must be identified, including but not limited to: hourly rates for labor, software costs, software maintenance costs, implementation fees, shipping, insurance, communications, documentation reproduction, and all expenses, including travel, meal reimbursement, hotel per diems, taxes, etc.

Failure to clearly identify all charges, costs and expenses associated with your proposal may be cause for its rejection.

SECTION V – IDENTIFICATION OF SUB-CONTRACTORS

Identify all subcontractors you intend to use for the proposed scope of work for the project. For each subcontractor listed, please indicate: (1) what products and/or services are to be supplied by that subcontractor; (2) what percentage of the overall scope of work that subcontractor will perform; and (3) qualifications of each subcontractor to perform the identified scope of work.

SECTION VII – ADDITIONAL INFORMATION

Include any additional information you believe is pertinent to consideration of your proposal.

PROPOSAL DURATION AND CONTRACT TIMING REQUIREMENTS

All proposals will remain in effect and shall be legally binding for at least one hundred and twenty (120) days after the proposal submission due date.

Unless otherwise authorized by the Library, the selected consultant will be required to execute a contract with the Library for the services requested within thirty (30) days of the Library's issuance of the notice of intent to award. If agreement on contract terms and conditions acceptable to the Library cannot be achieved within that timeframe, or if it appears that an agreement will not be possible after reasonable negotiations have been conducted (as determined at the sole discretion of the Library), then the Library reserves the right to retract the notice of intent to award and proceed with awards to other consultants, or to withdraw this RFP.

WITHDRAWAL AND SUBMISSION OF MODIFIED PROPOSALS

A proposer may withdraw a proposal at any time prior to the submission deadline by submitting a written notification of withdrawal signed by the proposer or its authorized agent. Another proposal may be submitted prior to the deadline. A proposal may not be changed after the designated deadline for submission of proposals.

DISQUALIFICATION OR REJECTION OF PROPOSAL

The Library may, at its sole discretion, disqualify or reject a proposal if it fails to furnish all information requested in this RFP, fails to follow the format requested in this RFP, or contains false, incomplete, misleading or unresponsive statements.

SELECTION PROCESS

A. Evaluation Committee to Review Proposals

The Library shall form an Evaluation Committee to review the content of all proposals submitted in response to this RFP. The Evaluation Committee may be comprised of Library employees or officers, Board members, or persons outside of the Library. The Evaluation Committee shall review and evaluate all timely proposals based on the terms of this RFP, and shall make a recommendation for selection of one or more consultants to the Library Commission. The Library Commission is ultimately responsible for approving any contract to be awarded under this RFP, in its sole discretion.

Those Library employees who have a relationship with a person or business entity submitting a proposal shall not participate in the review or selection process. Any person or business entity submitting a proposal who has such a relationship with a Library employee who may be involved in the selection process shall advise the Library of the name of its employee in the proposal.

The Evaluation Committee may reject any or all proposals, or portions thereof, if it determines that it is in the Library's best interests to do so.

B. Evaluation Criteria

Proposals may be evaluated using the following criteria (there is no value or ranking implied in the order of this list):

1. Demonstrated ability to perform the services described in the RFP;
2. Experience, qualifications, and expertise;
3. Quality and timeliness of work as verified by examples or references;
4. Fees and costs relative to the scope of services;
5. A demonstrated history of providing similar services to comparable entities;
7. The business location(s) of the proposer; and
8. Any other factors the Evaluation Committee deems relevant. (When such criteria are used for evaluation purposes, the basis for scoring will be clearly documented and will become part of the public record.)

C. Defects in Proposals

An error in a proposal may cause the Evaluation Committee to reject that proposal; however, the Evaluation Committee may, in its sole discretion, retain the proposal and make certain corrections if the

proposer's intent is clearly established based on review of the complete proposal submitted. The Evaluation Committee may also correct obvious clerical errors.

D. Additional or Supplemental Information

The Evaluation Committee may, during the evaluation process, request any proposer to provide additional information which the Evaluation Committee deems necessary to evaluate the proposer's ability to perform the required services. Such information shall be required to be provided in writing, and shall become part of the proposal on record.

E. Interviews

After initial screening, the Evaluation Committee may select those proposers deemed most qualified for this project for further evaluation. Interviews of those selected proposers may be conducted as part of the final selection process. Interviews may or may not have their own separate scoring during the evaluation process.

F. Selection of Proposals

The Library reserves the right to select the proposal(s) which in its sole judgment best meets its needs, and to award a contract to one or multiple qualified submittals. ***The lowest proposed cost is not the sole criterion for recommending contract award.***

The Library also makes no guarantee of any or equal amounts of work for the project which is the subject of this RFP. Further, the Library is not responsible for any costs incurred in the preparation or submission of a proposal or any work performed prior to the execution of a contract.

CONTRACT AWARD

A. Notice of Intent to Award Contract

Upon selecting a proposal, the Library will enter into contract negotiations with the chosen consultant(s). If such negotiations are unsuccessful, the Library will proceed to negotiate with the proposer who scored next highest in rank.

Upon successful completion of contract negotiations, all proposers who have submitted proposals in response to this RFP will be provided with notice as to the successful consultant(s) through a notice of intent to award contract.

B. Contract Award

The Evaluation Committee will make a recommendation on awarding a contract to the Library Commission. No contract will be in effect until approved by the Library Commission.

This RFP does not commit the Library to award a contract. The Library has absolute discretion in awarding a contract and reserves the right to waive informalities and irregularities in this RFP and/or the

proposals received. The Library reserves the right to accept or reject any or all proposals or to modify or cancel this RFP in part or its entirety.

C. Protest Process

Any protests to this RFP, the selection process, or the awarded contract must be in writing.