



**Request for Proposals (RFP) for Organizational Analysis Consultant
Geneva Public Library District, Geneva, IL**

Issued: June 29, 2018
Submittals Due: 5:00 p.m. Central Daylight Savings Time, July 27, 2018

I. INTRODUCTION

Geneva Public Library District (GPLD) seeks information and proposals related to hiring a consultant with experience analyzing organizational needs, developing a long-term staffing strategy with a static revenue source, and providing guidance on change management. This analysis will assist GPLD in the evaluation of current staffing levels and organizational structure, and provide the basis for GPLD to make informed decisions about how to sustainably support expanded 21st century library service in a new facility.

II. BACKGROUND

Geneva Public Library (127 James Street, Geneva, Illinois, 60134) is located 40 miles west of downtown Chicago on the Fox River in Kane County, Illinois. The original facility was built in 1908, with additions in 1938, 1986, and 1998. The Library reached its 114th year of tax supported service in 2008, the year the library building turned 100. GPLD's population is 30,500, according to the data compiled in the 2010 census. The Library District potentially could serve an estimated population of up to 42,000 residents by 2040. Two-thirds of the population lives within the City limits of Geneva, while the other one-third lives southeast and southwest of the downtown Geneva area. While Geneva started out as a rural community, over the last 50 years, the area has acquired a more suburban character.

The Board of Trustees, after years of analysis and with input from the community, believes it necessary to construct a new building for the purpose of providing library services. GPLD is landlocked at its current location, and community feedback has been clear that the Library needs to provide additional services and resources. On April 4, 2017, District residents approved issuing \$21,800,000 in general library bonds for the purpose of erecting and furnishing a library building with parking and site improvements. Construction is planned to begin in summer 2018 and opening day is planned for late 2019. GPLD will continue

operations in the existing facility until the new facility is complete and ready for public use/occupancy. The existing facility will be vacated and sold.

The new facility will be approximately 57,000-square-foot building and have 76 off-street parking spaces, drive-up convenience, a variety of meeting areas, community art gallery, and outdoor reading spaces. The Library will feature an enhanced children's area with developmentally appropriate collections, play areas, and learning opportunities for children from birth through eighth grade. Teens and adults will have access to a wide variety of library materials and enjoy spending time in the quiet reading and study spaces. Additionally, Library service will be expanded to include new opportunities for collaborating, using technology, and experimenting in lab spaces.

III. SCOPE OF WORK

Consultant should work to engage with staff, develop an understanding of the Library's culture, and build enthusiasm about new service and staffing opportunities available in an expanded facility.

Consultant will work with Board of Trustees, Library Director, Steering Committee, and Staff Focus Groups to:

1. Review current staffing levels, operational budget, and organizational priorities
2. Identify ongoing and future needs related to enhanced service opportunities afforded in new facility, including but not limited to expanded facility and technology support, increased programming for all ages and stages of life, and supporting evolving customer needs
3. Provide recommendations for staffing levels and organizational structure(s) for meeting ongoing and future needs within constraints of tax supported operational budget
4. Report findings and propose plan for implementation, including change management strategy

IV. SUBMITTAL REQUIREMENTS

- A. Description of the Consultant's firm including company history, current number of employees, and contact information for the person who shall serve as the firm's principal contact with Library staff. Resumes of professional(s) who will be assigned to the project.
- B. Description of the methodology proposed to conduct the scope of work including objectives, processes, procedures, deliverables, and costs. A project schedule identifying approximate timeframe for each phase of service.
- C. Provide general information about past projects including any experience working with libraries or clients with similar needs. Provide a sample report if relevant.

- D. List of at least three (3) references with names, addresses, telephone numbers, and email addresses of past clients who can speak to the Consultant's professionalism and expertise.
- E. Any additional information, ideas, or recommendations that the Consultant deems appropriate.

V. EVALUATION AND SELECTION PROCESS

- A. Responses to this solicitation will be reviewed and evaluated by the Library Director.
- B. Final consultants/firms may be selected for interviews. All interview and RFP expenses incurred by selected consultants/firms will be borne by the consultants/firms.
- C. Anticipated evaluation timeline:
 - a. RFP issuance: June 29, 2018
 - b. RFP submission: July 27, 2018
 - c. Interview date: August 23, 2018
- D. Consultant selection will be based on the following criteria:
 - a. Congruency of proposal with GPLD's organizational needs
 - b. Consultant's reputation, experience, and qualifications to complete the proposed scope of work
 - c. Cost of services
- E. GPLD reserves the right to reject all proposals and not to enter into a contract with any consultant.

VI. ADMINISTRATION

A. Issuance

This RFP was issued by the Geneva Public Library District on June 29, 2018.

B. Closing Date

The consultant's/firm's response to the RFP must be received in a sealed envelope by July 27, 2018 at 5:00 p.m. Central Daylight Savings Time at the address below:

Geneva Public Library District
Attn: Christine Lazaris
127 James St.
Geneva, IL 60134

Any inquiries related to the RFP should be directed to Christine Lazaris at clazaris@gpld.org.