

TUCKER FREE LIBRARY

REQUEST FOR PROPOSAL

CAPITAL CAMPAIGN CONSULTANT SERVICES

Library Accessibility and Safety Project

PURPOSE:

The Trustees of the Tucker Free Library in Henniker, New Hampshire are seeking a qualified Capital Campaign Consultant to develop and conduct a capital campaign feasibility study for the library accessibility and safety project. The estimated cost of the project is \$2.2 million. The consultant will provide Trustees with a clear understanding of the realistic fundraising potential in Henniker, along with a plan and strategy to achieve the identified goals. The consultant should be prepared to provide any additional services, including training, to assist in the realization of established fundraising goals.

The capital campaign feasibility study and subsequent efforts are pending approval of an appropriation request to fund the study at Town Meeting 2020. The selected consultant must be prepared to begin work on the feasibility study immediately following a positive vote at Town Meeting March 2020. The legislative body voted overwhelmingly to fund a building feasibility study in 2018 and to fund continued architectural services in 2019.

DELIVERABLES:

The selected consultant will conduct a capital campaign feasibility study to determine the amount of capital that could reasonably be raised from the Henniker community. The consultant, in coordination with library staff, Friends, and board members, shall:

- Perform a fundraising assessment of the organizations' fundraising capability.
- Develop a compelling case for support of the building project.
- Identify a prospect list comprised of local, regional, philanthropic donors and prospects.
- Recommend campaign strategies for reaching new and diverse audiences and donors.
- Offer key staff and leadership training in capital campaign solicitation.
- Provide specific recommendations on donor recognition appropriate to this project.
- Develop a realistic capital campaign timeline.

PROPOSED SCHEDULE:

	Date
Issue RFP	January 8, 2020
Intent to Submit Proposal Memo due	January 16, 2020 by 4PM
Proposal packages due	January 24, 2020 by 4PM
Interviews, evening of...	February 12, 2020
Notification of decision	February 13, 2020
Award pending approval at Town Meeting	March 19, 2020

SUBMISSION:

1) INTENT TO APPLY -- All consultants planning to apply should submit an email indicating intent by 4:00 PM on January 16, 2020 to:

Tucker Free Library
Attn: Lynn M. Piotrowicz
tuckerfree@comcast.net

QUESTIONS AND/OR ADDITIONAL

INFORMATION: Questions regarding this RFP are to be asked in writing by 9:00 AM ON FRIDAY, JANUARY 17, 2020 to:

Tucker Free Library
Attn: Lynn M. Piotrowicz
tuckerfree@comcast.net

All questions will be answered in writing and sent out to all bidders who have submitted an intent to apply.

2) RFP RESPONSE -- Complete packages are due no later than 4:00 PM on January 24, 2020. Seven (7) copies of the Qualifications package, including one electronic copy, are to be delivered to:

Trustees of the Tucker Free Library
31 Western Avenue
PO Box 688
Henniker, New Hampshire 03242
Attention: Lynn M. Piotrowicz, Director

The Tucker Free Library is not responsible for proposals not received due to equipment failure, mail delays, etc. The Trustees of the Tucker Free Library reserves the right to accept and reject any or all of the proposals.

The Trustees of the Tucker Free Library reserve the right to make a written request for additional information to assist in understanding or clarifying the proposal.

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CONTRACT TERM: The term of any contract shall end with a final meeting with key stakeholders to discuss the complete study and and review of resulting documents, models, and/or plans.

The Trustees of the Tucker Free Library shall have the right to terminate the contract at any time by giving the Contractor a thirty (30) day written notice.

PAYMENT AND COMPENSATION: The Trustees of the Tucker Free Library will begin contract negotiations with the bidder determined to be the most qualified. In the event that a contract cannot be negotiated with the first bidder, the Trustees of the Tucker Free Library reserve the right to negotiate with the next qualified bidder(s) until a contract can be reached.

Payment terms: Due within 30 days after satisfactory completion of work invoiced, receipt of the invoice, approval, and acceptance by the Trustees of the Tucker Free Library or progress payments on a monthly basis.

AWARD: This contract will be awarded on the basis of the qualifications and experience of the consultants with this type of work.

END OF SECTION

**PROPOSAL FORM
TUCKER FREE LIBRARY
Capital Campaign Feasibility Study**

Company Name:

Address:

Contact Person:

E Mail:

Telephone Number:

Signature:

Printed Name:

Date:

SUBMITTAL CONTENT CHECKLIST

	<p>Cover Letter: The trustees will seek funding approval for this capital campaign consulting service at the Henniker Town Meeting in March 2020.</p> <p>Demonstrate your ability to succinctly promote a fundraising project! Specifically, frame your interest in this project as if you were speaking at Town Meeting, urging voters to support the warrant article for funding. What information should the trustees provide the community leading up to Town Meeting? Why should Henniker taxpayers agree to fund this consulting service? Identify key talking points as well as strategies to convey these points. Include rebuttals to concerns expressed about funding this service. (maximum two pages)</p>
	<p>Section 1: Proposal Form. This proposal must be signed by a person authorized to legally bind the responding consultant.</p>
	<p>Section 2: Provide an organizational chart, if applicable, identifying disciplines, specific personnel, and role of those who will be assigned to this project (one page). Provide resumes and workload for people assigned to this project. (maximum one page per person)</p>
	<p>Section 3: Fee structure for the services you would engage in for this project. Include incidentals such as proposed number of trips to Henniker and mileage charges, fees for interviews with stakeholders, expenses related to meetings to determine strategies, provision of necessary training for library personnel, and any additional fees deemed necessary.</p>
	<p>Section 4: Bidder's litigation history: "Do you have any pending litigation or binding arbitration with a client?" (one page)</p>
	<p>Section 5: Copy of bidder's current professional liability or errors and omissions insurance (one page)</p>
	<p>Section 6: List bidder's last five (5) similar projects including size, location, and contact person. (maximum one page)</p>

**JUDGING CRITERIA
TUCKER FREE LIBRARY
Capital Campaign Feasibility Study**

Expertise of Consultant

Work on other public library fundraising projects **15 points**

Knowledge of New Hampshire resources **15 points**

Experience working in communities similar to Henniker **15 points**

References **15 points**

Cover Letter **40 points**

TOTAL **100 points**

TUCKER FREE LIBRARY HISTORICAL & BUILDING PROJECT BACKGROUND:

The Tucker Free Library was built for the Town of Henniker to serve as a library in 1904. In 1990, Ingram Wallace designed a rear entry hall that included the installation of a handicapped lift. In 1995 a handicapped bathroom was built in the lower level. As one trustee recently stated:

“We know the lift is coming to the end of its useable life, we know we need to provide more public bathroom facilities, and we would eventually like to see the attic converted to a programming and community meeting space. We just need to figure out how to do each project so the completion of one will build toward the next.”

In March 2018, a warrant article was approved at Town Meeting authorizing the Trustees of the Tucker Free Library to seek a bidder to engage in an architectural feasibility study. The main purpose of this feasibility study was to identify incremental steps that all work toward the coherent solution to aforementioned concerns. SMP Architecture, Inc, was selected to complete the study. The results of the feasibility study as well as the preliminary design options can be seen at:

<http://www.tuckerfreelibrary.org/architectural-feasibility-study-request-for-qualifications-8-27-2018/>

In March 2019, voters in Henniker approved a warrant at Town Meeting authorizing the Trustees of the Tucker Free Library to advance the design and planning for the library accessibility and safety project. Milestone Engineering & Construction, Inc. has been hired and is working with SMP Architecture, Inc. during the pre-construction phase of this project; utilizing feedback from the Henniker community, to design for public use, with strong attention to public safety and code compliance.

QUESTIONS ADDRESSED IN ARCHITECTURAL FEASIBILITY STUDY:

- The library added a stairwell in 1990 that included a Garaventa Lift. That lift is approaching the end of its usefulness. Determine what vehicle to utilize to allow access to all levels of the library. What would be the ideal placement/location of this new vehicle? How much will integration of this vehicle for handicapped accessibility cost? How will this vehicle fit with other project components?
- The library currently has one public restroom in a remote location in the lower level of the building adjacent to the children’s department. To access the restroom, patrons must traverse through the children’s area. Where can additional restroom facilities be added? How much would it cost? How will the addition of public restrooms fit with other project components?
- Programs at the library attract as many as 80-100 participants. These programs are offered on the main floor and disrupt other services. The library also lacks space for individuals or groups to hold meetings and/or work quietly. How and where can we locate this type of space within the existing structure? How much would it cost? How will the creation of this space fit with other project components?
- Special consideration should be given to the historic nature of the building and the possibility that some components of this project may be eligible for Land and Community Heritage Investment Program (LCHIP) funding and therefore should address Historic Building Assessment with Preservation Guidelines (formerly referred to generally as Preliminary Conditions Assessment (New Hampshire Preservation Alliance) or Guidelines for Rehabilitation (LCHIP). Any documentation should take into consideration the requirements for an LCHIP Building Grant.