

## **APPENDIX A**

### **SCOPE OF WORK AND PROJECT DELIVERABLES**

The focus of the library facilities planning study will be to determine how to get the most out of the existing library system spaces during the next ten years by defining refurbishment and modest remodeling and renovation projects, without adding square footage or constructing new buildings. Eighty to ninety percent of the study effort will be directed to this purpose.

A secondary focus is to examine the geographic distribution of facilities within the city of Boulder and make recommendations with regard to the existing quadrant service delivery model. The selected consultant will be expected to generate creative alternatives for aligning library spaces with community build-out projections. Ten to twenty percent of the study effort will be directed to this purpose.

City of Boulder Request for Proposals 11-2008 identified the following scope of work for the project:

- Review four existing Boulder Public Library facilities' floor plans and the most up-to-date drawings available
- Walk through each facility
- Mark up drawings with current functional uses of space
- Complete an inventory of furnishings and fixtures in each facility
- Conduct focus groups and public meetings to gather input from library staff, facilities staff, the Boulder Public Library Commission, the community and other stakeholders, including the Boulder Valley School District, local corporate interests, senior citizens' groups, The Boulder Public Library Foundation, etc.
- Identify potential remodeling and/or refurbishment projects to address the following issues, and others which come up through the stakeholder input process:
  - Review current collection spaces for density and shelf heights and provide recommendations for layout improvement and optimal collection sizes.
  - Recommend locations within the library facilities to incorporate more computer workstations and other technologies.
  - Identify potential new meeting, reading and study spaces and make recommendations for improving existing ones.
  - Examine the layout of the children's space in the main library and recommend improvements to optimize safety, mitigate noise conflicts, and to improve accessibility and layout of shelving.
  - Assess and recommend improvements to Teen spaces.
  - Make recommendations regarding the current and potential future uses of existing branch library spaces.
  - Make recommendations as to the feasibility of creating an enhanced adult new fiction, media and browsing area at the Main library.
  - Identify potential "green" building opportunities
  - Review and recommend changes to address current accessibility and building code issues

- Review and recommend changes to existing library staff work spaces
- Review current uses of the connecting bridge between the North and South wings of the Main Library
- Determine the optimal geographic distribution of library facilities in Boulder, taking into account current usage patterns, current facilities locations and current and projected future population distribution within Boulder’s nine sub-communities (as identified in the Boulder Valley Comprehensive Plan). If new facilities are recommended, identify potential locations (not specific building sites, but general areas). Evaluate the appropriateness of the “North Branch” site, currently owned by the city, as a branch library location.

To execute the scope of work above, the consultants have identified the following tasks to be completed during the course of the project:

Task	Meeting ID	Optional Services	Comments
<b>Needs Assessment</b>			
Determine purpose of focus groups and public meetings	A		
BPL to Gather requested background information			Complete by June 30, 2008
<b>Meet with Boulder Public Library Commission</b>			July 2, 2008 Official Project Kick-off and Provide Overview of Project Approach
Conduct public focus groups (7)	B	Other selected groups.	Assume (4) comprehensive focus groups at the (4) locations; (3) age-specific focus groups (children’s, teens, seniors) not associated with a location
Conduct internal focus groups (4)	B	Other selected groups.	Locations and participants to be determined.
Conduct public meetings (1)	B		Open public meeting
Select interviews (3)	B	Other selected groups.	Business community; BVSD, BPL Foundation
Offer surveys (2)		Other selected groups.	Creative surveying of library community and non-users. Assume volunteers will assist in logistics and execution of non-patron surveys.
Compile, analyze & summarize			
<b>Space needs assessment</b>			
Review collection; offer recommendations	A		Overall philosophy, size, distribution for each library; Libris for documentation.
Program for Future Space Needs based on Service Plan by Client		Facilitation of a new service plan.	Non-detailed space needs appropriate for future placeholders
<b>Assessment of existing facilities</b>			
Review 4 sets most current	A	As-builts, if drawings	

floor plans		not current.	
Walk through each facility	A		Associated with facility systems assessment.
Mark up drawings w/current functional use of space	A		HPA f-systems; G3P – library org
Complete an inventory of furnishings & fixtures in each	A	Not including technology items.	PCs etc. likely to change
Identify “green” building opportunities	A		
Identify Accessibility and Building Code issues	A		
Evaluate connecting bridge between north/south of Main	A		
Evaluate geographic locations	A		Include locations; population projections and other geographic determinate factors
Determine 10-year facility strategy	C		
Determine immediate facility usage strategy	C		
Identify implications of both strategies			
<b>Meet with Boulder Public Library Commission</b>			October 1 or November 5 Regular Commission Meeting Review Facilities Assessment
Current Needs Development			
Develop optimum interior function diagrams and schematic floor plan layouts	C	Allowance; extent unknown	BPL and the consultants will negotiate an allocation of the consultants’ effort based on the consultants’ proposed budget of \$18,000 for the following 11 programmatic topics, indicated by a “*”
*Locations to add more pc stations		Allowance; extent unknown	
*Locations to add /improve meeting, reading and study spaces		Allowance; extent unknown	
*Stacks layouts		Allowance; extent unknown	
*Children’s space In main library		Allowance; extent unknown	main library: safety, noise, accessibility and layout
*Teen spaces		Allowance; extent unknown	
*Branch improvements		Allowance; extent unknown	
*Enhanced adult new fiction, media, browsing at Main		Allowance; extent unknown	
*Staff workplaces		Allowance; extent unknown	
*Determine scope of work for each facility		Allowance; extent unknown	
*Develop schematic drawings for budgeting		Allowance; extent unknown	

*Budgeting		Allowance; extent unknown	
Produce final report	D		
Present final report		BPL Library Commissioners' Meeting on 2/4/09.	

## Project Deliverables

1. Draft a preliminary report of recommendations for consideration by city staff and the Boulder Public Library Commission. This report will be completed by October 15, 2008 and the consultant will present the preliminary recommendations to the commission at its November 5 Meeting.
2. The preliminary report shall include a comprehensive inventory of library furniture, shelving and fixture assets (not including computing or networking assets) including a paper inventory summary and a detailed electronic file that can be read and edited by Microsoft Excel 2007 spreadsheet software.
3. Determine a general scope of work for each potential building improvement project and create a brief narrative to describe each project. Within its 3 circulating branches, it is anticipated that at least 20 projects, varying in size and scope will be identified and described.
4. Create schematic drawings and cost estimates for each potential project
5. Complete a final report, including drawings, cost estimates and scope for each proposed building improvement project, as well as an analysis and recommendation related to the optimal distribution of library facilities in Boulder. Final report will be completed no later than January 9, 2008 and the consultant will present the final report at the February 4, 2009 Boulder Public Library commissioners meeting.

## Project Schedule

It is understood by the parties that the actual schedule may differ from what is anticipated. The City shall advise the Consultants in writing of each change in the schedule as soon as feasible after it becomes aware thereof, and the Consultants shall thereafter adjust the timing of their services so as to comply with the revised schedule.

### Project Schedule (Continued)

<b>Date</b>	<b>Event</b>
June 15, 2008	Issue notice to proceed to successful offeror
July 2	Consultant presentation to Library Commission to outline project plan and receive commission input
October 15	Preliminary summary of consultant recommendations due
November 5	Consultant meet with Library Commission to review preliminary recommendations and receive commission input
January 9, 2009	Final report due
February 4, 2009	Review final report and present recommendations to the Boulder Public Library commission and recommend next steps, including project implementation and financing strategies.