

**Martinsburg-Berkeley County Public  
Libraries**

**Facilities Plan**

**Request for Proposals**

**September 20<sup>th</sup> 2022**

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## **Project Summary**

The Martinsburg-Berkeley County Public Library system is seeking proposals from qualified consultants to gather data and information resulting in a Library Facilities Plan to include a Community Needs Assessment, a Facilities Analysis and Building Programs, a Facilities Maintenance and Repair Plan, a Renovation and Construction plan, and a Financial Feasibility Assessment. Given the scope of the project, the consultant may choose to bid on all or a portion of this project.

## **Organization Information**

The Martinsburg-Berkeley Library system serves the residents of Berkeley County, WV, population 124,976 in West Virginia's Eastern Panhandle. Berkeley County is the second largest county in West Virginia and one of only a few counties throughout the state that is growing and is expected to continue growing.

The library system consists of a main library (open 48 hours/week) and three branch libraries (open 28 hrs/week.) The library employs 15 full-time employees and 21 part-time employees. The library provides a number of services to its patrons, including: materials circulation, passport services, notary services, computer access, and library programs for all ages. Additional services include an Overdrive digital library collection and an interlibrary loan courier service to libraries in bordering Jefferson County and Morgan County, WV.

The Martinsburg-Berkeley County Library system is governed by a five person Library Commission. Two representatives are appointed by the city council of Martinsburg, two representatives appointed by the Berkeley County Council, and one representative appointed by the Board of Education.

## **Financial Information**

The library's operating budget is 1.7 million per year, with a reserve fund of approximately 1 million for building repairs. The library's operating budget consists of local, state, and federal funding, as follows: city and county tax dollars, local Board of Education Excess Levy, direct funding through State Lottery Funds, and support through IMLS (Federal) funds.

The library's operating budget is expected to remain stable. Possible increases are difficult to predict as increases on the city and county level depend on property taxes rising. Increases on the state or federal level will require legislative actions. Currently there is no government funding available for library building projects at the federal, state, or local level.

## **Building Information**

Martinsburg Library: As this building was constructed in 1967, recent facilities study projects 2-3 million of major repairs will be needed within the next 5 years. The facility is 24,188 square feet, with a three floor layout. Building challenges include: a three floor layout which makes staffing challenging, meeting rooms which have limited capacity, a lack of small study rooms, no designated library parking (limited metered city parking), problems with maintaining quiet/loud spaces, and accessibility concerns. This library is open 48 hours per week.

Hedgesville Library: This is the county's newest library building, constructed in 2014. It is 9,200 square feet, with approximately half of that space (the second floor) currently unfinished. There are no designated meetings rooms or dedicated programming space, and parking is also limited. This library is open 28 hours per week.

North Berkeley Library: This is the smallest library constructed from portable classrooms built in 2009. Despite its size, it shows a similar level of circulation to the larger Hedgesville and Musselman Libraries. There are no meeting rooms or dedicated programming space. This library is open 28 hours per week.

Musselman-South Berkeley Library: This is a joint public/school library, located in 4,500 square feet of one of the county's public high schools. **This facility is maintained by Berkeley County Schools**, however the Martinsburg-Berkeley County library shares responsibility for interior furnishings. The facility was constructed in 1998. This library is open 28 hours per week.

### **Project Goals**

The overall goal of this project is for the consultant to create a comprehensive facilities plan that will guide the library's maintenance of existing facilities and provide a "roadmap" for renovation and new construction projects in the next 10-20 years. The finished document will provide a plan for building projects and cost estimates for these projects and be used to present to library donors and government funders for the purpose of raising funds.

#### Specific Goals:

- Assess the financial feasibility of operating four libraries 48/hrs. per week and maintaining three library buildings on a budget of 1.7 million a year.
- Recommend the number, location, and size of libraries in Berkeley County. Two recommendations are requested, the first based on the library's current funding reality and a second "ideal" recommendation based on community needs and future growth.
- Create a plan for functional, cost effective library buildings that meet the community's needs. Consultant will assess what the community needs and then use that information to inform library renovation and/or new construction plans. This process will also create buy-in and support for these building projects.
- Provide library leadership with the information needed to reach consensus on future building projects. Provide a process in which library leadership will reach consensus and prioritize these projects.
- Provide library leadership with a realistic picture of the cost of library building projects, and an assessment of how much the community and government funders are able/willing able to give to these projects.

To support the recommendations in this plan, the consultant, or group of consultants, will solicit input from all stakeholders through surveys and focus groups and conduct research including, but not limited to: an in-depth study of current and potential use for each library facility, current and future demographic data, library use data, and an analysis of current and potential library funding.

## Scope of Work

This Library Facilities Plan should include the following five elements:

- 1. Community Needs Assessment- Library Stakeholder Surveys and Focus groups.** The consultant will be asked to design and conduct community surveys and focus groups to engage library funders (city, state, and county officials), community leaders, community members (including non-library users), library staff, and the library board in a review of existing library facilities and services and to create a vision for future library facilities and services. (A list of all stakeholders will be provided.) The consultant will use the information from these community surveys and focus groups to guide the remaining sections of the Library Facilities Plan.

Areas of special interest for Library Stakeholder Surveys and Focus groups include but are not limited to:

- The number, location, size, condition, and design of library facilities in current library system
  - What are the ideal times (days of the week and specific hours) that each library should be open to the public
  - Possible barriers to library use (including location, parking, perception of safety, etc.)
  - Meeting room and/or study space needs of the community
  - Facility needs specific to a particular community (for example museum space, special collections, etc.).
  - Current use of digital vs print materials and how future trends will shape how much physical space the library needs for physical materials.
  - Community support for library building projects. Are individuals willing to pay higher taxes, vote for a levy, or donate money to capital building projects?
  - Are the government entities who fund the library willing/able to provide additional financial support for library building projects?
- 2. Facilities Analysis and Building Program.** Consultant will provide a space needs and workflow analysis of each existing facility and write building programs. Factors to consider when assessing each facility shall include, but not necessarily limited to, the following:
    - Workflow efficiencies and staff optimization
    - Unique needs of each community using the library
    - Furniture, fixtures, equipment, etc.
    - Library security, including visibility into spaces
    - Need for meeting space, programming spaces, and study spaces
    - Separate spaces for children, teen, and adults
    - Shelving and collections
    - Sound control and the need for quiet spaces
    - Energy efficiency
    - Flexible spaces for future needs
    - Electrical and IT infrastructure capacity
    - Accessibility
    - Current and future trends in library service

As part of the Facilities Analysis for the Martinsburg Library, the consultant will conduct an in-depth parking study. The parking study will include a cost estimate to build a parking lot, including the purchase of land, demolition of existing buildings, and a system to monitor the lot. The parking study should also examine how much of a barrier the current parking situation is to library use. Consultant should engage city and county officials in the process.

3. **Facilities Maintenance and Repair Plan:** The consultant will assess the condition of the three facilities the library maintains and will provide a detailed Facilities Maintenance and Repair schedule for the next 10 years, including prioritizing repairs and cost. This plan should include recommendations on the amount the library system should be budgeting for facility repairs and maintenance each year.
4. **Renovation and Construction Plan:** The Renovation and Construction Plan will provide a 10-20 year “roadmap” for future renovation and construction of library facilities in the Berkeley County Library System. In this section the consultant will recommend the number, location, and size of library facilities needed to adequately serve Berkeley County residents. Recommendations should include both a current recommendation based on the library’s current funding reality and an “ideal” recommendation based on community needs and future growth.

These recommendations should be based on the results of the Community Needs Assessment, current and projected population data, county and city growth plans, transportation plans, other changes expected in the next 20 years, and current and potential library usage data. Consultant should identify populations that are underserved and provide recommendations on how to reach those populations.

The Renovation and Construction Plan will provide prioritization of library building projects, a timeline, and estimated project costs. If it is determined that the library will be operating all four facilities in the future (in their current locations), then the plan will include the following specific recommendations/ plans.

- Martinsburg Library:
  - Recommendation on renovation vs eventual relocation
  - Parking Study and recommendations.
  - Renovation plans based on Facilities Analysis/Building Program, Facilities Maintenance and Repair Plan, and Community Needs Assessment- should include both a low-cost option that requires minimal structural changes, and a complete renovation (assuming the library will not relocate).
  - Recommendations and cost estimates for any new furniture and/or fixtures needed
- Hedgesville Library:
  - Plans for the completion of the second floor based on the Community Needs Assessment and Facilities Analysis /Building Program.

- Plans for modifying the first floor to allow community access to second floor after hours (assuming it is determined that the second floor should be a community room)
- A cost estimate for entire project including hiring a project manager, furnishing, security, etc.
- North Berkeley Library:
  - Plans and cost estimate to build a new North Berkeley Library to replace the current “temporary” facility on the site. Plans should be based on the Community Needs Assessment and the Facilities Analysis/Building program.
  - Recommendations for possible collaboration with Parks and Recreation (including walking paths).
- Musselman-South Berkeley Library:
  - Recommendations and cost estimate for furniture and carpet replacement with hard surface floor covering.

## **5. Financial Feasibility Assessment**

The consultant will use similar library systems as benchmarks to assess the feasibility of operating four libraries and maintaining three library buildings with a budget of 1.7 million/year. The Facilities Maintenance and Repair Plan should be part of this analysis.

The consultant will work with library leadership to identify sources of funding for capital projects. Consultant will actively involve library leadership and government funders (city, county, state, and board of education) to assess the possibility and extent of financial support for library projects. Consultant will also work with library leadership to determine the level at which private donors are willing to donate to particular building projects.

## Proposal Submission Guidelines

Proposals should consist of the following documents:

- A cover page including all relevant vendor information (name, address, phone number, email address, website URL, main employee contact name and information)
- A proposal narrative of no more than 20 doubled spaced pages
- A timeline for the project
- A detailed, itemized budget
- Resumes of relevant staff members to be included in the appendix
- (Optional) Proposals may include up to three letters of support, which are to be included in the proposal's appendix

The proposal narrative will include a detailed description of the methodology and data collection approach to answer the questions posed in this RFP. It will include any information about relevant, related projects the vendor has completed.

Given the scope of this project, vendors may choose to bid on the project in its entirety or on specific parts of this project. Additionally, if the vendor's services are not equivalent or comparable to the requirements set forth in this RFP, the discrepancy must be clearly explained in the narrative.

A short-list of vendors will be required to interview via Zoom with the selection committee before the final selection is made.

### Proposed Timeline

**Proposals should be emailed to [RFP@mbcpl.org](mailto:RFP@mbcpl.org) by Tuesday, October 18<sup>th</sup> 2022 at 5:00pm.** The Selection Committee will notify short-listed vendors that they have been selected for an interview by November 8<sup>th</sup>, with final selection being December 1<sup>st</sup>. We would like to begin this project immediately upon selection.

### Contact Information

Please direct all contact concerning this RFP, including all questions and inquiries, to:

**Gretchen Fry**  
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Library Director  
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