

May 9, 2025

Request for Qualifications (RFQ) Library Master Plan

1. Introduction. Lawrence Public Library ("Library") is requesting Statements of Qualifications from experienced firms to develop a comprehensive Library Master Plan ("Plan"). The Plan will assess the current state of our library facilities, identify future needs, and recommend strategies to ensure our library continues to meet the evolving needs of our community.

2. Background. The Library serves a population of 95,000 residents. Our single location was built in 1972, then renovated and expanded in 2014. As our community demographics and technology use continue to evolve, we must ensure our library is positioned to adapt and offer the best possible services.

3. Project Scope of Work. The selected firm will be responsible for the following:

- **Assessment of Existing Facilities:** Conduct a comprehensive assessment of the current library building, including:
 - Building condition and accessibility
 - Space utilization and functionality
 - Technology infrastructure
 - Community needs and preferences
- **Community Engagement:** Develop and implement a robust community engagement plan to gather input from residents, stakeholders, and library staff.
- **Data Analysis:** Analyze demographic data, library usage statistics, and community feedback to identify trends and future needs.
- **Comparative Analysis:** Provide information that reviews public libraries in communities of similar population, comparable university towns, and/or other useful conditions for comparison.
- **Development of Master Plan:** Create a comprehensive Master Plan that includes:
 - Long-term vision for the library
 - Recommendations for optimizing existing facilities
 - Strategies for addressing space needs, including potential renovation, expansion, or new construction (branch locations)
 - Technology infrastructure recommendations
 - Phased implementation plan with cost estimates
 - Community comparative matrix

- Public Presentation: Present the final Master Plan to the Library Board and the community.

4. Qualifications. Qualified firms will possess the following experience and skills:

- Proven track record in developing library facilities master plans
- Experience working with public libraries and understanding their unique needs
- Expertise in architectural design, space planning, and accessibility
- Strong public engagement and communication skills
- Ability to collaborate effectively with a diverse team of stakeholders

5. Proposal Submission Requirements. Proposals should include the following information:

- Firm overview and qualifications
- Relevant project experience, including at least three references from previous library facilities master plan projects
- Proposed project team and their qualifications
- Approach to project methodology, including community engagement strategy
- Project timeline
- Please submit the proposal to: Lawrence Public Library, 707 Vermont Street, Attn: Brad Allen, Library Director; brad@lplks.org.

6. Proposal Submission Deadline. Proposals must be received by June 18, 2025 at 5 pm.

7. Selection Process. A selection committee will review all proposals based on the established criteria. Shortlisted firms may be invited for presentations and interviews. The Library reserves the right to reject any or all proposals.

8. Contact Information. Questions regarding this RFQ should be directed to Brad Allen at brad@lplks.org or (785) 843-3833.