

Hartford Public Library
500 Main Street
Hartford, CT 06103
March 9, 2018

Request for Proposals: Reimagining the Goodwin Library

Objective

The Hartford Public Library (HPL) is requesting proposals to reimagine the former Goodwin Branch Library, located at 461 New Britain Avenue, Hartford CT. The building and land is owned and currently maintained by the Hartford Public Library.

Background

HPL is a one of the oldest public libraries in the country. Founded as the Hartford Library Company in 1774, and incorporated as Hartford Public Library in 1893, HPL has been serving as Hartford's free public library for 125 years. HPL serves the residents of Hartford, the greater Hartford region and the State of Connecticut from seven locations with robust programs, services, facilities and collections that promote a literate and engaged community: www.hplct.org. HPL is incorporated as a 501(c)3 Non- Profit organization.

Operational funding is provided by the City of Hartford (74% in FY17), private giving, corporate support, grants, state funding, and income from an endowment.

Goodwin Library

The Goodwin branch library building closed as a library facility in December 2017; it is being maintained currently by the Library and is being used occasionally for community meetings. The facility was constructed circa 1941 and renovated/expanded circa 2003. The facility is approximately 5,000 square feet. The ground floor is completely ADA accessible. The basement level is accessible by a stairwell. The building sits on a lot that is approximately 36,100 sq. ft. Other features:

- ADA accessible rest rooms
- Storage areas
- Large lower level basement area (no elevator)
- New rooftop HVAC Unit (2015)
- The following expense overview is intended to provide an estimate of the annual facility maintenance costs (running as a library space, on average a 5.5 day per week operation, at an average of 7 hours per day with 3-5 staff members in the building).

Goodwin Branch Expense - FY15-FY17

Account	EXPENSE
	Average Annual Cost (FY15-FY17)
SNOW PLOWING & REMOVAL	\$5,745
BLDING MAINT. & REPAIR	\$2,666
A/C REFRIG. PLUMB&HEATING	\$2,762
LANDSCAPING	\$7,518
ALARM DEVICES	\$964
ELECTRICITY	\$9,304
PIPED GAS	\$3,467
WATER	\$1,532
Total	\$33,958



Overview

The Hartford Public Library has been working with the Southwest/Behind the Rocks NRZ, Trinity College and other community stakeholders to create a meaningful approach to reuse of the former Goodwin branch library. Hartford Public Library is accepting proposals from individuals, organizations or collaborative partnerships for use of the space. Proposals can be submitted by non-profit or for-profit organizations or partnerships between two or more organizations. Successful proposals will demonstrate an ability to successfully maintain the facility, create a dynamic environment in the location, and embody the values and needs articulated by the community for a service provider in this neighborhood.

A review committee will evaluate all proposals. Finalists will be invited to present their proposals to the review committee in person on a date to be determined; this session will be open to the public. Final approval of any project is at the sole decision and discretion of the Board of Directors of the Hartford Public Library.

HPL reserves the right to reject any or all proposals. If a proposal is accepted, the organization will be expected to enter into an agreement with HPL with terms to be determined based on the information provided in the proposal and other considerations as required.

Project Values

The proposed use should embody, foster and support the following community-identified values:

- Community collaboration
- Serve, and be welcoming to, a broad population
- Creative learning environment
- Inspire aspirational goals from individuals and the community
- City-wide destination - activities at this location be a draw for those outside the neighborhood, or even outside the city
- All members of our multi-cultural community be made to feel safe, included and welcomed
- Strengthen community connections
- Literacy be at least one of the goals that gets advanced inside the building
- Project will define and elevate the Southwest and BTR neighborhood so that it is a source of civic pride

Project Needs

The proposal for use must demonstrate that the organization/partnership/service is:

- Self-funded (i.e. there is no funding provided or available from HPL) and sustainable (minimum of 2 years)
- Led by an entity, entities or individual who will be responsible for the overall management and administration of the site on a day-to-day basis and serve as the contact person/entity for the proposed service/use and facility.

Proposal Requirements:

1) Company Information

- Full name of the organization/company, address, telephone number(s), website, licensing information if appropriate/necessary for services proposed. Include description of the structure of the organization/company, ownership details, year founding in present form, parent organization/company (if applicable) and any affiliated companies. If a change is anticipated in any of these areas, please make note of it.
- Most recent financial statement that demonstrate the organization's ability to maintain the facility and support the proposed use/service.
- Number of years the firm has been providing services similar to what is being proposed.
- Describe anticipated client base or intended client/user audience.

2) Qualifications

- Provide information about the staff who would be primarily supporting the proposed use:
 - i) Who will be responsible for the day-to-day management and serve as liaison to HPL
 - ii) Qualifications of principals and professional staff (please specify those individuals who will be directly responsible for working at and managing site)
 - iii) Three references from community stakeholders, funders or partners

3) Service Plan and Costs

- i) Provide a detailed plan of service including anticipated audience served, services to be provided, hours of operation, days of service.
- ii) Provide a detailed annual budget for the proposed use that includes anticipated revenue and expenses.
 - Day-to-day maintenance/repair costs are responsibility of successful bidder (landscaping, snow removal, minor repairs, plumbing repairs, etc.); or could be provided by HPL for a service/lease fee to be negotiated based on current labor and administrative costs
 - Custodial services are the responsibility of the successful bidder; or could be provided by HPL for a service/lease fee to be negotiated based on labor and administrative costs
 - Proof of insurance coverage at contract signing and maintenance of coverage throughout term of use is required
 - Successful bidder will be expected to provide an amount to set aside or as part of lease costs to cover unanticipated major capital repairs; to be negotiated with successful bidder
- iii) Outline (narrative or spatial drawing) of how space in the facility would be configured
 - Any initial or future repairs to the building or major changes/capital improvements must be approved by HPL.

Evaluation Criteria

- Plan of service – alignment with community values
- Sustainability of organization and service plan
 - i) Demonstrated successful operation of program/service, financial wherewithal
- References
- Experience and credentials of manager / team that will be working with community and HPL

Evaluation Process

- An evaluation committee will review all submitted RFP's. Phone and/or on-site interviews and presentations may be conducted with a short list of finalists. Information gathered during interviews, negotiations, and reference checks (HPL reserves the right to contact references other than or in addition to those furnished by the proposer) will be the sole and exclusive property of HPL.
- HPL shall not be responsible or liable for the risks, costs, or expenses incurred by any proposer in the preparation of its response to this RFP or for travel expenses incurred by finalists.
- Proposals are not considered confidential; requests to keep elements of proposals confidential should be expressly marked in a cover memo submitted with the proposal. The evaluation committee retains the right to reject proposals that require strict confidentiality of extensive elements of the proposal. Names of bidders may be made public. Questions regarding confidentiality should be directed to Mary Tzambazakis.

A voluntary bidders walk-through of the space is scheduled for March 29, 2018 from 12-2 PM.

Questions about the RFP will be accepted until April 1, 2018 and should be addressed to:

Mary Tzambazakis, Chief Administrative Officer

mtzambazakis@hplct.org

Tel. 860-695-6312

Proposals should be submitted via email or Dropbox. Format as a PDF, single spaced, 8.5x11 pages in no smaller than 11-point font (excluding exhibits, samples or other attachments). Electronic submissions only. Please include your firm/organization's name on each page.

Mary Tzambazakis, Chief Administrative Officer

mtzambazakis@hplct.org

Deadline for submissions: April 6, 2018.