

Main Library  
1786 Burlington Pike  
Burlington, KY 41005

Florence Branch  
7425 U.S. 42  
Florence, KY 41042

Hebron Branch  
1863 North Bend Rd.  
Hebron, KY 41048

Scheben Branch  
8899 U.S. 42  
Union, KY 41091

Walton Branch  
21 S. Main St.  
Walton, KY 41094

Chapin Memorial Library  
6517 Market St.  
Petersburg, KY 41080

## Chapin Memorial Library Community Consultant Request for Proposals (RFP)

Boone County Public Library is seeking proposals from qualified consultants to engage the community, collect and assess data, and make recommendations for future services and needs for the Chapin Memorial Library and the community it serves. The successful bidder will be contracted directly with the Library.

Title of Project: **Chapin Memorial Library Community Consultant**

Sealed Bids should be submitted only to:

Carrie Herrmann, Executive Director  
Boone County Public Library  
1786 Burlington Pike  
Burlington, KY 41005

Sealed Bids due date and time:

No later than Wednesday, June 2, 2025 @ 1:00 PM EST

**THIS PAGE SHALL BE COMPLETED, SIGNED AND RETURNED  
WITH THE SEALED BID.**

Full Legal Name & Address of Offeror:

By: \_\_\_\_\_  
Company's Legal Name Authorized Representative Signature

Address 1

Printed Name

Address 2

Title

City, State, Zip Code

Email

Phone

Date

## Project Background

Chapin Memorial Library (CML) was the first library open to the public in Boone County in 1948, prior to the opening of Boone County Public Library (BCPL) in 1974. It was established and endowed by Edward Young Chapin, a Petersburg Native. From 1948 to 2006, the Chapin Memorial Library was housed in the Petersburg Christian Church in Petersburg, Kentucky and managed by the church board.

In 2006, the Chapin board contracted with BCPL to manage and staff the Library in its new home in the Petersburg Community Center. The Community Center was funded by a Community Development Block Grant. Both the Library and the Boone County Fiscal Court put forward in-kind funds to help with the construction of the Community Center.

BCPL, the County, and the Petersburg Fire Department collaborate to support the staffing, collection and facility needs of the Petersburg Community Center.

In 2022, while experiencing unprecedented staffing challenges, the Library re-envisioned CML as an "Express Location" that would include lockers to pick-up reserved materials, books that can be taken home on an honor system, computer access, and continuing WiFi access from both BCPL and Boone County's public WiFi project. Customers' library cards would provide access to the building and the locker system. CML closed in 2022 to transition the space and was reopened as an unstaffed Express Location in 2023.

In 2024, in response to community concerns, the Library Board reestablished positions within CML and created a hybrid model in which the elements of the Express Location remained in place, but the library was also staffed for a portion of the week to assist customers in accessing and navigating the available services. Since implementation, CML's hybrid location has continued to encounter resistance and uncertainty from the community regarding the library's status, services and collection.

BCPL is seeking a consultant to support communication, community analysis and engagement initiatives to gain an understanding of the library-related needs and desires of the community served by the Chapin Memorial Library in Petersburg, KY. The selected consultant will conduct thorough community needs assessments, facilitate public engagement, and develop strategic recommendations that ensure the library remains responsive, accessible, and adaptable to future community needs.

### Scope of Work:

#### 1) Engagement Strategy:

- a) Engage with key stakeholders, including:
  - i) Library Board/subcommittee
  - ii) County representatives
  - iii) Community members

- iv) Library staff
    - v) Local schools
    - vi) Others as identified by the consultant
  - b) Facilitate focus groups to gather qualitative data on community needs and expectations.
  - c) Develop and distribute surveys to assess public opinion on current library services and potential improvements.
  - d) Perform observations of library use, including staffed vs. non-staffed hours.
  - e) Organize a minimum of 2 community events/open houses to encourage public participation and feedback.
- 2) Data Collection and Analysis:**  
After achieving a statistically valid sample:
- a) Gather relevant data, including:
    - i) Population statistics
    - ii) Tax data
    - iii) Socioeconomic information
  - b) Evaluate library space utilization, preferred services, and programming impact.
  - c) Compare Chapin Memorial Library with similarly situated libraries and communities.
  - d) Identify gaps between current offerings and community needs within Library mission and scope.
  - e) Assess user behavior, material circulation trends, and service preferences.
  - f) Analyze future and prospective community growth and its impact on library services.
- 3) Needs Assessment and Recommendations:**
- a) Proposed short-term and long-term goals for the Chapin Memorial Library's future direction.
  - b) Determine which needs can be addressed by:
    - i) The community
    - ii) Boone County
    - iii) BCPL
    - iv) Other as identified by consultant
  - c) Identify preferred services and activities while aligning them with realistic implementation strategies.
  - d) Compare services and offerings to similarly situated libraries to understand potential improvements.
  - e) Recommend priorities for service enhancements and infrastructure development.
- 4) Required Deliverables and Reporting:**
- a) Develop a strategic framework for the Chapin Memorial Library's direction, including:
    - i) Recommendations for services, programming, and capital enhancements
    - ii) Space utilization strategies

- iii) Community engagement initiatives to include marketing and communication strategies that create opportunities for meaningful two-way communication between Boone County Public Library and the community served by Chapin Memorial Library
  - iv) Recommendation, prioritization, and implementation timeline
  - b) Provide a detailed report of findings and recommendations to the BCPL Board of Trustees within 3 to 5 months, subject to negotiation.
  - c) Ensure transparency and clarity in all findings and conclusions.
  - d) Access to raw data and repository of all collected data.
- 5) **Contract Terms:**
- a) The consultant will work closely with the Chapin Memorial Ad Hoc Committee throughout the assessment process.
  - b) A final report, including recommendations and implementation strategies, must be submitted by the agreed-upon deadline.
  - c) Any changes to the project scope must be approved in writing by the BCPL Board of Trustees.

### **Qualifications**

1. All potential bidders shall have proven experience in community engagement and strategic data collection (experience with libraries preferred) and shall provide substantial history (minimum of 3 references from similar projects) of satisfactory performance.
2. All potential bidders shall have proven experience conducting stakeholder interviews, focus groups, and surveys. Ability to analyze demographic, socioeconomic, and tax data to inform library service decisions. Skilled in qualitative and quantitative research methodologies and an understanding of change management processes.
3. Provide a summary letter of the information contained in the proposal, including, but not limited to:
  - a. Provide a description of your company's qualifications, credentials, experience, and resources in responding to this RFP;
  - b. Total Proposed cost of project, inclusive of all related costs.
  - c. Timeline for completion of proposed scope of work
4. Provide an itemized, with detail, breakdown of costs associated with this project. Boone County Public Library is exempted from sales tax.
5. The Consultant, not the BCPL Library Board, will be responsible for ensuring quality control throughout the project. Please describe the steps your firm will take to monitor and maintain the quality of the work, including the frequency of progress reviews, methods for documenting findings, qualifications of individuals conducting the reviews, and corrective actions to address any issues identified.
6. You must submit as part of your Bid/Proposal either a Certification as to Kentucky Resident Status or a Certification as to Non-Resident Status contained at the end of this solicitation for bids/proposals. Failure to submit the applicable Certification may result

in the disqualification of your bid/proposal. The Board reserves the right to require additional information from the Bidder/Proposer.

7. Failure to provide all required information may result in the disqualification of the bid or proposal.

### **Instructions to Potential Bidders**

1. Sealed bids submitted as specified, received by the correct time and date, shall be opened and publicly read aloud. The proposal envelope shall have the Project Name, Bidder's Name, and date on the outside.
2. Submittals shall be made on 8 ½" X 11" portrait format, and placed in a sealed, opaque envelope. **Qualifications shall be submitted by mail, courier, or delivered in person to: Carrie Herrmann, Library Director/Boone County Public Library/1786 Burlington Pike/Burlington, KY 41005 by June 2nd at 1:00 PM EST on or before the deadline for submission.**
3. This Request for Proposal and any addenda are available on the Boone County Public Library website ([www.bcpl.org](http://www.bcpl.org)). The link which contains the Request for Proposal information is on the home page.
4. Bidders are reminded that changes to the Request for Proposal, in the form of addenda, are often issued between the issue date and within four (4) days before the closing of the Request for Proposal. Bidders are solely responsible for checking the website to ensure they have the most current information regarding the Request for Proposal.
5. Bidders are requested to refrain from contact with Library Trustees and Library Staff prior to a selection announcement, except as described in this document.
6. Any cost incurred by bidders in preparing or submitting a proposal for the project shall be the bidder's sole responsibility.
7. Questions will be accepted until May 20, 2025 at 1:00 PM EST
8. All responses, inquiries, or correspondence relating to this RFP shall become the property of the Library when received.
9. Boone County Public Library District has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Proposal and to cancel the process at any time prior to entering into a formal agreement.
10. The Library reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Proposal.
11. Proposals shall be valid for at least 180 days from RFP opening. The expiration date shall be included in the proposal.
12. In addition to evaluating the Bidder's proposal as submitted, the Library may make such reasonable investigations and evaluations as deemed proper and necessary to determine the ability/capability of the Bidder to perform the services/furnish the goods.
13. Any proposal received after the proposal due date and time as detailed in this document shall not be accepted or considered.
14. Any proposal may be withdrawn prior to the opening upon written request.

15. If the Library declares a weather emergency closing, scheduled receipt of proposals shall be extended to the next business day.
16. Oral proposals or proposals delivered by electronic means such as fax and email shall not be considered.

### **Evaluation Criteria**

The criteria below will be used to evaluate firms for further consideration:

1. Comprehensiveness, quality, and responsiveness; (40%)
2. Specialized, appropriate expertise for this type of project. Previous experience with public libraries and/or public buildings; (30%)
3. Compliance with format and content of proposal, as well as, inquiry and submission requirements; (10%)
4. References from previous clients; (10%)
5. All-inclusive cost proposal; (10%)

### **Submission of Proposal Packages**

Completed proposals shall be submitted on 8 ½" X 11" portrait format, and placed in a sealed, opaque envelope. **Qualifications shall be submitted by mail, courier, or delivered in person to: Carrie Herrmann, Library Director/Boone County Public Library/1786 Burlington Pike/Burlington, KY 41005 by May 28, 2025 1:00 PM EST on or before the deadline for submission.**

### **Award**

An award will be made by the Board of Trustees. Boone County Public Library intends to award contracts based upon the best evaluated bid. The Library reserves the right to accept the bid deemed to be in its best interest, not necessarily the least expensive bid; the right to disqualify bids from bidders not deemed to be qualified; the right to disqualify bids deemed to be defective; the right to waive defects on bids where such defects are not deemed significant; and the right to waive any and all formalities to reject any and all bids.

Kentucky law provides that a Kentucky resident Bidder/Proposer shall be given a preference against nonresident Bidder/Proposer, unless such preference conflicts with federal law. In addition, if a procurement determination results in a tie between a Kentucky resident Bidder/Proposer and a non-resident Bidder/Proposer, preference shall be given to the Kentucky resident Bidder/Proposer.

All bidders will be notified of the Library's selection as soon as possible. The successful bidder is expected to enter into a written contract with the Library. Approval of the final contract between Boone County Public Library and the successful bidder is subject to approval by the Board of Trustees.

## CERTIFICATION AS TO KENTUCKY RESIDENT STATUS

1. Kentucky law provides that a Kentucky resident Bidder/Proposer shall be given a preference against a nonresident Bidder/Proposer equal to the preference given or required by the state of the nonresident Bidder/Proposer, unless such preference conflicts with federal law. In addition, if a procurement determination results in a tie between a Kentucky resident Bidder/Proposal and a non-resident Bidder/Proposer, preference shall be given to the Kentucky resident Bidder/Proposer.

2. To be eligible to be considered as a Kentucky resident Bidder/Proposer, you must: (i) satisfy the requirements set forth under Sections 3(a) and (b) below; and (ii) properly complete this certification and submit it with your Bid/Proposal. Do not sign and submit this certification unless you meet each of the requirements set forth below under Sections 3(a) and (b) below. If you do not meet the requirements set forth below under Sections 3(a) and (b) you must furnish a Certification as to Non-Resident Status contained within this solicitation.

3. The undersigned, by subscribing to this certification, certifies under oath and upon penalties of perjury, that each of the following is true and correct and that the Bidder/Proposer can furnish proof upon request that each of the following is true and correct:

*That on the date this Bid/Proposal was first advertised or announced as available for bidding:*

- a) *The Bidder/Proposer is authorized to transact business in the Commonwealth; and*
- b) *That the Bidder/Proposer has during the one (1) year period prior to and through the date of the advertisement for this Bid/Proposal: (i) filed Kentucky Corporate Income Taxes; (ii) made payments to the Kentucky Unemployment Insurance Fund; and(iii) maintained a Kentucky Workers Compensation Policy in effect.*

Prior to an award to a Kentucky resident Bidder/Proposal, you may be required to submit satisfactory proof that you meet each of the requirements set forth in (a) and (b) above. Failure to timely submit such proof upon request may result in the lack of a preference being applied.

By certifying and signing below, I certify that each of the foregoing is true and correct for the Bidder/Proposer submitting this Bid or Proposal.

BIDDER/PROPOSER:

By: \_\_\_\_\_

Signature of authorized officer/agent

Its: \_\_\_\_\_

Title of authorized officer/agent

**COMMONWEALTH OF KENTUCKY**  
**COUNTY OF \_\_\_\_\_**

The foregoing certification was sworn to and acknowledged before me this \_\_\_\_ day of \_\_\_\_, 20\_\_ by \_\_\_\_\_ (name), the \_\_\_\_\_ (title), for and on behalf of the bidder proposer.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

My Jurisdiction Is: \_\_\_\_\_



**CERTIFICATION AS TO NON- RESIDENT STATUS**

1. If you are ineligible to submit a Certification as to Kentucky Resident Status, you must complete this Certification as to Non-Resident Status.

2. Identify below each state in which you qualify as a resident for purposes of receiving a preference in that state:

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

3. For each state in which you qualify as a resident for purposes of receiving a preference under Section 2, above, for each such state list below the preference given or required by that state.

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

By certifying and signing below, I certify that each of the foregoing is true and correct for the Bidder/Proposer submitting this Bid or Proposal.

**BIDDER/PROPOSER:**

By: \_\_\_\_\_

Signature of authorized officer/agent

Its: \_\_\_\_\_

Title of authorized officer/agent

**STATE OF** \_\_\_\_\_

**COUNTY OF** \_\_\_\_\_

The foregoing certification was sworn to and acknowledged before me this \_\_\_\_ day of \_\_\_\_, 20\_\_ by \_\_\_\_\_(name), the \_\_\_\_\_(title), for and on behalf of the bidder proposer.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

My Jurisdiction Is: \_\_\_\_\_