



Delaware County District Library
Request for Proposals (RFP)
Facilities Master Plan
Issue Date: August 12th, 2025
RFP Due Date: September 12th, 2025 no later than Noon

Introduction:

The Delaware County District Library (DCDL) invites qualified consulting firms to submit proposals for the development of a comprehensive Facilities Master Plan. This plan will provide a roadmap for facility improvements, expansions, and potential new developments over the next 10–15 years. The goal is to ensure that DCDL facilities continue to meet the growing and evolving needs of our diverse and rapidly expanding service area while advancing our mission of opening doors to imagination, knowledge, connection, and discovery.

Background:

The Delaware County District Library serves one of the fastest-growing counties in Ohio through 5 full-service branches, 2 Maker Studios, an outreach services department, and community partnerships across five counties. With a circulation of more than 2 million items annually and significant community engagement through programs and outreach, the Library is a cornerstone of education, culture, and civic life.

DCDL's recent strategic initiatives highlight the need to assess current facilities and plan for future growth. This Facilities Master Plan will address space utilization, accessibility, safety, sustainability, and service innovation, ensuring that the Library remains responsive to community needs for decades to come.

Scope of Services:

The selected firm will work closely with Library Administration, the Board of Trustees, and key stakeholders to deliver a comprehensive plan that includes, but is not limited to:

1. Facilities Assessment
 - Review and evaluate the physical condition, capacity, accessibility, and efficiency of all existing facilities.
 - Assess compliance with ADA standards, safety codes, and environmental sustainability best practices.
2. Community & Demographic Analysis
 - Review population growth, demographic trends, and service area projections.
 - Identify underserved communities and areas of emerging need.
3. Space Utilization & Program Needs
 - Conduct a detailed analysis of space allocations for collections, public services, technology, meeting rooms, facilities, equipment & workplaces, and staff.
 - Recommend configurations to enhance user experience, flexibility, and future adaptability.
4. Strategic Recommendations
 - Propose short- and long-term facility improvements.
 - Provide cost estimates, phasing options, timelines, and funding considerations.
 - Include recommendations for renovation, expansion, relocation or new facilities as needed.
 - Recommend strategies for energy efficiency and sustainable design.
5. Stakeholder & Community Engagement
 - Facilitate engagement with staff, trustees, community partners, and the public.
 - Incorporate feedback into recommendations.
6. Final Deliverables
 - Comprehensive Master Facilities Plan report (digital and print).
 - Executive summary and presentation for the Board of Trustees.
 - Implementation roadmap with prioritized recommendations.

Proposal Requirements

Interested firms must submit proposals including the following:

- **Letter of Interest** stating understanding of the project and the firm's qualifications.
- **Firm Overview** including history, structure, areas of expertise, and relevant public library or comparable public-sector experience.
- **Project Team** with resumes and roles of all key personnel.
- **Project Approach & Methodology** detailing how the scope of work will be completed, including proposed timeline and milestones.
- **Relevant Experience** listing at least three comparable master facility plans for libraries or similar institutions completed in the last 10 years.
- **References** with contact information for each cited project.
- **Community Engagement Strategy** including examples of past successful engagement processes.
- **Cost Proposal** with detailed breakdown of fees, hourly rates, and reimbursable expenses.
- **Additional Information** the firm considers pertinent to its qualifications.
- **Statement of Non-Collusion**
- **Certificate of Insurance**-provided upon reward

Evaluation Criteria

Submissions will be evaluated on:

- Demonstrated experience in library or public-sector facility planning.
- Qualifications and expertise of assigned personnel.
- Quality and relevance of past work.
- Proposed methodology and approach.
- Ability to engage diverse stakeholders effectively.
- Overall responsiveness to the RFP.



Submission Instructions

All Statements of Proposals must be received by **September 12th at Noon**. Late submissions will not be considered.

Submit proposals electronically to:

Bryan Howard: bhoward@delawarelibrary.org

Or

Deliver 10 hard copies to:
Delaware County District Library
84 East Winter Street
Delaware, Ohio, 43015
Attention: Bryan Howard, Director

Questions must be submitted electronically to Bryan Howard (bhoward@delawarelibrary.org) no later than EOB September 9th, 2025.

Tentative Schedule

RFP Issued: August 12th, 2025

Submission Deadline: September 12th, 2025, by Noon.

Selection Announcement: September 17th, 2025

Anticipated Project Start Date: October 2025

Rights Reserved

The Delaware County District Library reserves the right to reject any or all submissions, waive informalities, and negotiate with the most qualified firm(s) to ensure the best outcome for the Library and the community.



Library Branch Locations:

Delaware Branch- 84 East Winter Street, Delaware, Ohio 43015

Liberty Branch- 7468 Steitz Road, Powell, Ohio, 43065

Orange Branch: 7171 Gooding Boulevard, Delaware, Ohio, 43015

Ostrander Branch: 75 N. Fourth Street, Ostrander, Ohio, 43061

Powell Branch: 460 South Liberty Street, Powell, Ohio, 43065