



**Verona Public Library
Space Needs Study
Request for Proposals
Issued: 2/27/2025**

The Verona Public Library (Library) of Verona, WI is seeking proposals from qualified architects, space planners, and/or library science consultants (consultant) to develop a space needs assessment that will examine current Library space needs as well as analyze future space needs for the library users, staff, and stakeholders. The consultant must have demonstrated public library space analysis experience.

To be considered for this work, the following guidelines for proposal format and submission must be followed.

All items should be submitted electronically to Stacey Burkart, Library Director, by 4:00 pm on Thursday, April 10, 2025 at sburkart@veronapubliclibrary.org.

Intro & Background

The City of Verona, Wisconsin has a 2025 population of approximately 16,000. The population has increased significantly in the past 25 years and is one of the fastest growing communities in Dane County, WI, which is projected to increase by ~218,000 more residents by 2050. The existing library was opened in 2006 when Verona had a population of approximately 10,000. The Library currently has an extended service population of over 24,000 people.

The library circulated 591,618 items in 2024 which was the largest single-location circulation system in Dane County. The Library hosted ~231,000 visits in 2024 and presently employs 24.23 FTE staff. The size of the physical collection is approximately 120,000 items.

The Library has strong support from the City of Verona, the Library Board of Trustees, and from community organizations including the Friends of the Verona Public Library (Friends). The Library is a member of the South Central Library System, which includes 54 libraries in seven counties throughout central Wisconsin.

Building and Site Information

The Verona Public Library is located at 500 Silent Street, Verona, WI, overlooking Dane County's Badger Prairie Park, both of which are popular destinations for residents and visitors from surrounding communities. The building features prairie-style architecture and its single-story hosts the youth services, adult services, circulation, and technical service departments, as well as the physical collection, open seating areas, staff offices, community and programming rooms, study rooms, a staff lounge, and storage rooms.

Space Needs Scope of Services

The consultant will work in collaboration with Verona Public Library staff, Library Board, and Friends and utilize the 2025 strategic plan and previous Library reports, studies, and surveys to synthesis previously identified community needs and service priorities into their analysis. The study shall assume a projection forecast for the next 25 years (2025 – 2050).

The study shall incorporate recommendations based on best practices from successful libraries nationwide, from communities of similar size and projected growth, as well as forecasted trends in library services, technology, and staffing. Areas of focus for the space needs study shall include, but not be limited to: technology, collections, programs, facilities, staffing, and financial considerations.

The space needs assessment should include, at a minimum:

1. Reviewing existing library documentation including current strategic plan.
2. Assessing the existing library in terms of size, ADA compliance, functional layout, flexibility, sustainability, and potential expansion capability.
3. Conducting a space needs and workflow analysis of the existing facility to determine optimal use of physical space to meet the Library's service and collection needs.
4. Reporting on square footage requirements based on projected usage and needs, including but not limited to: seating, collections, staff offices, technology, meeting rooms, work areas, storage, program and event spaces, transportation routes, parking, and special use purposing.
5. Developing future-focused recommendations for public service models, collection sizes, program priorities, community spaces, and technology.
6. Obtain and report any significant architectural and engineering obstacles to existing building expansion options including structural, mechanical, electrical, and plumbing systems, site constraints, etc.

Meeting Estimation

Meetings and site visits will be required to survey and analyze the existing facilities and program and gather information from library staff, the Library Board, the Friends of the Library, and other stakeholder groups. Assume the following meetings and presentations as an owner estimation, and include additional clarifications and/or meeting suggestions in your proposal:

- a. Library Staff: Maximum of 5 onsite meetings/site visits of 1 hour each
- b. Library Board: Maximum of 3 hybrid/onsite evening meetings of 1 hours each
- c. Friends of the Library: Maximum of 2 onsite evening meetings of 1 hours each
- d. Other stakeholders: 1 virtually hosted and recorded community presentation of findings (1.5 hour), with a question-and-answer session (0.5 hour).

Deliverables

The consultant shall present two deliverables:

- a. Electronic video file of the community presentation
- b. Electronic final report of findings and recommendations

The community presentation shall be hosted virtually with assistance from Library staff as moderators and facilitators. The Library will advertise and promote the community presentation. It shall be streamed live and recorded for website publication and use a common virtual hosting platform such as Zoom, Teams, or WebEx.

The final report should address all items identified in the scope of services. The final report must include an executive summary, an in-depth narration of the methodologies, process, and interpretation, exhibits (figures, tables, drawings, schematics, etc), and any collected data (questionnaires, surveys, statistics) as appendices.

Qualifications and Selection Criteria

Given the scope of the project, the Library is seeking a consultant experienced in providing services outlined above. All proposals meeting the Request for Proposals requirements will be evaluated using the following criteria:

- Relevant experience and success (meeting deadlines, operating within budget, etc.) in space planning analysis for public libraries. Include any other relevant library experience.
- A clear knowledge of existing and emerging library service and operation trends (collections management, programming, staff form and function, etc.)
- A clear knowledge of existing and emerging resources trends (physical design, technology, collections, equipment, etc.)
- Application of service, operations, and resources as identified above.
- Demonstrated ability to communicate effectively with staff, committees, and public stakeholders.
- Proposed lump sum fee for services.

Proposal Format and Submission

Consultants shall limit their proposal to a maximum of 30 total pages.

Project Administration

Include at minimum:

- Cover letter on business letterhead noting the name, address, email, phone, and principal contact
- Narrative on your understanding of objectives of the project
- Project communication and technical approaches. Include description of the proposed course and sequence of actions or tasks including methodologies.
- A schedule of project milestones
- Costs and fee structure (lump sum minimum with potential alternative additions)

Personnel

Include a minimum:

- Company organizational chart and project personnel organization chart
- Project manager and key project personnel roles, relevant qualifications, and experience

- Explanation of roles, experience, and scope of work of any proposed subconsultants.

Experience

Include at minimum:

- 3-5 completed public library or similar space needs assessment projects within the past ten years and which best represents the present skills of the project team members.
- Description of the completed project, years of implementation, scope of services, fees for service
- Reference contact information

All questions regarding this RFP are to be directed to Stacey Burkart, Library Director, at sburkart@veronapubliclibrary.org by March 28. Submit final proposals by 4:00pm on Thursday, April 10, 2025.

Selection Process

The Library Board will review and evaluate proposals using the qualifications and selection criteria outlined above. Consultants may be invited to participate in an interview with the Board, if needed. The Board will evaluate the proposals and check references, and make a selection followed by contracting.

The Library reserves the right to accept a proposal, reject any and all proposals at its sole discretion, and waive or modify any provisions of this RFP.

Tentative Project Schedule

Issue RFP:	February 27, 2025
Consultant Tours:	Contact Library for Private, Guided Tours
Deadline for questions:	March 28, 2025
Response to questions:	April 4, 2025
Submittal deadline:	April 10, 2025
Review Proposals:	April, 2025
Potential Consultant Interviews:	May 7, 2025 (6:30pm – 9:30pm)
Library Board Approval:	May 7, 2025 (or June 4, 2025 backup)
Contract Start Date:	May 19, 2025 (or June 16, 2025 backup)
Draft Report:	August 1, 2025
Final Report:	September 1, 2025
Community Presentation:	Mid September, 2025