

## REQUEST FOR PROPOSALS

Proposals will be received by the Lackawanna County Department of Planning and Economic Development, Lackawanna County Government Center, 123 Wyoming Avenue, Scranton, PA 18503, until 2:00 PM, Wednesday, October 13, 2021.

### LIBRARY OUTREACH VEHICLE CONSULTANT

Reviews of the proposals may begin any time after the above referenced date of receipt. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above referenced due date and time. Submission by fax, telephone, or email is not permitted.

Lackawanna County will award the proposal to assist with the Project described in the Request for Proposal. All proposals shall be in accordance with the Request for Proposal (RFP) specifications available on Lackawanna County's website at [RFP / RFQ << Lackawanna County](#).

Sealed envelopes containing the proposals will be received and identified by **“Lackawanna County Library Outreach Vehicle Consultant.”** The envelopes should be delivered or mailed to the Lackawanna County Department of Planning and Economic Development, 123 Wyoming Avenue, 5<sup>th</sup> Floor, Scranton, PA 18503, so as to arrive by the date and time specified above. Lackawanna County will require five (5) copies and a thumb drive of this proposal.

Respondents are required to monitor the Lackawanna County website for any RFP amendments.

### QUESTIONS / CLARIFICATIONS

Any questions and/or clarifications shall be directed in writing (email) to the persons noted below, on or before 2:00 PM, Wednesday, October 6, 2021

Mrs. Mary Garm  
Administrator  
Lackawanna County Library System  
520 Vine Street  
Scranton, PA 18504  
Email: [garm@albright.org](mailto:garm@albright.org)

Ms. Sandra Opshinsky  
Grants Manager  
Lackawanna County  
123 Wyoming Avenue, 5<sup>th</sup> Floor  
Scranton, PA 18503  
Email: [opshinskys@lackawannacounty.org](mailto:opshinskys@lackawannacounty.org)

Brenda Sacco, Director  
Lackawanna County Department of Planning and Economic Development

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## **INTRODUCTION AND OBJECTIVES**

The Lackawanna County Library System operates ten libraries and one bookmobile. The bookmobile was purchased in 2000. Due to its age, the vehicle has reached the limits of its usefulness and reliability.

The Library System seeks a consultant to assist in the development of a modern, future-oriented outreach vehicle to provide library services throughout Lackawanna County.

The vehicle's mission will be to reach portions of the underserved population who face barriers to making in-person use of our ten libraries, to include those living in low-income areas, minorities, the homeless, the homebound and institutionalized, and those without transportation. The service plan will place an emphasis on children and the elderly who have no access to other library outlets.

The consultant will work with a team of librarians and trustees to explore opportunities and develop a vision for vehicle-based outreach services for Lackawanna County that will meet the needs of our residents today and into the future. The consultant is expected to work with the team throughout the process of designing and procuring the outreach vehicle, from vision to delivery.

## **SUMMARY OF DESIRED SCOPE OF WORK**

- (1) Work with the Library System's planning team to develop a vision for our next outreach vehicle.
- (2) Provide recommendations for the appropriate vehicle.
- (3) Prepare the design for the vehicle, including drawings and comprehensive specifications.
- (4) Work with the Library System to prepare a Request for Proposal and assist in identifying qualified vendors.
- (5) Prepare a cost estimate.
- (6) Review RFP responses and develop a report that includes evaluation of the proposals and recommendations for consideration and selection of the successful vendor.
- (7) Serve as manager and liaison with selected vendor throughout the construction process.
- (8) Provide on-site inspection and testing prior to delivery of vehicle.

## **REQUIRED PROPOSAL CONTENTS**

Proposals submitted in response to this Request will contain the following information:

### **Contact Information:**

Name, address, phone, fax, and email contact information for the lead organization contact and any sub-consultants that are part of the consultant team.

**Form of Organization**

Describe the form of organization (whether incorporated, an LLC, a partnership, or sole proprietorship) of the consultant (or of each member, in the case of a multiple consultant team).

**Key Personnel**

Identify the staff person(s) who will be responsible for carrying out specific work tasks. Identify the Project Manager who will be the person responsible for overall project completion. For the Project Manager and other key project staff, identify their titles, their length of service with the organization, and their qualifications and experience. Proposers should have a working familiarity with the Lackawanna County Library System and libraries, in general.

**Proposed Scope of Service and Schedule**

Describe the specific approach, tasks, and methods you propose to use in completing the desired scope of services. Provide references for project in which the firm served as a consultant and project manager.

**Work Plan**

Identify the overall project management approach and specifics on direct coordination with the Library System team.

**Experience List and References**

Provide a list of recent library outreach vehicles/bookmobile projects you or your firm have completed, along with the role of your firm on these projects. Provide names and contact information for at least three references.

**Fee Proposal**

In addition to a fee for the full project, provide separate fees for these three phases of the project: Development, Procurement, and Construction.