



Report to: Stratford Public Library Board
Meeting Date: May 3, 2022
From: Julia Merritt, CEO
Subject: Facility Study Consultant Selection

Board Action

This report is submitted for decision.

Background

At its March 1/22 meeting, the SPL Board directed the CEO to send out a request for quotation for the completion of the SPL's Facility Study, and bring back a recommendation to the Board for the selection of a consultant.

The main components of work are:

- 1. A comprehensive review and analysis of the Library's physical space, with an assessment of:**
 - a. Current and projected future space needs specific to Stratford, recognizing the uniqueness of the community
 - b. Identification of optimal use of available existing or potential sites for SPL
- 2. A comprehensive review and analysis of the Library's services, with:**
 - a. A review of the current levels of service, in comparison to organizational resources and industry best practices
 - b. Predictive growth models for existing services, given increases to physical, human, and financial resources at different levels

Expected phases of work to include:

1. Research, including community and stakeholder consultation
2. Service model review and recommendations/projections
3. Feasibility study and concept plans
4. The generation of a living document/tool that staff can update to keep the assessment current

There is \$70,000 allocated for this project.



Staff Assessment and Recommendation

There were 4 quotations received by the due date of April 8/22.

The quotes were assessed on:

- Cost
- Research & Consultation Methodology
- Service Model Review Approach
- Feasibility Study & Concept Plan
- Living Tool Document
- Experience & Fit
- Timeline

Two firms scored over 85%, however one of these firms quoted significantly over budget. Based on the need to contain costs in 2022, staff believe that that the firm that scored over 85% on evaluation, and which remains within the available budget envelope, should be the preferred option.

Draft Motion

THAT the SPL Board contract with **Lemay** to complete the 2022 Facilities Study for SPL in the amount of \$65,250 plus disbursements.