



Request for Quotation

Issue Date: March 9, 2022
From: Julia Merritt, CEO
Subject: SPL Space Needs and Services Study

The Stratford Public Library is seeking quotations from qualified and experienced companies to consult a Space Needs and Services Study. This study will assess library facilities and services requirements for the current population and for future growth over the next 20 years, and identify an approach to physical infrastructure and service improvements that will meet those needs.

Background

In 2018, SPL adopted a strategic plan for 2019-2022 with the following 3 directions:

#1: Enhance User Experience with Empowering and Inclusive Programs

- Attract new visitors, improve visitor experiences
- Build programs and services to empower users to build an inspiring and inclusive community

#2: Lead Global Change with the Local Community

- Connection with all members of the community
- Lead change by collaborating with other local/global leaders

#3: Firm Our Foundation of Resources and Staff

- Strengthen physical resources
- Strengthen personnel through skills training and managerial support

These directions form the core of the work being undertaken by the Library. In pursuing this work, the Board has identified a number of significant organizational and environmental elements that will affect the progression of the strategic plan, and for which it requires additional data in order to make informed decisions. They include the limitations of the current physical facilities and organizational capacity, as well as shifting demographic and economic realities, including financial risk factors such as Provincial budgetary downloads.



Goals & Deliverables

Given the above, the Board has identified the following components for which it requires additional information in order to build robust, resilient services for the future. Stratford Public Library is therefore seeking quotations on an assessment project **with the goal of Fall 2022 completion** that would achieve the following:

- 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

Per the Library's purchasing policy, a sealed written quotation is required. Please describe the process to be undertaken to fulfill the deliverables, as well as a cost estimate for the work to be undertaken.

The Library is requesting that quotations be received by Friday, April 8, 2022.

For additional information, please contact:

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