



REQUEST FOR PROPOSAL
Facilities Performance Assessment
Western Maryland Regional Library
Hagerstown, Maryland

Introduction

The Western Maryland Regional Library (WMRL) is seeking bids from qualified consultants to prepare a Facilities Performance Assessment to guide regional capital planning through December 2045. A detailed Scope of Work is contained in this Request for Proposal. It is our intention that the work would begin in November 2025 and must be completed to the satisfaction of the WMRL Board by May 31, 2026. If, after reviewing the information contained in this RFP, your firm would be interested in this project, please submit your response no later than November 7, 2025.

Library Descriptions

Western Maryland Regional Library (WMRL) is one of three regional libraries in Maryland and serves as the regional resource center for Western Maryland. Located in the same building as the Washington County Free Library in Hagerstown, WMRL provides supporting services to the public libraries of Allegany, Garrett, and Washington counties.

The Allegany County Library System (ACLS) serves the citizens of Allegany County, Maryland, with six (6) locations throughout the county, the main branch located in Cumberland. It employs thirty-one (31) people.

The Ruth Enlow Library of Garrett County (RELGC) serves the citizens of Garrett County, Maryland, with five (5) locations throughout the county, the main branch located in Oakland. It employs twenty-nine (29) people.

The Washington County Free Library (WCFL) is not participating in this project.

Please see Appendix II regarding construction dates and square footage of each library building in the region.

The library systems in Allegany and Garrett counties serve a population of 95,431 people across a mountainous region of over 1,000 square miles, including the MSA of Cumberland. Eleven (11) public library buildings serve the residents. The two counties in far Western Maryland border the eastern panhandle of West Virginia and the south-western counties of Pennsylvania.

Data snapshot:

Library System	Land Area of County (square miles)¹	Population of County Served²	Registered Library Card Holders	Annual Number of Items Circulated²
ACLS	424.16	67,729	40,515	487,021
RELGC	647.10	28,702	13,960	452,466
TOTAL	<i>1,071.26</i>	<i>95,431</i>	<i>54,475</i>	<i>939,487</i>

(1) U.S. Census Bureau of State & County Quick Facts 2010

(2) Maryland Public Library Statistics, Fiscal Year 2024- MSLA

Need for the Project

A key objective in Allegany and Garrett counties is to assess the need for facility improvements. Each county has an in-date facilities plan that needs to be elaborated upon with a performance assessment of all eleven library locations. The primary goal of this study is to provide them with a tool to develop long-range capital improvement plans to use for capital funding and grant requests.

The Performance Assessment will evaluate the integrity of each facility, and provide building diagnostics of all major components therein, to include:

- Substructure
- Building Shell/Roof
- Interiors
- Drainage
- Plumbing
- HVAC

- Fire Protection
- Electrical
- Site

The Performance Assessment will support each county in determining capital needs for each facility. The Performance Assessment will evaluate estimated end of life for major components identified above. The Performance Assessment will be delivered in such a way that Library staff can use the study to effectively determine priorities and timelines for future capital improvements and repairs.

Scope of Work

The Consultant shall develop a Facility Performance Assessment for each public library building in Allegany and Garrett counties. It will quantify existing building deficiencies as well as infrastructure deficiencies in existing library structures and provide professional guidance on the replacement schedule.

The Performance Assessment will consist of a single document with a section for each building that can be extracted and utilized independently. It will serve as a defensible guide for the libraries' capital needs as each system seeks to maintain first-class library facilities that meet the needs of the community.

The Performance Assessment will examine current and future infrastructure needs including water, power, and sewage. Site investigations and walk-throughs of each library facility will include visual inspection of mechanicals and envelope condition of the buildings, reported as appropriate. Once completed, the Performance Assessment will be a significant asset to each library's long-range planning efforts.

Specific Tasks

- **Plan** – Develop and follow a work and communications plan for the project with deliverables and milestones.
- **Meet** – Respondents shall:
 - Provide for initial meeting (online) with the leadership teams in each county and the WMRL Director to discuss the project in detail, including but not necessarily limited to:
 - Methodology to be employed;
 - Role of library staff, boards, local elected officials and community leaders;
 - Project timeline;

- Data requirements;
 - Critical planning tasks; and
 - Needs and expectations of the Consultant
- Meet (in person) with board, management staff, local elected officials, and community leaders in order to:
 - Present preliminary findings;
 - Educate and enlighten staff, board, and local elected officials about modern public library facilities
- **Review and Research** – Review existing documents, including:
 - Review current and/or past facilities plans;
 - Review each participant’s strategic plan;
 - Conduct comprehensive site visits at every facility
- **Present** – Incorporate all information gleaned from **Specific Tasks** listed above and:
 - Prepare draft plans;
 - Review draft plans with administrative staff;
 - Incorporate agreed-upon changes;
 - Submit final plans to the libraries
- **Manpower** – The Consultant shall ensure sufficient manpower is available to concurrently perform the services required under this RFP and to complete them on schedule. WMRL reserves the right to require the Consultant to dedicate additional manpower if the work is falling behind schedule.
- **The RFP** - is incorporated by reference into the scope of work

Deliverables

All Deliverables shall be submitted in an electronic format agreed upon in advance by WMRL and the Consultant. They are:

- Draft Facility Performance Assessment
- Draft Facility Performance Assessment, first revision (following staff review)
- Facilities Performance Assessment

Three print copies of the Final Performance Assessment will be presented to the WMRL Director to be distributed to each library system and WMRL.

Project Timeline

The entire Scope of Work shall be completed to the satisfaction of WMRL by May 31, 2026.

Selection Criteria

WMRL reserves the right to select a planning consultant based directly on the proposal or to negotiate further with one or more respondents.

WMRL reserves the right to reject any and all proposals.

WMRL may or may not select a proposal based upon the lowest bid.

The WMRL Director will evaluate the proposals in accordance with the following criteria:

- Understanding project scope and objectives (25%)
- Key project areas, project approach, and methodology to meet the RFP requirements (25%)
- Firm & staff qualifications (10%)
- References and experience with similar projects (10%)
- Total cost (30%)

RFP Availability

This RFP is being made available to select consultants. Questions should be submitted in writing to:

Elizabeth M. Hulett, Director
Western Maryland Regional Library
100 South Potomac Street
Hagerstown, MD 21740
Email: ehulett@wmrl.info

The Director must receive questions regarding this RFP by October 31, 2025.

Proposal Content Requirements

Respondents shall have:

- **Cover letter** – A letter expressing specific interest in being awarded this project. Letter should include a brief synopsis of the proposal, not to exceed

- one page in length, which conveys understanding of the purpose and expected outcomes of the project, including the lowest possible proposed cost.
- **Experience** – A summary of the consultant/firm’s qualifications and experience demonstrating that:
 - Both the firm and the individuals assigned to the project have a minimum of three years experience in facility assessment for libraries.
 - The individual(s) who will have responsibility for the meetings, whether they are employed by your firm or a subcontractor, have a minimum of three years experience in this field.
 - A detailed description of your firm’s involvement in projects of similar size and scope. Please describe any current large projects your firm is working on, as well as the approximate cost of the projects and estimated completion dates.
 - **References** – At least three (3) references in the last five (5) years similar to this project. Provide reference contact information or letter.
 - **Firm Profile** – Address the following:
 - Firm name and address
 - Contact person, title, telephone number, email address
 - Number of years in business
 - **Statement of Qualifications** – A list of key personnel who would be involved in the project and their expertise/experience, including:
 - Statement of the qualifications of your firm and subcontractors (if any), highlighting experience in facilities condition assessments for libraries or other local government facilities.
 - Statement of qualifications and experience of each member of the project team in facilities for libraries or local government. If specific members of the team will have responsibility for specific tasks, please indicate that as well. (No more than one page per member.)
 - **Project Schedule** – Outline your proposed methodology, including responsibilities for WMRL and the county libraries and a timeline noting deliverable(s) due dates and other key dates. The schedule is to include all applicable activities identified under this RFP.
 - **Exclusions or Exceptions** – Note any parts of the proposal that are beyond the expertise of the firm, or best handled by library staff.
 - **Proposed Cost** – Firm, fixed, lump sum for completing the Scope of Work contained herein. The price quoted shall include all materials, labor, supplies, equipment, insurance, travel expenses, taxes, and all other charges related to the job. WMRL will not make any allowance for errors made in job planning by the Consultant.

- **Other Costs** – Hourly rate for each team member for additional consulting services not included in this Scope of Work. Any additional services would be performed only after receipt of written notice to proceed from WMRL.

RFP Standards

- WMRL will not reimburse costs of preparing proposals. The responding firms bear sole risk and responsibility for costs incurred in the preparation of the proposal.
- WMRL reserves the right to cancel the award of contract any time before the execution of the contract by both parties. WMRL reserves the right to reject any or all responses to this Request for Proposal.
- The consultant must comply with all applicable requirements of Federal and State Civil Rights laws and statutes and the Americans with Disabilities Act.
- No WMRL Advisory Board member, WMRL staff member, or staff or Board Member of the public library systems served shall have a financial interest in this proposal.
- In cases of disputes over differences of opinions as to the services in the proposal, the decision of the WMRL Director shall be final.
- WMRL reserves the right to ask for clarification in the proposal if the need arises.
- The successful respondent agrees to comply with all Fair Labor Standards and Prevailing Wage Laws where applicable, and assumes all responsibility for fair and equitable hiring practices.
- The respondent is expected to provide evidence of professional liability insurance in the amount of not less than \$1,000,000.

Respondents must submit an electronic copy of their proposal to:

Elizabeth M. Hulett, Director
Western Maryland Regional Library
100 South Potomac Street
Hagerstown, MD 21740
Email: ehulett@wmrl.info

Proposals must be received with the proposal title and name and address of the respondent by 3:00 p.m. ET on Friday, November 7, 2025. WMRL reserves the right to reject any and all proposals and to waive defects in proposals. Proposals received after the deadline and/or received unsigned will not be considered for award and shall be considered void and unacceptable. All void and unacceptable proposals will be returned. The WMRL Director will notify the consultant chosen within 5 days of the proposal deadline closing.

If your firm is not interested in submitting a bid for this project, would you please submit a formal declination to quote for our records? Thank you in advance for your anticipated interest in work with us on this project.

Western Maryland Regional Library

Facilities Performance Assessment – Request for Proposal

Appendix I

Allegany County Library System – Strategic Plan

<https://tinyurl.com/yhkwt2ee>

Ruth Enlow Library of Garrett County – Strategic Plan

<https://tinyurl.com/jzka3s5p>

Western Maryland Regional Library

Facilities Performance Assessment - Request for Proposal

Appendix II

Allegany County Library System

<u>Locations</u>	<u>Date Built</u>	<u>Square Footage</u>	<u>Notes</u>
Frostburg Library	1999	10,000	
George's Creek Library	2003	4,000	
LaVale Library	2022	18,300	
South Cumberland Library	1982	9,500	<i>Renovated 2017</i>
Washington Street Library	1934	10,000	<i>Add. 1969 - Reno. 2005</i>
Westernport Library	1969	4,000	<i>Renovated 2009</i>
			<i>Currently closed because of significant flood damage</i>

Ruth Enlow Library of Garrett County

<u>Locations</u>	<u>Date Built</u>	<u>Square Footage</u>	<u>Notes</u>
Accident Library	1977	3,600	
Friendsville Library	2025	5,500	<i>Currently under construction</i>
Grantsville Library	2003	5,800	
Kitzmillier Librtary	1920	725	
Oakland Library	1950	12,500	<i>Major addition in 1967 New roof 2025</i>