

## Request for Information

### Introduction

Deschutes Public Library (DPL) is seeking proposals from planning consultants to conduct a community assessment to inform future growth and expansion within Deschutes County.

### Timetable

<b>Select Firm</b>		
1. Responses due back from firms	Team; Firms	Aug 4, 2017
2. Review applications and set up interviews	Team	Week of Aug 11, 2017
3. Interview potential firms	Team	Week of Aug 14, 2017
4. Hire most qualified firm that meets fiscal limits	Team	Aug 18, 2017
<b>Data Gathering and Analysis</b>		
1. Meet with firm to discuss data gathering technique/approach	Team/Firm	Week of Aug 24 - 31, 2017
2. Create survey/data collector	Firm	Sept 1 - 22, 2017
3. Conduct data gathering	Firm	Sept 24 - Oct 13, 2017
4. Analyze data and prepare report of findings	Firm/Team	Oct 16 - Nov 3, 2017
5. Present data to Board	Team/Firm	Nov 29, 2017

### Project Characteristics

We are seeking to create a community center to serve as the hub for culture and the arts, for literature and entertainment, for early childhood learning and hands-on play, and for dynamic and cutting-edge technology. It will incorporate flexible interior and exterior spaces for a multitude of community uses and gatherings and will celebrate the region's rich heritage and natural beauty.

We seek bids from companies who are proficient in creating, implementing and analyzing community assessments. The intent of this project is to gather data from our communities throughout Deschutes County to assess the region's interest in and support of a future community center as well as gather relevant community trends and demographic information.

### Desired Outcomes

- Relevant community data identified and gathered to assist in planning.
- Community needs and level of support for future services identified.
- Level of community support for and interest in proposed project identified.
- Study represents the demographic make-up (seniors, low income, families).

### **Required Information from Interested Firms**

Include the following information:

- Name and address of firm
- Principals of firm
- Resumes or brief background descriptions including relevant experiences of the proposed project staff
- Description of previous experience with community assessments and vision work
- A list of at least three projects of similar scope and size
- Description of how the firm would approach the project
- Project cost estimate
- Commitment to complete community assessment and evaluation by November 3, 2017.

### **Information Submission**

All quotes must be submitted as an electronic copy in PDF format. Quotes are due **Friday, August 4** by 2:00 p.m. and shall be delivered to:

[toddd@deschuteslibrary.org](mailto:toddd@deschuteslibrary.org)

### **For questions or clarification please contact:**

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