



San Mateo
County
Libraries

San Mateo County Libraries

REQUEST FOR PROPOSALS

FOR

Library Needs Assessment and Facility Planning Services

Release date: July 27, 2026

Responses due: August 31, 2026 by 3:00 p.m.

SAN MATEO COUNTY LIBRARIES

REQUEST FOR PROPOSALS

Library Needs Assessment and Facility Planning Services

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Statement of Intent

San Mateo County Libraries ("Library") seeks proposals from qualified firms or consultants in response to this Request for Proposals (RFP) to provide planning and assessment services for one or more of the following projects:

- 1) Woodside Library Needs Assessment
- 2) North Fair Oaks Library Needs Assessment
- 3) Administration Building Facility Needs Assessment

Through these projects, the Library seeks to evaluate current conditions, identify current and future service and facility needs, and develop recommendations to inform future planning, capital investment, and operational decision-making.

Firms or Consultants ("Proposers") may submit a proposal for one project, multiple projects, or all projects. Each proposal shall clearly identify the applicable project(s). For proposals addressing more than one project, Proposers shall provide separate scope, schedule, and fee information for each project and may also identify any efficiencies available if multiple projects are awarded to the same Proposer.

The Library reserves the right to award one, multiple, all, or none of the projects, including awarding projects individually or in combination to one or more Proposers, as determined to be in the best interest of the Library, and to negotiate final scope, schedule, and compensation in accordance with applicable laws, policies, and procedures.

Nature of Services Required

The Library seeks qualified Proposers to provide planning and assessment services for one or more of the projects described in this RFP. Proposers may recommend refinements to the Scope of Work to improve project outcomes; however, proposals shall clearly identify any such refinements and shall also respond to the Scope of Work described in this RFP.

The selected Proposers shall provide all labor, supervision, materials, and incidentals necessary to complete the project(s) awarded. Services may include, as applicable to each project, review of existing documents and data, including relevant demographic, usage, facility, and operational information; site visits; stakeholder and community engagement through meetings, interviews, focus groups, surveys and other appropriate methods; assessment of current conditions and future needs; development of findings and recommendations; preparation of draft and final deliverables; and presentation of results.

The scope of work for each project shall align with and build upon relevant prior planning efforts and background materials identified by the Library, including the [San Mateo County Libraries Strategic Plan 2025-2030](#) and other project-specific reference documents.

For each project proposed, the Proposers shall include a project schedule identifying key milestones for project initiation; document and data review; engagement activities, as applicable; draft deliverables; Library review; final deliverables; and presentation of findings. Proposers shall also describe the meetings, interviews, site visits, presentations, and other engagement activities included in the proposed scope of work, including the number and type assumed for each project.

Project Descriptions and Scope of Work

Project 1 - Woodside Library Needs Assessment

Woodside Library - 3140 Woodside Rd, Woodside, CA 94062

Project Background

The Woodside Library is a rustic 4,500 square foot building of open design with a cathedral ceiling that was constructed in 1968 and remodeled in 2016. The library has a service population of 5,206 and welcomes 57,717 visitors annually*. Since the remodel, the Town of Woodside has embarked on updating the [Town Center Area Plan](#) which contains policies, standards, and guidelines for land uses, new or modified buildings, placemaking, mobility, parking, open space, and utilities.

This planning effort builds on the Town Center's historic roots and quaint character while exploring ideas for new housing opportunities and walkable public spaces, improved parking and movement for vehicles, pedestrians, equestrians, and bicycles, and enhanced streetscape design and public amenities. The updated plan will identify the desired and appropriate land uses and transportation facilities that best serve the Woodside community.

A Library Needs Assessment was approved by the Library JPA Governing Board in June 2026 to aid in identifying library improvement and expansion opportunities.

*2024-2025 CA Public Library Survey Statistics for Woodside Library

Size	Date Built	Year Library Remodeled	Days / Hours Open (weekly)	Service Population	Library Visitors (annually)	Volumes in Collection	Circulation (annually)	Staff FTE	Seating	Number of Public Computers
4,500 Sq Ft	1968	2016	7 Days, 61 Hours	5,206	57,717	16,801	74,651	5.50	48	14

Project Objectives

- Evaluate current and future community needs within the service area.
- Assess how the existing library facility supports or constrains access to library collections, programs, services, technology, and community spaces.
- Identify space, facility, and operational needs necessary to support library service delivery and respond to community priorities.
- Develop recommendations to guide future library planning, facility investments, service enhancements, and operational improvements.

Scope of Services

The selected Proposers shall review and consider relevant demographic, facility, service, and community data, as well as planning documents, facility information, and other background materials provided by the Library and Town of Woodside; assess current library services and facilities; conduct community and stakeholder engagement; and develop recommendations that address current and future needs.

The selected Proposer shall develop and implement an engagement strategy that gathers meaningful input from residents, stakeholders, and community partners and utilizes outreach methods appropriate to the service area to encourage broad participation throughout the assessment process.

As appropriate, the Proposer may incorporate benchmarking, best practices, and comparative information from similar or peer library facilities to inform findings and recommendations.

Deliverables

The selected Proposer shall provide the following deliverables:

- Copies of any communication items such as meeting agendas, meeting minutes, surveys/questionnaires, etc.
- A draft of the Library Needs Assessment Report for the Library and Town of Woodside review and feedback.
- A final Library Needs Assessment Report incorporating feedback. The final report shall include:
 - an executive summary of key findings and recommendations;
 - an assessment of current and future library service, space, facility, and operational needs;
 - prioritized recommendations for future library services, facilities, programs, and operational improvements;
 - an implementation roadmap identifying recommended actions, capital improvement opportunities, and short, medium, and long-term priorities; and
 - appendices documenting community and stakeholder engagement activities, including a summary of outreach methods, community input received, and key findings.

- Two (2) printed and bound copies, and an electronic copy, of the final Library Needs Assessment Report.
- Electronic copies of all final deliverables in Microsoft Word, Excel (if applicable), and PDF formats.
- Presentation materials summarizing key findings and recommendations.

Project Outcome

The completed Library Needs Assessment shall provide the Library and Town of Woodside with a comprehensive understanding of the current and future needs of the Woodside Library. The assessment shall identify opportunities to enhance library services, facilities, programs, and spaces and provide recommendations to guide future service enhancements, facility investments, operational improvements, and long-range planning efforts.

[Project 2 - North Fair Oaks Library Needs Assessment](#)

North Fair Oaks Library - 2510 Middlefield Rd, Redwood City, CA 94063

Project Background

The 3,800 square foot North Fair Oaks Library serves the unincorporated North Fair Oaks community as well as Redwood City residents. It is a popular and well-used community destination with 82,009 library visitors annually*.

The North Fair Oaks Library is located along the Middlefield Road corridor, where the County of San Mateo has invested in a comprehensive streetscape improvement project to create a safer, more walkable, and vibrant community main street. Together with the co-located Human Services Agency, these investments reinforce North Fair Oaks Library as a central hub for learning, public services, and community life.

Since opening in its current location in 1995, the library has been supported through a collaborative funding and operations model, with the County owning the facility and Redwood City historically operating the library. Operational responsibility for the North Fair Oaks Library was assumed by San Mateo County Libraries in 2021, and a cost-sharing agreement is currently in place with Redwood City.

A Library Needs Assessment was approved by the Library JPA Governing Board in June 2026 to aid in identifying community needs and opportunities for future library improvements and expansion.

***2024-2025 CA Public Library Survey Statistics for North Fair Oaks Library**

Size	Year Built	Year Remodeled	Days/ Hours Open(weekly)	Service Population**	Library Visitors (annually)	Volumes in Collection	Circulation (annually)	Staff FTE	Seating	Number of Public Computers
3,800 Sq Ft	1974	2018	7 days, 61 hours	25,015	82,009	13,175	29,556	6.50	47	20

** In addition to serving the unincorporated North Fair Oaks community (about 14,027 people), it also serves adjacent Redwood City neighborhoods, bringing the total service population to 25,015.

Project Objectives

- Evaluate current and future library service needs within the service area.
- Assess how the existing library facility supports or constrains access to library collections, programs, services, technology, and community spaces.
- Conduct an inclusive and culturally responsive needs assessment that reflects the diverse perspectives, experiences, and priorities of the North Fair Oaks community.
- Identify space, facility, and operational needs necessary to support library service delivery and respond to community priorities.
- Develop recommendations to guide future library planning, facility investments, service enhancements, and operational improvements.

Scope Of Services

The selected Proposer shall review and consider relevant demographic, facility, service, and community data, as well as Library and County planning documents, facility information, and other background materials provided by the Library and County; assess current library services and facilities; conduct community and stakeholder engagement; and develop recommendations that address current and future needs.

The selected Proposer shall develop and implement an inclusive and culturally responsive engagement strategy that reflects the demographics of the service area, gathers meaningful input from residents, stakeholders, and community partners, and utilizes outreach methods designed to reduce barriers to participation and encourage broad community involvement.

The selected Proposer shall provide language access services, including Spanish translation and interpretation for outreach materials and engagement activities, and shall recommend additional language access services as appropriate.

Deliverables

The selected Proposer shall provide the following deliverables:

- Copies of any communication items such as meeting agendas, meeting minutes, surveys/questionnaires, etc.
- A draft Library Needs Assessment Report for Library and County review and feedback.
- A final Library Needs Assessment Report incorporating feedback. The final report shall include:
 - an executive summary of key findings and recommendations;
 - an assessment of current and future library service, space, facility, and operational needs;
 - prioritized recommendations for future library services, facilities, programs, and operational improvements;
 - an implementation roadmap identifying recommended actions, capital improvement opportunities, and short-, medium-, and long-term priorities; and
 - appendices documenting community and stakeholder engagement activities, including a summary of outreach methods, translation and interpretation support provided, community input received, and key findings.
- Two (2) printed and bound copies, and an electronic copy, of the final Library Needs Assessment Report in English.
- Two (2) printed and bound copies, and an electronic copy, of the final Library Needs Assessment Report in Spanish.
- Electronic copies of all final deliverables in Microsoft Word, Excel (if applicable), and PDF formats.
- Presentation materials summarizing key findings and recommendations.

Project Outcome

The completed Library Needs Assessment shall provide Library and County with a comprehensive understanding of the current and future needs of the North Fair Oaks community. The assessment shall identify opportunities to enhance library services, facilities, programs, and spaces and provide recommendations to guide future service enhancements, facility investments, operational improvements, and long-range planning efforts.

Project 3 - Administration Building Facility Needs Assessment

Administration Building - 125 Lessingia Court, San Mateo, CA 94402

Project Background

The Library Administration Building is a 16,342-square-foot facility originally constructed in 1960 and recently remodeled in 2023. This County-owned building houses all of the support divisions (administration, HR, finance, IT, programming, communications, collections and technical services, etc.) that perform administrative and operational functions essential to the overall library organization and its community services.

A Facility Assessment was approved by the Library JPA Governing Board in June 2026.

As the Library plans for the system's future use and long-term needs, a facility needs assessment is required to evaluate existing conditions, identify operational and space requirements, and inform future planning decisions.

Data for Administration Building

Size	Year Built	Year Remodeled	Staff Positions	Seating	Number of Computers
16,342 Sq Ft	1960	2023	53	57	57

Project Objectives

- Evaluate the current functionality, condition, and utilization of the Administration Building.
- Assess how the Administration Building supports the Library operations, staff needs, operational workflows, and support functions.
- Identify current and future space, facility, and operational requirements necessary to support organizational needs.
- Develop recommendations to improve facility functionality, operational efficiency, space utilization, and long-term facility performance, including opportunities for renovation and reconfiguration.
- Provide a framework, including cost modeling, to support informed decision-making regarding future facility improvements, capital investments, and long-range planning efforts.

Scope of Services

The selected Proposer shall review relevant facility, operational, organizational, and staffing information, as well as building plans, facility documentation, and other background materials provided by the County and Library; assess existing facility conditions, space utilization, and operational workflows; engage the Library and County staff and stakeholders; and develop recommendations that address current and future facility needs.

The selected Proposer shall evaluate how effectively the Administration Building supports the Library operations and staff needs, identify operational and spatial challenges, and assess opportunities to improve facility functionality, efficiency, and utilization.

The selected Proposer shall identify opportunities for facility improvements, renovations, space reconfigurations, conceptual planning options, and other planning considerations that support current and future operational needs, including evaluating the feasibility and potential benefits of relocating administrative functions to an alternative facility or site, as appropriate.

Deliverables

The selected Proposer shall provide the following deliverables:

- Copies of any communication items such as meeting agendas, meeting minutes, surveys/questionnaires, etc.
- A draft Facility Needs Assessment Report for the Library review and feedback.
- A final Facility Needs Assessment Report incorporating feedback. The final report shall include:
 - an assessment of existing conditions, space utilization, operational workflows, and facility challenges;
 - an evaluation of current and future facility, space, and operational needs;
 - recommendations for facility improvements, renovations, space reconfigurations, and conceptual planning options;
 - implementation priorities, phasing strategies, and preliminary cost estimates; and
 - supporting documentation summarizing key findings and planning considerations.
- Two (2) printed and bound copies, and an electronic copy, of the final Facility Needs Assessment Report.
- Electronic copies of all final deliverables in Microsoft Word, Excel (if applicable), and PDF formats.
- Presentation materials summarizing key findings, recommendations, conceptual planning options, and implementation strategies.

Project Outcome

The completed Facility Needs Assessment shall provide the Library with a comprehensive understanding of current and future facility needs within the Administration Building. The assessment shall identify opportunities to improve functionality, operational efficiency, and space utilization and provide recommendations to support informed decision-making regarding future facility improvements, capital investments, and long-range planning efforts.

Other Background

San Mateo County Libraries was established by the Board of Supervisors in 1912 under the authority of the California County Free Library Law of 1911. In 1999, the Library Joint Powers Authority was established. The Library is a separate, independent entity with its own Governing Board, consisting of elected officials from each member.

The Library operates thirteen libraries in the communities of Atherton, Belmont, Brisbane, East Palo Alto, Foster City, Half Moon Bay, Millbrae, North Fair Oaks, Pacifica, Portola Valley, San Carlos, and Woodside. Approximately 274,000 people live within the boundaries of our legal taxing district which covers 351 square miles.

Our Strategic Plan 2025-2030, developed through a year-long effort to ensure robust, thorough and broad-based community engagement, reflects our commitment to evolving alongside our communities, building on existing strengths while identifying areas for growth.

Our Vision: Where community grows and thrives

Our Mission: Together, we build meaningful connections and inspire lifelong curiosity

San Mateo County Libraries is able to deliver high quality library services in a cost effective and efficient manner through the careful distribution of resources. Internal economies of scale are achieved because support activities are centralized and shared. The Library's fiscal year begins on July 1 and ends on June 30. More detailed information about the Library can be found on our webpage at www.smcl.org.

Request for Proposals Schedule of Events

The Request for Proposals (RFP) schedule represents the best estimate of the timeline that shall be followed. The Library reserves the right, at its sole discretion, to adjust this schedule as it deems necessary.

1.	Library Issues RFP	July 27, 2026
2.	Deadline for Questions and Comments	August 10, 2026
3.	Library Issues Responses to Questions and Comments	August 17, 2026
4.	Deadline for Submitting a Proposal	August 31, 2026
5.	Library Completes RFP Proposal Evaluation	September 8, 2026
6.	Anticipated Contract Start Date	September 2026

Contract Duration

The Library intends to enter into a one-year contract with one or more Proposers for these services. The form of contract the prevailing Proposer must be willing to execute is attached hereto as Attachment A on page 19.

Submitting a Project Proposal

This RFP seeks proposals from any and all interested and qualified Proposers. Proposers must be able to show that they are capable of performing the services requested, though the Library will not exclude any vendor solely based on an inability to satisfy every requirement. Relevant evidence includes, but is not limited to, the respondent's demonstrated competency and experience in delivering services of a similar scope and type.

By submitting a proposal, each Proposer certifies that its submission is not the result of collusion or any other activity which would tend to directly or indirectly influence the selection process. The proposal will be used to determine the Proposer's capability of rendering the services to be provided. The failure of a Proposer to comply fully with the instructions in this RFP may eliminate its proposal from further evaluation as determined at the sole discretion of the Library. The Library reserves the sole right to evaluate the contents of proposals submitted in response to this RFP and to select a contractor, if any. If changes to the RFP are warranted, they will be made in writing, clearly marked as Addenda to the RFP, and posted to the website (www.smcl.org). It is the responsibility of

each Proposer to check the website (www.smcl.org) for changes and/or clarifications to the RFP prior to submitting a response. A Proposer's failure to do so will not provide a ground for protest.

Costs for developing proposals are entirely the responsibility of the Proposer and shall not be charged to the Library or otherwise reimbursed by the Library. The RFP and all materials submitted in response to this RFP will become the property of the Library.

Project proposals must be received by the Library by August 31, 2026 at 3:00 pm PDT.

Please refer to "Proposal Submission Requirements" for additional instruction.

**Proposals should be delivered via email to
Rachel McDonnell, RFP Coordinator
mcdonnell@smcl.org.**

Proposals received late will not be opened or given any consideration for the proposed services unless doing so is deemed to be in the best interest of the Library, as determined at the sole discretion of the Library.

Communication Regarding the RFP

Upon release, all communications concerning this RFP must be directed to Rachel McDonnell, the RFP Coordinator. Unauthorized contact regarding the RFP with other Library employees, Town of Woodside, or San Mateo County staff may result in disqualification.

**Written comments and/or questions should be submitted by email to
Rachel McDonnell at mcdonnell@smcl.org by August 10, 2026.**

The Library shall respond in writing and reserves the right, at its sole discretion, to determine appropriate and adequate responses to written comments, questions, and requests for clarification. Responses will be posted on the [Library's website](#) by August 17, 2026.

Contract Award Not Guaranteed

The RFP and selection processes do not obligate the Library and do not create any rights or claims of entitlement with respect to any Proposer. Contract award shall commence only after the contract is signed by the Contractor and by Library officials as required to establish a legally binding contract.

Public Records Act

Government Code Sections 7920.000 *et seq.*, the California Public Record Act, defines a public record as any writing containing information relating to the conduct of the public business. The Public Record Act provides that public records shall be disclosed upon written request and that any member of the public has a right to inspect any public record unless the document is exempted from disclosure.

Be advised that any contract that eventually arises from this RFP is a public record in its entirety. Also, all information submitted in response to this RFP is itself a public record without exception. Submission of any materials in response to this RFP constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you are consenting to release of such materials by the Library if requested under the Public Records Act without further notice to you and, (2) you agree to indemnify and hold harmless the Library for release of such information.

If the Library receives a request for any portion of a document submitted in response to this RFP, the Library will not assert any privileges that may exist on behalf of the person or entity submitting the proposal, and the Library reserves the right to disclose the requested materials without notice to the party who originally submitted the requested material. To the extent consistent with the Public Records Act and related case law, the Library and/or its officers, agents, and employees retain discretion to release or withhold any information submitted in response to this RFP.

Submission of a proposal constitutes a complete waiver of any claims whatsoever against the Library and/or its officers, agents, or employees that the Library has violated a Proposer's right to privacy, disclosed trade secrets, or caused any damage by allowing the proposal to be inspected.

Proposal Evaluation

All proposals received will be evaluated by an RFP Evaluation Committee. During the evaluation process, the Library may require a Proposer's representative to answer specific questions orally and/or in writing. The most qualified individual or firm will be selected based on the overall strength of each proposal. The evaluation is not restricted to considerations of any single factor, such as cost. The Library reserves the right to negotiate with any provider in working to finalize an agreement. Refusal to engage in prompt negotiations, or refusal to negotiate in good faith, may result in Library selection of a different Proposer, at Library's sole discretion.

The criteria used in the evaluation will include the following:

- Qualifications and experience, including capability and experience of key personnel and experience with other public agencies to provide similar services in the State of California
- Proposed approach, including clarity of understanding of the scope of services to be provided and appropriateness of the proposed solution/services
- History of successfully managing other contracts with public agencies, County Free Libraries and Joint Powers Authorities
- Ability to meet any required timelines and other requirements
- Claims and violations involving your organization
- Cost to the Library for the primary services described by this RFP
- References
- Proposer's willingness to accept the terms of our standard form of agreement, which will be used as the basis for the resulting contract.

The Library may consider any other criteria it deems relevant, and the Evaluation Committee is free to make any recommendations it deems to be in the best interest of the Library. Inaccuracy of any information supplied within a proposal or other errors may constitute grounds for rejection of the proposal. However, the Library may, at its sole discretion, correct errors or contact a Proposer for clarification.

Note that the Library reserves the right to evaluate proposals solely based on each vendor's written submission. In relation to written materials, evaluation will be performed only on the material included directly in the proposal itself unless otherwise indicated or requested by the Library. The Evaluation Committee will not access company websites or read sales brochures, marketing materials, or white papers in evaluating vendor experience or proposed methodology unless doing so is in the Library's best interest. You may submit additional materials or reference on-line information in your proposal if you wish, but these will not necessarily be considered during the proposal evaluation process.

Notice to Proposers

The Library is not required to give notice to Proposers in any specific format or on any particular timeline. At some point prior to execution of a final agreement for the requested services, the Library will notify those who submitted proposals of their non-selection. Proposers may be notified at different times depending on the needs of the Library.

Protest Process

If a Proposer desires to protest the selection decision, the Proposer must submit by email a written protest within five (5) business days after the delivery of the notice about the decision. Protests received after the deadline will not be accepted. Protests must be in writing and must state all the specific ground(s) for the protest. A protest that merely addresses a single aspect of the selected proposal (for example, comparing the cost of the selected proposal in relation to the non-selected proposal) is not sufficient to support a protest.

The RFP Coordinator will respond to a protest within ten (10) business days of receiving it. The decision of the RFP Coordinator will be final. The protest letter must be sent by email to: Rachel McDonnell, RFP Coordinator, mcdonnell@smcl.org.

Administrative Requirements

A written Agreement using the Library's standard template (sample attached) showing required material terms will be finalized between the Library and Contractor containing the terms and conditions of the selected proposal between the two parties. Proposers that cannot accept any of the terms in the sample attached agreement should explicitly note such exceptions in their proposals. Proposals will be evaluated based upon willingness to accept sample contract terms.

If the services being requested will require you or your employees to travel to the Bay Area, and if the Library opts to permit travel expenses to be reimbursed, there are some general guidelines regarding reimbursement rates that will apply. In general, the following restrictions should be kept in mind: reimbursement for the actual cost of lodging, meals, and incidental expenses ("LM&I Expenses") is limited to the then-current Continental United States ("CONUS") rate for the location of the work being done, as set forth in the Code of Federal Regulations and as listed by the website of the U.S. General Services Administration (available online by searching www.gsa.gov for the term 'CONUS'); airline and car rental travel expenses ("Air & Car Expenses") are limited to reasonable rates obtained through a cost-competitive travel service (for example, a travel or car-rental website), with air travel restricted to coach/economy fares and car rental rates restricted to the mid-level size range or below; and certain other reasonable travel expenses ("Other Expenses") such as taxi fares, parking costs, train or subway costs, etc. may be reimbursable on an actual-cost basis. You should not assume that the Library will permit travel from the Bay Area to be reimbursed, and your proposal should include such travel costs, if applicable. Travel costs should be minimized or eliminated in order for a proposal to be competitive.

Proposal Submission Requirements

All proposals prepared should have consecutively numbered pages, including any exhibits, charts, or other attachments.

Provide a one-page cover letter on your letterhead which includes the address, phone numbers, and e-mail address of the contact person or persons and an indication of who is authorized to represent the Proposer in negotiations. Unless the Proposer is an individual, all proposals must be signed with a firm/company/partnership/entity name and by a responsible officer or employee indicating that officer or employee's authorization to commit the Proposer to the terms of the proposal. Obligations assumed by such signature must be fulfilled.

The Proposer should include all information that it feels will enable the Library to make a decision. Failure of the Proposer to provide specific, detailed information may result in its proposal being rejected in favor of a sufficiently detailed proposal.

Please ensure that your proposal includes the following sections:

Section 1-Proposer Qualifications and Experience:

All respondents must provide the following information and should disclose the office, location, and staff that will be providing services to San Mateo County Libraries:

- Affirmation that the office has successfully completed two or more engagements of similar agencies such as governments or libraries. List two of the agencies where similar services were performed by the Proposer. Include a list of Proposer staff that provided the services and a short description of the services provided.
- Proposals shall include a statement by the firm as to its plans and commitments regarding continuity of personnel. The Library reserves the right to request replacement of any members of the consultant's team prior to and during the course of the contract if circumstances warrant, and similarly, the Library requests that it be notified, in advance, of any changes made by the consultant concerning the make-up of the consultant's team after work has begun.
- Provide information regarding the number, qualifications, experience and training of specific staff to be assigned to this work.

Section 2-Specific Project Approach:

Provide the following information on the Proposer's approach for one project, multiple projects, or all projects:

- Provide a straightforward, concise description of the consultant's capabilities to satisfy the project requirements.
- Submit a work plan with a timeline to accomplish the Scope of Work of the project(s).

The work plan should include time estimates for each significant segment of the work and the level of staff to be assigned. Where possible, individuals should be named and their titles provided. The work plan should list outcomes to be accomplished.

Section 3-Cost to the Library for Primary Services:

Provide a detailed explanation for all costs associated with providing the requested services for the project specified. The proposal should contain all pricing information relative to performing the work as described in this RFP. The total all-inclusive maximum price is to contain all direct and indirect costs including all out-of-pocket expenses. These prices will not be considered a firm fixed contract.

If there is work the Proposer is recommending outside of the Scope of Work of this contract, cost for those services shall be identified separately and included.

Progress payments will be made on the basis of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the cost proposal. Interim billings shall cover a period of not less than a calendar month. Please state briefly any qualifications you may have regarding your proposed fees (e.g., out of pocket expenses, fee increases, extraordinary services, etc.).

If it should become necessary for the Library to request the Proposer to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the Library and the Contractor that is signed by both parties. Any such additional work agreed to between the Library and the contractor shall be performed at the same rates set forth in the schedule of fees and expenses included in the proposal.

Section 4-References:

List at least three business references for which you have recently provided similar services, preferably from library systems, or public agencies. Include contact names and phone numbers for all references provided.

Section 5-Claims and Violations Against Your Organization:

Please list any current violations or claims against you/your organization and those having occurred in the past five years, especially those resulting in claims or legal action against you. Similarly, please list any claims you have made against public entity clients within the past five years, and identify the entity claimed against and the outcome.

Section 6-Statement of Compliance with Library Contractual Requirements:

A sample of the Library's standard contract accompanies this RFP. Each proposal must include a statement of the Proposer's commitment and ability to comply with each of the terms of the Library's standard contract. In addition, the Proposer should include a statement that it will agree to have any disputes regarding any contract venued in the Superior Court for the County of San Mateo or the United State District Court for the Northern District of California. Proposals must advise the Library of any objections to any terms in the Library's contract template and provide an explanation for the inability to comply with the required term(s). If no objections are stated, the Library will assume the Proposer is prepared to sign the Library contract as-is.

Please note that the sample standard contract that accompanies this RFP is a template and does not constitute the final agreement to be prepared for the provider that is selected. Please do not attempt to insert missing information and/or complete the sample contract. Once a provider is selected, the Library will work with the selected provider to prepare a provider-specific contract using the template. However, each proposal should address the general terms of the standard contract as outlined in the accompanying template.

Attachment A – Sample Agreement

Agreement Number: 37000-XX-DXXX

THIS AGREEMENT, made and entered into this _____ day of _____, by and between XXXXXXXX, hereinafter called "Contractor", and San Mateo County Libraries, 125 Lessingia Court, San Mateo, CA 94402, hereinafter called "Library."

IT IS AGREED that the Contractor for and in consideration of the covenants, conditions, agreements and stipulations of the Library hereinafter expressed does hereby agree to furnish to the Library services and materials as follows and/or as described on exhibits attached to and incorporated herein and thereby made part of this Agreement.

Contractor will provide to the Library the following materials and/or services: See Exhibit A.

CONTRACT PERIOD will be from X to X unless terminated earlier under the terms of the Agreement. The Agreement for services as described in Exhibit A is for a X (#) year period.

COMPENSATION AND PAYMENT SCHEDULE: The Library will pay Contractor for materials and services as described in Exhibit A and Exhibit B and upon receipt of approval of invoices when submitted. The Library will pay Contractor for services performed herein a total of Dollar Amount (\$XX,XXX). Library reserves the right to withhold payment if the Library determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for services under this Agreement exceed \$XX,XXX.

Payments are sent to:

Company

Address

Invoices are to be submitted to:

San Mateo County Libraries

125 Lessingia Court

San Mateo, CA 94402

ADDITIONAL PROVISIONS set forth on pages 2-3 and Exhibits A and B hereof constitutes a part of this Agreement.

THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the date and year first above written.

CONTRACTOR

SAN MATEO COUNTY LIBRARIES JPA

Contractor Signature/ Date

Director of Library Services Signature/ Date

Contractor Tax I.D. Number

Chair, JPA Governing Board Signature/ Date

ADDITIONAL PROVISIONS

1. Contractor agrees that the work/services performed under this Agreement are performed as an independent contractor and that its officers and employees do not become employees of the Library nor are they entitled to any of the rights, privileges, powers or advantages of Library employees.
2. Contractor shall indemnify and defend Library, its officers and employees from any and all claims, damages, and liability in any way occasioned by or arising out of the performance of this Agreement, including but not limited to those resulting from the concurrent negligence of Library, its officers or employees.
3. Contractor agrees and understands that the Library does not provide Workers' Compensation Insurance to, or on behalf of, the Contractor for the work/services to be performed and that the Library will not withhold Federal or State Income Taxes from monies due the Contractor for work/services performed, but that said taxes are the sole responsibility of Contractor. Contractor shall provide necessary Workers' Compensation Insurance at Contractor's own cost and expense.
4. As required by Chapter 2.88 of the San Mateo County Ordinance Code, Contractor certifies all contractor(s) and subcontractor(s) obligated under this contract shall fully comply with the provisions of the County of San Mateo Living Wage Ordinance, including, but not limited to, paying all Covered Employees the current Living Wage or more and providing notice to all Covered Employees and Subcontractors as required under the Ordinance. The Library has the power to audit Contractor in order to monitor compliance.
5. The Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all operations under this Agreement, whether such operations be by himself/herself or by any subcontractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than \$1,000,000. All contractors performing work/services with the County Library must have a minimum of \$1,000,000 general liability insurance, \$1,000,000 auto insurance, and, to the extent legally required, statutory workers' compensation insurance, and the County Library must be named as an additional insured by insurer-issued written endorsement, a copy of which shall be provided to the Director of Library Services prior to initiation of work by contractor. Carrier's liability insurance at \$0.60 per pound, per item will also be provided.
6. Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of Library, and any attempted assignment without such prior written consent in violation of this Section shall automatically terminate this Agreement.
7. Library may, at any time from execution of Agreement, terminate this Agreement, in whole or in part, for the convenience of the Library, by giving written notice specifying the effective date and scope of such termination. Termination shall be effective on a date not less than thirty (30) days from notice. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the Library and shall be promptly delivered to the Library. In the event of termination, Contractor shall be paid for all work satisfactorily performed until termination, except where the Library determines the quality or quantity of the work performed is unacceptable. Such payment shall be that portion of the full payment, which is determined by comparing the work/services completed to the work/services required by the Agreement.

8. Contractor shall obtain any license, permit, or approval if necessary from any agency whatsoever for the work/services to be performed at Contractor's own expense, prior to commencement of said work/services or forfeit any right to compensation under this Agreement.
9. No alteration or variation of terms of this agreement shall be valid unless made in writing and signed by both parties hereto.
10. No person shall illegally be excluded from participation in, denied the benefits of, or be subjected to discrimination under this Agreement on account of their race, creed, color, sex, sexual orientation, age, disability or national origin. Contractor shall ensure full equal employment opportunity for all employees under this Agreement.
11. Contractor shall maintain all records related to this Agreement for no less than three (3) years after the Library makes final payment or after termination of this contract and all other pending matters are closed. All records shall be subject to the examination and/or audit by agents of the Library, the State of California and/or Federal grantor agencies.
12. This Agreement, including Exhibit "A" and Exhibit "B" attached hereto and incorporated herein by reference, constitutes the sole Agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the Library Director. In the event that any term, condition, provision, requirement or specification set forth in this body of the agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this agreement, the provisions of this body of the agreement shall prevail. This Agreement, or facsimile proposal of the Agreement, constitutes the entire Agreement between Library and Contractor.
13. This Agreement, including any exhibits, shall for all purposes be deemed subject to the laws of the State of California, and in the event of a lawsuit concerning this Agreement shall be venued in the Superior Court for the County of San Mateo or the United States District Court for the Northern District of Calif