

### **Task 1 – Space Needs and Service Assessment**

The consultant will evaluate the community's library needs and create an overall assessment of current and future space and service requirements. The assessment will include, but it is not limited to the following areas:

- Creating flexible and adaptive spaces focusing on meeting the needs of the community
- Longview Room materials
- Public and staff square footage
- Friends of the Library and Library Foundation space analysis
- Shelving capacity & needs analysis, along with optimal scenarios
- Print, audiovisual and technology capacity analysis
- Functional proximities analysis
- Parking analysis
- Storage needs/approaches
- Meeting, programming, and exhibit space analysis
- Study room/space
- Access to power for electronic devices
- ADA requirement analysis
- Security issues
- Library as place (adequacy and capacity for features such as café, study rooms/areas, seating)
- Recommendations regarding public service desk locations and configurations
- Recommendations regarding space-related aspects of other potential library uses
- Technology recommendations
- Spaces for potential service and non profit organizations

### **Task 2 – Facility and Service Recommendations**

- A. Assessment of the current library layout: Recommendations for greater efficiencies and effectiveness through reconfiguration of public and staff spaces will be included. These recommendations will reflect ideas on how to optimize flexibility and service delivery.
- B. Three concept building layouts: The plans will be developed using the building program developed in Task 1 and will reflect innovative approaches to spaces and service. Green/Sustainable options will be explored.
- C. Site Analysis: Options for parking will be explored.

### **Task 3 – Cost Analysis**

- A. A budget level cost estimate of 3 concept design plans.
- B. Options for phased construction will be explored based on a prioritized timeline.
- C. The Impact on operational dollars of the 3 options will be explored.

### **Task 4 - Funding Analysis**

- A. Assessment of funding mechanisms: A brainstorming session on funding strategies with follow up meeting notes.

## **Longview Library Scope of Services**

### **OUTLINE OF WORK**

#### **Task 1: Space Needs and Service Assessment**

##### **DATA GATHERING + ANALYSIS**

- Visit 1: One day: start work, tour facility, 1-2 meetings staff meetings
- Visit 2: Two to three (2-3) stakeholder group meetings, evening community meeting
- Collect and analyze data and prepare library program (including text and spreadsheets)
- Document existing building

##### **REPORTING**

- Visit 3: Present Preliminary Findings
- Video Conference: Present Draft Report
- Revise library program based on initial and subsequent feedback
- Visit 4: Present final report to Library Steering Committee / Discuss Initial design thoughts

#### **Task 2: Facility and Service Recommendations**

##### **DESIGN**

- Assess current layout and determine three (3) design scenarios
- Visit 5: Present three (3) design scenarios to Library Steering committee and Community
- Revise design scenarios based on feedback
- Video Conference: Present refined design scenarios

#### **Task 3: Cost Analysis**

- Video Conference: Present Budget Estimate for three (3) design scenarios
- Refine Budget Estimates based on feedback and issue final cost estimate

#### **Task 4: Funding Analysis**

- Visit 6: Funding Mechanism Analysis Brainstorming Session
- Issue Final Report

#### **Deliverables**

- Library Needs Assessment:
  - Assessment Goals
  - Methodology outline
  - Library Vision and Service Goals
  - Community description
  - Current Services overview
  - Space Needs Recommendations
  - Building Program
  - Space descriptions and Adjacency Diagram
- Graphics to support stakeholder meetings and community events (display boards and digital presentation)
- Stakeholder Meeting Notes
- Concept Building Design Plans (three options)
- Concept Parking Plans
- Cost Report for three (3) design options
- Notes from funding analysis brainstorming session
- Final report compiling all of the above.