



REQUEST FOR PROPOSAL
For
Pikes Peak Library District – Consulting
Services for Facilities Master Plan

PIKES PEAK LIBRARY DISTRICT
Colorado Springs, CO

RFP # 490-23-02-DIST

The Pikes Peak Library District (PPLD) invites consultants, with the qualifications as stated herein, to submit a response to a Request for Proposal (RFP) for the development of a Facilities Master Plan.

Proposal deadline is **2 p.m. MST on Friday June 9, 2023**

Table of Contents

1. Terms & Condition.....	2
2. Proposal Submission, Selection, and Contract Formation.....	4
3. Scope of Work	7
4. Vendor Qualification and Information	8
5. Pricing	8
ADDENDUM A - PROPOSAL COVER SHEET	9
ADDENDUM B - CHECKLIST, QUESTIONNAIRE, AND PRICING FORM	11
ADDENDUM C - IMMIGRATION CLAUSE FOR CONTRACTS	12
EXHIBIT A- Strategic Plan.....	13

1. Terms & Condition

- 1.1. Purpose: PPLD is seeking proposals from qualified consulting firms experienced in development of long-range planning involving multiple locations to develop a Facilities Master Plan for the library district. Firms must be able to certify they have the capabilities and resources to provide all services outlined in the statement of work for this project.
- 1.2. Interested Parties: All interested vendors that have the qualifications as stated herein invited to submit a proposal in accordance with the terms, conditions, and specifications contained herein. An electronic version of this document can be accessed at: <http://ppld.org/request-for-proposals>.
- 1.3. Points of Contact: Questions and requests for clarification must be sent via e-mail to Gary Syling, Chief Facilities Maintenance Officer, at gsyling@ppld.org; Cc: khoggatt@ppld.org; tkeeton@ppld.org. Please include the RFP number, title, and words "question" and/or "clarification" in the subject line of the e-mail.

Questions and requests without this subject identification may be considered routine emails and may not be properly addressed.

All answers to questions and requests for clarification will be posted on the PPLD website: <http://ppld.org/request-for-proposals>.

Any PPLD response that is considered to be a change in terms, conditions, and specifications of this RFP will be published as an addendum. No communications of any kind may be considered as a change to the terms, conditions, and specifications in this RFP unless posted as a formal addendum on the link above.

- 1.4. Equal Opportunity: The firm agrees not to refuse to hire, discharge, promote, or demote, nor to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.
- 1.5. Expenses: PPLD assumes no liability for payment of expenses incurred by proposers in the preparation and submission of proposals in response to this invitation.
- 1.6. Conflict of Interest: Bidder shall promptly disclose in writing to the appropriate representatives of Pikes Peak Library District any actual or potentially perceived conflicts of interest (collectively, "Conflicts of Interest") that may affect the integrity of the bidding process. The appropriate disclosure shall take into consideration the nature of the Conflict of Interest; (e.g., a Conflict of Interest involving the Chief Executive Officer should be disclosed to the Board of Trustees). Pikes Peak Library District is generally subject to the Standards of Conduct set forth in C.R.S. §24- 18-101 et. seq., and the determination of Conflicts of Interest shall take into consideration such guidance. Upon identification of any such Conflict of Interest, Bidder and Pikes Peak Library District shall each take appropriate steps, if possible, to protect against any improper influence resulting from such Conflict of Interest (e.g. requiring recusal of a conflicted individual from the decision-making process) and to comply with applicable law. No individual associated with Bidder shall offer, and no individual associated with Pikes Peak Library District shall solicit or accept, any gift, gratuity favor, entertainment, kickback, or any items of monetary value from any person who has or is seeking to do business with Pikes Peak Library District. Any contractual relationship with any PPLD personnel in the twelve (12) months preceding the distribution of this RFP, or any similar or potential conflicts of interest, may, at the sole discretion of PPLD, be grounds for rejection of the proposal and/or termination of any contract awarded
- 1.7. Independent Contractor: The firm is an independent contractor. Notwithstanding any provision appearing in this RFP, all personnel assigned by the Vendor to perform work under the terms of this RFP and any subsequent agreement shall be, and remain at all times, employees or agents of the Vendor for all purposes. The Vendor shall make no representation that it is the employee of PPLD for any purpose.
- 1.8. Immigration Clause: The Vendor is aware of Colorado's Immigration /Illegal alien laws pertaining to public contracts. Addendum C - Immigration Clause for Contracts (Colorado Statute 8-17.5-102) must be signed and attached.

1.9. General Requirements: PPLD reserves the right to amend this RFP up to seven (7) business days prior to the date set for receipt of proposals. In addition, PPLD may extend deadlines or withdraw this RFP at any time prior to an award.

1.10. Tax Exemption: PPLD, as a local government entity, is exempt from sales and use taxes. Vendors will inform all prospective subcontractors and suppliers, as necessary, from whom they expect to obtain services or supplies of the tax-exempt status of PPLD. Following the contract award, PPLD will furnish tax exemption certificate(s) to the Vendor.

1.11. Governing Law: The laws of the State of Colorado shall govern any contract executed between the successful proposer and PPLD. Further, the place of performance and transaction of business shall be deemed to be in the County of El Paso, State of Colorado, and in the event of litigation, the exclusive venue and place of jurisdiction shall be the State of Colorado, and more specifically, El Paso County, Colorado.

1.12. RFP Schedule:

RFP released.....	Friday, May 5, 2023
Deadline for final questions.....	Monday, May 22, 2023
Deadline to return answered questions	Friday, May 26, 2023
Proposals due.....	2 pm MST on Friday, June 9, 2023
Interview/Presentation for top candidates.....	Tuesday and Wednesday, June 27-28, 2023
Board Review and Decision	Wednesday, July 19, 2023
Award Notification.....	On or about Friday, July 21, 2023

1.13. Interview/Presentation: Up to the top four candidates will be selected and scheduled for presentations and or interviews. Presentations shall be no longer than 20 minutes and include an introduction to the firm, the team members and their specific responsibilities. Experience with similar projects must be included along with a summarized project approach. There will be questions and answers after the presentation.

1.14. Open Records Act Disclosure: Pikes Peak Library District is subject to the Colorado Open Records Act, which permits public access to most records and documents including Bidder's RFP response and any contract resulting from this RFP process. Confidential proprietary information in Bidder's response must be clearly identified as "Confidential and Proprietary," and preferably should be contained completely in a separate Appendix so marked. Proposals may not be marked "Confidential and Proprietary" in their entirety. Information considered confidential and proprietary is generally limited to information that Bidder consistently treats as confidential that constitutes trade secrets, privileged information, and confidential commercial, financial, geological, or geophysical data. Pikes Peak Library District will use reasonable commercial efforts to preserve the confidentiality of the portion of Bidder's materials expressly marked as "Confidential and Proprietary," but it cannot guarantee that Bidder's designations will be respected in a legal challenge. Pikes Peak Library District reserves the right to request additional evidence that the information so marked is Confidential and Proprietary. Pikes Peak Library District may also reject in good faith Bidder's designation of information as Confidential and Proprietary, in which case Bidder may accept such determination or alter such information in light of such determination.

2. Proposal Submission, Selection, and Contract Formation

2.1. Proposal Submission

2.1.1. Substantive proposals: By submitting a proposal, the proposer guarantees that (a) its proposal is genuine and is not made in the interest of, or on behalf of, any undisclosed person, vendor, or corporation; (b) it has not directly or indirectly induced or solicited any other respondent to put in a false or sham bid; (c) it has not solicited or induced any other person, vendor, or corporation from proposing; (d) it has not sought by collusion to obtain for itself any advantage over any other proposer or over PPLD.

2.1.2. Submission Information and Documents: The proposal must be comprehensive and address all RFP requirements. To assure that the information provided can be readily identified, the proposal must include, but not limited to, the submission of the following signed documents:

2.1.2.1. Addendum A - PROPOSAL COVER SHEET

2.1.2.2. Addendum B - CHECKLIST, QUESTIONNAIRE, AND PRICING

The firm is required to submit a response for each numbered or lettered item of Addendum B, the response must be in the same format and sequence as in the RFP. The response must include description, schedules, when required, and any additional clarifying information, such as appendices, charts, diagrams, etc.

2.1.2.3. Addendum C – IMMIGRATION CLAUSE FOR CONTRACTS

2.1.2.4. List of exceptions or deviations (if any)

2.1.3. Signatures: The proposal must be signed by an officer of the proposing vendor.

2.1.4. Exceptions and Deviations: Any exception to or deviations from these Terms & Conditions must be identified, in writing, in an attachment to the proposal submission. PPLD reserves the right to accept or reject, at its sole discretion, any exceptions, or deviations by the proposer.

2.1.5. Integration with Contract: The winning proposal will be included and integrated into the final contract documents.

2.1.6. Proposal Submission: Proposals are to be submitted in sealed envelopes, identified with the proposal number and title with all attachments. See the Schedule of Events for due dates. Vendors must submit three (3) hard copies and (1) soft copy (i.e., flash drive, magnetic media, etc.) of the Proposal to:

Pikes Peak Library District
Attn: Kim Hoggatt
Finance Office
RFP # 490-23-02-DIST
1175 Chapel Hills Drive,
Colorado Springs, CO, 80920

Additional copies may be requested by Pikes Peak Library District. Pikes Peak Library District is not liable for any cost incurred by prospective respondents prior to the issuance of contract(s).

The deadline (firm) is **Friday, June 9, 2023, no later than 2 p.m.** local time. Proposals delivered after that time will be received but will be rejected for being late.

A complete submission includes all required components, as stated in this document.

There will be no formal bid opening for this RFP.

2.1.7. Duration of Proposal Offer: Price offers are irrevocable for 90 days following the proposal due date. Once a proposal is accepted, all prices, terms and conditions will remain unchanged throughout the contract period unless specifically agreed otherwise by both PPLD and the successful Vendor through documented change orders.

2.1.8. Withdrawal of Proposal: A Proposer may withdraw its own proposal at any time prior to the proposal due date and time as identified herein. After that date and time, no proposal may withdraw its proposal

for any reason. All proposals shall be valid for a period not less than 90 calendar days after the proposal due date.

2.1.9. Information to Vendors:

2.1.9.1. No proposal shall be accepted from, and no contract will be awarded to any person, vendor or corporation that is deemed irresponsible or unreliable by PPLD. If requested, Vendors will submit satisfactory evidence that they have a practical knowledge of the service bid upon and that they have the necessary financial resources to provide the proposed service called for as described in this Request for Proposal.

2.1.9.2. PPLD reserves the right to investigate and confirm the vendor’s financial stability. This may include reviewing financial statements, checking bank references, and interviewing past contractors, employees, and creditors. Unfavorable responses to these investigations are grounds for rejection of the proposal.

2.1.10. Confidentiality: All materials submitted in response to this RFP become the property of PPLD, upon delivery.

Proposals are public information. If a vendor submits proprietary information, the vendor will label each proprietary page as “CONFIDENTIAL” and submit it in a separate package so PPLD will not release any information marked as Confidential.

2.1.11. Subcontracting: The firm must be responsible for the performance of all of its subcontractors and consultants. The use of specific subcontractors and consultants is subject to the approval of PPLD. The firm is responsible for ensuring that all subcontractors and consultants comply with all the terms of the firm’s contract with PPLD.

If the firm uses subsidiary companies, explain their role and how they will be involved in this project.

2.1.12. Insurance Requirements: The successful proposer shall have, at the minimum, the following coverage: commercial general liability, automobile liability, excess liability, and worker’s compensation liability. The Vendor shall submit in their proposals, ACORD certificates and/or other proof of the following insurances:

2.1.12.1.1.	General Liability	\$1,000,000
2.1.12.1.2.	Automobile Liability	\$1,000,000
2.1.12.1.3.	Excess (umbrella) Liability	\$1,000,000
2.1.12.1.4.	Per Truck	\$100,000
2.1.12.1.5.	Per Occurrence	\$1,000,000
2.1.12.1.6.	Worker’s Compensation liability that meets statutory requirements.	

2.1.13. Indemnification: The proposer agrees to, and shall, defend, release, and indemnify, and save and hold harmless PPLD, its officer, agents, and employees from and against any and all damages to property or injuries to or death of any person or persons, including property and officers, employees, and agents of PPLD, and further agrees to, and shall, defend, indemnify, and save and hold harmless PPLD, its officers, agents, and employees, from and against any and all claims, costs, demands, liabilities, suits, actions, causes of action, and other legal or equitable proceedings of any kind or nature whatsoever, of or by anyone whomsoever, including, but not limited to claims arising out of and/or predicated upon negligence, breach of contract, tort, or strict liability, in any way resulting from, connected with, or arising out of the firm’s operations or performance in connection herewith, including operations or performance of sub-contractors and suppliers and acts or omissions of officers, employees, or agents of the firm or its sub-contractors or suppliers.

2.1.14. Schedule: By submitting a proposal, the proposer guarantees that it will be able to comply with the agreed upon overall schedule.

2.1.15. Continuity: By submitting a proposal, the proposer will make its best efforts to ensure that the key team member(s) remain assigned to the PPLD’s project for the duration of contract. Any changes to the staffing of this engagement must be discussed up front with PPLD personnel.

2.2. Selection

- 2.2.1. Right of Acceptance and Rejection: PPLD reserves the right to accept or reject any or all proposals and to waive any formalities, informalities, and deviations, which, in its opinion, best serve the interests of PPLD. PPLD is not bound to accept the lowest price proposal.
- 2.2.2. Selection: It is the intent of PPLD to select only responsible and responsive vendors. The bidder's proposal should include the most favorable terms and conditions.
- 2.2.3. Negotiation: PPLD reserves the right to negotiate the terms and conditions of the contract with the winning vendor.
- 2.2.4. Basis of Award: An evaluation team will judge the merit of proposals received in accordance with the general criteria defined within this RFP. The recommendations of this team will be forwarded to the Board of Trustees for approval and execution. The following criteria will be taken into consideration when making evaluations of proposals. This list is not intended to be exhaustive nor ranking in order of importance:
- 2.2.4.1. Completeness of Proposal
 - 2.2.4.2. References
 - 2.2.4.3. Pricing
 - 2.2.4.4. Quality of Services
 - 2.2.4.5. Vendor Qualifications and History
 - 2.2.4.6. Any other items deemed in the best interests of PPLD

2.3. Contract Formation

- 2.3.1. Agreement in Writing: Following selection of a proposal, the vendor will be required to enter into a written contract with PPLD.

The winning Bidder's RFP proposal will be included and integrated into the final contract documents. It is in the Bidder's best interest to ensure the proposal is accurate to allow for the integration with minimal changes.

If you have a formal or standard contract that you typically use with such projects, please attach a copy to your Proposal. A Service Agreement is not a condition of accepting an RFP.

If, in PPLD's sole discretion, the selected proposer has not executed the contract documents within a reasonable time after selection, PPLD reserves the right to rescind the award and select another firm.

- 2.3.2. Amendments to Contract: Parties hereto reserve the right to make amendments or modifications to the contract by written amendment signed by both parties.
- 2.3.3. Termination of Contract for Cause: If, through any cause, the successful Bidder shall fail to fulfill in a timely and proper manner its obligations or if the successful Bidder shall violate any of the covenants, agreements or stipulations of the Contract, PPLD shall thereupon have the right to terminate the Contract by giving written notice to the successful Bidder of such termination and specifying the effective date of termination. In that event, all finished or unfinished services, reports or other materials prepared by the successful Bidder shall, at the option of PPLD, become its property, and the successful Bidder shall be entitled to receive just, equitable compensation for any satisfactory work completed, prepared documents or materials as furnished. Notwithstanding the above, the successful Bidder shall not be relieved of liability to PPLD for damage sustained by PPLD by virtue of breach of the Contract by the successful Bidder and PPLD may withhold any payments to the successful vendor for the purpose of set off until such time as the exact amount of damages due PPLD from the successful Bidder is determined.
- 2.3.4. Termination of Contract for Convenience: PPLD may terminate the Contract at any time by giving written notice to the successful vendor of such termination and specifying the effective date thereof, at least thirty (30) working days before the effective date of such termination. In that event, all finished or unfinished services, reports, material(s) prepared or furnished by the successful Bidder under the Contract shall, at the option of PPLD, become its property.

- 2.3.5. Cancellation: Either party may cancel the Contract in the event that a petition, either voluntary or involuntary, is filed to declare the other party bankrupt or insolvent or in the event that such party makes an assignment for the benefit of creditors.

3. Scope of Work

3.1. Service Specifications:

- 3.1.1. Consultant shall develop a stakeholder engagement process for assessing facilities and gathering information on needs and desires (to include ADA Title II considerations) in the development of this Facilities Master Plan. Provide proposed process for consideration.
 - 3.1.2. Consultant shall provide individual site studies for each location and determine any deficiencies or barriers to delivery of existing library services as well as those detailed in the 2023-2025 PPLD Strategic Plan and far into the future.
 - 3.1.3. Evaluate existing size of facility and appropriate layout for service, program and event delivery, code compliancy, infrastructure, storage, and health and safety conditions, (including ADA Title II). Provide recommendations for improvement.
 - 3.1.4. Conduct a complete and thorough Facility Condition Assessment (FCA) of all Library facilities to identify deficiencies in existing buildings and sites.
 - 3.1.5. The FCA shall be conducted by qualified individuals trained in and licensed for construction, engineering or architecture for the specific building system assessed. A narrative shall be provided for each location documenting findings and needs categorized as immediate, short-term, and long-term capital repair/replacement as well as likely costs.
 - 3.1.6. Identify potential improvements to current levels of energy and resource conservation and overall sustainability.
 - 3.1.7. Evaluate city, county, and library demographic and population growth data and provide opinions and recommendations for ideal locations of library facilities both current and future.
 - 3.1.8. Evaluate system design and provide recommendations of types and levels of services offered at each location.
 - 3.1.9. Provide recommendations for alternative delivery service models for consideration. These models could provide services to patrons at a lower cost to the library district than fully staffed library facilities.
 - 3.1.10. Create a Facilities Design guide that is flexible and incorporates current library trends and will promote the efficient, consistent, and cost-effective design and construction of all new and modernized buildings that will support library operations for many years to come.
 - 3.1.11. Utilizing all information, develop an implementation plan and assist in budget estimates to fulfill the needs identified. A short-term (1-3 years) plan to address immediate and short-term concerns and deficiencies, a mid-term (4-6 years) plan creating library renovation/refresh and new library construction schedule and probable costs and a long-term (7-10 years) plan that will establish on-going maintenance and upgrade reviews and actions for all facilities needs going forward. All term plans shall be flexible to consider changes in community make-up, library usage as well as current trends.
 - 3.1.12. Provide anticipated costs for updating the existing Facilities Master Plan in year 3 and 7.
- 3.2. The successful proposer shall be required to furnish all permits, equipment, tools, machinery, transportation, and other implements necessary to fulfill the provisions of this Contract. This includes but is not limited to all procurement and contracting requirement specifications included within.
- 3.3. All work shall be done to the highest of industry quality and standards.
- 3.4. No non-employees, employee's significant others, employee's children, or employee's pet(s) shall be permitted on the jobsite, by the firm or any others, during the performance of this contract.

4. Vendor Qualification and Information (Reference Addendum B)

The following information and documents must be included in submitted proposal:

- 4.1. Provide the name of the proposing firms, address, telephone, and primary contact person.
- 4.2. State the size of the firm and provide a history summary.
- 4.3. Your organization’s qualifications and experience. If you have experience with PPLD Libraries, describe your current or past relationship. Describe any similar projects performed by your organization.
- 4.4. Provide references from minimum three (3) recent similar projects including name, telephone number and a brief statement describing their association with your vendor (e.g., other library, educational or public sector clients). References from Colorado are preferred.
- 4.5. Provide resumes of the certified team members that will be assigned to this project and include their specific responsibilities.
- 4.6. Any other information you feel should be considered in the selection process.

5. Pricing (Reference Addendum B)

- 5.1. Minimum Services: PPLD is looking for the best-value proposal that meets the needs of the district to include all cost aspects of service. Please include:
 - 5.1.1. Lump Sum and unit costs, to include but not limited to travel, accommodations, reimbursables, and plan completion.
 - 5.1.2. Hourly Rates of assembled team.

ADDENDUM A - PROPOSAL COVER SHEET

I. GENERAL INFORMATION

1. VENDOR NAME _____

2. ADDRESS _____

3. PHONE _____

5. E-MAIL AND WEBSITE _____

6. CONTACT _____

II. STATEMENT OF MINIMUM QUALIFICATION

I, _____ (printed name) hereby declare

that I am the _____ (title) of

_____ (name of firm) submitting this profile and declaration, and that I am duly authorized to sign this profile and declaration on behalf of the above named vendor. All information set forth in this profile and declaration and all attachments hereto are, to the best of my knowledge, true, accurate, and complete as of the submission date.

The signer further certifies that (please initial):

- a. _____ The Vendor has carefully examined all instructions, requirements, specifications, and terms and conditions of the RFP for which this proposal is submitted. The Vendor understands all instructions, requirements, specifications, and terms and conditions of this RFP, and hereby offers and proposes to furnish the goods and services described herein at the prices, fees, and/or rates identified in this proposal, in accordance with the instructions, requirements, specifications, and terms and conditions of this RFP.
- b. _____ This proposal is a valid and irrevocable offer that will not be revoked and shall remain open for the PPLD's acceptance for a period of ninety (90) calendar days from the proposal due date.
- c. _____ The Vendor is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances governing business practices.
- d. _____ All statements, information, and representations prepared and submitted in this proposal are current, complete, true, and accurate.

- e. _____ Submission of this proposal indicates the signer’s acceptance of the evaluation technique and that some subjective judgments may be made by PPLD as part of the evaluation.
- f. _____ The Vendor has to provide proof of all required insurance coverage.
- g. _____ A list of exceptions and deviations (if any) is attached.
- h. _____ There have been no claims, litigation, or other issues filed or pending against our firm in the past 5 years except as listed below.

- i. _____ The Vendor is aware of Colorado’s Immigration / illegal alien laws pertaining to public contracts. Addendum C (Colorado Statutes 8-17.5 – 102) is signed and attached.

Authorized Signature

Date

ADDENDUM B - CHECKLIST, QUESTIONNAIRE, AND PRICING FORM

QUALIFICATIONS (Fill in or attach additional pages as needed):

A. SIZE and AGE of firm _____

B. FIRM'S EXPERIENCE:

1. Qualifications:

1.1. List location, owner, and completion date of at least three (3) projects with similar scope.

Company Name: _____ Contact Name: _____
Address: _____ Phone: _____
Scope of service performed: _____

Company Name: _____ Contact Name: _____
Address: _____ Phone: _____
Scope of service performed: _____

Company Name: _____ Contact Name: _____
Address: _____ Phone: _____
Scope of service performed: _____

2. Pricing

Provide **lump sum** and **hourly rate** information as requested. All costs stated shall be "complete" costs to include travel, accommodation, reimbursables and plan completion, OH&P, applicable taxes, permits as required.

Project Cost: _____

Hourly Rates: Provide list with proposal package.

3. Projected start date and duration of installation:

Indicate your projected scheduling of this work with milestones.

Anticipated Start Date: _____ **Anticipated Completion Date:** _____

4. Indicate Preferred payment schedule:

The submittal of this bid form implies that the firm can adequately staff and schedule all work at the required time and has the resources available to procure all required materials at the required time. All costs indicated shall be maintained by the firm for not less than 90 days from the submittal date and shall be maintained throughout the duration of the contract after award.

ADDENDUM C - IMMIGRATION CLAUSE FOR CONTRACTS

Pursuant to Colorado Revised Statutes Section 8-17.5-102, the Pikes Peak Library District (“PPLD”) shall not enter into or renew a public contract for services with a contractor who knowingly employs or contracts with an illegal alien to perform work under the contract or who knowingly contracts with a sub-contractor who knowingly employs or contracts with an illegal alien to perform work under the contract.

Accordingly, Contractor agrees that it shall not:
Knowingly employ or contract with an illegal alien to perform work under this Agreement; or
Enter into a contract with a subcontractor for work under this Agreement that fails to certify to the Contractor that the sub-contractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.

Further, Contractor agrees that it shall comply with the following:
Contractor has confirmed the employment eligibility for all employees who are newly hired for employment to perform work under this Agreement through participation in either the e-verify program administered jointly by the U.S. Department of Homeland Security and the Social Security Administration (the “E-Verify Program”) or the department program administered by the Colorado Department of Labor and Employment (the “Department Program”).

Contractor shall not use the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while the services under this Agreement are being performed.

Should Contractor obtain actual knowledge that a sub-contractor performing work under this Agreement knowingly employs or contracts with an illegal alien, the Contractor shall:

Notify the sub-contractor and PPLD within three days that Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and

Terminate the sub-contract with the sub-contractor if, within three days of receiving the notice, the subcontractor does not stop employing or contracting with the illegal alien; except that Contractor shall not terminate the contract with the subcontractor if, during such three days, the sub-contractor provides information to establish that the sub-contractor has not knowingly employed or contracted with an illegal alien.

Contractor shall comply with any reasonable request by the Colorado Department of Labor and Employment (the “Department”) made in the course of an investigation that the Department may undertake pursuant to its authority under Colorado Revised Statutes Section 8-17.5-102(5).

Authorized Signature

Date

PIKES PEAK LIBRARY DISTRICT



2023

2025

Strategic Plan

Overview of the Library and Process

From a small reading room established 136 years ago, Pikes Peak Library District (PPLD) continues to evolve to meet the ever-changing needs of our sprawling community. Our service area covers 2,070 square miles of El Paso County with a population of nearly 700,000 – people of all ages and backgrounds with varying views and interests.

Thanks to taxpayer funding, we can continue to provide residents with access to 16 facilities, three mobile library services, and a large online hub of resources and services, all of which are inclusive and welcoming to everyone. The Library team strives to make its physical and digital spaces safe and respectful for diverse voices, perspectives, and pursuits; to foster community dialogue and connections; and to help people achieve their goals and dreams in life.

In the winter and spring of 2022, our Board of Trustees and staff revisited PPLD's mission statement and developed a vision statement and organizational values that best reflect our public library system and growing community in El Paso County. In working with a local consultant and using a design thinking process with more than 400 staff and Trustees combined, we crafted new statements and values that **capture the Library District's core purpose and aspirations for a public institution that's here for everyone.**

Colorado Springs
Public Library,
1905.



This became our starting point to develop a **new strategic plan for 2023 - 2025, which was informed by public and staff input.** During the summer of 2022, PPLD hosted multiple opportunities for Library patrons and other community members to provide input as part of this process. This included more than 800 responses to a short online survey in English and Spanish; over 250 comments via whiteboards at 15 libraries, plus mobile library services; and more than 100 participants at six interactive, in-person sessions, including three sessions specific for elected and government officials as well as other community leaders.

With such rich qualitative data, PPLD's strategic planning consultant detected several common themes and alignment from nearly 1,600 individuals in total. A strategic planning committee made up of Library management, along with Board and community representatives, used these key findings and common themes to identify **six areas of focus**, which became the foundation of PPLD's new strategic plan. Then, they developed **strategies for each area of focus**, outlining how the Library District will use its limited funding, staffing, and other resources for the next three years. A more detailed working plan for Library staff delves into the tactics – the specific actions, staff leaders, and timelines – for accomplishing each strategy.

Our team publicly released this plan on Dec. 6, 2022, so everyone could see where, why, and how PPLD will reinvest taxpayer dollars back into the community through 2025. **We look forward to using our new strategic plan to fulfill our mission, uphold our values, and aim to achieve our vision for this great community.**

PPLD's physical and digital spaces are safe and respectful for diverse voices, perspectives, and pursuits.



Vision

Access to resources and opportunities leads to thriving people and connected communities.



Mission

Cultivate spaces for belonging, personal growth, and strong communities.



Values

- **Access:**
We ensure all people feel safe to connect with services, resources, and experiences.
- **Service:**
We remove barriers to provide access for all to pursue their interests, needs, and goals.
- **Freedom:**
We ensure the right of community members to interact with and experience library services as they choose.
- **Accountability:**
We responsibly steward resources with integrity and transparent practices.
- **Creativity:**
We foster imagination and resolve problems in new ways.
- **Community:**
We bring people together.



Community members participated in the Library's strategic planning process, 2022.



Strategic Plan: Areas of Focus

1

Access

PPLD is an access point for everyone to engage with resources, services, and spaces as they choose.

2

Accountability

PPLD is accountable to all stakeholders through fiscal responsibility, continuous evaluation, and by sharing findings with the public.

3

Communications

PPLD invests in and elevates community awareness of its resources, services, and spaces.

4

Community Connections

PPLD builds community through relationships and partnerships to connect people to relevant resources, services, and spaces.

5

Physical and Virtual Spaces

PPLD provides equitable access to physical and virtual spaces in safe and inclusive environments.

6

Staff

PPLD values, trusts, and invests in staff.

Strategic Plan 2023 - 2025



Access

PPLD is an access point for everyone to engage with resources, services, and spaces as they choose.

Strategies:

- Protect the right of all Library patrons to exercise intellectual freedom.
- Protect the right of individuals to create and consume content without censorship.
- Offer services and resources that meet the needs and wants of the community.
- Provide spaces and hours of operation that meet the needs and wants of the community.



Accountability

PPLD is accountable to all stakeholders through fiscal responsibility, continuous evaluation, and by sharing findings with the public.

Strategies:

- Evaluate and share the impact of Library resources, services, and spaces.
- Evaluate and share the internal and external impacts within each area of focus.
- Gather, evaluate, and share public input.
- Maintain, track, and share practices of fiscal responsibility.
- Conduct evaluations of what is offered in the community, where and when, to ensure the Library is not duplicating efforts.



Communications

PPLD invests in and elevates community awareness of its resources, services, and spaces.

Strategies:

- Improve the digital experience and interface for Library patrons, including functionality, usability, and accessibility.
- Enhance the in-person patron experience at Library locations and through community outreach.
- Support staff in serving as Library ambassadors.
- Develop and implement a public relations and marketing plan that demonstrates the Library's value and showcases what is offered in its physical and digital spaces.
- Enhance internal communications to ensure all staff are aware, knowledgeable, and using provided tools about the Library's value and what is offered to the community.
- Provide patrons with a consistent brand experience across all PPLD channels, including brand identity and messaging.



Celebrating the end of PPLD's Summer Adventure program for kids and teens, 2022.



Community Connections

PPLD builds community through relationships and partnerships to connect people to relevant resources, services, and spaces.

Strategies:

- Build, maintain, and strengthen community-based relationships that benefit local and regional communities.
- Build, maintain, and strengthen strategic partnerships to maximize areas of alignment that benefit local and regional communities.
- Expand existing partnerships and explore new opportunities for innovation.
- Maintain an ongoing presence in the community.
- Be responsive to current events and multi-cultural celebrations within our communities, serving as a hub and connector for residents and community groups.
- Participate and engage with local, regional, national, and international entities with staff serving as PPLD representatives.



Library staff and volunteers building a community mural at Panaroma Park, 2022.



Physical and Virtual Spaces

PPLD provides equitable access to physical and virtual spaces in safe and inclusive environments.

Strategies:

- Create a master plan for Library facilities to identify and address current and future facility, safety, and accessibility needs across the District.
- Create a technology and equipment master plan to identify and address current and future information technology needs across the Library District.



Staff

PPLD values, trusts, and invests in staff.

Strategies:

- Evaluate and share the impact of Library resources, services, and spaces.
- Support staff in their educational goals and growth.
- Build digital literacy skills among staff to best support the community's needs.
- Train staff to provide awareness of Library and community resources.
- Provide excellence in internal and external customer service.
- Align individual staff talents to meet the community's needs.
- Apply equity, diversity, and inclusion best practices in hiring and retention.
- Strengthen relationships within and among PPLD staff.
- Offer salaries and benefits that are on par with local, state, and national standards and in compliance with legal requirements to recruit and retain an excellent workforce.
- Increase the skills, capabilities, and confidence of PPLD's direct supervisors and managers.

Locations

Calhan Library

600 Bank St., Calhan
(719) 531-6333, x7013

Cheyenne Mountain Library

1785 S. 8th St.
(719) 531-6333, x7001

East Library

5550 N. Union Blvd.
(719) 531-6333, x7014

eLibrary

ppld.org
Open 24 hours a day, 7 days a week

Fountain Library

230 S. Main St., Fountain
(719) 531-6333, x7002

High Prairie Library

7035 Old Meridian Rd., Peyton
(719) 531-6333, x7003

Knights of Columbus Hall

20 W. Pikes Peak Ave.
(719) 531-6333, x6142

Library 21c

1175 Chapel Hills Dr.
(719) 531-6333, x7012

Manitou Springs Library

515 Manitou Ave., Manitou Springs
(719) 531-6333, x7004

Mobile Library Services

ppld.org/mobile-library-services
(719) 531-6333, x2313

Monument Library

1706 Lake Woodmoor Dr., Monument
(719) 531-6333, x7005

Old Colorado City Library

2418 W. Pikes Peak Ave.
(719) 531-6333, x7006

Palmer Lake Library

66 Lower Glenway St., Palmer Lake
(719) 531-6333, x7007

Penrose Library

20 N. Cascade Ave.
(719) 531-6333, x7015

Rockrimmon Library

832 Village Center Dr.
(719) 531-6333, x7008

Ruth Holley Library

685 N. Murravy Blvd.
(719) 531-6333, x7009

Sand Creek Library

1821 S. Academy Blvd.
(719) 531-6333, x7018

Ute Pass Library

8010 Severy Rd., Cascade
(719) 531-6333, x7011



Pikes Peak Library District (PPLD) provides everyone with access to resources and opportunities so people can thrive and connect. The Library cultivates spaces for belonging, personal growth, and strong communities via 16 facilities, mobile library services, and a large online hub of resources. It is an internationally recognized system of public libraries serving a population of nearly 700,000 across 2,070 square miles in El Paso County, Colo.

Learn more at ppld.org.

