

**OCLS RFQ Master Plan 25-004**  
**REQUEST FOR QUALIFICATIONS**  
**Master Planning Consulting Services**  
**For the Orange County Library District**  
**Issue Date: 7/11/25                      Due Date: 8/28/25**

**1. PURPOSE:**

The purpose of this Request for Qualifications (RFQ) is to solicit sealed written qualification packages from qualified, prospective Consultants to provide Master Planning consultation services described below (Project) to Orange County Library District d/b/a Orange County Library System (Library). The Library Master Plan will have three main areas of focus. First, a **Facilities Assessment** of all 15 Library locations to evaluate space needs and workflow analysis of each existing facility and to determine the optimal use of physical space to meet service and collection needs. The second area of focus is a **Facilities Maintenance and Repair Plan** to assess the condition of all 15 facilities the library maintains and to provide a detailed plan for the next 10 (minimum) to 20 (preferred) years. The third area of focus will be a **Construction and Renovation Plan** so that the Library can strategically plan for future growth and development. These comprehensive assessments will analyze the physical condition, functionality, and capacity of existing library branches, taking into account demographic trends, usage patterns, and community feedback as needed.

The project has two goals. The first is to ensure that Library facilities are safe, accessible, and adaptable to evolving technologies and service models. The second is to ensure that the Library system's resources, facilities, and technology are allocated effectively to address the evolving needs of our expanding community.

**2. Library Project Manager:**

To ensure that your qualification package is responsive, you are urged to request clarification or guidance on any issues involving this solicitation before submission of your response. Your communications concerning this RFQ should be directed in writing via email to the RFQ Project Manager listed below.

Name: Lynette Schimpf, Chief Project Officer  
Email: [oclsbids@ocls.org](mailto:oclsbids@ocls.org)

Consultant shall not contact any member of the Library Board of Trustees or any Library employee (except as provided herein) regarding this RFQ until such time as a contract is awarded. All inquiries pertaining to this RFQ must be directed in writing via email to the RFQ Project Manager noted above.

**3. BACKGROUND:**

The Library is an independent special taxing district created by the Florida Legislature and a political subdivision of the State of Florida. It is governed by an appointed five-member Board of Trustees. The Library serves a community of over 1.4 million people with 15 physical locations in Orange County, Florida. These locations include both owned and leased facilities in free standing locations and commercial properties. The Library is in the process of opening two additional locations. The Library celebrated its 100-year anniversary in 2023. The community is ethnically diverse and according to the

2022 U.S. Census population estimates data, 38.8% of the population is white (not Hispanic or Latino), 22.9% is African American, 33.1% is Hispanic, and 5.8% is Asian. DataUSA reports that the median household income is \$61,416 and 14.2% of the population is living in poverty. The Orlando Public Library in downtown Orlando is the headquarters for the Library. The Library recently completed a Strategic Plan refresh for FY 2024 to 2029, but it does not have a Master Plan on record.

**Building Information:**

- Alafaya Branch:

Year Built: 1999

Square Footage: 12,198

Address: 12000 E. Colonial Drive, Orlando, FL 32836

- Chickasaw Branch:

Year Built: 2016

Square Footage: 15,639

Address: 870 N. Chickasaw Trail, Orlando, FL 32825

- Eatonville Branch:

Year Built: 2004

Square Footage: 6,600

Address: 200 E. Kennedy Blvd. Eatonville, FL 32751

- Fairview Shores Branch:

Year Built: 2019

Square Footage: 9,000

Address: 902 Lee Road #26 Orlando, FL 32810

- Hiawasse Branch:

Year Built: 2001

Square Footage: 13,455

Address: 7391 W. Colonial Drive Orlando, FL 32818

- North Orange Branch:

Year Built: 1988

Square Footage: 12,000

Address: 1211 E. Semoran Blvd. Apopka, FL 32703

- Orlando Public Library:

Year Built: 1966 and 1985

Square Footage: 283,850

Address: 101 E. Central Blvd. Orlando, FL 32801

- South Creek Branch:

Year Built: 2002

Square Footage: 12,198

Address: 1702 Deerfield Blvd. Orlando, FL 32837

- South Trail Branch:

Year Built: 1996

Square Footage: 12,750

Address: 4600 S. Orange Blossom Trail Orlando, FL 32839

- Southeast Branch:

Year Built: 1988

Square Footage: 13,310

Address: 5575 S. Semoran Blvd. Orlando, FL 32822

- Southwest Branch:

Year Built: 1989

Square Footage: 15,553

Address: 7255 Della Dr. Orlando, FL 32819

- Washington Park Branch:

Year Built: 1984

Square Footage: 5,600

Address: 5151 Raleigh St. Suite A Orlando, FL 32811

- West Oaks Branch and Genealogy Center:

Year Built: 2001

Square Footage: 12,198

Address: 1821 E. Silver Star Rd. Ocoee, FL 34761

- Windermere Branch:

Year Built: 1991

Square Footage: 6,400

Address: 530 Main St. Windermere, FL 34786

- Winter Garden Branch:

Year Built: 2005

Square Footage: 12,198

Address: 805 E. Plant St. Winter Garden, FL 34787

- Lake Nona Branch (In construction)

- Horizon West Branch (In construction)

#### **4. SCOPE OF WORK:**

The Library is seeking qualification packages from qualified Consultants to provide consulting services for creating a Master Plan that spans a minimum of 10 years, with a preference for 20 years.

The Master Plan will include an assessment of the service area, considering possible branch expansion or relocation, as well as an evaluation of current facilities and infrastructure.

The scope of work will include, but is not limited to, the following:

##### **a. Facilities Assessment**

- The Consultant will conduct a space needs and workflow analysis of each existing facility to determine the optimal use of physical space to meet service and collection needs.
- The Consultant will provide a detailed report on findings and recommendations for all 15 Library locations.

##### **b. Facilities Maintenance and Repair Plan**

- The Consultant will assess the condition of all 15 facilities the Library maintains and will provide a detailed plan for the next 10 (minimum) to 20 (preferred) years.
- The Consultant will provide a detailed report, including prioritized repairs and costs, as well as findings and recommendations for all 15 Library locations.
- The Consultant will assess the following areas, including but not limited to:
  - Site systems, including utilities, grounds, irrigation, sidewalks, and paving.
  - Envelope systems, including subfloors, walls, soffits, glazing, doors, roofs, roof drains, and roof penetrations.
  - Building structural components and systems.
  - Interior systems, including walls, doors, floors, ceilings, and above-ceiling areas as necessary.
  - Life safety systems, including fire alarms, fire protection, and emergency exit requirements.
  - ADA and code compliance.
  - Access control systems.
  - Video surveillance systems.
  - Intrusion alarms and distress systems.
  - Heating, ventilation, and air conditioning systems.
  - Plumbing systems.
  - Electrical systems, including backup power systems and uninterrupted power systems.
  - Fixed Equipment.

##### **c. Construction and Renovation Plan**

- The Consultant will understand demographic and other trends to inform the current and future location (and size) of branch libraries.

- The Consultant will develop a 20-year roadmap for the future construction and renovation and construction of library facilities.
- The Consultant will recommend the number, location, and size of additional branches based on community needs, future growth assessment, future renovations, and other data and findings.

## 5. **DELIVERABLES:**

The Consultant will provide a **Full Master Plan Report**, including but not limited to:

- Executive Summary.
- Context.
- Process.
- Facilities Assessment.
- Facilities Maintenance and Repair Plan.
- Construction and Renovation Plan.
- Recommendations.
- Presentation materials for library staff to take to stakeholders.
- Digital and print-ready versions of all documents.

## 6. **INSTRUCTIONS TO CONSULTANTS:**

### a) **Questions:**

Questions will only be accepted via email. Please send all questions to [oclsbids@ocls.org](mailto:oclsbids@ocls.org) with the subject **OCLS RFQ Master Plan 25-004**. All questions must be received on or before **6:00 p.m. EST, on 7/24/25**. Responses to the questions will be posted on [OCLS Advertised Solicitations](#) by **6:00 p.m. EST, on 07/31/25**.

### b) **Cone of Silence:**

Consultants shall not contact, communicate with, or discuss any matter relating in any way to this RFQ with any staff member of the Library or any member of the Board of Trustees until such time as a contract is awarded. The only exception is for questions submitted as outlined above.

Consultants or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the Library posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

### c) **Deadline for Receipt:**

Qualification packages must be submitted on or before **5 p.m. EST on 08/28/2025**. Qualification packages must include one paper copy of all responsive documents and one thumb drive containing all responsive documents. Envelopes must be marked with (1) Consultant's return address, (2) Consultant's email; (3)

the deadline (08/28/2025), and (3) **OCLS RFQ Master Plan 25-004**. Qualification packages must be mailed or delivered to:

Lynette Schimpf  
Chief Project Officer  
Orange County Library System  
101 E. Central Blvd  
Orlando, FL 32801

- Consultants are responsible for timely delivery of their qualification package. The Library will not accept faxed qualification packages.
- If your qualification package contains any information deemed confidential, in accordance with Chapter 119 of the Florida Statutes, provide an additional redacted version of your qualification package labeled REDACTED. Electronic copy shall be in Microsoft Word or PDF – the most recent software version.
- Trade secrets and information confidential and exempt from Subsection 119.07(1) of the Florida Statutes and Subsection 24(a) of Article I of the Florida Constitution is not solicited nor desired as information to be submitted with qualification packages. The Florida Statutes and the State Constitution govern whether information in a qualification package is confidential or exempt from the Florida Public Records Act. If information is submitted in a qualification package which a Consultant deems to be a trade secret or confidential and exempt from the Public Records Act, the information shall be submitted with the qualification package in a separate, clearly identifiable email referencing the specific statutory citation for such exemption. Submitted qualification packages which are marked “confidential” (or other similar language) in their entirety or those in which a significant portion of the submitted qualification package is marked “confidential” may be deemed non-responsive by the Library.

The Library is not obligated to agree with the Consultant’s claim of an exemption and, by submitting a qualification package, the Consultant agrees to be responsible for defending its claim that each and every portion of the separately marked information is exempt from inspection and copying under the Public Records Act. The Consultant agrees that it shall protect, defend, and indemnify the Library for any and all claims (including those claims brought by the Library), damages, losses, and expenses, including attorney’s fees and costs, arising from or relating to the Consultant’s claim that the separately marked portions of its qualification package are not subject to disclosure. If the Consultant fails to separately mark portions of its qualification package or marks its qualification package “confidential” (or other similar language) in its entirety, the Library is authorized to produce the entire qualification package submitted by the Consultant in responding to a public records request.

- **The date for receipt of qualification packages will be strictly observed.** The Library shall not be responsible for late deliveries or mail delays. The date stamp and clock in the Library’s 5<sup>th</sup> Floor

offices shall serve as the official authority to determine timeliness of the qualification package. Consultants accept all risks of late delivery of qualification packages regardless of fault.

- Qualification packages received after the specified date for any reason (including but not limited to mail delays, incorrect address, etc.) shall be considered non-responsive and will not be opened or considered. The decision to refuse to consider a qualification package that was received beyond the date established in the solicitation shall not be the basis for a protest.
- All qualification packages must be signed by an officer or employee having authority to legally bind the Consultant.
- All information submitted will become part of the Project file and, unless otherwise exempt or confidential in accordance with Florida law, will become a public record. All qualification packages and accompanying documentation will become the property of the Library and will not be returned. A qualification package may be withdrawn for consideration, but such qualification package will not be returned and is a public record.
- Any qualification package may be withdrawn prior to the date and time the qualification packages are due. Any qualification package not withdrawn prior to the date and time qualification packages are due, will constitute an irrevocable offer, for a period of ninety (90) days, to provide the Library with the services as specific in the qualification package.

d) **Confirmation:**

The Library RFQ Project Manager will confirm receipt of your submission via email.

## **7. PRELIMINARY SCHEDULE:**

These dates are tentative and are subject to change by the Library.

<b>Task</b>	<b>Date</b>	<b>Time</b>
Announcement of RFQ	07/11/25	TBD
Question Submission Deadline	07/24/25	6:00 p.m.
Responses to Questions Posted	07/31/25	6:00 p.m.
RFQ Packages Due	08/28/25	5:00 p.m.
RFQs Evaluated	08/29/25 -09/26/25	TBD
RFQ package Workshop	9/29/25	TBD
Consultants Short-Listed for Demos and Presentations	09/30/25	6:00 p.m.
Short-Listed Consultant's Presentations and Demos	10/01/25 - 10/30/25	TBD
RFQ presentations and demos Workshop	10/31/25	TBD
Short-Listed Consultants Ranked	11/4/25	TBD
Inform Consultants of Short-Listed Rankings	11/5/25	6:00 p.m.
Orange County Library System Board of Trustees Ranking of Consultants for approval	11/13/25	6:00 p.m.
Contract Negotiation	11/14/25-12/15/25	TBD
Tentative Date to Award Contract	12/16/25	TBD
Contract Start Date	12/17/25	TBD

## **8. QUALIFICATION PACKAGES:**

### **a) Content Requirements:**

- A cover letter describing the Consultant, including name, address, phone number, and email address of the main contact.



- An Executive Summary of the highlights of the qualification package conveying Consultant's understanding of the purpose, scope of work, deliverables, and expected outcomes of the project.
- A comprehensive overview of the capability to deliver scope of work and the deliverables.
- Confirmation that the Consultant complies with the Florida Division of Corporations registration and permit requirements to do business in Florida.
- A summary of Qualifications and Experience for the:
  - o Consultant
  - o Key Personnel
- Information on Consultant's current clients.
- A description of demonstrated ability for comparable work.
- A detailed Proposed Approach that includes a description of the methodology for scoping and implementing the project and a detailed timeline for the project, including a proposed completion date.
- References and contact information for 3 clients from projects similar in size, application, and scope.
- Signed Consultant acknowledgement form.

**b) Selection Criteria and Scoring:**

The Library will use the competitive negotiation process set forth in Section 287.055 of the Florida Statutes to select the Consultant. Pricing is negotiated after the Consultant is selected.

All qualifications packages meeting the RFQ Content Requirements above will be evaluated and scored using the following criteria. Scores will be determined by at least three Library staff members with knowledge and expertise with the scope of work and who will individually score the qualification packages. Library staff will not meet to rank the qualification packages unless staff members are meeting in a publicly noticed meeting. Rankings will be determined by calculating the sum of the scores and applying the weighted percentage.

No less than three Consultants will be scheduled for Presentations/Demonstrations. The Library may request additional material, information, references, interviews, or presentations from some or all the Consultants submitting qualification packages. The RFQ presentation rankings will be posted to the Library's Procurement Portal and will be submitted to the Library's Board of Trustees for final approval.

Qualification packages will be evaluated based on:

1. Qualifications/Experience (30%)
  - a. Consultant has experience creating master plans for public libraries.
  - b. Key Personnel has experience working on master plans for public libraries.
  - c. References
2. Ability to deliver Scope of Work and deliverables (30%)
  - a. Consultant provides full scope of work.

- b. Consultant demonstrates a clear understanding of the project's goals.
- 3. Proposed Approach (25%)
  - a. Consultant provides comprehensive proposed approach to project.
- 4. Schedule/Timeline (15%)
  - a. Consultant timeline is realistic and achievable.

**[PRICING IS NEGOTIATED AFTER THE CONSULTANT IS SELECTED]**

**9. THE CONTRACT**

The Library will attempt to negotiate a contract with the top-ranked Consultant. If no agreement is reached with the top-ranked Consultant, negotiations will be terminated and initiated with the second-ranked Consultant, and so on, until an agreement is reached. Upon the successful negotiation of an agreement, a formal contract will be prepared and executed by both parties.

The selected Consultant will be required to enter into a written contract with the Library that will be governed by Florida law and will contain all legal requirements applicable to the Library. This includes, but is not limited to, requiring the selected Consultant to provide insurance naming the Library as an additional insured, requiring the selected Consultant to indemnify and hold the Library harmless for actions and inactions by the Consultant under the contract, and requiring the Consultant to comply with applicable public records laws under Chapter 119 of the Florida Statutes. The Library operates with taxpayer funding, and therefore the Library will be able to terminate the contract for any reason and at any time, in the Library's sole discretion. If terminated by the Library, all costs and expenses incurred by Consultant and approved by the Library in connection with the Project will be paid by the Library. These contractual requirements are further specified below and are non-negotiable.

**a) A Schedule**

Consultant will provide a detailed schedule including Project deadlines.

**b) Delays**

Delays in deadlines, determined by the Library to be thirty (30) days after the agreed upon deadlines as set forth in the contract to be awarded by the Library for the Project, shall be cause for liquidated damages of \$150 per calendar day.

Consultant will be responsible for all delays, whether caused by Consultant or caused by a third-party.

**c) Termination**

The Library may terminate the agreement with Consultant at any time and for any reason. If terminated by the Library, all costs and expenses incurred by Consultant and approved by the Library in connection with the Project will be paid by the Library.

**d) Indemnification and Limitation of Liability**

Consultant shall indemnify and hold harmless Library, its Officers, Directors, and employees to the fullest extent permitted by law from and against all claims, damages, losses, liens, and expenses, (including but not limited to fees and charges of attorneys or other professionals and court and arbitration or other dispute resolution costs) to the extent caused by a breach of the contract and/or the negligence, recklessness, or intentional wrongful misconduct of Consultant and persons employed or utilized by Consultant in the performance of the contract.

In no event shall the Library be liable to Consultant for indirect, direct, special, or consequential damages, including, but not limited to, loss of revenue, loss of profit, cost of capital, or loss of opportunity regardless of whether such liability arises out of contract, tort (including negligence), strict liability, or otherwise. As a taxing entity, the Library is not allowed by law to indemnify or limit the liability of the Consultant.

**10. RFQ CANCELLATIONS:**

The Library reserves the right to accept or to reject all qualification packages and to re-advertise the RFQ or elect not to proceed with the project at any time. The Library also reserves the right to reject the qualification package of any Consultant who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who, in the Library's opinion, is not in a position to perform properly under this award. The Library reserves the right to inspect all facilities and equipment of the Consultant in order to make a determination as to the foregoing. The Library reserves the right to waive any irregularities and technicalities and may, at its discretion, reissue the RFQ. The Library reserves the right to request clarification of information submitted and to request additional information of one or more Consultants after the deadline for receipt of responses to this RFQ. The Library reserves the right, and the Library's RFQ Project Manager has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by Library's Board of Trustees when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest.

**11. FEDERAL AND STATE TAX:**

The Library is exempt from Federal and State Sales and Use Taxes for tangible personal property (Certificate of Registry for tax transactions under Chapter 32, Internal Revenue Code and Florida Sales/Use Tax Exemption Certificate). The Chief Financial Officer will sign an exemption certificate submitted by the Consultant. Consultants doing business with the Library shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the Library, nor shall any Consultant be authorized to use the Library's Tax Exemption Number in securing such materials.

**12. LEGAL REQUIREMENTS:**

Consultants shall comply with all laws, rules, codes, ordinances, licensing and bonding requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and authority. By way of non-exhaustive example, contractor shall comply with the Florida Sunshine Law and Public Records Act, Immigration and Nationality Act, the Americans with Disabilities Act, and all prohibitions against discrimination on the basis of race, religion, sex, sexual orientation and gender expression/identity, color, age, disability or handicap, national origin, creed,

marital status, or veteran's status. Violation of such laws shall be grounds for immediate contract termination.

**13. RFQ STANDARDS:**

- Library reserves the right to cancel the award of contract any time before the execution of the contract by both parties.
- The responding Consultant bears the sole risk and responsibility for the costs incurred in preparing the qualification package.
- No Library Board or staff member shall have a financial interest in the qualification package.
- In cases of disputes over differences of opinion as to the services in the qualification package, the decision of the Library shall be final.
- The Library reserves the right to: ask for clarification of the qualification package if the need arises; select a Consultant based directly on the qualification package; negotiate further with one or more Consultants.
- The Library reserves the right to reject any or all responses to this RFQ.
- The Consultant is hereby notified that Section 287.05701, Florida Statutes, provides that the Library may not request documentation of or consider a Consultant's social, political, or ideological interests when determining if the Consultant is a responsible Consultant.

**OCLS RFQ Master Plan 25-004  
REQUEST FOR QUALIFICATIONS  
Master Planning Consulting Services  
For the Orange County Library District**

**Consultant's ACKNOWLEDGEMENTS**

By submitting a qualification package to the RFQ, the Consultant:

- a. Acknowledges he/she has received, reviewed, and understands the requirements of the RFQ, including the Scope of Work.
- b. Acknowledges that the Library is not subject to state or local sales, use or excise taxes.
- c. Acknowledges that the Consultant's qualification package shall be considered accepted only when the Library executes a contract.
- d. Acknowledges that the contract will incorporate all terms and conditions contained in the RFQ and Consultant's qualification package, and that the terms of the contract will prevail in the event of a conflict.
- e. Affirms that it is aware that comparison of qualification packages is a subjective process requiring evaluation of multiple factors including references, recommendations, and input from third parties. This process requires subjective assessment of Consultants by the Library Trustees as to overall suitability of the Consultant based on multiple variables.
- f. Acknowledges the Library's Board of Trustees have complete discretion in accepting a qualification package based on the Board of Trustees' evaluation of multiple variables.
- g. Affirms that it is aware of the provisions of Section 287.133(2)(a) of the Florida Statutes and that at no time has Consultant been convicted of a public entity crime.
- h. Affirms that it is aware of the provisions of Section 287.134(2)(a) of the Florida Statutes, and that at no time has Consultant been placed on the discriminatory vendor list.
- i. Affirms that it is not currently under suspension or debarment by the State of Florida or any other governmental authority.
- j. Attests under penalty of perjury pursuant to Section 287.138, Florida Statutes, the following:
  - I. Consultant is not owned by the government of a foreign country of concern as defined in Section 287.138, Florida Statutes.
  - II. The government of a foreign country of concern does not have a controlling interest in Consultant.
  - III. Consultant is not owned or controlled by the government of a foreign country of concern, as defined in Section 692.201, Florida Statutes.
  - IV. Consultant is not a partnership, association, corporation, organization, or other combination of persons organized under the laws of or having its principal place of business in a foreign country of concern, as defined in Section 692.201, Florida Statutes, or a subsidiary of such entity.
  - V. Consultant is not a foreign principal, as defined in Section 692.201, Florida Statutes.
  - VI. Consultant is in compliance with all applicable requirements of Sections 692.202, 692.203, and 692.204, Fla. Stat.

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Consultant's printed name and title

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Consultant's signature and date