

**CLEVELAND PUBLIC LIBRARY**

**Board Meeting**

February 15, 2022

**RESOLUTION AUTHORIZING AMENDMENT TO AGREEMENT WITH GILBANE  
BUILDING COMPANY FOR MOVE MANAGEMENT SERVICES**

WHEREAS, On January 22, 2021, the Library entered into an agreement in the amount of \$8,000 with Gilbane Building Company (“Gilbane”) for initial move planning, milestone scheduling, and budget development in connection with the move-out phase for the projects in Phase 1A of the Library’s Facilities Master Plan; and

WHEREAS, On April 26, 2021, the Library amended the agreement with Gilbane to include ongoing move-out planning, monitoring, and facilitation for an additional fee of \$16,800, thus increasing Gilbane’s total compensation to \$24,800; and

WHEREAS, With work progressing on the Phase 1A projects, the Library Administration has determined that it is necessary to begin planning for the move-in phase and recommends amending the contract with Gilbane to expand their services to include move-in planning and coordination as well as move coordination for the Phase 1B projects; and

WHEREAS, The Library is pleased with Gilbane’s move management services and finds Gilbane’s additional fee of \$44,428 for the move-in phase to be fair and reasonable; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to enter into an amendment to the agreement with Gilbane Building Company to provide move management and move coordination services for the projects in Phases 1A and 1B of the Facilities Master Plan for an additional fee of \$44,428, thus increasing Gilbane’s total compensation to an amount not-to-exceed \$69,228, with such additional amount being charged to the General Fund Account 12100053-53710 (Professional Services), and such amendment being subject to the approval of the Library’s Director of Legal Affairs.



Transition Planning & Management

February 8, 2022

John Lang, PE  
Chief Operating  
Officer

Cleveland Public  
Library  
Cleveland, OH

Revised Project Services Proposal – Cleveland Public Library – Phases 1A and 1B – Ongoing Services

TRANSITION PLANNING & MANAGEMENT

**Dear John:**

We understand that relocation can have a major impact on an organization's day-to-day operations. It is important, and often critical, to maintain continuous operations – minimizing the impact to operational support, employee productivity, and your bottom line.

Gilbane Transition Planning & Management's (Gilbane TPM) customized approach to activating your new facility and transitioning your existing operations provides you with the support needed to accomplish a seamless transition.

Gilbane TPM appreciates this opportunity to propose professional services to the Cleveland Public Library (CPL) Phases 1A and 1B project. Our goal is to bring expertise and experience as your transition services leader. We will provide seamless planning and execution to ensure that continuity of operations is maintained throughout your activation and occupancy. We will assume a role that accomplishes your relocation goals, objectives and timing, and we will identify, frame, and when appropriate, provide recommendations to guide staff through the many, and sometimes complex decisions required during a major transition and move.

### Scope of Services

Now that we are familiar with the Phase 1A and 1B portions of the CPL transition plan, outlined below is our response to your request for thoughts on how we can best guide your core planning team throughout the project in the most cost-effective way possible. Dianne and I believe that the team is making considerable progress in defining the detailed branch move plans and the timelines required for meeting the schedule to vacate prior to the construction start date.

In reflecting on how we might best be of support to the core team moving forward, we have identified a few areas where having our expertise involved will minimize your risk and keep your team focused on planning the transition.

Gilbane TPM will:

- › Maintain ownership of the transition schedule and work with the team to use 30-60 day look ahead reports for each core project team meeting – soliciting updates and refining the schedule with new information as it is identified.
- › Develop and identify an estimated project budget for planning purposes, if needed.

- › Provide ongoing **move out/in** planning, monitoring and meeting facilitation.
  - Virtual core project team meetings held on a bi-weekly basis to use the transition schedule to guide the team, track the status of planning, identify potential pitfalls and help develop proactive solutions.
  - Following each meeting attended, the schedule will be updated and a brief email outlining top issues and actions reported will be prepared for management consideration.
  - These meetings would occur leading up to the **moves out** prior to construction start and resume as the **moves in** approach.
- › As discussed in the December 6, 2021 meeting, to alleviate confusion with the branch teams, conduct separate back-to-back meetings with the groups **moving out** followed by a meeting with the groups **moving in**.
- › If required, working within CPL procurement standards, assist in the development of the moving services scope of work request for proposal and related attachments to ensure you are contracting a qualified contractor, that they understand and have priced the entire scope for Phase 1A and that you have a contract document to manage their compliance.
- › **Moves in** — Phase 1A
  - Assist in refining the detailed **move in** phase schedule based on updated information.
  - Prepare management team and staff for what is expected of them in support of their related **move in**.
- › **Moves out** — Phase 1B

## Schedule

The proposed period of performance will commence on or about January 2022 and will complete on or about the end of December 2022.

## Project Team

“Translation” is often a key to success between the construction and operational teams. As a business unit within a construction company, we understand the important integration of construction, activation and occupancy and we will work seamlessly with your project design and construction partners to collectively focus on your project goals and objectives. We will ease the pain of moving and deliver the best possible construction to occupancy experience for your project management team and partners. We are proposing the following key personnel with distinct areas of value for this assignment:



### Murray Walker – Area Manager

As Area Manager, Murray will provide strategic direction and support to the Gilbane and client teams. In addition, Murray will serve as principal responsible for the strategic leadership of services and final deliverables.

### Dianne Hess – Transition Executive

Dianne’s role as transition executive will draw upon her extensive experience in project planning and scheduling, corporate reporting and budget documentation, procurement strategies, and vendor/client relations. Dianne will bring value to the assignment through her leadership of transition planning requirements, identifying gaps and strategies for a successful activation and transition. She will lead transition related discussions, participate in department interviews, and provide analysis. In addition, Dianne will serve as the day-to-day point of contact, lead scheduled progress meetings with the core team and will be responsible for ensuring that project objectives, schedules, budgetary requirements, and expectations are being met or exceeded throughout the project

### Transition Planner

We will identify and assign a local transition planner resource to assist in coordinating any onsite activities during the post-renovation occupancy of each library branch.

## Compensation

Gilbane TPM will be compensated for the proposed services on a fixed lump basis of \$44,428.00 inclusive of all related expenses and based on the personnel hours summary below:

### Proposed TPM Personnel Hours Summary

	2022												Total
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
<b>Field Personnel</b>													
Area Manager	1	1	1	1	1	1	1	1	1	1	1	1	12
Transition Executive - Hess	12	12	12	12	24	12	12	18	24	12	12	12	174
													<b>210</b>

Gilbane shall submit monthly invoices for services rendered in twelve (12) equal payments beginning at the end of January 2022 and completing at the end of December 2022. Payment to Gilbane of the statement amount shall be made within thirty (30) days after the invoice is submitted. Payments due but unpaid shall bear interest at the prime rate prevailing on the date payment is due plus two points as charged by Bank of America.



Transition Planning & Management

### Value Added Benefits of Gilbane TPM

- › Gilbane has been providing complete facility solutions for our clients since 1870. Gilbane TPM was formed in 1992, and working with the Gilbane CM team, we will continue Gilbane’s commitment of providing innovative and client-focused services to CPL.
- › Our consulting professionals have extensive backgrounds transitioning organizations and operations just like yours and will bring the value of our experience to your project.
- › Gilbane TPM enjoys a presence on project assignments throughout the United States. Our team of transition professionals supports one another through workload sharing, peer groups, mentoring, “lessons learned” and Gilbane University. Drawing on our vast geographic perspective and diverse project types, our project tools and standards are continuously improving to set the benchmark for best practices in our industry.
- › We understand that every organization is unique in the way that they receive information and we are privileged to have worked with numerous organizations to design and implement high quality and targeted communications. We will employ this knowledge and experience to add value to CPL’s move experience.

### Agreement

We believe that this approach maximizes value to your organization and is matched to your goals and objectives for the Cleveland Public Library Phase 1A and 1B project. Please indicate your acceptance of this engagement by signing where indicated, constituting a contract, and returning one original for our files.

Warm Regards,

**Gilbane TPM, A Business Unit Within Gilbane Building Company**

By: Carolyn H. Pfude G. Murray Walker  
 Carolyn H. Pfude G. Murray Walker  
 Vice President and Director, Gilbane TPM Area Manager, Gilbane TPM

Agreed and Accepted this \_\_\_\_\_ Day of \_\_\_\_\_, 2022.

### Cleveland Public Library

By: \_\_\_\_\_  
 Signature Printed Name

\_\_\_\_\_  
 Title