

CLEVELAND PUBLIC LIBRARY

Board Meeting

October 19, 2023

RESOLUTION AUTHORIZING AGREEMENT WITH R.E. WARNER & ASSOCIATES, INC. FOR PROFESSIONAL DESIGN SERVICES FOR THE LOUIS STOKES WING ROOF REPLACEMENT PROJECT

WHEREAS, On September 21, 2023, the Board of Trustees of the Cleveland Public Library approved the selection of R.E. Warner & Associates, Inc. as the top-ranked, most qualified firm to provide professional architectural/engineering services for the replacement of the Louis Stokes Wing (“LSW”) building’s roof (the “Roof Project”); and

WHEREAS, The Library estimates that the total project budget for the Roof Project will be approximately \$1,200,000, with a construction budget of approximately \$1,000,000; and

WHEREAS, R.E. Warner & Associates, Inc. has submitted a proposal for the professional design services for the Roof Project in the amount of \$94,000 plus expenses, which consists of \$69,420 in services during the design phase, including a roof evaluation and architectural drawings, \$19,580 for services during the construction phase, including obtaining necessary approvals, licenses, and permits and administering construction and equipment contract inquiries and awards, and a \$5,000 design contingency; and

WHEREAS, This Board finds the fee for the architectural/engineering professional design services for the Roof Project to be fair and reasonable; now therefore be it

RESOLVED, That the Board authorizes the Executive Director, CEO or his designee to execute an agreement with R.E. Warner & Associates, Inc., in an amount not-to-exceed \$94,000 for the professional design services for the Roof Project upon such terms and conditions as are approved by the Library’s Director of Legal Affairs, and such other documents as are necessary or appropriate to effectuate the Agreement in accordance with this Resolution, with the expenditure of \$94,000 being charged to the Building and Repair fund account 40190105-55300-20901 (Construction/Improvements).



R. E. WARNER

ENGINEERS | ARCHITECTS | SURVEYORS

VIA--E-MAIL

john.lang@cpl.org

October 10, 2023

Mr. John Lang
Cleveland Public Library
325 Superior Avenue
Cleveland, OH 44114

Reference: Cleveland Public Library (CPL)
Louis Stokes Wing
Roof Replacement
Professional Services Proposal No. P28323-R1

Dear Mr. Lang:

Thank you for the opportunity to submit our proposal for your Roof Replacement project.

R.E. Warner is dedicated to your operational success. Our team members have decades of experience developing facilities and infrastructure that are home to the essential products and services of the modern world, and we understand the critical nature of our clients' operations. With that in mind, we provide an extensive range of services across engineering, architecture and surveying, and we are committed to working alongside your team to achieve your objectives.

The team members reserved for your project offer invaluable experience, knowledge, and dedication to quality and service. We pride ourselves on being easy to work with and have been repeatedly told that our friendly, responsive, and collaborative nature sets us apart.

Based on the pre-proposal meeting, site visit, and virtual teams meeting held 9/29/23, our understanding of the scope of this project is detailed below.

PROJECT OVERVIEW

The Roof Project consists of the assessment and replacement of the entire existing roof, (approximately 25,000 square-feet) and includes four lower roof sections above portions of the sixth floor. The roof is a membrane system under concrete pavers and has not been significantly altered since its installation in 1997. Several additional penthouse structures and associated roofs are included in the assessment and replacement. Penthouse fenestration may also need to be addressed as part of the building analysis.

SCOPE OF WORK

To fulfill the scope of services for this project R.E. Warner will provide design and drawings for the following disciplines:

1. Architectural
2. Building Envelope Analysis

In addition to the engineering services, R.E. Warner will provide project management for the design team and attend meetings as noted below. This scope is based on the document titled “Professional Design Services for Louis Stokes Wing Roof Replacement and Restroom Remodeling”, received at the pre-proposal site walk-through held on 8/25/23.

The Restroom remodel portion of work was awarded separately and is to be done by others.

Demolition Scope:

1. Provide the following drawings to show demolition of existing structures and utilities:
 - a. Upper roof Demolition Plan
 - b. Lower roof Demolition Plan

Architectural Scope:

1. Provide onsite observation of the existing conditions and assess the current condition of the LSW roof to determine the extent of repairs or replacement needed and to develop a recommended course of action to conduct such repairs or replacement. Conduct field work as necessary to document existing condition.
2. Prepare all phases of drawings and submit to the Library for review before continuing with the design. Design phases will include a consolidated schematic design/design development submittal, and final construction documents. Specifications (written) for bidding the execution of work, supplying of materials, etc. shall be provided in CSI format.
3. The design team shall, as necessary, submit drawings for permitting and approval to all jurisdictions having authority and revise drawings as necessary to secure approvals and permits.

4. The design team shall issue revisions to the drawings and oversee document version control.

Opinion of Probable Cost Scope:

1. Provide an opinion of probable cost for the Library's use in comparing bids against.

General Scope:

1. Attend the following meetings:
 - a. Project kickoff meeting via Teams or virtual meeting platform.
 - b. Contractor pre-bid meeting.

Contract Administration Scope:

1. During the bidding and award process, the design team will provide information and input to the Library. This includes but is not limited to responding to questions from contractors, evaluating alternates and substitutions, attending pre-bid meetings, and assisting in evaluating bids and bidders.
2. Receive and review all pay applications, verifying progress of items invoiced for, prepare, and certify the pay application for the CPL's approval.
3. Receive and process/distribute shop drawings.
4. Receive and process/distribute requests for information.
5. Document and control contractor change orders. Cost implications for these items will also be reviewed and discussed to verify that the cost associated with said changes are in line with industry standards and the contract itself.
6. Perform site visits during construction, as required, to monitor construction progress.
7. Complete construction walkthrough and create punch list.
8. Provide a 10 month post substantial completion project walk through to identify any contractor one year warranty items.
9. The design team will take the as-built drawings submitted by the contractor or construction manager and develop CAD and PDF documents with all changes to the building incorporated. The design team will be available for a post-construction "Lessons Learned" site walk and review.
10. As-built certifications. If required, the design team shall provide any post-construction design certifications to the requesting authority having jurisdiction.
11. Written technical specifications and coordination with CPL standards.
12. We have included a total of 132 hours of bidding and construction administration time to account for all the items listed above.

Project Management Scope:

1. Provide a single point of contact for project communication with CPL.
2. Organize and lead project design meetings.

3. Provide meeting minutes for all design meetings.
4. Create and maintain an action items list to track information transfer between CPL and R.E. Warner.
5. Manage project engineering schedule.
6. Manage engineering budgets.
7. Track design changes and coordinate approval from CPL prior to implementation.
8. Verify deliverables are consistent with project contract.
9. Prepare permit submittals for CPL to submit to the agency having jurisdiction for each individual bid package.
10. Submit documents as required by authority having jurisdiction for planning, architectural review board, zoning, plan review and building permit procurement.

DELIVERABLES

1. Schematic design phase roof evaluation and assessment report, including an opinion of probable cost.
2. Prepare four copies of sealed architectural drawings for authority having jurisdiction (AHJ) plan review. Electronic copies will be made available for review, bid, and construction issues.
3. Prepare four copies of construction specifications for AHJ plan review.
4. Additional copies requested by the client will be invoiced in accordance with our current rate sheet.
5. Prepare record status drawing revisions based on marked prints furnished by the contractor.
6. All original drawings shall be delivered to CPL upon completion of the project.
7. Document files on electronic media shall be delivered to CPL upon completion of the project. These files are for your use only. Because of potential data degradation and for record purposes, we will maintain an electronic copy of each document in portable document format (Adobe PDF) as the copy of record. Modification of the electronic media without our written permission is at the sole risk of the user.

RESPONSIBILITIES OF CPL AND/OR OTHERS

1. Designate a representative with the authority to receive information and transmit instructions.
2. Provide requirements for the project including objectives, constraints, design and construction standards and reference drawings.
3. Arrange for safe, unrestricted access upon the project site as required.
4. Inform R.E. Warner of all known or suspected hazardous substances, materials or constituents that may be present at the job site.
5. Obtain any and all consents, approvals, licenses and permits necessary for the project.
6. Provide construction and equipment contract inquires and awards.

7. Provide construction supervision and safety compliance.
8. Provide record information to allow preparation of record status drawings by R.E. Warner.

CLARIFICATIONS AND EXCEPTIONS (C&E)

General C&E:

1. R.E. Warner reserves the right to pause work based on changes in scope. The pause will allow for updating of schedule and hours planning based on the change in scope.
2. This proposal assumes all project standards will be provided at the project kickoff meeting. These standards include but are not limited to drawings standards, title blocks, insurance requirements and preferred material specifications. Rework after schematic design due to additional standards or requirements not provided has been excluded from this proposal.
3. All drawings will be complete using AutoCAD.
4. This proposal assumes existing architectural drawings will be provided in AutoCAD format suitable for our use.
5. It has been assumed that all meetings and communication can be completed via the meetings noted in the project scope. If additional weekly call in meetings or travel for meetings is required, these services will be billed for travel and working time based on R.E. Warner's standard rate sheet for the year the services were completed.
6. We will aid with building permit applications and submittals to the AHJ, however, plan review and building permit fees will be by CPL.
7. This proposal does not include any presentation drawings such as renderings, materials boards, or 3D images.
8. As-built drawings will be created at the completion of construction based on a marked up set of drawings provided by the contractor. If incorporation of RFIs, submittals or field sketches into the drawings is required during construction, these services can be provided at an additional cost to this proposal.
9. This proposal does not include any mechanical or plumbing engineering for drainage beyond replacement/repair of existing roof drains as required.
10. Any excluded items listed above can be included as an amendment to this proposal.
11. This proposal assumes supply chain mitigation will not be required during construction.

KEY PERSONNEL

Mr. Theodore A. Beltavski, PE will be the project officer.

Mr. Clinton A. Wilber, RA will serve as project manager.

SCHEDULE

A mutually agreeable schedule will be developed upon receipt of a signed contract or written notice to proceed.

ENGINEERING COST

Our services covered herein shall be provided for a lump sum amount of **\$94,000** plus expenses.

Breakdown of cost, by Phase:

Design:	\$69,420
Construction:	\$19,580
<u>Contingency:</u>	<u>\$ 5,000</u>
Total:	\$94,000

METHOD OF PAYMENT

Payment for our services shall be monthly. Our invoices will be based upon our estimate of the proportion of the total services actually completed at the time of billing.

TERMS AND CONDITIONS

All services shall be performed in accordance with the attached Standard Terms and Conditions. Authorization by the Client to proceed, whether oral, email or written, constitutes acceptance of the terms and conditions of this Agreement, without modification, addition or deletion. No waiver or modification of the terms and conditions set forth herein shall be binding upon R.E. Warner unless made in writing and signed by the firm's authorized representative.

VALIDITY

This proposal is valid for 30 calendar days. Acceptance at a later date will require confirmation or modification of schedule and costs. All work performed after December 31, 2023, is subject to 5% increase annually.

CONFIDENTIALITY

This proposal reflects our knowledge of your requirements and our unique approach to addressing those requirements. Since we do not receive a fee for this proposal, this document should be considered proprietary property of R.E. Warner and should not be disclosed in any way to other parties without the written consent of R.E. Warner.

ACCEPTANCE

If you find the proposal acceptable, please sign and return one copy of this agreement. This will serve as our formal authorization and agreement to provide these services. If you prefer to issue a purchase order, please send to ARReceipts@REWarner.com reference Proposal No. P28323-R1.

We have created this proposal to meet the unique needs of you and your project. If you have any questions or would like to discuss any aspects of this proposal in further detail, please call me anytime at 216-789-8808 (cell).

Sincerely,

R.E. WARNER & ASSOCIATES, INC.



Clinton Wilber, RA
Project Manager

CAW/lej

Enclosures: Standard Terms and Conditions

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ACKNOWLEDGED AND ACCEPTED

R.E. WARNER & ASSOCIATES, INC.

By



Theodore A. Beltavski, PE

Title

President & Chief Executive Officer

Date

October 10, 2023

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ACKNOWLEDGED AND ACCEPTED

CLEVELAND PUBLIC LIBRARY

By

Title

Date
