

CLEVELAND PUBLIC LIBRARY

Board Meeting

April 19, 2016

RESOLUTION AUTHORIZING AGREEMENT WITH HBM ARCHITECTS, LLC FOR ARCHITECTURAL DESIGN SERVICES FOR THE SOUTH BRANCH OF THE CLEVELAND PUBLIC LIBRARY

WHEREAS, On March 17, 2015, the Board of Trustees of the Cleveland Public Library approved the selection of HBM Architects, Inc. as the top-ranked, most qualified firm to provide design services for the renovation of the South Branch, and authorized the Executive Director to enter into negotiations for an agreement; and

WHEREAS, The Library estimates that the cost of construction will range from \$2,500,000 to \$2,800,000, plus the cost of a construction manager, which is anticipated to cost approximately \$140,000. HBM has submitted a proposal for the architect fees in the amount of \$310,000, \$30,000 of which is for predesign services. The architect fee, not including the cost of predesign services, amounts to approximately 9.5% of \$2,800,000 plus the \$140,000 cost of a construction manager totaling \$2,940,000; and

WHEREAS, This Board finds that the fee is fair and reasonable; now therefore be it

RESOLVED, That the Board authorizes the Executive Director, CEO or his designees, to execute an agreement with HBM Architects, Inc, in an amount not-to-exceed \$310,000 upon such terms and conditions as are approved by the Library's Chief Legal Officer, and such other documents as are necessary or appropriate to effectuate the Agreement in accordance with this Resolution, with the expenditure of \$310,000 being charged to the Building and Repair fund account 40178305-55300-10783.

April 14, 2016 revised

Schedule of professional fees & Project Approach

CLEVELAND PUBLIC LIBRARY, SOUTH BRANCH – CLEVELAND, OHIO

COMPENSATION

Professional Services:

1.0	Pre-Design Services	\$30,000
2.0	Schematic Design	\$47,600
3.0	Design Development	\$70,000
4.0	Construction Documents	\$98,000
5.0	Bidding and Contracts	\$ 8,400
6.0	Construction Administration	\$56,000

Total Fixed Fee: \$310,000

Compensation for basic services was derived utilizing a total project budget of \$3,300,000. Should the budget be increased beyond \$3,300,000 the total fixed fee for professional services would be adjusted accordingly.

Billing for services (This can be clarified in base AIA doc)

BASIC SERVICES include the following:

Pre-Design Services

- Program Validation - we will provide a high-level overview of the program objectives to confirm the scope of this project.
- Work with the Library facilities department to update the Facility Assessment Report with any known new items that need to be address in the design of the renovations.
- Prepare Hazardous Material scope and specification for 3rd party Environmental Health Engineer.
- Work with the library to develop / confirm the project budget

Additionally, this phase will include the Building Making Design Charrette as defined below:

Design Charrette: A collaborative process to evaluate alternatives to meet the goals and needs of the Library

1. Introductions and roles of those involved
2. Review Charrette agenda / process
3. Statement/Definition of the Project Goals
4. Building Making – collaborative Charrette to develop initial ideas, concepts and options for new building
5. Identify basic cost implications of concepts and options,

6. Synthesize ideas, concepts and options into one

7. Finalize preferred option

The Charrette process will conclude with the identification of a preferred option by the stakeholders with justification noted.

Other activities in this phase will include: Preparation of initial conceptual site plan / floor plan design

Schematic Design Phase`

- Diagram layout options for adjacencies and flow
- Assist the Library with the development of the scope and request for proposals for site survey and geotechnical investigations and assist the Library in the coordination of the consultant's work.
- Develop Schematic Design Concepts (site, building)
- Review and refine diagrams with Library Design Committee
- Initial Review with City Planning Dept.
- Initial Review with City Landmarks Commission
- Prepare SD cost estimate
- Finalize Schematic Design
- Meet with Library Design Committee for review and approval of SD documents.
- Assist the Client with the selection process for the Construction Manager.
- Presentation of SD design concept to Library Board.
- SD phase will include one (1) 3d cut away floor plan and one (1) exterior colored rendering.

Design Development Phase

- Advance SD documents with A/E team through the Design development phase.
- Coordinate design concept with the hazardous materials report and work with the environmental health engineer and their recommendations for the process and procedures for properly handling hazardous material that may be identified.
- Prepared initial interior design concepts (finishes & furnishings)
- Review and refine design of architecture and interiors with Library Design Committee
- Finalize Design Development and provide documents to CM for DD cost estimate.
- Constructability review in conjunction with the CM and Library.
- City Planning / City Landmark Commission presentations for preliminary approval.
- Meet with Library Design Committee for review and approval of DD documents (documents to include T.O.C for specifications).

Construction Documents Phase

- Construction documents (site, building, interiors)
- In conjunction with the CM and the Library - Review the Cost Estimate and constructability review at 50, 90 and 100% CDs.
- Complete construction documents
- Work with the Planning and Building Development Dept. to obtain final approval of site and building plans along with City Landmark Commission for certificate of appropriateness.
- Meet with Library Design Committee for review and approval of CD documents.
 - release documents to City for plan review
 - release documents to CM for bidding

Bidding Phase

- We will assist the Library and CM with the bidding phase, to include fielding and responding to RFIs during the bid period and providing appropriate information sufficient to release addenda as necessary.

Construction Administration Phase

- Attend weekly construction meetings with the understanding that HBM or its team will not be required to attend every meeting.
- Review / Process shop drawings, field requests, and applications for payment
- Project close-out

Civil / Landscape

Civil and landscape services will include design of grading, drainage, site utilities including coordination with utility companies, storm water management (both quantity and quality) as required by governing authorities, erosion control, pavement and parking, plantings and site furnishings.

Structural

Structural services assume the building structural systems will include steel framing on shallow foundations. It is our assumption that the site has suitable soils for such construction.

MEPT Engineering

Mechanical, Electrical, Plumbing and Technology (MEPT) Engineering services include:

- HVAC systems and Temperature Control as required to maintain code required and normal design standard environmental conditions. Design will include capabilities for remote monitoring and control compatible with the Library's current system.
- Plumbing systems and equipment.
- Fire Protection systems for the areas involved in the project. HBM documents will include performance specifications, the service entrance, risers and riser diagrams.
- Site design for the following systems: site lighting, power, telecommunication conduit, if included.
- Lighting systems.
- Power Distribution and Grounding systems, including receptacles.
- Fire Alarm system as required by national, state and/or local codes.
- Conduit and Rough-in Box Systems for Low Voltage / Technology Systems.
- Definition and coordination of required interior building technology pathways and spaces.

Interior Architecture Services

Furnishings and Fixtures

We will work with CPL to identify and select appropriate existing furnishings and fixtures from current building or in storage to accommodate the agreed upon program and scope. This activity will require an inventory and a condition assessment of existing furnishings to determine if specific items are applicable to reuse. If the total project budget allows, HBM will design and specify new

furnishings to be selected from either open lines or the State of Ohio approved Vendor list where possible and available.

In either case, HBM shall provide oversight for installation and inspection upon completion the installation of existing furnishing or new as part of the construction administration phase.

Meetings

Community Engagement

Conduct (1) public meeting presentation with community, attend additional public meetings in support of Library. HBM is expected to provide only one full presentation.

Pre-Construction Services

HBM anticipates to attend up to 18 Meetings with the Library Design Committee as a part of Design and Document preparation process. In addition, HBM will plan meetings with City Planning department and Landmarks Commission necessary to achieve approval required and 4 meetings with Library Board (3 in design phase and 1 in construction)

Construction Administration Services

Project meetings will take place and HBM anticipates a total of 30 site visits and up to 2 inspections to determine whether the work is substantially complete, and 1 final inspection to determine whether the work is complete in accordance with the Contract Documents.

A. ADDITIONAL SERVICES

- | | |
|---|--------------------|
| 1. Creation of record drawings | \$TBD Hourly |
| 2. Energy modeling | |
| a. Range from Basic Life Cycle Cost to full Energy Model (non-LEED) | \$3,000 to \$6,000 |

B. SERVICES NOT INCLUDED in basic or additional services

The following items are not included in our basic or additional scope of services:

1. Site survey indicating topography, easements, underground utilities (natural gas, water, storm, sanitary, electrical, telecommunications) shall be completed and available from the Library.
2. Geotechnical inspections and report
3. New Facilities Condition Assessment report.
4. A structural condition survey with report.
5. Historic research report
6. Cost Estimates beyond SD
7. Exterior Utility upgrades to incoming services
8. Environmental and hazardous materials testing and reporting & specifications for abatement or proper handling of material identified in the report.
9. Traffic Analysis
9. Coordination and approvals with State Department of Transportation related to any modifications to road work beyond property line (curb cuts and on site development of drive and parking area if applicable will be part of basic service)
10. Data / Technology wiring

- a. Wire and terminations of devices will be by others – empty conduit and boxes will be included in basic services. Technology design i.e. computer systems, phone, security, CATV and any other IT/AV items will be by others.
 - b. Access Controls, Book Security and Site Surveillance items will be by others.
11. Structural special inspections mandated by the building code. These inspections are separate from normal construction phase site observations and are to be provided by the Owner.
12. Laboratory materials testing / inspections (during construction)
13. Interior / exterior way finding signage design services (code related interior building signage will be included as basic services)

C. ASSUMPTIONS, QUALIFICATIONS, AND EXCLUSIONS.

1. Field investigations and verifications are neither comprehensive nor exhaustive; and are limited to exposed visual conditions. Above ceiling investigation is minimal, and limited to reasonable due diligence to generally identify building areas served.
2. Available record drawings are assumed to be incomplete.
3. Facility renovation will not be subject to USGBC LEED sustainability requirements or seek any specific LEED sustainability rating.

D. REGULAR HOURLY RATES

HB+M

Managing Principal	205.00 / hr
Principal	195.00 / hr
Associate	175.00 / hr
Project Manager	165.00 / hr
Project Architect	135.00 / hr
Interiors	130.00 / hr
Staff Architect	105.00 / hr
Interns	93.00 / hr
Cadd Technician	85.00 / hr
Admin. Assist.	65.00 / hr

Consultants @ cost x 1.10

Hourly rates will be fixed for the duration of this project.

Consultants include:

Thorson Baker and Associates (TBA)

Principal/Project Director	\$180 / hr
Project Manager	\$150 / hr
Senior Engineer	\$135 / hr
Associate Engineer	\$115 / hr
Associate Designer	\$95 / hr
CADD	\$80 / hr
Clerical	\$50 / hr

E. PROPOSED PROJECT SCHEDULE

We anticipate the following approximate time periods for the project.

- | | |
|--------------------------|-----------------------|
| • Pre-Design Services | April – May 2016 |
| • Schematic Design | May – July 2016 |
| • CM selection | June 2016 |
| • Design Development | Aug - Nov 2016 |
| • Construction Documents | Nov 2016 – March 2017 |
| • Bidding | March – May 2017 |
| • Start Construction | May 2017 |
| • Complete Construction | April 2018 |

F. REIMBURSABLE EXPENSES

Certain expenses may be incurred during the course of the project and are not included in our basic scope of services. A budget of \$7,500 for Reimbursable Expenses may include but are not limited to:

1. Fees paid for reviews, approvals and permits from authorities having jurisdiction. The Library may pay these fees directly if preferred.
2. Plotting and printing presentation materials, design, construction documents for meetings with the Library.
3. 3D printed model of existing bldg. depicting addition and site improvements.
4. Special delivery costs including courier service and overnight delivery.
5. Travel Costs
 - a. Mileage billed at IRS Government Rate /mile

END OF DOCUMENT

April 13, 2016

Professional Fee & Budget Summary

CLEVELAND PUBLIC LIBRARY, SOUTH BRANCH – CLEVELAND, OHIO

Total Project Budget: **\$3,300,000**

(Note: The information below builds to this Total Project Budget)

Construction Costs - <i>Includes:</i>	\$2,800,000
Design Contingency	
Owner Contingency	
Hazardous Material Abatement	
Interior Furnishings (new & existing)	
Cabinetry & Display	
Construction Management Fee (5%)	<u>\$ 140,000</u>
 Total Construction Budget:	 \$2,940,000
 Project Expenses – <i>Includes:</i>	 \$ 50,000
Site Survey	
Geotechnical Investigation	
Hazardous Material Investigation / Survey	
Construction Testing & Special Inspections	
Reimbursable Expenses	
 HBM Pre-Design Services	 \$ 30,000
Program Validation	
Budget Development	
Update the Facilities Assessment Report (with the library facilities dept.)	
Assist with Hazardous Material Scope, Proposal, & Coordination	
 HBM Professional Services (9.5% of Construction Budget)	 \$ 280,000
<i>Includes the Following Additional Services:</i>	
Assist with Geotechnical & Survey RFP's & Coordination	
Additional Meetings	
Library Interior Design	
Exterior Rendering & 3D Cutaway Plan Rendering	
Landmarks Commission Reviews, Presentations, & Approvals	