

CLEVELAND PUBLIC LIBRARY

Special Board Meeting

August 6, 2020

**RESOLUTION AUTHORIZING AGREEMENT WITH CBLH DESIGN, INC. FOR
ARCHITECTURAL DESIGN SERVICES FOR THE ROCKPORT BRANCH OF THE
CLEVELAND PUBLIC LIBRARY**

WHEREAS, On May 21, 2020, the Board of Trustees of the Cleveland Public Library approved the selection of CBLH Design, Inc. as the top-ranked, most qualified firm to provide professional architectural/engineering services for the new Rockport branch as part of Phase 1B of the Facilities Master Plan; and

WHEREAS, The Library estimates that the cost of construction, including the cost of the construction manager, to be \$5,697,663, plus the cost of furniture, fixtures, and equipment, owner contingency and owner direct costs, which is anticipated to cost approximately \$731,645. CBLH has submitted a proposal for the architect fees in the amount of \$644,740, which consists of \$537,990 in fees for basic services and \$106,750 for optional additional services; 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 CBLH Design, Inc., in an amount not-to-exceed \$644,740 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 \$644,740 being charged to the Construction – Tax-Exempt fund account 40277905-55300 (Construction/Improvements).

July 31, 2020

Bryan Szalewski, Esquire
Senior Legal Officer
Cleveland Public Library / Legal Services
325 Superior Avenue
Cleveland, Ohio 44114

RE: A/E Professional Design Services Proposal
Cleveland Public Library – Rockport Branch

Dear Mr. Szalewski:

CBLH is pleased to submit our proposal for the Cleveland Public Library New Rockport Branch. This proposal will be incorporated into the AIA Document B-133, Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition, when the Cleveland Public Library and CBLH Design approve of the changes made. Included in our Professional Design Services are Architectural, Structural, HVAC, Electrical, Plumbing, Telecommunication, Civil Engineering, and Landscape Design for the project.

The scope of basic services will include:

1. Program Verification
2. Schematic Design
3. Design Development
4. Construction Documents
5. Interior Design
6. Layout of all Shelving
7. Bidding Support
8. Plan Approval Submission (for permitting purposes)
9. Construction Administration – One (1) site visit per week during construction
10. 11th month warranty walk through
11. Owner Furnished Fixtures & Equipment (FF&E) Selection

We propose a lump sum fee of \$537,990 for professional A/E basic services. This lump sum fee is based on the Owner’s budget of \$5,977,663 for the construction of a 14,000 square foot building including construction cost, CMr related cost and FF&E.

Basic Services Fee Breakdown:

Schematic Design	20%
Design Development	20%
Construction Documents	35%
Bidding Support	5%
Construction Administration	20%
Total	100%

Additional services that may be required that are not included in this Proposal are:

Cost Estimating at SD, DD, and 75% CD	\$20,000
50% CD Owner Review Set	\$0
Community Engagement	\$12,000
LEED Certification	\$30,000
AV Equipment	To Be Determined
Demolition of Existing Structure	\$6,750
Renderings As Requested	\$3,500 Per Rendering

Reimbursable Services that may be required that are not included in this proposal are:

Printing and Permit / Plan Review Fees	\$8,000
Travel / Lodging	\$9,000
Parking	\$1,000
Agreed A/E Fee Contingency	\$20,000
Total Compensation	\$644,740.00

We will confine our efforts to the authorized scope of services. Progress billings for work performed will be invoiced and payable on a monthly basis. Should additional program issues arise during this project, CBLH Design will track the cost separately as Owner-initiated changes. CBLH Design will notify you before commencing such services. The Architect will provide the Owner with a breakdown in a manner specified by the Owner detailing minority involvement in the project during the preceding month in each of the Architect's monthly invoices. All additional time and reimbursable expenses will be identified and invoiced separately according to the following standard hourly rate and reimbursable expense schedule:

CBLH Design, Inc. 2020 Hourly Rate Schedule	
Principal	\$220
Director/Sr. Architect	\$170
Project Architect	\$150
Business Manager	\$140
Interior Designer	\$110
Project Planner/Designer	\$100
Clerical	\$90

Perkins&Will Hourly Billing Rate Schedule	
Managing Director	\$300
Design Director	\$340
Director of Operations	\$220
Design Principal	\$250
Principal	\$250
Associate Principal	\$220
Practice Leader	\$220
Technical Director	\$200
Senior Project Manager	\$185
Project Manager	\$170
Senior Project Architect	\$165
Project Architect	\$125
Arch I	\$85
Arch II	\$90
Arch III	\$105
Sr. Interior Project Designer	\$145
Interior Designer I	\$80
Interior Designer II	\$85
Interior Designer III	\$95
Interior Project Designer	\$125
Sr. Interior Project Manager	\$155
Interior Project Manager	\$140
Landscape Arch II	\$95
Construction Admin	\$135
Sr. Technical Coordinator	\$170
Technical Coordinator	\$120
Communications Director	\$155
Administration	\$80

Please see enclosed exhibits. Exhibit A includes a detailed scope of services and additional consultant (hourly) rate schedules. Exhibit B includes supplemental information. Exhibit C includes the design schedule.

Thank you for the opportunity to submit this proposal to perform design services for this project. If you have any questions or need additional information, please don't hesitate to call.

Sincerely,

CBLH DESIGN, INC.

A handwritten signature in blue ink, appearing to read "Marc B. Bittinger". The signature is fluid and cursive, with a long horizontal stroke at the end.

Marc B. Bittinger, AIA
Principal

Cc: N. Berardi

Exhibit "A" for Rockport Branch Proposal Cleveland Public Library



Detailed Scope of Services

Community Engagement

We envision a series of virtual engagement and meetings that involve one (1) visit. The goals of these engagements will be to meet with library leadership, library staff, and general community members that have a stake in the library's programs and services. As part of this plan, we will:

- Review Previous Community Engagement Materials:
 - We assume that a general needs assessment from previous public engagement has already been performed and documented. That this has been converted into a preliminary program on which the future final program will be based.
 - All existing library documents will be provided including architectural and engineering plans, collection size and circulation rates, gate counts, program statistics, etc.
 - All of the above materials will be provided to the design team at least two weeks prior to initial leadership calls.
- Conduct Leadership Interviews:
 - Conduct up to two (2) 1-hour phone interviews with key library leaders to discuss strategic vision and goals of the project.
 - In advance of that meeting, we will forward general topics for discussion so that interviewees may prepare.
- Staff Space Needs Focus Group:
 - Send out space needs survey to branch library leadership to complete 1-week prior to Staff Focus Group call.
 - Send out staff homework assignment in preparation for Staff Focus Group call
 - Facilitate one (1) call with library staff to discuss service goals, collection targets, public facing and back-of-house space needs
- Public Community Engagement:
 - This will be an overnight visit including one (1) in-person Community Engagement Workshop
 - Meet with library leadership to review findings from owner furnished materials, Leadership Interviews, and Staff Focus Group call.
 - Review community engagement agenda.
 - Meet with community group so solicit input. Specific agenda content will be dependent upon public engagement work already performed to date and the findings from leadership and staff calls.

The results of the phone interviews, virtual focus group, and community engagement session will be captured in qualitative notes and quantifiable data sets that inform how the program is adjusted and tailored to the Rockport community. Based upon community feedback, the design team will tailor a project vision statement that can serve as guide for the project moving forward and a basis for decision making as the design evolves.

Exhibit "A" for Rockport Branch Proposal Cleveland Public Library



Program Verification

- At least one (1) meeting/conference with Library:
 - Review zoning & regulatory requirements and responsibilities
 - Meet with staff to review service model
 - Review Library-provided program and develop program mapping for discussion
- Make determination as to whether the program appears achievable considering budget, schedule, and site limitations.
- One (1) meeting/conference with Library and Construction Manager, review:
 - Preliminary evaluation
 - Program
 - Design schedule
 - Budget
 - Design concepts (bubble diagrams)
 - Approaches to design and construction

Schematic Design

- At least three (3) meetings/conferences
 - Present at least three (3) design concepts to the Library. The team will advance the preferred concept or combination of concepts.
 - Share virtual model of developing design
- Provide/present (one (1) possible meeting/conference) schematic design document to Library and Construction Manager
 - Site plans
 - Floor plans
 - Elevations
 - Cost estimate
- At least one (1) Board of Directors meeting/conference to present SD documents
- LEED Eco-Charette (Reconcile with A/E Estimate)

Design Development

- Review CMR SD estimate (Reconcile with A/E Estimate)
- Further development of approved schematic design concepts and documents
- At least two (2) meetings/conferences
 - Door hardware type & function
 - Exterior materials and finishes
 - Mechanical, data, communications, lighting, power requirements, product & equipment selections, security, data, communications systems
- Submit required documents for municipal review
 - Site/civil plans – layout, grading, utilities, planting details
 - Floor, roof, ceiling, furniture/equipment plans
 - Wall & building sections
 - Preliminary details
 - Interior & exterior elevations
 - Finish & door schedules
 - Structural plans, preliminary details
 - Mechanical, electrical, plumbing plans, details, schedules
 - Preliminary specifications
 - Cost estimate
- At least one (1) Board of Directors meeting/conference to present DD documents

Construction Documents

- Review CMR DD estimate (Reconcile with A/E Estimate)
- Further development of approved design development documents to support GMP creation and achieve building permits & approvals
- One meeting/conference with Library & CMR for review prior to 75% submission

Exhibit "A" for Rockport Branch Proposal Cleveland Public Library



- Provide 75% CD documents including drawings, specifications, LEED V4 data, and design intent statement for GMP
- Provide 75% estimate (Reconcile with A/E Estimate)
- One (1) meeting/conference with Library to assist in review and evaluation of GMP
- One (1) meeting/conference with Library & CMR for reconciliation of estimates if necessary
- Submit permit documents and plans review application to municipality
- Respond to plans review comments to facilitate approval

Bidding

- Issue addenda as necessary
- Evaluate substitution requests
- Attend one (1) pre-bid meeting

Construction Administration

- At least one (1) site visit per week during construction
- Review and respond to applicable submittals, RFI's, change order requests
- Assist Library in review of pay applications
- Review closeout documents and provide record drawings
- Monthly LEED update reports
- Subconsultants at site-meetings as needed

**Exhibit "A" for Rockport Branch Proposal
Cleveland Public Library**



Fee Proposal Consultant Rates

Barber & Hoffman, Inc. 2020 Hourly Rate Schedule	
Principal (P.E.)	\$200
Associate Principal (P.E.)	\$175
Senior Associate (P.E.)	\$150
Associate (P.E.)	\$130
Senior Engineer (P.E.)	\$110
Engineer (P.E.)	\$100
Designer	\$90
Senior Drafter/Technician	\$85
Technician	\$70
Clerical	\$65
Intern Engineer	\$60

Knight & Stolar, Inc. 2020 Hourly Rate Schedule	
Principal	\$110
Landscape Architect	\$90
Secretarial	\$45

Karpinski Engineering / R Engineering Team 2020 Hourly Rate Schedule	
Principal	\$190
Senior Associate	\$160
Associate	\$145
Senior Technical Manager	\$140
Construction Coordinator	\$125
Senior Project Engineer	\$125
Senior Project Designer	\$110
Project Engineer	\$100
Project Designer	\$95
Engineer	\$90
Designer	\$80
Technician	\$70
Administration	\$60

Karpinski Engineering / R Engineering Team 2020 Supplemental Hourly Rate Schedule	
Certified Fire Protection Engineering	\$150
Mechanical Systems Specialist	\$140
Testing and Balancing Systems Specialist	\$140
Energy Systems Specialist	\$140
Fire Safety Specialist	\$125
Professional Lighting Design	\$125
BIM Specialist	\$125

**Exhibit "A" for Rockport Branch Proposal
Cleveland Public Library**



Karpinski Engineering / R Engineering Team 2020 Commissioning Hourly Rate Schedule	
Commissioning Director	\$150
Commissioning Project Manager	\$140
Commissioning Senior Engineer / Professional	\$130
Commissioning Engineer / Professional	\$120
Commissioning Technician / Coordinator	\$110

Moody Engineering, LLC 2020 Hourly Rate Schedule	
Project Principal	\$195
Project Manager	\$163
Senior Project Engineer	\$147
Junior Project Engineer	\$128.75
Project Engineer	\$87.50
Design Engineer	\$118.25
Senior Designer	\$112
Designer	\$93
CADD Technician	\$84.50
Project Coordinator	\$77.25
Registered Surveyor	\$161
GIS Specialist	\$78.75
Field Person	\$68
Administrator/ Clerical	\$64

Conspectus, Inc. 2020 Hourly Rate Schedule	
Principal	\$180
Project Manager	\$150
Senior Specifier	\$120
Specifier	\$60
Administrative	

McGuiness Unlimited, Inc. 2020 Hourly Rate Schedule	
Principal Cost Estimator	\$155

HOPE 2020 Monthly Rate Schedule	
Mobilization	\$1,000
Preconstruction	\$2,300
Design Phase Support	\$200
Construction Phase Support	\$650
Post-Construction / Certification	\$450

Exhibit "B" for Rockport Branch Proposal Cleveland Public Library



Supplemental Information

Approach to unknown/suspected environmental hazards in design

Unknown, suspected or unexpected issues with site conditions are some of the more common risks for projects in design and construction. Many issues can be discovered by a site investigation through geotechnical analysis and by researching city development and infrastructure records. Through these means we can help to mitigate risks to the project schedule and budget. Some common examples of site issues include:

- Hazardous Materials (asbestos, lead-based paint – surveys prior to construction)
- Soil conditions, etc. (geotechnical analysis)
- Animal habitat
- Abandoned former construction debris (i.e., underground storage tanks, etc.)

While some conditions may be known before any work is considered, typically, site hazards are discovered after construction begins. When revealed, the Contractor will notify both the Owner and Architect of the conditions. Depending on the condition, they will determine if immediate measures must be taken for the safety of those on site. Then, both the Contractor and Architectural team will assess the situation and make recommendations to the Owner. This may include further testing by engaged consultants of required specialized expertise.

After the conditions and recommendations have been reviewed by the Owner, it may require additional services by the design team to correct the unforeseen condition. These services will be agreed upon in writing with the Owner before any services are initiated.

Integrating sustainable and human-centered principles into the design process

Buildings of the 21st Century need to respond to the changing needs of the people that occupy them and to coexist within the community they serve. Libraries are places of learning and education and what better way to teach about environmental responsibility than to design a building that is environmentally responsible. It is becoming more important to use environmentally appropriate forms of energy to operate the buildings we use as well as the materials we use for construction.

With the prominence of green design, architects need to be prepared to assist owners in evaluating the appropriate use of this design philosophy. Using design principles found in the LEED (Leadership in Energy and Environmental Design) and WellBuilding certification programs, a project can incorporate many elements of sustainable design and energy efficiency even if gaining certification isn't the end goal of the owner.

Although many of these categories have complicated solutions, there are a few common sustainable concepts for almost any project:

- Carpeting: Recycled and recyclable carpeting containing no PVCs
- Carbon Dioxide Monitoring: Provide accurate monitoring for proper ventilation
- Latex Paints: Water based products selected based on absence of Volatile Organic Compounds (VOCs)
- Hardwoods: Used throughout in lieu of rain forest woods
- Plastic Laminates: Recycled and recyclable laminates used throughout
- Natural Lighting: Used to reduce amounts of artificial lighting required
- Building Automatic System: To monitor and control all building systems for efficient operation
- Building Temperature Control: Temperature control systems allowing for setback when the building is not in use and flexibility when demand levels change
- Building Wide Recycling Program: Space will be provided for the storage and collection of recyclables.

As architects, we have a sense of responsibility to the local and global environment; however, a solution must be affordable and smart in the long run. Sustainable design is a team effort among the owner, architect and engineer. Ideas must be generated, evaluated and accepted for incorporation into a project. A unique solution and combination of these elements is necessary for each project.

**Exhibit "B" for Rockport Branch Proposal
Cleveland Public Library**



Specific roles and time commitments of design team

CBLH Design, Inc.	Project Participation Percentage: 28.5%
	Project Role
Marc B. Bittinger, AIA	Senior Management Lead
Michael J. Serdinak, AIA, EDAC	Project Manager
Jae Duk Cho, AIA	Project Architect
Aaliyah A. Russel	Interior Designer
Natalie M. Symon, IIDA, LEED AP BD+C, EDAC	Resource Interior Designer
Perkins & Will	Project Participation Percentage: 28.5%
	Project Role
Derek Jones	Planning & Design
Barber & Hoffman, Inc	Project Participation Percentage: 5%
	Project Role
Jon T. Leuthaeuser, PE, LEED AP	Lead Structural Engineer
Knight & Stolar, Inc.	Project Participation Percentage: 2%
	Project Role
Kathleen Jankowski, RLA	Landscape Architect
Karpinski Engineering	Project Participation Percentage: 15%
	Project Role
Brian J. David, PE, LEED AP	Principal In Charge
Evan Hammersmith, PE, LEED AP	Lead Mechanical Engineer
David Woytek	Lead Electrical Engineer
Gary G. Jones, PE	Lead Fire Protection Engineer
Ryan P. Smith, RCDD	Lead Technology Engineer
R Engineering	Project Participation Percentage: 3%
	Project Role
Tom Roberts, PE, LEED AP	Principal In Charge (RET)
Amanuel Assefa	Electrical Engineer
Marcus Coleman	Mechanical Engineer
Moody Engineering	Project Participation Percentage: 3%
	Project Role
David Moody, PhD	Project Principal – Civil
Richard Keener, PE	Lead Civil Engineer
Conspectus	Project Participation Percentage: 2%
	Project Role
Scott Mitchell Taylor	Specifier
Healthy Options Pure Environments (HOPE)	Project Participation Percentage: 6%
	Project Role
Dena Eckman, LEED AP BD+C	Sustainability
McGuiness Unlimited	Project Participation Percentage: 4%
	Project Role
Erin McGuiness, PE	Cost Estimating

Total MBE/WBE/EDGE Participation: 18%

Exhibit "B" for Rockport Branch Proposal Cleveland Public Library



Approach to community engagement

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Understanding of CPL diversity goals

Our understanding of the diversity goals of the Cleveland Public Library is that the teams designing libraries for a community should reflect the diversity found in the people living there. A firm or design team that is out of touch with the community has difficulty serving its residents.

As library designers, we are accustomed to working in all types of communities and are committed to respecting and incorporating that diversity within our own firms. All team members assigned to this project have the skills and experience to best serve the project. Several team members also are considerate of CPL's importance of minority inclusion.

To help us achieve the goal of being a diverse design team, we continuously seek partnerships with MBE, WBE, SBE, SDVOSB, and EDGE team members. During the Pre-Proposal meeting held at the Cleveland Public Library on July 17, 2019, we had the opportunity to meet Dr. David Moody of Moody Engineering. Since meeting David, we have not only engaged he and his firm to be a part of our team for the CPL Rockport Branch Library project, but we have partnered with them in the pursuit of multiple other projects in the last year. Our MEPT consultant Karpinski Engineering have their own program/partnership with R Engineering. This program co-locates R Engineering staff to work in

Exhibit "B" for Rockport Branch Proposal Cleveland Public Library



Karpinski Engineering's offices for hands-on mentoring as they work together to accomplish design of facilities infrastructure on local projects. This is a positive example of a long-term commitment to develop and grow a certified MBE/SBE engineering firm located in the community.

Both CBLH and Perkins and Will have led and supported local ACE Mentor programs in Cleveland and Boston. The goal of the ACE program is to engage and inspire city high school students to pursue careers in the A/E/C industry. We are committed to attract more diverse students into the design disciplines and support those students in their continued advancement.

Diversity and inclusion

CBLH is considered a Federal Small Business. Our partner SBE, MBE, WBE, EDGE and SDVOSB firms have become integral to our design team. Many of our team members are participating in the Community Business Enterprise in some capacity. If additional services are required that are not part of our current team structure, we would seek to engage in local resources practicing the principles of the Community Business Enterprise.

Our team believes that innovation is born from an engaged culture of diverse people. A diverse and inclusive studio means:

- Understanding how diversity positively affects design.
- Moving beyond barriers and stereotypes of gender, culture, color, race, religion, age, sexuality, physical abilities, generational differences, and economic settings to form a team of talented professionals creating excellent work.
- Matching the diverse clients and users we serve with an equally diverse design team.
- Creating a workplace that attracts a diverse talent pool with varied perspectives.

By cultivating relationships with local or state certified minority, women and underutilized businesses, we:

- Mirror the communities we serve
- Respond to our clients with diverse architectural and engineering teams
- Promote cultural competence
- Go beyond diversity and ensure that all people are heard by making our teaming structures safe zones.

Exhibit "C" for Rockport Branch Proposal Cleveland Public Library



Design Schedule

Date: 7/9/2020

	Weeks
PUBLIC ENGAGEMENT & SCHEMATIC DESIGN	
Public Engagement	6
SD Documents to Estimator	6
Schematic Design Submission	2
Schematic Design Acceptance	4
DESIGN DEVELOPMENT	
DD Documents to Estimator	6
Design Development Submission	2
Design Development Acceptance	4
CONSTRUCTION DOCUMENTS – 75% - GMP	
75% Construction Documents to CMR & Estimator	8
100% GMP Documents from CMR Accepted	4
Total	42