

CLEVELAND PUBLIC LIBRARY

Board Meeting

September 17, 2020

**RESOLUTION AUTHORIZING AGREEMENTS WITH HBM ARCHITECTS, INC. AND
MOODY NOLAN, INC. FOR ARCHITECTURAL DESIGN SERVICES FOR THE
LORAIN AND EASTMAN BRANCHES OF THE CLEVELAND PUBLIC LIBRARY**

WHEREAS, On May 21, 2020, the Board of Trustees of the Cleveland Public Library approved the selection of HBM Architects, Inc. and Prime AE Group, Inc. as the top-ranked, most qualified team to provide professional architectural/engineering services for the Lorain branch as part of Phase 1B of the Facilities Master Plan; and

WHEREAS, On May 21, 2020, this Board also approved the selection of Moody Nolan, Inc. as the top-ranked, most qualified firm to provide professional architectural/engineering services for the Eastman branch as part of Phase 1B of the Facilities Master Plan; and

WHEREAS, HBM Architects, Inc. and Prime AE Group, Inc. have proposed a fixed fee for the Lorain branch in the amount of \$331,847, which includes reimbursables and a design contingency allowance, and is based on the estimated budget of approximately \$2,811,709, which includes construction costs of \$2,613,709 (including construction manager services) and the cost of furniture, fixture, and equipment, which is anticipated to cost approximately \$198,000; and

WHEREAS, Moody Nolan, Inc. has proposed a fixed fee for the Eastman branch in the amount of \$242,117, which includes reimbursables and a design contingency allowance, and is based on the estimated budget of approximately \$2,317,974, which includes construction costs of \$2,071,974 (including construction manager services) and the cost of furniture, fixture, and equipment, which is anticipated to cost approximately \$246,000; and

WHEREAS, This Board finds that these fees are fair and reasonable; now therefore be it

EXHIBIT 10

RESOLVED, That the Board authorizes the Executive Director, CEO or his designee, to execute agreements with HBM Architects, Inc. and/or Prime AE Group, Inc. in an amount not-to-exceed **\$331,847** for the Lorain branch, with the expenditure being charged to the Construction – Tax-Exempt fund account 40276405-55300 (Construction/Improvements) and with Moody Nolan, Inc. in an amount not-to-exceed **\$242,117** for the Eastman branch, with the expenditure being charged to the Construction – Tax-Exempt fund account 40273805-55300 (Construction/Improvements) upon such terms and conditions as are reviewed and approved by the Library’s Director of Legal Affairs.

September 10, 2020

Schedule of professional fees & Project Approach

CLEVELAND PUBLIC LIBRARY, LORAIN BRANCH – CLEVELAND, OHIO

COMPENSATION

Professional Services:

1.0	Pre-Design Services	\$10,000
2.0	Schematic Design	\$53,269
3.0	Design Development	\$78,337
4.0	Construction Documents	\$109,672
5.0	Bidding and Contracts	\$9,400
6.0	Construction Administration	\$62,669
	Fixed Fee:	\$323,347
	Reimbursable Costs:	\$8,500
	Total Cost:	\$331,847

Compensation for basic services was derived utilizing a construction cost of \$2,613,709 and FFE cost of \$198,000 for a total of \$2,811,709.

PROJECT SCOPE

Project Scope is a 9,900 sf renovation and possible addition (size to be determined during Pre-Design phase) to the existing Lorain Branch library. Project scope is defined by and based on the 'LORAIN BRANCH LIBRARY Probable Cost Matrix' dated 11.28.18 and included in this contract as 'Exhibit B'.

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 within the budget defined above.
- Other activities in this phase will include: Preparation of initial conceptual site plan / floor plan design.
- Additionally, this phase will include a Mind-Breaking Community Engagement Session as defined below:

This facilitated session begins with us showing a large assortment of images of a variety of spaces to give the participants an idea of the possibilities and to get them thinking outside of their current space. These images are selected to spark ideas about the possibilities for improving the library and to show some of the current trends and services in public libraries. While viewing the images participants are each given a Post-It note pad and marker to jot down what they like or don't like from the array of photos throughout the presentation. Each like or dislike is written on an individual note. At the end of the presentation,

participants place each of their “like” and “dislike” notes on sheets placed around the walls titled with categories corresponding to the presentation. Some of these categories include: entry experience, reading & seating areas, technology, meeting spaces, cafe / vending, etc. This process allows our team to gather a huge amount of great input in a concentrated period of time. These comments help to inform the plan development process. This activity is highly successful due to its anonymity - no one person can dominate the conversation which encourages each participant to share their opinions more freely than in a discussion format.

The Mind Breaking presentation can also be given as a remote Zoom meeting using the chat function of Zoom to record comments of participants.

Schematic Design Phase

- Attend bi-weekly Design Review Meetings and prepare minutes
- 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.
- Provide appropriate design considerations to preserve, display and identify components that may be important to the building as a historic Carnegie Library. A narrative summary will be provided to address these items.
- Develop Schematic Design Concepts (site, building)
- Review and refine diagrams with Library Design Committee
- Preliminary Meeting with City Planning Dept.
- Finalize Schematic Design and provide documents to CM for SD cost estimate.
- Prepare independent SD cost estimate
- Assist with reconciliation of A/E and CM cost estimates
- Meet with Library Design Committee for review and approval of SD documents.
- Presentation of SD design concept to Library Board.
- SD phase will include one (1) presentation floor plan and one (1) exterior colored rendering. Additional renderings at \$2,500 per rendering.

Design Development Phase

- Attend bi-weekly Design Review Meetings and prepare minutes.
- 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.
- Prepare independent DD cost estimate
- Assist with reconciliation of A/E and CM cost estimates
- In conjunction with the CM and the Library - Review the Cost Estimates and constructability review.
- Near West Design Review Committee presentation 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)

- Prepare Hazardous Material scope and specification/drawings.
- 50% CD Review Submittal
- Prepare independent 75% CD cost estimate
- In conjunction with the CM and the Library - Review the Cost Estimates and constructability review at 75% CDs.
- Assist with reconciliation of A/E and CM cost estimates
- Complete construction documents
- Work with the Planning and Building Development Dept. to obtain final approval of site and building plans.
- 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

- Attend Pre-Bid Meeting and prepare minutes.
- 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.
- Review Change Order Requests and documentation as necessary.
- Review / Process shop drawings, field requests, and applications for payment
- Project close-out
- Record drawing preparation includes the scope of work as it pertains to this contract inclusive of Owner provided as-built drawings.
- The Architect's BIM model will be provided to the owner at the completion of construction.

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 for an addition 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 are defined as follows:

1. Scope included in 'LORAIN BRANCH LIBRARY Probable Cost Matrix'.
2. Minor modifications to existing HVAC ductwork may be necessary but the existing HVAC ductwork will not be substantially modified.
3. MEP Engineer assumes that the existing HVAC system is operating properly.

4. The owner and/or Construction Manager shall provide existing utility bills with records of power/energy consumption, water consumption, and gas consumption (if any).
5. Work associated with the new addition will include providing new services to accommodate the addition (i.e. new dedicated RTU/AHU, exhaust fan (if required), new plumbing systems, new electrical services).
6. New MEPT record drawings (as-builts) will be created as they relate to this contract's scope of work inclusive of Owner provided as-built drawings.
7. New cabling and rough-in for all new Data, Technology, CATV, IT, Telecom, Security, Access Control and AV. Owner will provide new Computers, IT Equipment, AV Equipment and Telecom Equipment only.
8. Fire Protection – minor Fire Alarm work (Device relocation and new devices at Addition) is included in this fee. Fire Suppression Design and/or Full Fire Protection Design is not included.

Interior Architecture Services

Interior Signage

Interior way finding signage design services and code related interior building signage will be included as basic 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 of the installation of existing furnishing or new as part of the construction administration phase.

Meetings

Community Engagement

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

Pre-Construction Services

HBM anticipates, but not limited to, attending up to 16 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 the Near West Design Review committee as 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, but is not limited to, 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. It is assumed that existing as-builts are available. If existing as-builts are not available, creating existing as-built documentation for this facility is an additional service not included in this fee. Fee to develop as-builts is \$15,000.00.
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. Any MEP work associated with any modifications to the existing building beyond those described above.
4. Connecting the existing mechanical system to the new addition.
5. Roof replacement specifications and details.
6. Separately contracted security consultant.
7. LEED certification process
8. New Facilities Condition Assessment report.
9. A structural condition survey with report.
10. Historic research report
11. Exterior Utility upgrades to incoming services
12. 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)
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)

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. Facility renovation will not be subject to USGBC LEED sustainability requirements or seek any specific LEED sustainability rating.

D. REGULAR HOURLY RATES**HB+M**

Principal	225.00 / hr
Associate	205.00 / hr
Project Manager	195.00 / hr
Project Architect	185.00 / hr
Interior Designer	175.00 / hr
Library Planner	150.00 / hr
Staff Architect	140.00 / hr
Staff Interior Designer	135.00 / hr
CADD Technician	100.00 / hr
Interns	95.00 / hr
Admin. Asst.	75.00 / hr

Consultants @ cost x 1.10

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

Consultants include:

Prime AE

Principal/Executive	204.97 / hr
Project Manager	149.35 / hr
CADD/Technician	72.10 / hr
Specification Writer	123.60 / hr
Administrative	67.98 / hr
Registered Roof Consultant	190.55 / hr
Registered Roof Observer	103.00 / hr
Senior Structural Engineer	149.35 / hr
Structural Engineer	103.00 / hr
Structural Drafting	72.10 / hr
Senior Electrical	154.50 / hr
Electrical Engineering	103.00 / hr
Senior Mechanical	154.50 / hr
Mechanical Engineering	103.00 / hr
Admin. Assist.	65.00 / hr

Moody Engineering

Project Principal	195.00 / hr
Project Manager	163.00 / hr
Senior Project Engineer	147.00 / hr
Junior Project Engineer	128.75 / hr
Project Engineer	87.50 / hr
Design Engineer	118.25 / hr
Senior Designer	112.00 / hr
Designer	93.00 / hr
CADD Technician	84.50 / hr
Project Coordinator	77.25 / hr
Registered Surveyor	161.00 / hr
GIS Specialist	78.75 / hr
Field Person	68.00 / hr
Administrator/ Clerical	64.00 / hr

E. PROPOSED PROJECT SCHEDULE

We anticipate the following approximate time periods for the project.

- Pre-Design Services Sept – Oct 2020
- Schematic Design Oct – Dec 2020
- Estimate Reconciliation and Dsn. Review/Approval Jan 2021
- Design Development Feb 2021 – Mar 2021
- Estimate Reconciliation and Dsn. Review/Approval Apr 2021
- Construction Documents May– July 2021
- GMP / Bid/ Award Aug – Sept 2021
- Start Construction Sept 2021
- Complete Construction August 2022

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 \$8,500 for Reimbursable Expenses may include:

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

Lorain Branch Library
Probable Cost Matrix

Total SF: 9400sf (includes basement and mezzanine)
Total Occupied SF: 7500 sf
Year Constructed: 1912

Assessment item number	Recommendations		Priority Levels		Compliance Issue ADA or Life Safety (LS)	Notes
			1	2		
			1 = Critical Conditions 2 = Observed Conditions			
		Probable Costs				
S1.01	Resurface parking lot and repair concrete entry drive	5400 sf		\$13,680		
S1.02	Restripe parking lot	13 spaces		\$600		
S1.03	Repair damaged concrete curbs	35 lf		\$1,225		10% of total curb
S1.04	Install new ADA detectable warning strip at curb ramp	QTY. 1		\$1,500	ADA	
S2.01	Repair cracked and uneven concrete sidewalk at the south entry plaza	250 sf		\$1,750		
S2.02	Rebuild bottom 2 risers of the stair from the public sidewalk to the monumental stair landing to bring within compliance	70 sf		\$8,400		
S2.03	Install new handrails at the front entry plaza stairs	38 lf		\$5,700		
S2.04	Repair sunken concrete sidewalk in the public way (or coordinate work with the city)	2500 sf		\$17,500		
S2.05	Repair cracked and uneven concrete sidewalk at the north parking lot	1000 sf		\$7,000		
S2.06	Patch and repair concrete steps to the basement level	50 sf		\$2,500		
S3.01	Repair and paint Metal fence at the main entry	90 sf		\$600		30 lf
S3.02	Install Bike Rack	QTY. 1		\$1,200		
S3.03	Weed, mulch and cull dead bushes from the planters and around the chain link fence enclosures at the community garden and mechanical equipment	LS		\$1,500		
A1.01	Procure a hazardous materials evaluation, including recommendations for removal and disposal	ALLOW				To be moved below the line per A/E
A2.01	Clean stone base and trimmings around the buiding	1200 sf		\$1,800		
A2.02	Repaint and reseal windows on the west elevation above the first floor entrance door and at the Kitchenette	25 lf	\$525			
A2.03	Repaint portions of the mortar adjacent to the ramp on the west elevation	50 lf	\$600			
A2.04	At the roof, repair and repoint brick and mortar at the chimney	30 sf	\$1,080			
A2.05	Replace glass panels that have BB sized holes	120 sf		\$6,000		4 panels have BB sized holes at 8-34 sf per unit
A2.06	Repaint main entry soffit	30 sf		\$300		
A2.07	Stone column bases at the main entry should cleaned and resealed	ALLOW		\$500		
A2.08	Clean concrete wall at the ramp on the west side of the building	100 sf		\$300		
A2.09	Repair concrete lintel at the basement entrance	8 lf	\$1,000			
A2.10	Repair casement windows and operational hardware at the storytelling room	QTY. 4	\$800			
A3.01	Install chimney cap at the top of the exposed chimney flue.	QTY: 1		\$1,500		
A4.01	Install new compliant handrail with extension at the basement stair	40 lf		\$3,000	ADA	Assume wall mounted handrails
A4.02	Install new compliant handrail with extension at the first floor stair	60 lf		\$7,500	ADA	Assumed 40 LF floor mounted and 20 LF wall mounted handrails
A4.03	Remove and reinstall gate at the bottom of the first floor stair to provide a compliant landing	ALLOW		\$500		
A5.01	Replace (2) undersized interior doors and frames at the Men's and Women's public restrooms on the first floor with doors that meet the compliant clear width	QTY. 2		\$10,000	ADA	Includes reworking narrow openings to provide 3' wide doors

Lorain Branch Library
Probable Cost Matrix

Total SF: 9400sf [includes basement and mezzanine]
Total Occupied SF: 7500 sf
Year Constructed: 1912

Assessment item number	Recommendations		Priority Levels		Compliance Issue ADA or Life Safety (LS)	Notes
			1	2		
			1 = Critical Conditions 2 = Observed Conditions			
			Probable Costs			
A6.01	Install pipe protection below the Men's and Women's sink at the first floor public restroom	LS		\$500		Total area of work anticipated at ~125sf ?
A7.01	Repair damaged plaster ceiling at the adult collection area	10 sf		\$280		Typical ceiling 2x2, 1200sf 4x4 ?
A7.02	Replace acoustic panel ceilings in the staff workroom after source of leaks has been identified and corrected	30 sf		\$210		
A7.03	Recommend replacing tile and carpeting as part of any major renovation	5500 sf		\$24,750		Includes 5,500 sf of carpet tile replacement only.
A7.04	Recommend touch-up painting as required	LS		\$1,000		
A8.01	Modify main circulation desk to provide ADA compliant transaction space and book drop	LS		\$5,000		
A8.02	Install ADA staff locker and coat rail at the first floor	LS		\$500	ADA	
A8.03	Modify cabinets and sink in staff workroom and kitchenette to be ADA compliant	LS		\$5,175	ADA	(2) locations at 3 LF each
A8.04	Install new collections signage	LS		\$2,500		
M1.01	The boilers are near the end of their service life and should be replaced. (346 MBH each)	QTY. 2		\$31,745		Boilers are 427 MBH input / 346 MBH output Balance of hot water heating system in good condition.
M1.02	The air conditioning system is reaching the end of its service life and should be replaced within the next 10 years. (25 ton rooftop unit)	QTY. 1		\$44,025		Remove and replace 25 ton rooftop unit mounted on existing ground pad. Remove and replace security fencing that surrounds unit.
M2.02	The existing R-22 refrigerant should be recaptured and returned to the library.	ALLOW		\$1,092		
M4.01	One exhaust fan is at the end of its service life and should be replaced. (1/4 HP, 1140 RPM)	QTY. 1		\$2,339		Remove & replace rooftop exhaust Fan 1/4 HP.
P3.01	The strainers for the roof drains should be replaced.	QTY. Approx. 2		\$144		
E1.01	Maintain the current electrical service			\$0		
E2.01	Maintain existing distribution and GE branch panels.			\$0		
E2.02	Maintain interior and exterior mechanical equipment disconnects			\$0		
E2.03	Replace Leonard Electric branch panel and exterior receptacle	1 BRANCH PANEL AND 1 WEATHERPROOF RECEPTACLE		\$8,880		assume panel is flush mounted.
E3.01	Maintain existing LED emergency fixtures			\$0		
E3.02	Provide supplemental exit and emergency lighting where required via individual exit signs and emergency battery packs	3 ea		\$1,500		
E4.01	Maintain existing fire alarm devices			\$0		
E5.01	Upgrade existing interior fluorescent lighting fixtures with new LED technology	7,500 sf		\$48,750		
E5.02	Provide a lighting control system for the interior and exterior lighting	7,500 sf		\$11,250		
E5.03	Maintain existing LED lighting fixtures			\$0		
E6.01	Contract a security consultant to survey property to evaluate potential security	40 hrs		\$4,000		
E6.02	Utilize cable management to provide a more organized installation	1 ls		\$1,000		

Lorain Branch Library
Probable Cost Matrix

Total SF: 9400sf [includes basement and mezzanine]
Total Occupied SF: 7500 sf
Year Constructed: 1912

Assessment item number	Recommendations		Priority Levels		Compliance Issue ADA or Life Safety (LS)	Notes
			1	2		
			1 = Critical Conditions 2 = Observed Conditions			
			Probable Costs			
E6.03	Conceal book detection system wiring to protect from damage (6' cord cover)	2 ea.		\$200		
E7.01	Provide cable management in data racks for a more organized installation	1 ls		\$1,000		
E7.02	Replace existing floorboxes	5 ea.		\$5,000		

TOTALS PER PRIORITY LEVEL	\$4,005	\$295,395
SUM OF PROBABLE COSTS (RECOMMENDATIONS)	\$4,005	\$295,395
NON-CONSTRUCTION COSTS (12%)	\$481	\$35,447
DESIGN CONTINGENCY (10%)	\$401	\$29,539
SUBTOTAL	\$4,886	\$360,382
CONSTRUCTION CONTINGENCY (15%)	\$733	\$54,057
TOTAL PROBABLE COSTS (SORTED BY PRIORITY LEVELS)	\$5,619	\$414,439
TOTAL PROBABLE COSTS (COMBINED):	\$420,058	



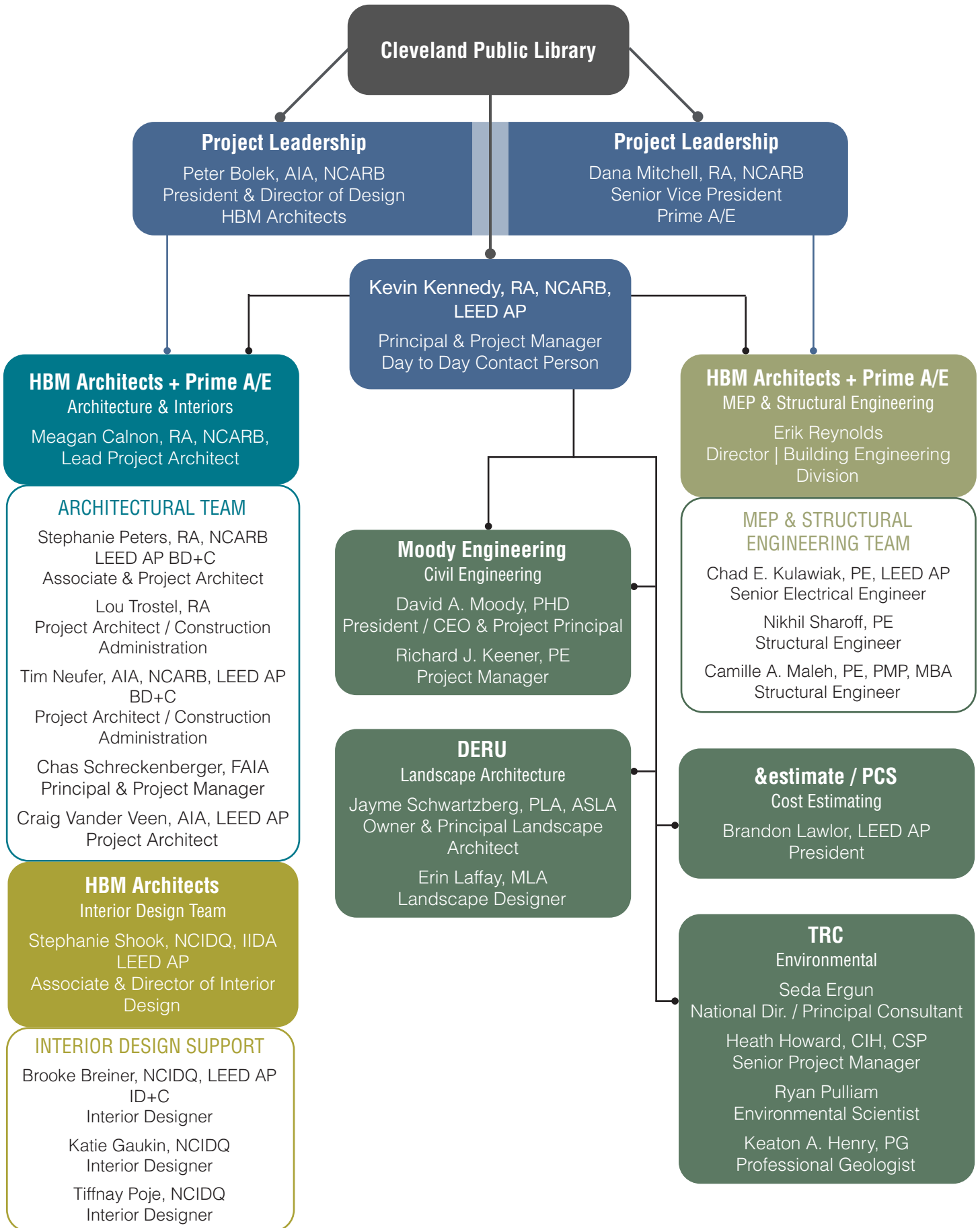
1382 West Ninth Street, Suite 300 | Cleveland, OH 44113 | www.HBMArchitects.com | T 216.241.1100

CPL Lorain Branch

Consultant Fee Breakdown and Diversity Goals

Consultant	MBE	FBE	Discipline	Fee
Prime AE	X		Mechanical, Electrical, Plumbing, Technology and Structural Engineering	\$64,600
Moody Engineering	X		Civil Engineering	\$16,000
Deru		X	Landscape Architecture	\$11,000
TRC			Hazardous Materials	\$6,200
&estimate			Cost Estimator	\$18,730
			Total	\$116,530

PROJECT SPECIFIC INFORMATION | PROJECT TEAM & ORGANIZATION



August 4, 2020

REVISED August 31, 2020

Ms. Kathleen Sonnhalter, Capital Projects Manager
Cleveland Public Library
325 Superior Avenue
Cleveland, Ohio 44114

Re: Fee Proposal for the Cleveland Public Library Eastman Branch

Dear Kath,

Moody Nolan appreciates the honor to have been selected to provide Professional Design Services for the proposed Cleveland Public Library Eastman Branch.

As we continue to work with Cleveland Public Library stakeholders in the development of the Hough Branch, we look forward to aligning the renovation and addition of the Eastman Branch with CPL's vision and goals of the Facilities Master Plan.

Our team of engineers and consultants has had the chance to visit the Eastman branch and has reviewed the drawings provided to gain a better understanding of the projects scope and limitations. We have maintained the same team as Hough in order to gain efficiencies and enhance collaboration between the MN team and the CPL team, and to provide the Cleveland Public Library, the most experienced, creative and unified team.

The following is the presentation of our technical proposal for Architectural and Engineering Services for the Cleveland Public Library Eastman Branch. Please review and do not hesitate to call me with any questions or clarifications that you may have.

Thank you for this opportunity.

Sincerely,

Moody Nolan, Inc,



Anne M. Hartman, AIA
Director of Cleveland Operations



Curt Moody, FAIA, NCARB, LEED AP
CEO



**Technical Proposal for:
The Renovation of the Cleveland Public Library Eastman Branch**

Submitted to:
Ms. Kathleen Sonnhalter
Capital Projects Manager

Moody Nolan Project Number 20244.01

August 4, 2020
REVISED August 31, 2020

The following generally defines the work to be provided by the architectural-engineering team for the renovation of the Cleveland Public Library Eastman Branch, as proposed by Moody Nolan, Inc. This proposal is to demonstrate the architects' understanding of the project scope and the design process. This technical proposal is submitted by Anne M. Hartman, AIA, Project Executive for the Prime Consultant/Architect of Record firm, Moody Nolan, Inc. The Federal Tax ID number for our firm is 311256984.

1. Understanding of Project Scope:

The Eastman Branch library, built in 1980, is a two-story, 12,000 square foot masonry building located at the intersection of Lorain Avenue and West 116th Street in Cleveland's Cudell neighborhood. Underutilized spaces in the existing building will be better utilized to welcome the community into the Eastman Branch, with improvements to the gallery space, improved flexibility within the meeting room, and accommodating patrons with improved accessibility. The library's connection to the Lorain Avenue streetscape will be closely reviewed with the local Community Development Corporation to activate the sidewalk as an extension of the library with the potential of a 300 SF entry addition. The interior of the building needs to be repurposed to reflect the changing functions of the "modern" library.

This proposal also addresses deferred maintenance items identified by the Facilities Master Plan including updating the mechanical system and improving the exterior envelope (roof replacement).

Project phases with duration and deliverables have been proposed for consideration by Cleveland Public Library. The duration and deliverables per phase may be adjusted or revised if deemed necessary by Cleveland Public Library.

Standards developed by Cleveland Public Library shall be incorporated into the Project. CPL shall provide their standards for review and use by the design team including requirements of CPL's insurance underwriter.

Hazardous material assessment, removal, and remediation is the responsibility of Cleveland Public Library. CPL shall provide the design team with a hazardous material assessment report prior to the commencement of Schematic Design. The remediation or removal of any hazardous



materials shall be coordinated with design documents as defined by the Owner's hazardous materials report. MN is not responsible for any missing information or further discovery beyond the report provided.

LEED Certification and documentation is **not** included in the Project Scope.

Moody Nolan will perform services for Project Phases as described in the State of Ohio contract documents. This will also include, but not be limited to, the following:

a. Community Engagement:

Prior to the commencement of design services, Moody Nolan will host and partner with Cleveland Public Library (CPL) four (4) community and stakeholder meetings to solicit input on the design of the proposed Eastman branch. The meetings shall entail: one (1) kickoff meeting with CPL to plan community engagement meetings and establish measurable goals; one (1) kickoff meeting with CPL Eastman branch staff to discuss the project; and two (2) community concept meeting to solicit input on the design, program, and function of the proposed Eastman Branch.

In response to current social distancing requirements, Moody Nolan offers their demonstrated expertise with virtual community engagement to CPL and its patrons. Moody Nolan has successfully utilized Zoom web-based meeting platform to facilitate community engagement meetings with integrated polling, break-out sessions, and exercises.

Moody Nolan also can facilitate socially distanced community engagement sessions that are non-virtual which may include distribution of project information by mail or utilizing existing branch parking lots for either a drive-through or drive-in community engagement meetings. Moody Nolan's approach to community engagement will be developed in partnership with CPL to achieve results specific to the project.

We have allocated four weeks for this effort.

Deliverables: Documentation of information provided for community meetings including denoting preferences, meeting agenda and minutes for each meeting, and summary report of community engagement effort and outcome.

b. Schematic Design:

Upon completion of the community and stakeholder meetings, CPL will provide an initial program of the branch to Moody Nolan for the use in design and layout of the reimagined building. The renovated 12,300 square foot library shall include program areas unique to today's modern library (meeting and collaboration spaces, technology resources, and stacks supplemented with digital resources), as well as functions specific to the community's needs. A minimum of three (3) initial plans and massing studies with site analysis shall be provided for review and consideration by CPL prior to issuance of Schematic Design documents.

Moody Nolan shall review and verify Eastman building drawings and documents against existing conditions. Discrepancies between documents and physical conditions shall be noted and incorporated into the design documents.

After selection of a preferred building massing and site scheme, Moody Nolan shall develop a schematic design package with narratives provided by their consultants. A



cost estimate of the schematic design package shall be provided to CPL, and the estimate and schematic design package both be presented to CPL and their Board.

At the conclusion of the Schematic Design effort, one (1) month is allocated to review the Schematic Design documents with CPL and reconcile cost estimates developed by the CM and third-party cost estimator.

Upon acceptance of the schematic design by CPL, Moody Nolan will submit Eastman Branch to the City of Cleveland Far West Design Review for schematic design approval with subsequent review by the City of Cleveland Planning Commission.

We have allocated ten (10) weeks for this effort and anticipate periodic meetings to review progress of the project with bi-weekly meetings to review progress. Meeting minutes shall be maintained by Moody Nolan.

Deliverables: Schematic design drawings showing program adjacencies and preliminary exterior building massing/design; consultant narratives; estimate of probable construction cost; meeting minutes; and schematic design submission package to City of Cleveland Far West Design Review and Planning Commission.

c. Design Development Phase:

Upon completion and sign off the Schematic Design phase, the documents will be progressed to the design development phase. This will include further developed plans, elevations, schedules, details, and preliminary outline specifications.

Moody Nolan and their consultants will meet with the Authorities Having Jurisdiction and utility providers to review the project and incorporate preliminary review comments into the documents to assure successful permitting and approvals. An updated cost estimate of the design development package shall be provided to CPL, and the estimate and design development package shall be presented to CPL and their Board. Moody Nolan shall assist with any reconciliation needed of the cost estimates between the Construction Manager and third-party cost estimator.

Upon acceptance of the design development concept by CPL, Moody Nolan will submit Eastman Branch to the City of Cleveland Far West Design Review for design approval with subsequent review by the City of Cleveland Planning Commission.

We have allocated ten (10) weeks for this effort and anticipate bi-weekly meetings to review progress of the project. Meeting minutes shall be maintained by Moody Nolan.

At the conclusion of the Design Development effort, one (1) month is allocated to review the Design Development documents with CPL and reconcile cost estimates developed by the CM and third-party cost estimator.

Deliverables: Design development drawings with developed floor plans and exterior elevation, preliminary equipment layout and sizes, and site plan; updated estimate of probable construction cost; and design submission package to City of Cleveland Far West Design Review and Planning Commission. Perspective views shall be generated directly from BIM/Revit and not rendered or subject to post-production.



d. Construction Documents Phase:

Upon completion and sign off the Design Development phase, the documents shall be developed for permitting and bidding. Building components and systems shall be sufficiently detailed and specified, with clash detection performed in BIM. BIM model and drawings shall be coordinated prior to issuance.

Moody Nolan will work with CPL to select, design and specify a Fixtures Furniture and Equipment package. Moody Nolan and CPL will determine when to issue FF&E drawings for bidding and procurement during initial project scheduling. This is included in our basic service fee.

Signage shall be provided and specified for the project as required by the Ohio Building Code and the Owner's wayfinding signage standard. Signage beyond code requirements, experiential design, branding, and as not required by the Owner's standards are not included and subject to an additional service.

Moody Nolan and their consultants shall submit a 50% complete Construction Documents set for review and comment by CPL. CPL shall provide comments in a timely manner to Moody Nolan for inclusion into the documents. The 50% CD set will not be used for estimating or bidding purposes.

When drawings are 75% complete, the set and supplemental narratives shall be provided to the Project's Construction Manager for review and use in developing a Guaranteed Maximum Price (GMP). Moody Nolan shall review the Construction Manager's GMP with their design team and cost estimator to verify scope, accuracy, and completeness.

The Construction Manager's GMP and summary of construction documents shall be provided and presented to CPL and their board prior to submitting for plan review and permit.

Documents shall be submitted to local agencies for permitting and approval with clarifications or corrections provided to assure compliance with applicable codes and regulations. Documents shall be issued as one (1) bid package except for the FF&E package.

The FF&E package will be coordinated with the following items provided by the Owner: computers, IT equipment, AV equipment, and Telecom equipment. The Owner shall be responsible for procuring these items and providing equipment specifications to the Design Team for incorporation and coordination with the Contract Documents.

Additional or subsequent reviews with the Far West Design Review committee and Cleveland Planning Commission will be performed prior to submitting documents for permitting.

We have allocated eleven (11) weeks for this effort and anticipate bi-weekly meetings to review progress of the project. Meeting minutes shall be maintained by Moody Nolan.

Deliverables: Complete construction documents with project manual for bidding and permitting; 50% construction document set for comment; review comments of 75% GMP; meeting minutes; and final design submission package to City of Cleveland Far West Design Review and Planning Commission.

e. GMP Buyout and Permitting:

Moody Nolan shall provide clarifications to the Construction Manager during the buyout of the GMP and respond to comments from the AHJ to permit documents. Clarifications and comments shall be issued to the Project as Addendums and incorporated into the GMP.

Moody Nolan shall attend pre-bid meetings and scope review meetings during the GMP process.

We have allocated two (2) months for this effort and anticipate two (2) meetings.

Deliverables: Meeting minutes; Addendum(s) to Contract Documents.

f. Construction Administration & Close-Out Phases:

The construction schedule shall be the responsibility of the Construction Manager to provide. For the purposes of this proposal and its fee, eight (8) months are anticipated for construction with two (2) months for project close-out. During construction, Moody Nolan shall remain involved with the work to the extent necessary to maintain continuity in the execution of the design.

The duties to be performed during Construction Administration include: review of shop drawings for compliance with the design intent; responding to Requests for Information (RFI's); development and issuance of Bulletins; review and approval of Applications for Payment; review of Change Order Requests and documentation; and observation of construction for compliance with the Documents.

Moody Nolan will attend construction meetings. Consultants are limited to two (2) visits per discipline but will be available to attend additional construction meetings by phone or virtually if required. CMR will provide minutes.

Close-out of the project will include review of a punch list report provided by the Construction Manager, issuance of Certificate of Substantial Completion, and review of adequacy of Operations and Maintenance Manuals.

Incorporating comments and marks from the CM's field set into the Documents and issuing to CPL "As Constructed Drawings" is included as a part of the Basic Services.

g. Other Scope in Contract

- **Design Contingency Allowance: (Separate Fee)**

Per the direction of Cleveland Public Library, a Design Contingency allowance is provided. The design contingency allowance shall be used at the discretion of CPL to cover the potential increase of building footprint or inclusion of programs, systems, services, or processes not yet realized by CPL.

- **3D Studies/Renderings:**

3D Renderings, using secondary software, (3D Max, Enscape, Photoshop, etc.) will be provided (2-3 views) for community and design review meetings. Other 3D views (interior and exterior), for review during design or documentation will be exported directly from the BIM modeling program, Revit, for clarification of spaces, geometry and relationships as the process dictates. One (1) project high-quality rendering and presentation floor plan is included in Basic Service.

- Additional high-quality renderings shall be provided as an additional service to the Project at a cost of \$3,000 per rendering. Owner shall



provide authorization in advance of development or release of any additional renderings that are determined to be an additional cost to the Project.

h. Not in Scope – Services Provided by Owner:

- Site/Land Topographic Survey
- Lot Consolidation
- Geotechnical Evaluations
- EPA Phase I Site Assessment
- Bat Survey
- Basic and Enhanced Commissioning
- Selection of Construction Manager

i. Not in Scope - Additional Services:

- Building Signage – Exterior
- LEED Certification
- Extensive environmentally responsible design
- 3D Renderings and Animated Renderings beyond basic service described above
- Traffic Study (if determined necessary during design process)
- Acoustic Design/Assessments of specialty spaces
- Meetings in excess of those defined above.

Please see attached sheets for MN and Consultants' current hourly rates that are applicable to this project should additional services be requested. MNI can provide not to exceed proposal based upon additional owner requested/defined scope.

2. Project Preliminary Schedule:

The preliminary project schedule includes key deliverable dates and durations as provided by Cleveland Public Library. The project team requires timely approvals and decisions made by CPL in order to meet an aggressive project design schedule.

- | | |
|---|---|
| • Community and Stakeholder Engagement Starts | September 2020 |
| • Schematic Design Starts | October 2020 |
| • Schematic Design Complete | December 15, 2020 |
| • SD Review, Reconciliation | December 15, 2020 through
January 15, 2021 |
| • Design Development Complete | March 2021 |
| • DD Review, Reconciliation | April 2021 |
| • Construction Document Complete | July 2021 |
| • GMP, Bid, and Award: | August - September 2021 |
| • Construction Notice to Proceed | October 2021 |
| • Construction Complete | TBD by Construction Manager |
| • Project Closeout Complete | TBD by Construction Manager |



3. Proposed Professional Fee:

Our Basic Service Fee is a fixed fee based on 9% of the estimated budget of approximately **\$2,317,974** for the Renovation of the Cleveland Public Library Eastman Branch – a construction cost of \$2,071,974 (including CM services) and FF&E cost of \$246,000.

3A. Basic Services Fee Breakdown:

Pre-Design/Community Engagement	10%	\$ 20,861.70
Schematic Design	20%	\$ 41,723.40
Design Development	20%	\$ 41,723.40
Construction Documents	25%	\$ 52,154.25
Bidding and Negotiation	2.5%	\$ 5,215.43
Construction Administration	20%	\$ 41,723.40
Close-Out	2.5%	\$ 5,215.43
BASIC SERVICES SUBTOTAL	100%	\$ 215,367.00

Sub-Consultant Fee Breakdown

Landscape Architect	\$ 3,200.00
Civil Engineering	\$ 6,000.00
Structural Engineering	\$ 7,500.00
HVAC/Plumbing/Electrical/Technology/ Security Engineering and Lighting Design	\$ 53,050.00
Roofing Consultant	\$ 23,232.00
Cost Estimating Consultant	\$ 6,300.00

3B. Design Contingency Allowance

CPL directed design contingency allowance	\$ 20,000.00
ALLOWANCE SUBTOTAL	\$ 20,000.00

3C. Reimbursables:

Travel	\$ 1,000.00
Printing and Reproduction	\$ 2,000.00
Delivery Services	\$ 1,000.00
Permit, Zoning, Approval Fees	\$ 2,750.00
REIMBURSABLES SUBTOTAL	\$ 6,750.00

3D. Total Fee:

Basic Services (Item 3A)	\$ 215,367.00
Design Contingency Allowance (Item 3B)	\$ 20,000.00
Reimbursables (Item 3C)	\$ 6,750.00
TOTAL PROFESSIONAL SERVICES FEE	\$ 242,117.00

4. Owner Provided Information

Cleveland Public Library shall furnish, in electronic format at the Owner's expense, all information, publications, existing documents, requirements, reports, data, surveys and instructions required by this Agreement. The Consultant may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof as permitted while exercising its professional standard of care. If



information provided is from another architecture/engineering firm, the Owner has secured approval for reuse as this design consultant is not liable for their reuse.

The Owner shall be responsible for providing the following Furniture, Fixtures and Equipment to the Project: computers, IT equipment, AV equipment, and Telecom equipment. Owner's FF&E shall be incorporate and coordinated with the design documents.

5. Hazardous Materials Indemnity

Owner shall conduct a hazardous materials site assessment prior to commencement of Schematic Design. Owner shall be responsible for providing hazardous materials site assessment report to the team and coordinating the removal or remediation of items cited in the report.

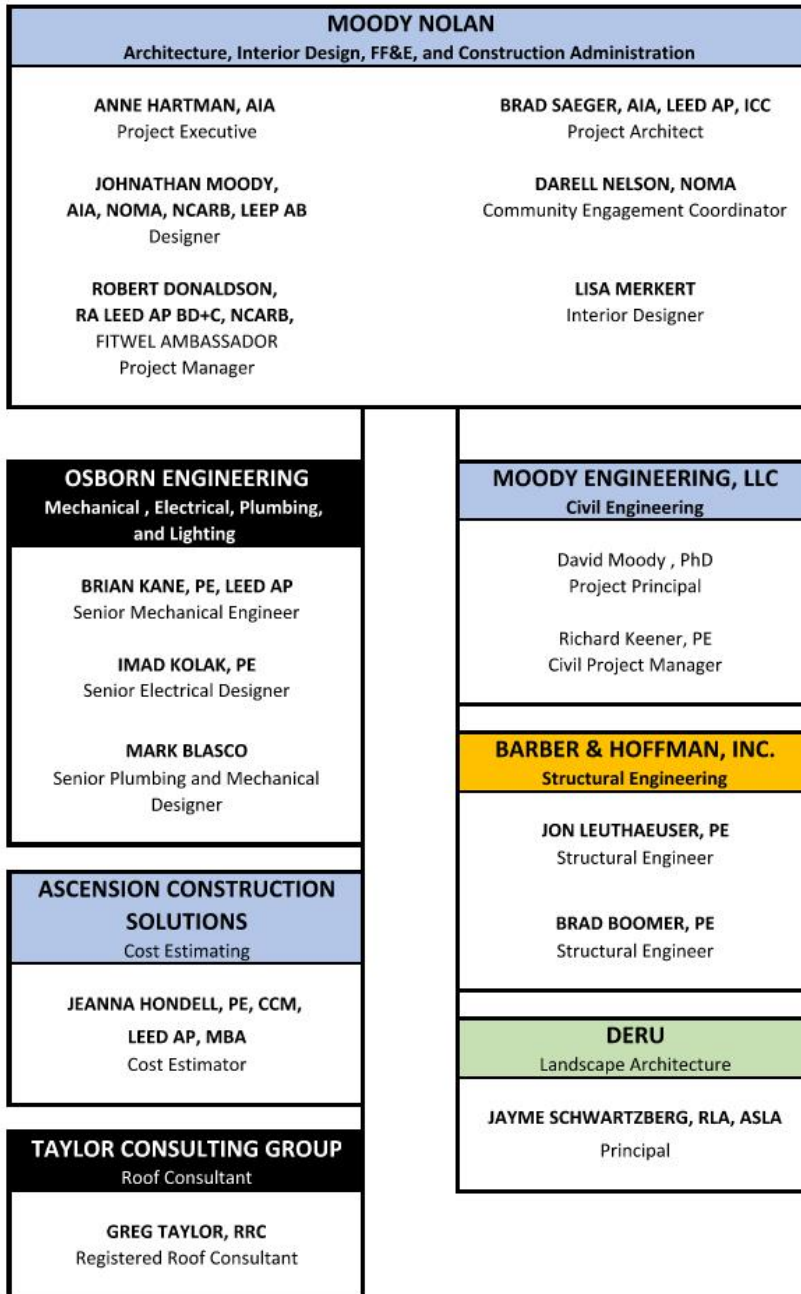
6. LEED Registration and Certification

This project will be designed utilizing sustainable best practices, but LEED Certification and documentation is **not** included in our Scope of Work and Fee.



7. Organizational Chart

ORGANIZATIONAL CHART



- = MBE Certified
- = SBE Certified
- = WBE Certified



8. Diversity Contracting and Personnel Goals

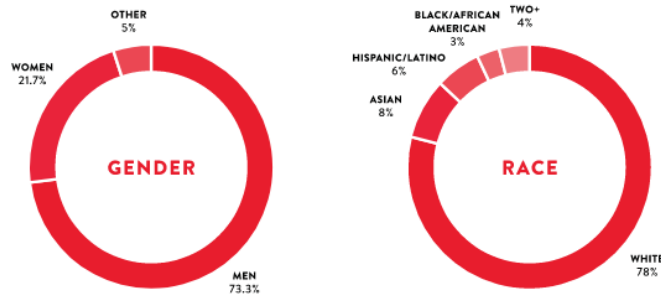
As the nation’s largest African American owned and managed design firm, diversity isn’t a program, an initiative, or a recruiting plan. Diversity is who we are. It is our core belief that great design is a product of innovative and creative ideas. Those ideas are generated when complex problems are viewed from many different points of view. Moody Nolan brings together diverse individuals and leverages their unique viewpoints to solve clients’ design challenges. Our diversity provides a distinct advantage to our clients because we have a profound understanding of cultural sensitivities and the impact the spaces we design have on individual and group experience.

Moody Nolan is a certified Minority Business Enterprise (MBE) by numerous jurisdictions throughout the United States, the National Minority Supplier Development Council, and the National Organization for Minority Architects. However, our diversity goes well beyond our African American ownership. We have recruited design professionals from many different backgrounds; India, Nigeria, Puerto Rico, South Korea and Tunisia are just a few of the many countries and cultures represented by our staff . Additionally, with females constituting more than 40 percent of our staff, we are at the forefront of the architectural field. We understand the Cleveland Public Library is committed to working with firms that are M/WBE certified. Our team consists of the following firms.

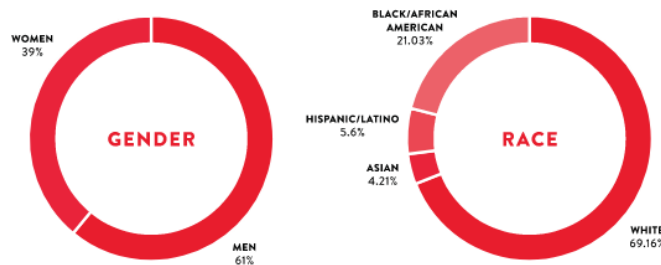
- Moody Engineering - City of Cleveland MBE and Cuyahoga County SBE
- Ascension Construction Solution - MBE and SBE Certified
- DERU Landscape Architecture - WBE Certified
- Barber & Hoffman, Inc. - SBE Certified

We have assembled a project team that meets – and exceeds – the expectations established by Cleveland Public Library for Diversity Contracting and Personnel Goals. If CPL believes that our team does not meet its goals for Diversity and Personnel during the project process, we will adjust to assure this goal is met.

DIVERSITY IN THE PROFESSION



DIVERSITY AT MOODY NOLAN



9. Design Team

A. Prime Consultant – Architect of Record
Interiors/FFE/Sustainability

Moody Nolan, Inc**
1621 Euclid Ave, Ste 1150
Cleveland, OH 44115
P: (216) 432-0696 D: (216) 356-4162
Anne Hartman, AIA - Project Executive
ahartman@moodynolan.com

B. Consultant – Landscape Architecture

DERU Landscape Architecture*
812 Huron Rd E. Suite 411
Cleveland, OH 44115
Jayme Schwartzberg, Owner
jayme@deru-la.com

C. Consultant - Civil Engineering

Moody Engineering* **
300 Spruce Street, Suite 200
Columbus, OH 43215
P. (614) 280-9355
David Moody, PhD, President and CEO
dmoody@moody-eng.com

D. Consultant – Structural Engineering

Barber and Hoffman
2217 East 9th Street, Suite 350
Cleveland, Ohio 44115
P. 216.875.0100
Jon T. Leuthaeuser, PE, LEED AP
jleuthaeuser@barberhoffman.com

E. Consultant – HVAC/Plumbing
Electrical/Technology/Security/
Lighting Design

Osborn Engineering
1100 Superior Avenue, Suite 300
Cleveland, Ohio 44114
P. 216.861.2020
Brian Kane, PE, LEED AP
bkane@osborn-eng.com

F. Roofing Consultant

Taylor Consulting Group
PO Box 1570
Mentor Ohio 44061
p. 440.840.9019
Greg Taylor
gtaylor@tcgroupdesign.com

G. Consultant – Cost Estimating

Ascension Construction Services*
419 East 13th Avenue
Columbus, Ohio 43201
P. 614.499.6924
Jeanna Hondel, PE
jhondel@ascension-cs.com



[] denotes State of Ohio EDGE Certified Service Provider*
*[**] denotes City of Cleveland Registered Minority Business Enterprise*

Additional Documentation can be provided upon request. We look forward to being of service to the Cleveland Public Library and will gladly discuss with you any questions regarding this proposal.



Current Hourly Rates

Consultant – Landscape Architecture

DERU Landscape Architecture

Principal	-	\$100.00
Associate Principal	-	\$80.00

Consultant – Civil Engineering

Moody Engineering, LLC Standard Hourly Rate Schedule

	2020	2021	2022
Project Principal	\$195.00	\$200.00	\$205.00
Project Manager	\$163.00	\$167.00	\$171.00
Senior Project Engineer	\$147.00	\$151.00	\$155.00
Junior Project Engineer	\$128.75	\$132.50	\$136.25
Project Engineer	\$87.50	\$90.00	\$92.50
Design Engineer	\$118.25	\$121.50	\$124.75
Senior Designer	\$112.00	\$114.00	\$116.00
Designer	\$93.00	\$95.00	\$97.00
CADD Technician	\$84.50	\$87.00	\$89.50
Project Coordinator	\$77.25	\$79.50	\$81.75
Registered Surveyor	\$161.00	\$165.50	\$170.00
GIS Specialist	\$78.75	\$81.00	\$83.25
Field Person	\$68.00	\$70.00	\$72.00
Administrator/ Clerical	\$64.00	\$66.00	\$68.00



Consultant – Structural Engineering

Barber & Hoffman, Inc. Hourly Rate Schedule

Principal	-	\$200.00
Associate Principal	-	\$175.00
Senior Associate	-	\$150.00
Associate	-	\$130.00
Senior Engineer	-	\$110.00
Engineer	-	\$100.00
Designer	-	\$90.00
Senior Drafter/Technician	-	\$85.00
Technician	-	\$70.00
Clerical	-	\$65.00
Intern Engineer	-	\$60.00

Consultant – Cost Estimating

Ascension Construction Services

Principal	-	\$90.00
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Consultant – HVAC/Plumbing/Electrical/Technology/Security/Lighting Design and Engineering

Osborn Engineering

See Attached

Prime Consultant – Architect of Record/Interiors/FFE/Sustainability

Moody Nolan, Inc.

See Attached





OSBORN BILLING RATE SCHEDULE

February 1, 2020 through January 31, 2021

<u>Classification</u>	<u>Rate</u>
Principal -----	\$220.00 per hour
Director -----	\$210.00 per hour
Senior Project Manager -----	\$197.00 per hour
Project Manager-----	\$179.00 per hour
Architect 1, Engineer 1 -----	\$156.00 per hour
Architect 2, Engineer 2 -----	\$148.00 per hour
Architect 3, Engineer 3, Technician 1 -----	\$127.00 per hour
Architect 4, Engineer 4, Technician 2 -----	\$109.00 per hour
Architect 5, Engineer 5, Technician 3 -----	\$99.00 per hour
Architect 6, Engineer 6 -----	\$94.00 per hour
Technician 4, Intern, Admin Support -----	\$81.00 per hour
Registered Fire Protection Engineer/Life Safety -----	\$238.00 per hour
Recognized Subject Matter Expert -----	\$245.00 per hour

Overtime authorized by the Client will be billed at 1.5 times the above rates for Non-Exempt Personnel and at 1.0 times for Exempt Personnel.



2020 HOURLY RATES

ARCHITECTURE

CEO	\$480
Partner	\$255 - \$290
Sr. Architect/Project Manager	\$145 - \$210
Project Architect	\$115 - \$165
Sr. Project Coordinator	\$140 - \$150
Project Coordinator	\$85 - \$130
Sr. Planner	\$160
Sr. Designer	\$210
Designer	\$130 - \$155
Sr. Interior Designer	\$200
Interior Designer	\$110 - \$155
Graphic Designer	\$105 - \$125
Environmental Graphic Designer	\$75 - \$190
3D/Virtual Environment Designer	\$100 - \$140
CADD Operator	\$70
Construction Administration	\$145 - \$175
Specifications	\$105 - \$185
Clerical	\$85 - \$95