

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee**

March 16, 2021

**RESOLUTION AUTHORIZING AMENDMENT TO AGREEMENT WITH BOSTWICK  
DESIGN PARTNERSHIP, INC. AND UBIQUITOUS DESIGN LTD FOR DESIGN  
SERVICES FOR THE WOODLAND BRANCH AND DISTRIBUTION FACILITY**

WHEREAS, On September 26, 2019, the Board of Trustees of the Cleveland Public Library authorized the Executive Director to enter into an agreement with Bostwick Design Partnership, Inc. (in partnership with Ubiquitous Design LTD) (“Bostwick”) in an amount not-to-exceed \$363,310.00 for the design of the renovation of the Woodland Branch and \$586,700.00 for the design of the Woodland distribution facility, and the agreement was executed on November 4, 2019; and

WHEREAS, Due to design changes requested by the Library, on February 20, 2020 and November 19, 2020, this Board authorized amendments resulting in architect fees of \$544,479 for the Woodland branch and \$716,360 for the Woodland distribution facility, resulting in an overall contract amount of \$1,260,839; and

WHEREAS, The Library Administration has determined that it is necessary to further amend the agreement to add the development of a separate technology bid package on an accelerated timeline to Bostwick’s services, which is needed for the Library to meet federal deadlines necessary for the Library’s application for E-Rate discounts for technology-related construction costs on the Woodland Branch and distribution facility. Additionally, Bostwick will provide expanded services to assist CPL staff in developing CPL system-wide standards for technology (E-Rate), mechanical, and electrical systems, which will be implemented across the Facilities Master Plan; and

WHEREAS, Due to the addition of the services described in this Resolution, the architect fees will be \$552,779 for the Woodland Branch and \$724,660 for the Woodland distribution facility which will increase the total contract amount by \$16,600, thus bringing Bostwick’s total compensation to \$1,277,439; and

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

**EXHIBIT 5**

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to negotiate and execute an amendment to the agreement with Bostwick Design Partnership Inc. upon such terms and conditions as are approved by the Library's Director of Legal Affairs, increasing the architect fee by \$16,600 for a total contract amount not-to-exceed \$1,277,439, being charged to the Construction – Tax-Exempt fund account 40241105/40279905-55300 (Construction/Improvements); and further authorizes entering into such other documents or instruments as are necessary or appropriate to effectuate the amendment in accordance with this Resolution.

22 February 2021  
*revised 8 March 2021*

Kathleen Sonnhalter, LEED AP BD+C  
Capital Projects Manager  
Cleveland Public Library  
325 Superior Avenue  
Cleveland OH 44114

**RE:** Woodland Branch and Central Distribution Facility  
Bostwick Design Partnership Project No: 19047  
**Additional Services Request #05: Engineering Standards and E-Rate**

Dear Kath:

Please accept this letter as formal request to amend our fees for additional services related to engineering services and accelerated technology bid package for the Woodland Branch and Central Distribution Facility (CDF). Details are outlined below:

**ASR 05.1 Engineering Design Standards \$9,200.00**

CPL Building Standards were forwarded 30 April 2020. We recognize that standards are living documents, but many items specific to engineering disciplines remained open questions in the standards. As our project will be the first CPL Phase 1A branch project to bid, our team generated new standards for CPL's use. The fees associated with this effort also include additional and out of sequence coordination due to extended discussions regarding systems and operational necessities, as standards for these items were being established real-time through our team's review and documentation process. These delays create out-of-sequence information streams and complicate final coordination. Examples of standards being revisited or being formed with CPL real-time include:

- Security
- Audio-visual
- Technology

**ASR 05.2 Accelerated Technology Documents for E-Rate \$7,400.00**

On 10 February 2021 we were included on an email informing all Phase 1A teams that CPL was intending to pursue funding through the Education Rate (E-Rate) program, requiring an accelerated and out-of-sequence technology package to be created prior to our GMP project deadline, and our final bid set.

Kath Sonnhalter  
CPL Woodland Branch + CDF – Additional Services Request #05  
22 February 2020  
*revised 8 March 2021*  
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**Grand Total of all ASR 05 line items above \$16,600.00**

This request exceeds our current project fee contingency, and over and above our current Purchase Order and contract. We recognize this request and corresponding fee amendment will therefore require board approval. We look forward to working with you to expedite approval in any way we can. Note the attached Project Cost Attachment A for ASR 05 assumes the totals for ASR 04 have been accounted for within the existing project contingencies. The highlighted line item identifies the new fees associated with ASR 05, and all affected subtotals are highlighted in red text for ease of reference.

If you have any questions on the above, please do not hesitate to call me.

Sincerely,

BOSTWICK DESIGN PARTNERSHIP

AGREED and ACCEPTED

\_\_\_\_\_  
Rick Ortmeyer AIA, LEED AP  
Principal

\_\_\_\_\_  
Kath Sonnhalter                      Date  
Cleveland Public Library

Attachments: Design Services Fees and Project Cost Attachment A – 3/5/2021 ASR 05

CC: John Lang, CPL  
Dan Bickerstaff, UD  
Dan Polak, Bostwick  
Jessi Rable, Bostwick