

CLEVELAND PUBLIC LIBRARY

Finance Committee

April 16, 2024

**RESOLUTION TO AMEND DESIGN SERVICES AGREEMENT WITH BOSTWICK
DESIGN PARTNERSHIP FOR MAIN LIBRARY CONSOLIDATION PROJECT**

WHEREAS, On June 16, 2011, the Board of Library Trustees authorized the Library to enter into an agreement with Bostwick Design Partnership (“Bostwick”) to provide services for the Library’s Main Library Consolidation Project, Phase 1, which included reconfiguring the lower level of the Louis Stokes Wing to create TechCentral, for a total contract cost of \$227,700; and

WHEREAS, On April 19, 2012, the Board of Library Trustees approved an amendment to Bostwick’s agreement that increased their fee to a total amount not-to-exceed \$284,000. Bostwick’s total fees for the Main Library Consolidation Project, Phase 1 total \$282,830.87, leaving \$1,169.13 unspent; and

WHEREAS, Since TechCentral opened in 2012, it has been well-used by the public and is in need of finish upgrades, lighting replacements, and repairs to its low-profile raised floor. Additionally, usage patterns and demands for services have evolved since TechCentral opened, which necessitate reconfiguring portions of the space; and

WHEREAS, Bostwick submitted a proposal to the Library to perform the design services needed for the upgrades, repairs, and reconfiguration of the TechCentral space for an additional fee of \$61,700, thus increasing Bostwick’s total compensation for the Main Library Consolidation Project, Phase 1 to \$344,530.87, which fee this Board finds to be fair and reasonable; and

WHEREAS, On January 18, 2018, the Board of Library Trustees accepted a gift from the Jean Z. Piety Trust to be used for expenditures in connection with the development and expansion of a MakerSpace on the first floor of LSW. The Library Administration wishes to use this gift for this “TechCentral 2.0” project, which aligns with the Board’s intent; now therefore be it

EXHIBIT 3

RESOLVED, That the Board of Library Trustees authorizes the Director, CEO or his designee to enter into an amendment to the agreement with Bostwick Design Partnership for the Main Library Consolidation Project, Phase 1: TechCentral in the amount of \$61,700, thus increasing Bostwick's total compensation under the agreement to an amount not-to-exceed \$344,530.87, which expenditures shall be charged to the Founders Fund Account 20396205-55300-11962 and which agreement shall be subject to approval by the Library's Director of Legal Affairs.



4 March 2024 *updated 14 March 2024*

Eric Herman
Capital Projects Manager
Cleveland Public Library
325 Superior Avenue
Cleveland, OH 44114

RE: Cleveland Public Library Louis Stokes Wing - TechCentral Renovation
Proposal for Professional Design Services

Dear Eric:

Thank you for inviting us to provide a proposal for design services, and for the time you and your team spent to share your thoughts about the Cleveland Public Library (CPL) “TechCentral 2.0” goals. This proposal outlines the scope of work and associated fees for Bostwick Design Partnership to provide design, documentation, and construction services to renovate the existing TechCentral space.

PROJECT UNDERSTANDING

Our project understanding is based on the following:

- Our work on the original TechCentral project which opened 2012
- Our January 17, 2024 meeting on site to discuss issues and proposed modifications
- Email on January 18, 2024 from Suzi Perez with proposed TechCentral layout
- Our January 24, 2024 Teams teleconference to discuss delivery methods
- Our February 21, 2024 discussion and walk through with Tec
- Other email and phone communications in the last several weeks

TechCentral is located on the Lower Level of the Louis Stokes Wing at Cleveland Public Library Main Library. Completed in 2012, the space now requires an update, for two overarching reasons:

1. The space has been well-used, needing finish upgrades, lighting replacements, and repairs to portions of the low-profile raised floor system.
2. Usage patterns and demands for emerging services have evolved over the last decade, resulting in diminished demand for PC stations and an increased demand for equipment supporting the library’s makerspace area, which the original design did not anticipate. These usage changes have corresponding staffing demands that renovations need to accommodate.



The scope of alterations as we currently understand them are outlined on the attached Scope of Work memorandum and plan diagram prepared by TechCentral staff. We understand CPL has a clear vision for the work to be done, with some design questions related to carpet, paint, and Furniture, Fixtures, and Equipment (FFE), however most of the scope is well defined and our scope is primarily to help implement the work as efficiently as possible.

We understand the scope of the project will require the work to be publicly bid, and this proposal assumes the work will be implemented via a Single-Prime General Contractor (GC) delivery method.

To achieve CPL's design and implementation goals, Bostwick Design Partnership proposes the scope of design services outlined below.

SCOPE OF DESIGN SERVICES

Design Phase

We will facilitate a design process via a three-meeting schedule as outlined below.

Meeting 1 we will review general concepts to confirm the scope of work in detail with you and the TechCentral staff. We will reference the attached scope document and proposed layout to confirm space by space the scope of finishes, electrical, technology, lighting, and FFE in each area.

We will review the proposed equipment for the Maker Space to validate if and where any HVAC modifications may be required to serve the proposed needs. This proposal is limited to HVAC analysis only, and any HVAC design and engineering required as a result of this review will be included as an additional service negotiated to the mutual satisfaction of CPL and Bostwick Design Partnership.

We will document material, manufacturer, and color preferences for finishes, and confirm the extents of Furniture, Fixtures, and Equipment to be included as part of the design and coordination scope, vs what will be relocated and/or purchased directly by CPL.

Meeting 2 we will bring samples and cut sheets for review of finish materials, FFE, and electrical, Technology, and lighting solutions. The goal for meeting 2 will be to finalize selections for budgeting and documentation to follow.

Any remaining selections to be finalized will be done in Meeting 3 below. We will also review and confirm the scope of existing FFE to be reused and/or relocated and the extent of new FFE to be procured.

Meeting 3 will finalize any remaining finish and equipment selections and review preliminary estimates of construction cost. We will also review preliminary estimates as available from FFE vendors for the cost of procuring required FFE items, and we will also prepare a budget for



appropriate signage associated with the renovation. This meeting will conclude the design phase and allow the design team to prepare bid documents.

Documentation Phase

We will prepare Drawings setting forth the requirements for the construction of the project, as follows:

1. During the development of the Construction Documents, the Architect shall prepare (1) the Conditions of the Contract for Construction (General, Supplementary, and other Conditions) and (2) a project manual that includes the Conditions of the Contract for Construction and Specifications and may include sample forms. Clarifications are as follows:
 - A. bidding and procurement information shall be coordinated with and reviewed by CPL,
 - B. form of agreement between Owner and Contractor shall be reviewed by Architect and prepared by CPL,
 - C. Conditions of the Contract for Construction shall be based on AIA A201-2017 General Conditions as modified as appropriate to this project,
2. We will schedule One (1) review meeting to confirm the design and documentation, and a separate meeting to coordinate the contractual requirements for procurement.

We will prepare a 90% CD set to review final scope and confirm implementation details with CPL. This will also provide the basis for a CD cost estimate to be published for bidders. We will finalize the list of FFE items to be procured, and the method by which they will be procured. We will work with you vendors approved to provide furniture for public entities using pre-approved pricing via state contract or other public pricing schedules approved by CPL. The proposal assumes a competitive public bid process will NOT be required for FFE.

Plan Approval

Bostwick Design Partnership will confirm requirements for final plan approval with the appropriate Authority Having Jurisdiction. Services include:

1. Respond to Adjudication Letter if applicable.
2. Update Documents as may be required.
3. Coordinate for Permit to be obtained by Contractor.

Bidding/ Negotiation: Bostwick Design Partnership and our Consultant will assist the Owner and Contractor in obtaining bids. Services include:

1. Coordinate distribution of bidding documents with a printer selected by the Owner.
2. Attend one (1) pre-bid conference.
3. Respond to bidder Requests for Information (RFI's).
4. Prepare and issue up to one (1) Addendum if/as may be necessary.

Construction Administration: Bostwick Design Partnership will represent, advise, and consult with CPL during the administration of the Contract for Construction. Services include:



1. Visit the site to observe construction. Site visits to coincide with Project Meetings and shall be defined as *eight to ten (8 to 10) meetings during the course of construction, to be confirmed with the selected GC.*
2. Report to the Owner known deviations from the Contract Documents and from the most recent construction schedule.
3. Review and take appropriate action upon the Contractor’s submittals.
4. Conduct one (1) review to confirm completion of Punch Lists and verify Final Completion.
5. Interpret matters concerning performance of the Owner or Contractor as may be required.
6. Certify Contractor’s Applications for Payment.

DESIGN TEAM

Bostwick Design Partnership: Design, Documentation, and Construction Administration

Rick Ortmeyer AIA, LEED AP - Partner

Rebecca Sperhac NCIDQ - Interior Designer

Tec Inc.: MEPT Engineering

Tim Pool PE, RCDD – Executive VP and Director of Engineering

QUALIFICATIONS AND ASSUMPTIONS

The following items are the basis for the scope of Services:

- A. Bostwick Design Partnership’s standard contractual “Terms and Conditions” and our “Hourly Rate Schedule” are included as attachments and are part of this proposal.
- B. CPL will designate a primary contact (Eric Herman) for information and direction.
- C. It is assumed that no modifications to the existing building Fire Protection, HVAC, and Plumbing infrastructure will be required as part of this work. The proposal includes HVAC analysis to confirm any scope to be required. Should any of these design or engineering disciplines be required, we will prepare an additional services request accordingly for mutual agreement on fees and scope prior to any work being undertaken.
- D. Cost evaluation provided by Bostwick Design Partnership and our consultants is made based on our professional judgment and experience and is general in nature utilizing area, volume or similar conceptual estimating techniques. However, we have no control over the cost or availability of labor, equipment, materials, market/bidding conditions, or the Contractor’s method of pricing. Accordingly, we cannot and do not warrant or represent that the bids or negotiated prices will not vary from the Owner’s budget or any estimate of the Cost of the Work or evaluation prepared or agreed to by us.



COMPENSATION

Our fees are based on the project understanding, scope of services, deliverables and other items described above. The following fees will be invoiced Lump Sum based on monthly progress of the five phases of work as outlined above:

Design	\$ 12,900
Documentation	\$ 23,000
Plan Approval	\$4,100
Bidding	\$ 5,300
Construction and Closeout	\$ 14,900
Total Fee	\$ 60,200
Reimbursables (outlined below) allowance	\$ 1,500
Total Fee including Reimbursables Allowance	\$ 61,700

REIMBURSABLE EXPENSES

Reimbursable Expenses are included in our compensation and consist of “out of pocket” expenses incurred on your behalf by the Architect and the Architect’s consultants while performing this work. Example of potential reimbursable expenses are as follows:

- A. Travel associated with the project including mileage, meals, cab or rideshare fare, lodging, airfare and parking.
- B. Fees for technology, postage, and delivery services associated with the sharing and exchange of information.
- C. Plotting, printing and other reproduction of information, whether produced in-house or outsourced.

ADDITIONAL SERVICES

We propose to provide additional services on an hourly basis or for a stipulated sum, should any of these be requested by CPL.

- Renderings
- Community Engagement or Public Input sessions
- Additional design work not included under the scope described herein, or re-design and re-planning work required as a result of changes or subsequent information provided out of sequence by the Library during the course of the study or after completion of the study



- Any outside consultant not specifically listed herein (in particular HVAC engineering if determined required by analysis of scope of work)
- Other design services, programming and/or study options other than those identified.

SCHEDULE

We are prepared to start immediately, with the final details of the schedule to be established once proposal is approved. Once initiated, a schedule will be customized to align with the availability and time commitments of key CPL staff and stakeholders.

FORM OF CONTRACT

We understand this proposal plus our current Hourly Rate Schedule services outlines the services to be carried out as an amendment to the AIA B101-2007 Cleveland Public Library Main Library Consolidation Projects Base Agreement, dated 1 January 2011.

CONCLUSION

Again, thank you for this opportunity to submit our proposal for professional services! If you have any questions or concerns regarding our services or proposal, please do not hesitate to call.

Sincerely,
BOSTWICK DESIGN PARTNERSHIP

AGREED and ACCEPTED

Richard Ortmeyer AIA, LEED A.P.
Partner

Eric Herman
Capital Projects Manager, CPL

Date

Attachments: Bostwick Hourly Rate Schedule
CPL TechCentral Scope of Work memo dated 2/12/2024
TechCentral 2.0 layout plan provided by CPL

cc: John Lang, CPL
Bryan Szalewski, CPL
Rebecca Sperhac, Bostwick Design
Jeff Kessler, Bostwick Design



BOSTWICK DESIGN PARTNERSHIP
2023 STANDARD HOURLY BILLING RATES
(Effective April 2023) – Updated 02.27.2024

PARTNERS

Robert L. Bostwick, Managing Partner and Director of Design	\$300.00
David J. Miano, Partner	\$275.00
Richard L. Ortmeyer, Partner	\$275.00
Michael C. Zambo, Partner	\$275.00
Damian A. Henri, Partner	\$230.00
Bryan C. Wahl, Partner, and Director of Integrated Design	\$230.00

REGISTERED ARCHITECT 5

David A. Brennan, Senior Director	\$225.00
Neil W. Sauer, Director of Design Operations	\$220.00
Judith McGlinchy-Giovanetti, Senior Associate	\$215.00

REGISTERED ARCHITECT 4

Lori A. Fitzgerald, Director	\$190.00
David J. Hogue, Senior Associate	\$185.00
Jason T. Hejduk, Senior Associate	\$185.00

REGISTERED ARCHITECT 3

Stephanie M. Peters, Associate	\$165.00
Randy R. Hoover	\$140.00
Kenneth Lopez-Irizarry	\$140.00

REGISTERED ARCHITECT 2

Rima Z. Azmeh, Associate	\$130.00
Emily E. Carr, Associate	\$130.00
Logan R. Carroll, Associate	\$130.00
Megan Dibner-Dunlap, Associate	\$130.00
Meagan C. Dutczak, Associate	\$130.00
Hayden, P. Erdman, Associate	\$130.00
Kristin L. Riley, Associate	\$130.00
Carissa E. Smith, Associate	\$130.00

CERTIFIED INTERIOR DESIGNER 2

Tory E. Leuthold, Associate	\$130.00
Rebecca A. Spherac	\$125.00

DESIGNER 4

Sokhamala Augoustidis, Senior Associate \$170.00

DESIGNER 3

Dominic S. LiPuma, Associate \$125.00

Rebecca L. Tomlinson, Associate \$125.00

Zack M. Skwara \$120.00

DESIGNER 2

Julian A. Colicchio \$105.00

Faith E. Martin \$105.00

Josh A. Myers \$105.00

Tara L. Runyan \$105.00

DESIGNER 1

William B. Maniet \$100.00

Christian T. Mathes \$100.00

Ghada E. Shahine \$100.00

MARKETING STRATEGY

Sara L. Craemer, Director of Business Development \$190.00

Holly J. Denny, Graphic Designer \$125.00

Rachel T. Jezior, Pursuit Coordinator \$100.00

BUSINESS ADMINISTRATION

Jeffrey M. Kessler, Director of Finance \$190.00

Katie E. Bible, Employee Engagement Manager \$125.00

Julie A. Campbell, Contract Administrator \$100.00

Jeanette Fleming, HR/Business Manager \$100.00

INFORMATION TECHNOLOGY

Christopher D. Kidd, Director of Information Technology \$190.00



CPL TechCentral Scope of Work

DATE:	12 February 2024	CLIENT:	Cleveland Public Library
TO:	John Lang, CPL	PROJECT NAME:	TechCentral Renovation
FROM:	Rick Ortmeyer, Bostwick	PROJECT NUMBER:	24005
COPY TO:	Eric Herman, CPL Tari Rivera, Regency Tim Pool, Tec Rebecca Sperhac, Bostwick	CLIENT'S NUMBER:	

Background: As CPL and the AEC team determine best delivery method, this documents the scope of work as understood from conversations and information to date.

Attachments: CPL TechCentral 2.0 plan from Suzi Perez, TechCentral Manager

TechCentral is located on the lower level of the Louis Stokes Wing of Cleveland Public Library at 525 Superior Ave. The space was renovated from the original AV department and opened as TechCentral in 2012.

The space has been well-used, and some parts of the work need repair. Also, community needs have shifted in the last 12 years, and the space needs to adjust to align with the emerging demands. The outline below is high-level summary of the scope of work to be done to provide the public with space that better aligns with those needs.

Plan changes

- See attached sketch indicating proposed new layout for TechCentral
- Reservable PCs will shift from the south and southwest portion of the plan into the central and north area of the space
- The maker space will shift from the north area into the southwest area, and will expand to meet increased demands
- Workstations for visiting and 'in residence' guests of CPL will be placed along the north wall of the southwest plan area
- The staff desk in the open area will shift to the east wall, placed where the current temporary workstations are located
- Two staff offices will be added, ideally can be accommodated with a ventilated FFE solution for maximum flexibility
- Two recording studios will be added, ideally can be accommodated with a ventilated FFE solution for maximum flexibility

Memorandum

Cleveland Public Library
TechCentral Renovations
28 January 2024
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Architectural + General Trades Scope

- New carpet throughout
- Repaint existing surfaces, walls and ceilings, as needed
- Add a staff only door between the work area behind the decorative wall into the open area of TechCentral to the south, located where door was removed in original TechCentral design.
- Film on front glass wall to add appropriate level of privacy

Electrical / IT / AV Scope

- Relocate existing receptacles to align with new plan arrangement
- Add new receptacles to align with new plan arrangement
- Add new data ports to accommodate new PC locations, including along tile wall
- Repair low-profile raised flooring where damaged (general trades scope?)
- Repair all fixtures or bulbs that are not functioning
- Retrofit all pendant fixtures to LED fixtures
- Remove video projection and screen at north area, replace with video art

HVAC Scope

- Assuming new workstations, offices, and recording studio can be self-venting, no HVAC scope anticipated
- Will need to confirm if/how expanded makerspace may include new HVAC or exhaust demands

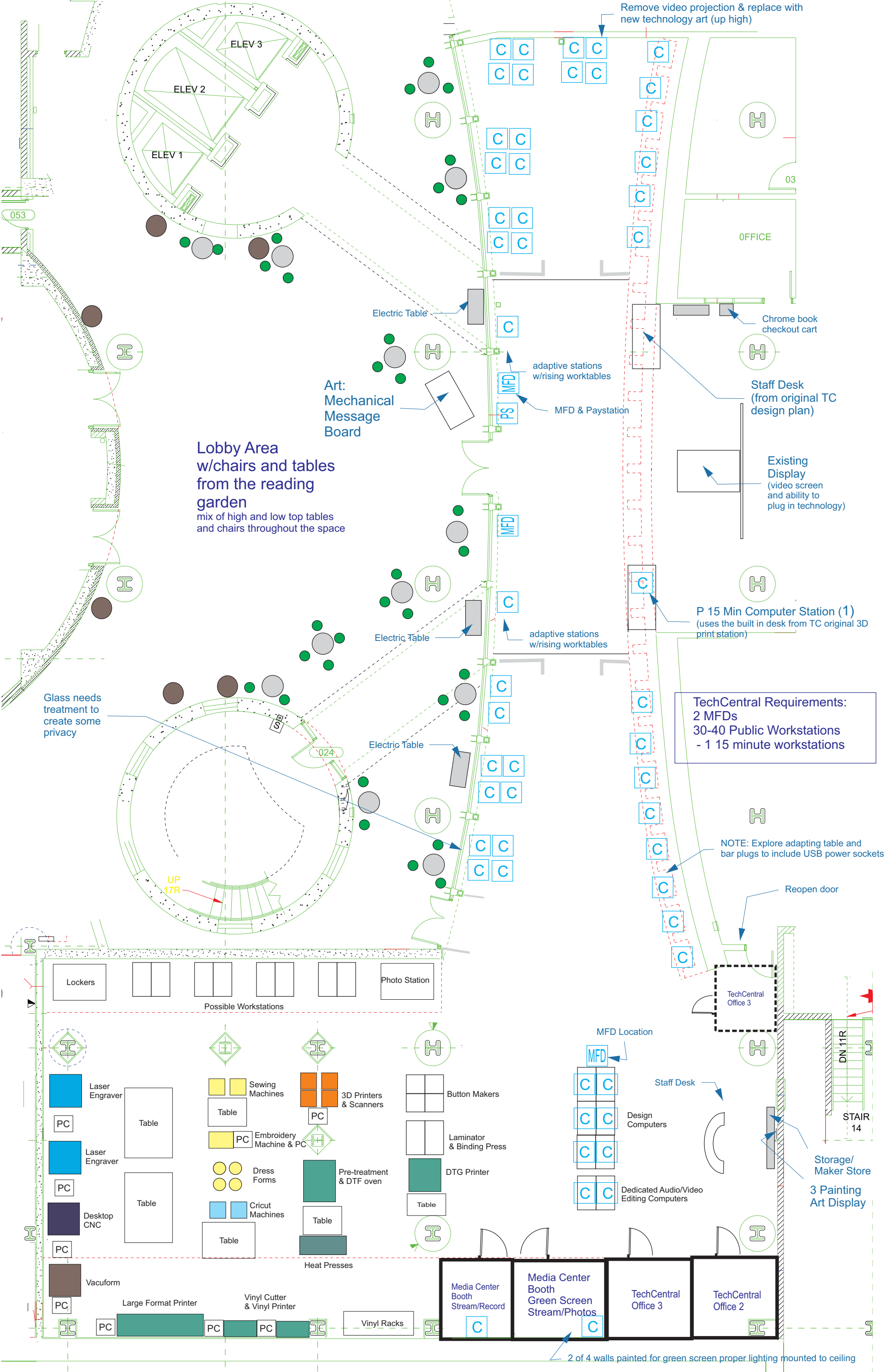
Plumbing Scope

- No plumbing scope anticipated (confirm with makerspace expansion)

FFE scope

- Relocate existing workstations and seating to align with new layout
- Add new workstations and seating if/as required to accommodate proposed scope and added workspaces / offices / recording studios
- Confirm how all new makerspace equipment will be procured

END OF MEMORANDUM



Remove video projection & replace with new technology art (up high)

Lobby Area w/chairs and tables from the reading garden
 mix of high and low top tables and chairs throughout the space

Art: Mechanical Message Board

Electric Table

adaptive stations w/rising worktables

MFD & Paystation

Chrome book checkout cart

Staff Desk (from original TC design plan)

Existing Display (video screen and ability to plug in technology)

P 15 Min Computer Station (1) (uses the built in desk from TC original 3D print station)

TechCentral Requirements:
 2 MFDs
 30-40 Public Workstations
 - 1 15 minute workstations

NOTE: Explore adapting table and bar plugs to include USB power sockets

Reopen door

Glass needs treatment to create some privacy

UP 17R

024

Electric Table

adaptive stations w/rising worktables

Lockers

Photo Station

Possible Workstations

MFD Location

Staff Desk

Design Computers

Dedicated Audio/Video Editing Computers

STAIR 14

Storage/ Maker Store
 3 Painting Art Display

Laser Engraver

Laser Engraver

Desktop CNC

Vacuform

Large Format Printer

Vinyl Cutter & Vinyl Printer

Vinyl Racks

Sewing Machines

Embroidery Machine & PC

Dress Forms

Cricut Machines

Pre-treatment & DTF oven

Heat Presses

3D Printers & Scanners

Button Makers

Laminator & Binding Press

DTG Printer

Media Center Booth Stream/Record

Media Center Booth Green Screen Stream/Photos

TechCentral Office 3

TechCentral Office 2

2 of 4 walls painted for green screen proper lighting mounted to ceiling