

CLEVELAND PUBLIC LIBRARY

Board Meeting

May 16, 2013

**RESOLUTION AUTHORIZING AGREEMENT WITH
WESTLAKE, REED, LESKOSKY FOR PROFESSIONAL SERVICES
NECESSARY TO DEVELOP PLANS TO PRESERVE
THE SOUTH BRANCH OF THE CLEVELAND PUBLIC LIBRARY**

WHEREAS, The Board of Trustees of the Cleveland Public Library has previously engaged the services of the architectural and engineering firm of Westlake, Reed, Leskosky ("Westlake") to provide an in-depth assessment of the Library's South Branch at 3096 Scranton Road, in order to determine the status of the architectural, structural, mechanical and electrical condition of the building; and

WHEREAS, Westlake completed its assessment and presented the Library with a report identifying the maintenance items and repairs necessary to preserve the building; and

WHEREAS, This Board closed the South Branch in January of 2013 and temporarily moved the operations of the South Branch to the South Branch location on Clark Avenue for a period of two (2) years, while it contemplates the options for future use of the South Branch/Scranton location; and

WHEREAS, This Board desires to perform those repairs necessary to preserve the South Branch/Scranton building and prevent any further deterioration to the structure and the mechanical and electrical systems during the period the South Branch/Scranton is closed; and

WHEREAS, Westlake has submitted a proposal to the Library in the amount of \$39,790.00 for professional services necessary to develop plans and specifications for repairs to the roof, exterior walls, foundation, and the replacement of downspouts and drains, and repairs to other parts of the building. Westlake also proposes to provide bidding oversight services, assistance with Cleveland Landmark Commission approvals, and construction administration services; and

WHEREAS, Pursuant to R.C. Section 153.71, the Board is authorized to enter into a contract in an amount less than \$50,000 with an architectural and engineering firm, provided the design firm has submitted a current statement of qualifications within the immediately preceding year and the Board has determined that the firm is the most qualified to provide the required professional design services;

WHEREAS, Westlake submitted a current statement of qualifications to the Library on February 14, 2013, and has extensive knowledge of the Library's South Building/Scranton, having performed an in-depth assessment of the condition of the building and its mechanical and electrical systems; now therefore be it

RESOLVED, That the Executive Director, CEO or his designee is hereby authorized to enter into and execute an agreement subject to approval of the Chief Legal Officer, between the Cleveland Public Library and Westlake, Reed, Leskosky for those services as described in the accompanying proposal dated May 8, 2013, in an amount not-to-exceed \$39,790.00, to be charged to General Fund Account: 11020053-53710 (Professional Services).

May 8, 2013 **VIA EMAIL**

Myron Scruggs
Director of Property Management
Cleveland Public Library
325 Superior Avenue
Cleveland, OH 44114

RE: Client Name: Cleveland Public Library
 Project Name: Proposal for Services: South Branch Deactivation
 Commission Number/File: 20131.54/13052.00

Dear Myron:

Thank you for reviewing our first draft proposal. Please see your comments per the April 30, 2013 email from Joyce Dodrill addressed below including a more detailed description of staff scope and the requirement for thru wall emergency scuppers, removal of the window replacement from the scope, the addition of City Landmark and Planning review assistance, the addition of an opinion of probable cost and bidding assistance, the removal of the multiplier on reimbursables, and a clarification on the roof replacement scope.

In regards to the South Branch, I want to thank Cleveland Public Library for asking Westlake ReedLeskosky to propose on providing professional services and working with you and your team. The following proposal is for Architectural and Engineering services for the South Branch Deactivation.

The program as we understand it consists of preparing the Cleveland Public Library South Branch for deactivation for approximately two (2) years. Preparation should focus on repairs needed to mitigate further interior and exterior deterioration until building reuse is determined. We recognize that this project will be publicly bid and awarded to a qualified contractor.

SUMMARY OF SERVICES

1. Project Description

- Develop documentation for Critical and Serious Building Envelope Repairs including:
 - a. Exterior Wall Repair:
 - i. West Wall Repair with EIFS (Exterior Insulated Finish System)
 - ii. Masonry Tuck Pointing at North, East, and South Walls
 - iii. Epoxy Stone Repairs
 - iv. Lintel Replacement as needed
 - v. Reset Coping Stones and Flashing
 - vi. Stone Replacements
 - b. Roof, Flashing, and Scupper/Downspout Replacement & Add Thru Wall Emergency Scuppers. With Ozanne Construction, WRL recommends replacement of the 20+ year old membrane roof. It is currently delaminating in several areas and will continue to cause serious damage to the interior until it is replaced. Per the South Branch Assessment Dated December 11, 2012, page A-2: "Current code requires that roofs have through wall scuppers or emergency drains that discharge where it can be observed if they ever become operational. It would be more economical to provide several through wall scuppers on the north and west elevations several inches above the roof line."
 - c. Foundation Waterproofing at South Wall

- Develop Documentation for Shutdown of Select Mechanical, Electrical, and Plumbing and Provide for Temporary Services to Mitigate Further Deterioration.
- Provide Bidding Assistance, including attendance at the prebid meeting, response to bidder questions, preparing addendum, performing due diligence on bidders, and providing a recommendation to the Library of the lowest, responsible bidder.
- Oversee the City Landmark and Planning Commission approvals (if required). In a call to City Landmarks, based on initial description of scope, they feel that the work described would probably only warrant Administrative Approval, and not go beyond to full Commission Approval.
- Provide Limited Construction Administration, including a maximum of four (4) site visits per trade (architecture, electrical, mechanical), review of Submittals and Requests for Information (RFI) as required in the Project Manual.
- Provide Opinion of Probable Cost of Work to be included in Construction/Bidding Documents

2. Project Deliverables

- a. AutoCAD Base Drawings of Plans and Exterior Elevations
- b. Construction Documents & Specifications suitable for Bidding
- c. Construction Document Opinion of Probable Cost
- d. Bid Award Recommendation Letter

3. Project Meetings / Approvals

- a. Owner Scope Review Meeting On-Site
- b. Owner Approval Meeting
- c. Cleveland Landmarks Commission Review and Approval
- d. City Planning Commission Review and Approval
- e. City Permitting
- f. Construction Administration Site Visits (max. 4)

Summary of Fees and Expenses

Based on the scope of services and descriptions noted above, Westlake Reed Leskosky will provide Documentation Services for Construction Documentation through Construction Administration, as well as Field Verification and Documentation (creating AutoCAD base drawings) for a lump sum fee of **\$39,790** plus reimbursable expenses.

Probable Staff Hours and Costs Used to Calculate Fee:

Staff	Hours	Cost	2013 Rate
Specifications	40	\$ 5,760	\$ 144.00
Electrical Engineer	40	\$ 6,440	\$ 161.00
Mechanical Engineer	40	\$ 6,440	\$ 161.00
Structural Engineer	10	\$ 1,610	\$ 161.00
Principal	8	\$ 1,720	\$ 215.00
Intern	80	\$ 7,760	\$ 97.00
Project Director	54	\$ 7,560	\$ 140.00
Ozanne Construction		\$ 2,500	
Totals	272	\$ 39,790	

Detailed Scope Per Staff:

Specifications: Division 01 Customization & Coordination – 16 hrs; Technical Section Coordination & Production – 24 hrs

Electrical Engineer: Owner Scope Review On-Site – 3 hrs; Field Survey & Documentation of Existing Conditions – 8 hrs; Construction Documents Coordination & Production – 20 hrs; Bidding Assistance – 3 hrs; Construction Administration – 6 hrs

Mechanical Engineer: Owner Scope Review On-Site – 3 hrs; Field Survey & Documentation of Existing Conditions – 8 hrs; Construction Documents Coordination & Production – 20 hrs; Bidding Assistance – 3 hrs; Construction Administration – 6 hrs

Structural Engineer: Field Survey & Documentation of Existing Conditions – 3 hrs; Construction Documents Coordination & Production – 5 hrs; Construction Administration – 2 hrs

Principal: Owner Approval Meeting – 2 hrs; Construction Documents Management – 2 hrs; Permit Documents Approval & Sealing – 2 hrs; Bidding Assistance – 2 hrs

Intern: Field Survey and Documentation of Existing Conditions – 32 hrs; Construction Documents Coordination & Production – 40 hrs; Construction Administration – 8 hrs

Project Director: Owner Scope Review On-Site – 3 hrs; Owner Approval Meeting – 2 hrs; Field Survey & Documentation of Existing Conditions – 8 hrs; Construction Documents Coordination & Production – 19 hrs; Bidding Assistance – 6 hrs; Construction Administration – 8 hrs; City Planning & Landmark Commission Review & Approval – 8 hrs

Ozanne Construction: Opinion of Probable Cost Included in Construction/Bidding Document; Bidding Assistance

Tentative Drawing List (Approximately 20 Sheets):

G-001 Cover/Information Sheet

S-001 Structural General Notes

S-501 Structural Sections and Details

AS-101 Site Plan

AD-102 Roof Demolition Plan

AD-201 Exterior Elevation Demolition Plan (West)

AE-102 Roof Plan

AE-201 Exterior Elevations

AE-501 Details & Sections

M-001 Mechanical Legends, Abbreviations, and Schedules

MD-101 Mechanical Basement and Ground Level Demolition Plans

M-101 Mechanical Basement and Ground Level Floor Plans

P-001 Plumbing Schedules, Legends, and Abbreviations

PD-101 Plumbing Basement and Ground Level Demolition Plans

P-101 Plumbing Basement and Ground Level Floor Plans

P-501 Plumbing Isometric and Details

E-001 Electrical Legends, Abbreviations, and Schedules

ED-101 Electrical Basement and Ground Level Demolition Plans

E-101 Electrical Basement and Ground Level Floor Plans

E-601 Electrical One-Line Diagram, Schedules, and Details

Consultants

Any required outside consultants shall be in addition to fees noted above and shall be invoiced at a multiplier of 1.1 times our direct expense, to compensate for our related coordination, accounting and clerical time. At this time we do not assume any consultants are required.

Reimbursable Expenses

Reimbursable expenses shall be in addition to fees and include expenses incurred on behalf of the project for reproduction and binding, long distance telecommunications and facsimile transmission, shipping and handling, and other expenses customarily invoiced as reimbursable expenses.

Changes to Scope of Work

Changes to the defined scope of this project, as outlined in this proposal, may result in changes to fee structure. WRL will advise Owner to this situation if it occurs prior to incurring additional expenses.

Payment Terms

We will invoice Cleveland Public Library against work progress. Payments are due within thirty (30) days of statement date.

Schedule

We understand the intention is to have the construction completed in September of 2013. The overall schedule is contingent on the Owner and City approvals.

Form of Agreement

We will work with Cleveland Public Library to establish our agreement to be based on standard AIA contracts.

I would be happy to answer any questions regarding this proposal and can be reached directly at (216) 623.7845 or ekgib@wrldesign.com. We are grateful for this opportunity to continue developing our relationship with Cleveland Public Library. If the proposal meets your expectations, please sign and return to me via email or hardcopy and we will proceed with the above understanding. We will then follow up with a contract.

Sincerely,



Elicia Keebler Gibbon

Cc Paul Siemborski, AIA, WRL
Cindy Lombardo, CPL

ACCEPTED:
Westlake Reed Leskosky

ACCEPTED:
Cleveland Public Library

By: _____
Paul Siemborski, AIA
Principal

By: _____
Myron Scruggs
Director of Property Management



CLEVELAND PUBLIC LIBRARY – South Branch

Built: 1911
Gross SQFT: 9,500
Occupied SQFT: 8,350