

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee**

December 17, 2013

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

WHEREAS, On June 17, 2010, the Board of Trustees approved a proposal as a part of the overall agreement (“Agreement”) with Bostwick Design Partners (“Bostwick”) to provide design services for the various phases of the Cleveland Public Library Main Library Consolidation Projects Master Plan; and

WHEREAS, On June 16, 2011, this Board authorized an agreement with Bostwick to provide design services for the Cleveland Public Library main Library Consolidation Project, Phase 1: Tech Central; and

WHEREAS, On July 19, 2012, the Board of Trustees of the Cleveland Public Library adopted a Resolution authorizing the Executive Director and his designees to commit staff and resources necessary to create the Discovery Center for Families and Children as Phase 2 of the Main Library Consolidation Projects; and

WHEREAS, Since then, the Library has decided to place the plans for the Discovery Center for Families and Children on hold and to pursue grant funding from LSTA and the opportunity to construct a Digital Hub on the third floor of the Main Library.

WHEREAS, The Library has determined that it is necessary to redesign an area of approximately 4,300 square feet on the third floor of the Main Library near the west wing to accommodate the new Digital Hub and to relocate the Preservation Department. Bostwick has submitted a proposal dated

December 5, 2013 for design services which include the preparation of planning options, infrastructure analysis, and an opinion of probable cost, in the amount not- to -exceed \$26,245, including reimbursables. A copy of that proposal is attached to this Resolution; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Board President to enter into an amendment to the Agreement for design services for the Digital Hub in an amount not-to-exceed \$26,245 which expenditure shall be charged to Building & Repair Fund Account 40190105-55300-10419, which amendment shall be subject to the review and approval of the Chief Legal Officer.



5 December 2013

Mr. Thomas D. Corrigan  
President, Board of Trustees  
Cleveland Public Library  
325 Superior Avenue  
Cleveland, OH 44114-1271

**RE: Proposal for Pre-Design Services, Cleveland Public Library  
Main Library Consolidation Project Phase 2: Digital Hub**

Dear Mr. Corrigan:

This proposal outlines the process and fees proposed for Bostwick Design Partnership (BDP) to provide design services for the Cleveland Public Library (CPL) Main Library Consolidation Project, Phase 2: Digital Hub. This proposal is to provide services to define the scope of work to be completed in this next important stage of making the Main Library a destination.

**PROJECT UNDERSTANDING**

Our project understanding is based on the following information:

- The final BDP Main Library Consolidation recommendations presentation and report, completed 14 December 2010.
- Meeting with John Skrtic, Tim Diamond and Anastasia Diamond-Ortiz on 19 November 2013 to discuss proposed scope of work on the 3<sup>rd</sup> Floor of Main.
- Meeting with Felton Thomas and Cindy Lombardo immediately after 19 November 2013 above to confirm and amend proposed scope of work on the 3<sup>rd</sup> Floor of Main.
- The “Digitization Hubs” LSTA Grant proposal, emailed to BDP on 19 November 2013

The Second Phase of work to be completed as part of the reimagining of Main Library will be located on the third floor of the Main Building. This will establish the Digital Hub as a new destination, while enhancing the existing Special Collections areas as well as the John G White exhibition corridor.

A short summary of what may be included in the next phase is as follows:

- In cooperation with the public Library of Cincinnati and Hamilton County, the Columbus Metropolitan Library, and the Toledo-Lucas County Public Library, CPL was part of a team awarded a grant that will provide for one of four Digital Hubs in the state of Ohio.
- This is for equipment and space to scan large format and small format items, those that are internal to the library but more importantly to encourage a collective community



digitization of documents, for any person or organization to add to the collective memory of a place, all of which will contribute to the Digital Public Library of America.

- The Digital Hub will be located on the recently vacated 3rd floor west wing of Main, where it will share space with CPL's Preservation department, relocated from their Lakeshore location, and if possible the Archives, relocated from the 10<sup>th</sup> floor of the Louis Stokes Wing. The intent is for both departments to benefit from a more publicly accessible location in coordination with the new Digital Hub.
- It is understood that CPL aspires for this to become another primary destination, and in addition to the 3<sup>rd</sup> floor west wing the project should explore how to enhance other areas of the 3rd floor, including improvements and upgrades to Special Collections and specifically how to showcase the Chess Collection.

As the specific extents and budget of this Phase are currently not fully defined, a scope definition phase will be required to establish the final scope of design to be implemented in this phase. This will be an opportunity to engage your organization through a series of targeted work sessions.

This proposal outlines the design services and fees required to establish the scope, schedule and budget of the next phase. The scope of services and associated fees for Schematic Design, Design Development, Construction Documents, Bidding and Construction phases will be forwarded separately, once defined as part of this PreDesign phase. Those future services and fees will also include a detailed scope for Technology, Signage and Wayfinding, as well as Furniture Fixtures and Equipment.

## **SERVICES to ESTABLISH THE SCOPE OF WORK for PHASE 2**

### **1. Kick-off and Program:**

The project will begin with a project initiation meeting to confirm the scope and establish the parameters of the project with CPL key stakeholders, including communication protocols, and proposed schedule. This meeting will document the proposed service model for the space, establish programmatic targets, and confirm staff occupancies for support spaces.

We will discuss physical and perceptual goals for the Digital Hub, and collect information about Preservation, Archives, and Special Collections to discuss opportunities and limitations of potential modifications.

Additionally, we will create a 3D digital model of the existing conditions in Revit to aid in the production of our work but also in order to inform and test the design solutions as they are developed. This will require existing document coordination, and confirmation of any changes through field measurements and verification.

The Digital Hub, Preservation and Archives will require a specific tabulation of square footages to document specific space needs in anticipation of future relocations and reconfigurations. The



Program of Requirements (POR) will also identify in narrative form the proposed enhancements to Special Collections, and identify the proposed scope and extents of wayfinding, including any interim steps similar to the construction wall at TechCentral.

### **3. Planning Options**

BDP in cooperation with Karen Skunta & Company will prepare conceptual planning options that accommodate the approved POR. This will be a combination of graphic and narrative documentation to allow CPL to clearly confirm a preferred scope of work. We will prepare up to three options for review and approval to establish a preferred direction and scope.

### **4. Infrastructure Analysis**

Once a preferred plan and scope has been identified, the design team will analyze how the proposed improvements can be accommodated with the existing building infrastructure. The analysis will include HVAC, Plumbing, Electrical, Technology, Lighting and Wayfinding. We understand that there was some concern regarding structural load capacity of this floor during the renovations in the 1990s and will determine the scope of structural review required as we understand the potential impact of the planning on this floor.

### **5. Opinion of Probable Cost and Final Presentation**

The December 2010 Main Library Consolidation Plan acknowledged that the 3<sup>rd</sup> Floor was available for a new use, but did not anticipate a specific program nor establish a budget. BDP in cooperation with Karen Skunta & Company and Tec, Inc. will prepare a conceptual Opinion of Probable Cost, to allow CPL to confirm required funding and prioritize potential options within the scope of work if required. The estimate will be prepared in tabular form, and will be as detailed as the level of definition is capable of allowing at this stage. We will assist in establishing appropriate contingencies to the proposed budget.

BDP will collate the information created above into a final document, as well as a formal presentation for Board of trustee approval. This presentation will also establish a timeline around which the library can plan for implementation of this important addition to CPL. This presentation and approval will then establish the approved scope of work moving forward into future phases of design and implementation.

## **DESIGN TEAM**

### **Bostwick Design Partnership: Architecture**

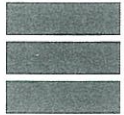
Robert Bostwick AIA, President and Director of Design

Rick Ortmeyer AIA, LEED AP, Principal

Bryan Wahl AIA, Senior Associate and Project Manager

Bob Weygandt AIA, Senior Associate and Cost Estimating

### **Karen Skunta & Company: Multimedia, Wayfinding and Signage**



Karen Skunta, President & Creative Director

**Tec, Inc.:** MEPT Engineering and Lighting Design  
Tim Pool, Principal

### COMPENSATION

We propose compensation based on the project understanding, scope of services, and deliverables described above. We will invoice according to the following components of project scope:

<b>1. Kick-off and Program</b>	<b>\$ 2,795</b>
<b>2. Planning Options</b>	<b>\$ 7,050</b>
<b>3. Infrastructure Analysis (Not to Exceed)</b>	<b>\$ 7,820</b>
<b><u>4. Opinion of Probable Cost and Final Presentation</u></b>	<b><u>\$ 7,380</u></b>
<b>Total Design Fees</b>	<b>\$25,045</b>
<u>NTE Reimbursable Expenses (defined below)</u>	<u>\$ 1,200</u>
<b>Total</b>	<b>\$ 26,245</b>

### ADDITIONAL SERVICES

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

- Any space program and/or study options that are other than those identified in this proposal
- Additional design work not included under the scope described herein, or redesign work required as a result of changes or subsequent information provided out of sequence by the Owner during the course of the study or after completion of the study
- Any outside consultant not specifically listed on the Design Team

### REIMBURSABLE EXPENSES

Reimbursable Expenses are in addition to our Basic Service fees and include out-of-pocket costs incurred on your behalf while performing this work. Expenses will be invoiced to you at a rate of 1.1 times our direct cost. Items that are considered as reimbursable expenses are as follows:

- Plotting, printing and other reproduction of sketches and drawings and other material required for the development of the design and exchange of information
- Required mail delivery and courier services associated with the design and documentation.
- Materials required for the production and development of working models proposed and required for the description and presentation of developing design options.

**Mr. Thomas D. Corrigan**  
Cleveland Public Library Phase 2 – Digital Hub  
5 December 2013  
Page 5 of 5



- Large output copies for signage prototyping, CDs, delivery and stock photos
- Parking expenses

Any items not outlined above will require prior approval of the Owner to be considered and invoiced as a reimbursable expense.

### **SCHEDULE**

We understand that the LSTA grant requires CPL to have the equipment associated with the Digital Hub available for use by 1 July 2013. We do not believe that this allows enough time to define the scope, design the solution and build the design, but will prepare a timeline as part of our deliverables outlined above for the library's use in planning for this new service.

For the Pre-Design Services outlined herein, we propose a 4 to 6 week timeline to complete steps 1 through 4 above, with a targeted approval of final scope and budget at the January 16 board of trustees meeting. We will work with you to our mutual satisfaction towards an agreeable schedule for Pre-Design in the short term, and ultimately for Design, bidding and completion.

### **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 quotation, please do not hesitate to call.

Sincerely,

BOSTWICK DESIGN PARTNERSHIP

AGREED and ACCEPTED

Richard Ortmeyer AIA, LEED A.P.  
Principal

Thomas D. Corrigan  
President, Board of Trustees  
Cleveland Public Library

Date

cc: Felton Thomas, CPL  
Cindy Lombardo, CPL  
Joyce Dodrill, CPL  
John Skrtic, CPL  
Robert Bostwick, BDP  
Pam Neckar, BDP  
Bryan Wahl, BDP

Attachments: Hourly Rate Schedule



## MEETING AGENDA

---

<b>DATE:</b>	5 Dec 2013	<b>CLIENT NAME:</b>	Cleveland Public Library
<b>MEETING DATE/TIME:</b>	6 Dec 2013; 9:00 AM	<b>PROJECT NAME:</b>	Digital Hub
<b>LOCATION:</b>	CPL 10 <sup>th</sup> Floor	<b>BDP PROJECT NUMBER:</b>	13099
<b>ISSUED BY:</b>	Rick Ortmeier BDP	<b>CLIENT NUMBER:</b>	
<b>COPY TO:</b>	Req. + Optional Attendees	<b>OPTIONAL ATTENDEES:</b>	Cindy Lombardo, CPL Felton Thomas, CPL Robert Bostwick, BDP Tim Pool, TEC
<b>REQUIRED ATTENDEES:</b>	Tim Diamond, CPL Anastasia Diamond-Ortiz, CPL Chatham Ewing, CPL Pam Eyerdam, CPL Larry Finnegan, CPL Alicia Naab, CPL Myron Scruggs, CPL John Skrtic, CPL Karen Skunta, KSCO Bryan Wahl, BDP		

---

**Background:** This meeting kicks off the Digital Hub project at Cleveland Public Library

- |             |                                       |               |                      |
|-------------|---------------------------------------|---------------|----------------------|
| <b>1.00</b> | <b>Introductions</b>                  | <b>5 min</b>  |                      |
| <b>2.00</b> | <b>Needs and Services</b>             | <b>45 min</b> | <b>9:05 – 9:50</b>   |
|             | A. Project Need and Purpose           |               |                      |
|             | B. Library Services                   |               |                      |
|             | 1. Digital Hub - new                  |               |                      |
|             | 2. Preservation - relocated           |               |                      |
|             | 3. Archives - relocated               |               |                      |
|             | 4. Special Collections - enhanced     |               |                      |
| <b>3.00</b> | <b>Scope, Schedule, Budget</b>        | <b>30 min</b> | <b>9:50 – 10:20</b>  |
|             | A. Targeted Space / Existing Layouts  |               |                      |
|             | B. Grant Deadlines + CPL Deadlines    |               |                      |
|             | C. Budget                             |               |                      |
| <b>4.00</b> | <b>Opportunities</b>                  | <b>30 min</b> | <b>10:20 – 10:50</b> |
|             | A. Organizational                     |               |                      |
|             | B. Public Perception                  |               |                      |
|             | C. Wayfinding / Multimedia / Branding |               |                      |
|             | D. Define Success                     |               |                      |
| <b>5.00</b> | <b>Next Steps</b>                     | <b>10 min</b> | <b>10:50 – 11:00</b> |

**END OF MEETING AGENDA**