

CLEVELAND PUBLIC LIBRARY

Finance Committee

January 14, 2014

**RESOLUTION TO APPROVE DIGITAL HUB PROJECT BUDGET AND TO AMEND
DESIGN SERVICES AGREEMENT WITH BOSTWICK DESIGN PARTNERSHIP FOR
DIGITAL HUB DESIGN SERVICES**

WHEREAS, On December 20, 2013 the Board of Trustees approved an amendment to the agreement between the Cleveland Public Library and Bostwick Design Partners (“Bostwick”) for the Main Library Consolidation Projects (“Agreement”), to provide design services including the preparation of planning options, infrastructure analysis, and an opinion of probable cost for the Digital Hub Project, in the amount of \$26,245.00; and

WHEREAS, Bostwick has prepared preliminary concepts for the Project, and a preliminary construction and design budget which is attached to this Resolution; and

WHEREAS, The scope of work for the Digital Hub includes reconfiguring and redesigning the area on the third floor of the Main Building near the west wing where compact discs were formerly located to house scanning and other equipment to create a regional digital lab for use by the public, and to prepare the space for the relocation of the Preservation Department currently at the Lakeshore facility; and

WHEREAS, The preliminary project budget provides \$427,045.00 for design services (which includes the \$26,245 the Board approved December 20, 2013), including reimbursables, contingencies, and subcontracts for way- finding and multimedia, and \$1,312,000.00 for construction costs, including furniture, and \$171,840.00 for other project costs, for a total budget of \$1,910,885.00; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO, and his designees to move forward in taking the steps necessary to work with Bostwick Design Partnership to create the Digital Hub Project ; and be it further

RESOLVED, That the Board of Library Trustees approves the preliminary budget for the Digital Hub Project of \$427,045.00 for design services, including reimbursables, contingencies, and subcontracts for way-finding and multimedia, and \$1,312,000.00 for construction costs, including furniture and \$171,840.00 for other project costs, for a total budget of \$1,910,885.00, and further authorizes the Board President to enter into an amendment to the Agreement with Bostwick Design Partners for design services for the Digital Hub in an amount not-to-exceed \$427,045.00. Expenditures shall be charged to Building & Repair Fund Account 40190105-55300-10419, and the amendment shall be subject to the review and approval of the Chief Legal Officer.

Design Services Fees and Project Cost

A/E <u>Bostwick Design Partnership, Inc</u>	Date <u>10 January 2014 <i>final</i></u>
Owner <u>Cleveland Public Library</u>	Owner Project # _____
Project <u>Digital Hub</u>	BDP Project # <u>13099</u>
Address <u>325 Superior Ave, Cleveland OH 44114 - 3rd Floor</u>	

Estimated Construction Costs	\$ 900,000.00
Design and Estimating Contingency (10% for as yet unknown scope)	\$ 90,000.00
Construction Subtotal	\$ 990,000.00
Furniture Allowance	\$ 100,000.00
Preservation Equipment Allowance	\$ 0.00
Furniture and Equipment Subtotal	\$ 100,000.00
Wayfinding Fabrication/Install	\$ 30,000.00
Audiovisual Fabrication/Install	\$ 45,000.00
Recommended Multimedia	\$ 147,000.00
Optional Multimedia	\$ 0.00
Wayfinding and Multimedia Subtotal	\$ 222,000.00
Total Construction Costs	\$ 1,312,000.00

A. Basic Services Fees	Notes	
1. Pre-Design	Concept Study and Estimate	\$ 25,045.00
2. Schematic Design 20 %		\$ 19,800.00
3. Design Development 30 %		\$ 29,700.00
4. Construction Documents 25 %		\$ 24,750.00
5. Bidding and Negotiations 5 %		\$ 4,950.00
6. Construction and Closeout 20 %		\$ 19,800.00
100 %	Subtotal (A)	\$ 124,045.00

B. Supplemental Services Fees	Notes	
1. Pre-Design / Programming	Detailed program Preservation only	\$ 2,500.00
2. Technology Design Services		\$ 5,000.00
2. Lighting Design Services		\$ 2,500.00
3. Furniture Design Services	assumes \$100,000 budget	\$ 10,000.00
4. Detailed Phase Cost Estimating		\$ 7,000.00
5. Fee Contingency	only upon mutual written approval	\$ 15,000.00
6.		\$
7.		\$
	Subtotal (B)	\$ 42,000.00

C. Wayfinding + Multimedia Fees	Notes	
1. Multimedia Design	Includes all content development	\$ 46,000.00
2. Multimedia Implementation		\$ 56,000.00
3. Wayfinding Design	Includes final and interim signage	\$ 31,000.00
4. Wayfinding Implementation	Includes final and interim signage	\$ 38,000.00
5. Engineering Services Audiovisual		\$ 12,000.00
6. Programming for Audiovisual Work		\$ 35,000.00
7. Fee Contingency	only upon mutual written approval	\$ 25,000.00
8.		\$
9.		\$
	Subtotal (B)	\$ 243,000.00

D. Reimbursable Expenses	Notes	
1. Plan Approval Fees	Allowance	\$ 250.00
2. Advertising Expense	Allowance for bid advertisement	\$ 750.00
3. Parking / Mileage, Misc	Allowance	\$ 500.00
4. Multimedia / Wayfinding Expenses	Out of Pocket Tests / Reimbursables	\$ 15,000.00
5. Project Printing / Copy Allowance	Cost for printing during project	\$ 1,500.00
6. Bid Document Printing	Cost for distribution to plan rooms etc.	\$ 0.00
7.		\$
8.		\$
	Subtotal (C)	\$ 18,000.00
	Total Potential Design Services Fees + Reimbursables (A + B + C + D)	\$ 427,045.00

E. Construction and Other Project Costs	Notes	
1. Estimated Construction Costs	From line item above	\$ 1,312,000.00
2. Owner Contingency	7% hold for construction	\$ 91,840.00
3. Artwork	Budget to relocate existing triptych ?	\$ 0.00
4. Relocation/Moving Expenses	Estimate, misc and Preservation	\$ 50,000.00
5. Computers and Technology	PCs, Laptops, Misc Work	\$ 20,000.00
6. Electronic Equipment	Allowance AV not provided in Multimedia	\$ 10,000.00
7. Technology Maintenance Costs	Long term data storage impact by CPL	\$ 0.00
8.		\$
9.		\$
10.		\$
	Subtotal (D)	\$ 1,483,840.00
	Total Project Cost (A + B + C + D + E)	\$ 1,910,885.00



13 January 2014

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 3: 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 3: 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:

- Meeting with John Skrtic, Tim Diamond and Anastasia Diamond-Ortiz on 19 November 2013 to discuss proposed scope of work on the 3rd 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 3rd Floor of Main.
- The “Digitization Hubs” LSTA Grant proposal, emailed to BDP on 19 November 2013
- Meetings and proposed plans prepared as part of the Concept Study, as presented to the Board of Trustees on January 14, 2014.

The third 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, co-locating Preservation which will be relocated from the Lakeshore facility to downtown.

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 the Lakeshore facility. 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 3rd floor west wing the project will explore how the approach and arrival will be designed, both with signage in and around the building generally and with wayfinding and multimedia on the 3rd Floor specifically.
- As a destination, the space will also incorporate interactive multimedia that both educates visitors and allows them to participate in the exploration of the existing and with this space expanding digital collections. New content can be created here that will enhance both the visitor experience and the collections themselves.

This proposal outlines the design services and associated fees for Schematic Design, Design Development, Construction Documents, Bidding and the Construction phase of this project. These services and fees include a detailed scope for Technology, Signage and Wayfinding, as well as Furniture Fixtures and Equipment.

DESIGN SERVICES for PHASE 3

Schematic Design and Design Development

As the project has already benefitted from some conceptual investigation, and the intent is to establish and develop a design quickly in order to install the work prior to the end of 2014.

The proposal assumes meetings as required to provide updates at regular intervals on the progress of the design, production of graphics to fully explain the design concepts being considered, and documentation of the process to achieve the desired results. We will also prepare a specific program of requirements for Preservation to establish the precise scope of work to be relocated and built at Main.

At the end of Schematic Design phase, you will have plans that have advanced the design intent, and engineering documents as required to validate the specific design, scope and cost of the work to be installed.

Design Development will further resolve the design outlined above to a point that is ready to be fully developed and detailed. Again we will provide a cost estimate to reconfirm that the proposed design meets the intended budget.

As a record of the approved design at each phase, we will provide a bound document incorporating the Program of Requirements, Design drawings, Mechanical, Electrical, Plumbing and Technology design narratives and drawings, plus the approved schedule and budget. An executive summary will sum up the key points.



Construction Documents

Detailed coordination of the Architectural, Multimedia, Wayfinding, MEPT and Lighting systems will continue, with your input. We will provide cut sheets of proposed and ‘basis-of-design’ items and review each one with you and your facilities staff to eliminate surprises later. We’ll coordinate key items intended to be provided by CPL, as well as with Furniture and Equipment.

This proposal assumes that the project will be bid as a lump sum General Contract, in conjunction with the requirements of the Ohio Revised Code. We will prepare a final estimate to assure that the design remains consistent with the project budget.

Bidding and Construction

We tailor our documents to maximize potential competition among qualified bidders. We will assist with the bidding process, answering questions, attending conferences, and vetting selected bidders. We understand our requirements for Construction Administration as outlined in the contract.

FURNITURE, FIXTURES AND EQUIPMENT

Our services shall include the following:

Preliminary FF&E Coordination

We will begin with a coordination meeting to establishing the scope of work to be undertaken, review program requirements, budget, schedule and coordination efforts. We will research options to provide sustainable solutions for shelving, furniture, finishes, fabrics and equipment as related to CPL standards, requests, or requirements.

Design Phase

This phase will include conceptual design drawings and coordination with Architectural and MEPT disciplines. Design selections and coordination will include shelving, furniture, fabrics and equipment. Products will be selected which are appropriate to the established design concept, client requirements and budget. Consideration will be taken with regard to durability, maintenance, cost and code compliance.

A preliminary statement of probable cost will be provided to serve as a framework for establishing the furniture design direction. The furniture design concept will be revised as needed, based upon the available budget. One set of Presentation boards provided to CPL. Additional presentation boards and materials to be Additional Services.

Final Documents

We will prepare final FF&E drawings Specifications – furnishings, fabrics, equipment and accessories for competitive Cost Estimates from approved vendors and dealers.

Procurement and Installation



We will coordinate procurement and installation with the product vendors. We will review the installation in coordination with selected vendor(s) and dealers. We will complete the work by preparing a physical punch list of furniture installation, confirming approval with CPL.

MULTIMEDIA, WAYFINDING, AND SIGNAGE

The wayfinding package for the Digital Hub will be prepared consistently with the entire wayfinding system established to date in the Master Plan as well as in Phase 1 TechCentral, to be consistent with the overarching goals and design parameters into which Phase 3 will fit. We recognize that the design of the wayfinding program needs to be temporary in portions of its execution, taking into account the opportunity to establish an anticipation of the future Digital Hub, as well as the possibility of a temporary location for the equipment.

The proposal assumes weekly meetings, site visits to confirm existing conditions in the areas outlined above, concept development, documentation required for CPL review and approval; specifications for fabrication and installation and procurement of estimates for wayfinding manufacturing and fabrication.

The proposal also includes multimedia recommendations, site photos with media ideas incorporated for client understanding of options; interaction of a/v firm to provide valid estimates for multimedia options. Content development and implementation for Multimedia is included in this proposal and will be prepared consistent with the proposed and approved budget and scope as understood at this time.

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

Caitlyn Koeth NCIDQ 25713, IIDA, LEED AP ID + C, Interiors and Furniture

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. Note that in two locations a Contingency is recommended. Any additional



services that are intended to be billed against these contingencies will be mutually agreed upon in advance and confirmed writing prior to any work taking place.

We will invoice according to the following components of project scope:

Basic Design Services

Pre-Design Services (completed under separate Purchase Order)	\$ 25,045
Schematic Design	\$ 19,800
Design Development	\$ 29,700
Construction Documents	\$ 24,750
Bidding and Negotiations	\$ 4,950
<u>Construction Administration and Close-out</u>	<u>\$ 19,800</u>
Total Basic Design Services	\$ 124,045

Supplemental Design Services

Programming for Preservation	\$ 2,500
Technology Design	\$ 5,000
Lighting Design	\$ 2,500
Furniture Design	\$ 10,000
Cost Estimating	\$ 7,000
<u>Contingency for Basic and Supplemental Design Services</u>	<u>\$ 15,000</u>
Total Basic Design Services	\$ 42,000

Wayfinding and Multimedia Services

Multimedia Design	\$ 46,000
Multimedia Implementation	\$ 56,000
Wayfinding Design	\$ 31,000
Wayfinding Implementation	\$ 38,000
Engineering Services for Audiovisual Solutions	\$ 12,000
Programming for Audiovisual Solutions	\$ 35,000
<u>Contingency for Wayfinding and Multimedia Creative Services</u>	<u>\$ 25,000</u>
Total Basic Design Services	\$ 243,000



<u>NTE Reimbursable Expenses (note – includes \$1,200 from previous P.O.)</u>	<u>\$ 18,000</u>
Total Design Services, Reimbursables and Contingencies	\$ 427,045

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:

- 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

SCHEDULE

While recent discussions suggest that the specific timeframe may be flexible, 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 16 week timeline to complete the design, with a targeted approval to go to bid with select architectural portions at the April board of trustees meeting, and additional wayfinding and multimedia scope to follow quickly on a schedule to be determined and approved by CPL. We will work with you to our mutual satisfaction towards an agreeable schedule for Design, bidding and completion of this important new asset.

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

Mr. Thomas D. Corrigan

Cleveland Public Library Phase 3 – Digital Hub

13 January 2014

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Joyce Dodrill, CPL

John Skrtic, CPL

Robert Bostwick, BDP

Pam Neckar, BDP

Bryan Wahl, BDP

Attachments: Project Budget Spreadsheet
 Hourly Rate Schedule

**BOSTWICK DESIGN PARTNERSHIP
2014 STANDARD HOURLY BILLING RATES**

(These hourly rates are subject to annual adjustment)

PRINCIPALS

Robert L. Bostwick, President & Director of Design	\$225.00
Ross E. Rectenwald	\$225.00
David J. Miano	\$195.00
Pamela J. Neckar, Chief Financial Officer	\$195.00
Richard L. Ortmeyer	\$195.00
Michael C. Zambo	\$195.00

SENIOR ASSOCIATES

Damian A. Henri	\$165.00
Judith McGlinchy-Giovanetti	\$165.00
Bryan C. Wahl	\$165.00
Hans P. Walter	\$165.00
Robert L. Weygandt	\$165.00

DIRECTOR OF MEDICAL PLANNING

Matthew D. Bode	\$160.00
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DIRECTOR OF OPERATIONS

Carter A. Edman	\$160.00
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PLANNING CONSULTANT

Robert J. Godshall	\$160.00
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ASSOCIATES

Jason T. Hejduk	\$125.00
David J. Hogue	\$125.00
Caitlyn A. Koeth	\$125.00

PROJECT CODE SPECIALIST

Margaret F. Lipscomb	\$115.00
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**PROJECT LEADER**

Gregg A. Daubenspeck	\$110.00
Jeffrey T. Froess	\$110.00
Brian A. Lapolla	\$110.00
R. Jason Wieczorek	\$110.00
Sokhamala Yin	\$110.00

SENIOR DESIGN STAFF

Rami R. Berner	\$90.00
C. Sai Sinbondit	\$90.00
Alison C. Vallimont	\$90.00

DESIGN STAFF

Anna E. Acklin	\$85.00
Robert Deering	\$85.00
Megan Dibner-Dunlap	\$85.00
Apostolos T. Nacopoulos	\$85.00

TECHNICAL STAFF

Michael L. Douglas	\$80.00
Nicholas L. Hurst	\$80.00

INFORMATION TECHNOLOGY

Christopher D. Kidd	\$125.00
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SENIOR SUPPORT STAFF

Julie Campbell	\$60.00
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SUPPORT STAFF

Cesli E. Consorte	\$50.00
Shannon L. Cogan	\$50.00
Sara E. Lacny	\$50.00
Terri Mouyard	\$50.00

INTERN DESIGN STAFF

\$50.00