

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee**

November 18, 2014

**RESOLUTION TO AMEND DESIGN SERVICES AGREEMENT WITH BOSTWICK  
DESIGN PARTNERSHIP FOR MAIN LIBRARY CONSOLIDATION PROJECT  
REDEFINED PHASE 2**

WHEREAS, On June 17, 2010, the Board of Trustees of the Cleveland Public Library adopted a Resolution authorizing the Library to enter into an agreement with Bostwick Design Partners (“Bostwick”) for the Main Library Consolidation Project (“Agreement”), a project consisting of several phases to be identified and developed over a period of time of several years; and

WHEREAS, Phase I was the creation of Tech Central in the Louis Stokes Wing, which was completed in June, 2012. Phase 2, approved by this Board on July 19, 2012, originally consisted of the Discovery Center for Families and Children on the second floor of the Louis Stokes Wing, for which this Board increased the Bostwick contract amount by \$25,000.00. Due to changes in Library programing priorities, this Phase was placed on hold, and only \$7,995.00 of the \$25,000 was expended, leaving a contract allowance of \$17,005.00 under the original Phase 2 amendment. Phase 3 consisted of the Cleveland Digital Public Library currently under construction on the third floor of the Main Library building. This Board approved amendments to Bostwick’s Agreement to include design and construction management services for Phase 3 on December 19, 2013, January 16, 2014, and March 20, 2014; and

WHEREAS, The Library has determined that it is desirable to redefine Phase 2 by redesigning the first floor of the Main Building and Brett Hall and the first floor (and possibly the second floor) of the Louis Stokes Wing, in order to advance the destination experience for visitors by providing cultural exhibits to celebrate the diversity of Cleveland, and interactive and interpretive experiences for patrons; and

WHEREAS, Bostwick has submitted a proposal dated November 13, 2014 for pre-design services which include the preparation of conceptual planning options, infrastructure analysis and existing conditions documentation, and a branding, wayfinding, and audio video and exhibitry master plan, in an amount not-to-exceed Seventy-Four Thousand Four Hundred and Fifty Dollars (\$74,450.00). A copy of that proposal is attached to this Resolution. This proposal will replace the proposal for the Discovery Center for Families and Children approved by this Board on July 19, 2012, and the \$17,005.00 approved contract allowance for the original Phase 2 will be applied to the cost of this proposal ; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Board President to enter into an amendment to the Agreement with Bostwick Design Partners for pre-design services for the redefined Phase 2 of the Main Library Consolidation Project in an amount not-to-exceed Seventy-Four Thousand Four Hundred and Fifty Dollars (\$74,450.00), for a total contract amount of Two Hundred Thirty-Seven Thousand Two Hundred and Five Dollars (\$237,205.00). Expenditures shall be charged to Building & Repair Fund Account 40190105-55300-11901, and the amendment shall be subject to the review and approval of the Chief Legal Officer.



13 November 2014

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

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

Dear Mr. Corrigan:

This proposal outlines the process and fees proposed for Bostwick Design Partnership (BDP) to provide pre-design services for the Cleveland Public Library (CPL) Main Library Consolidation Project, Phase 2. This proposal is a redefinition of the Phase 2 work initiated in 2012 and proposed in 2013 to create a Discovery Center for Families and Children.

This Phase will now include a comprehensive Branding, Wayfinding, AV and Exhibitry Master Plan, and will focus architecturally on the Main Library First Floor and Louis Stokes Wing (LSW) First Floor. We understand that LSW 2 and possibly LSW 9 may be under consideration for some space reconfiguration, however the first floors of both buildings are the primary focus

**PROJECT UNDERSTANDING**

The Phase 2 project scope understanding outlined below is based on the following information and meetings:

- The final Main Library Consolidation recommendations presentation and report prepared by Bostwick Design Partnership, completed 14 December 2010.
- A 24 July 2014 meeting with Felton Thomas, John Skrtic, Cathy Poilpre and Karen Skunta, to introduce the topic of a campus-wide wayfinding plan.
- A 16 September 2014 meeting with you, Felton Thomas, John Skrtic, Cindy Lombardo, Tim Diamond, and Myron Scruggs to determine the possible scale of the next phase of work.
- A 17 September 2014 conversation on with Cindy Lombardo, as follow up and clarification to items discussed at the 16 September meeting.
- The 8 November 2014 board retreat presentation and discussion.
- Follow up phone call with Cindy Lombardo, Joyce Dodrill and Carrie Krenicky on 13 November 2014.

Building on the momentum of TechCentral and the Cleveland Digital Public Library projects, the next phase of development at Main will advance the destination experience for visitors, including modifications to the first floor of the Main Building and Brett Hall, and the first and second floors of the Louis Stokes Wing.

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The scope of this pre-design study will explore concepts and determine the design strategy for proposed architectural enhancements, the branding of each department and destination, comprehensive wayfinding and audio-video support throughout the site. A strategic plan will establish the specific scope of work to be implemented, define a budget and a timeline for the project.

A brief summary of the scope of architectural work to be explored follows.

**A. Main Building:**

1. Lower Level: modify Room 38 for either public break-out session adjacent to LSW Auditorium, or for staff use. This is not a primary focus of this phase, however this space may be under consideration as a part of the scope.
2. Main Library First Floor: modify Brett Hall to become a cultural destination, and allow this historic space to facilitate public and private events. This has been a goal of the Master Plan work, and the current discussion considers a possibility that Brett Hall may include an “International Heritage Center” that celebrates the diversity of cultures in Cleveland, supported by library resources as well as a multimedia, interactive experience. The remainder of the first floor will be plan for more efficient staff areas, to support the event space function, to relocate both AV and Popular to the wings surrounding Brett Hall. The underused space in the original catalogue room to the west of the entrance will be discussed to confirm its best future use.
3. Main Library 2<sup>nd</sup> Floor: Create a destination for the Ohio Center for the Book.

**B. Louis Stokes Wing:**

1. First Floor: modify both rooms that flank the entrance on Superior to be public functions, as outlined in the Master Plan. Interactive and interpretive experiences are planned for these spaces, to introduce visitors to the campus and demonstrate what the library has to offer. To achieve this, Security will be relocated to the adjacent underused circulation area, and the Friends’ store will move to the north side of the same floor plan, adjacent to an ‘indoor garden space’ – the functions and programming for which will be discussed as part of this process.
2. Second Floor: while this floor is not currently considered a priority for this phase, we understand it may play an important part in the next 18 months of planning for CPL. In addition to the fact that furniture will be removed to relocate to other spaces, leaving this floor open for ad hoc programming, it is understood that the library may consider partnering with the Cleveland Children’s Museum, providing them a temporary location on LSW 2 for a duration to be determined.
3. Sixth Floor: a combinations of moves internal to the library will co-locate resources to make this a proposed “Center for Local and Global History”.

Note that the Main Building 2<sup>nd</sup> Floor and LSW 6<sup>th</sup> Floor were also discussed as destinations, and may experience moves and rearrangements, but at this point do not include any architectural scope.

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With the architectural goals outlined for this next phase, the Library will require a more focused brand experience. This will require a brand audit to be defined in this phase. The audit will include an examination of language used throughout the site – from voice and tone to department names, special destinations and a visual examination. It will include visual and communication presentation to be evaluated.

Expanded wayfinding project work will now include the entire CPL site and requires the following to be explored. Both exterior + interior wayfinding and signage requires pre-design activities:

A. CPL seeks an enhanced presence in the city, to make it more intuitive for visitors to find the library and better understand what experiences CPL has to offer. We need to explore a series of high-level options, both temporary and permanent to be considered for the exterior for the CPL block which will be conceptually explored in the design phase

B. CPL Destinations

A stated ambition for 10 unique experiences within CPL requires a hierarchy of naming with key messages attached to be agreed upon prior to the design phase. Navigation through the site, as well as communication to the visitor, will require definition of the 10 experiences, both present and future.

C. CPL Departments and Services

Examining departmental names and services provided by CPL will lead to a concise language to be used in wayfinding.

With both Main and LSW first floors being redesigned, it is time to assess requirements for a comprehensive Audio Video systematic approach to the CPL site. This pre-design phase will outline a recommended approach to engineering and design for all the anticipated A/V needs from interactive multimedia to conference room support and educational requirements.

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 for architectural, branding and wayfinding work. 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 Pre-design phase.

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

**1. Project Initiation and Programming:**

The project will begin with a meeting to coordinate the scope and establish the parameters of the project with CPL key stakeholders. This meeting will include a comprehensive overview of the possible scope and will outline in detail the methodology and proposed schedule to achieve a scope definition. This meeting will document the proposed service model for the space, establish programmatic targets, and confirm staff occupancies for support spaces.

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We will discuss physical and perceptual goals for the spaces involved, and collect information about all destination experiences and departments. We understand a CPL Board of Trustees retreat is being planned for late October or early November, and we are prepared to use this working session to facilitate the kick-off meeting.

For the spaces involved, we will generate a tabular Program of Requirements (POR) to document and confirm the space needs that support the programmatic goals of the project.

## **2. Conceptual Planning Options**

The design team will prepare conceptual planning options that accommodate the proposed needs. 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.

While the plans will remain conceptual in nature, we will document the proposed improvements in enough detail to establish a budget.

## **3. Infrastructure Analysis and Existing Conditions Documentation**

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 Architectural, HVAC, Plumbing, Electrical, Technology, and Lighting.

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.

## **4. Branding, Wayfinding, Audio Video and Exhibitory Master Plan**

Karen Skunta & Company in collaboration with the design team will lead a process to establish the framework of the following to be approved by CPL prior to embarking on the design phase of each discipline:

- Outline a brand audit with steps to strengthen CPL's identity in both internal and external communications and all environmental applications.
- Establish a comprehensive approach to nomenclature for the 10 destinations and department names in order to design exterior and interior wayfinding in the next phase.
- Plan the exterior and interior wayfinding for visitors to understand and find the branded destinations and departments, and Identify the A/V requirements to provide the multimedia experiences within the campus that enhance the visitor experience and showcase the library services at targeted destinations; and
- Provide the necessary conference and collaboration room(s) support

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- Define the potential exhibit(s) that support the proposed destination experiences, and outline content development required for the exhibits. The scope of this Exhibitry Master Plan will include estimated costs and schedule independent of the wayfinding, AV or architectural scopes.

The comprehensive Branding, Wayfinding, A/V and Exhibitry Master Plan will remain at a conceptual level, and will establish the framework within which the future design work will be undertaken. The proposed projects to be initiated in the near term (Brett Hall, LSW First Floor, LSW Second Floor) will be developed in more detail for review in concert with the planning work specific to these areas.

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

The December 2010 Main Library Consolidation Plan established a conceptual budget range of: \$3,878,000 to \$4,270,000 for the First Floor Main Building; \$3,403,000 - \$3,740,000 for the First Floor Louis Stokes Wing; and \$1,630 - \$1,792,000 for the Second Floor Louis Stokes Wing. The Master Plan acknowledged a comprehensive wayfinding and branding project was required, but no budget was established at that time.

The Master Plan budgets were aligned with the scope known at that time, and will be validated and updated based on the work in these areas. The budget for this work will also include areas not specifically estimated in 2010. The estimating process will include a discussion with CPL about philanthropic contributions to CPL for targeted areas of the project. The design team’s work in future phases will anticipate graphics, and presentations to facilitate discussions with potential funding partners.

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. Project Initiation and Programming</b>	<b>\$ 7,600.00</b>
<b>2. Conceptual Planning Options</b>	<b>\$ 19,050.00</b>
<b>3. Infrastructure Analysis and Existing Conditions Documentation</b>	<b>\$ 11,900.00</b>
<b>4. Branding, Wayfinding, Audio Video and Exhibitry Master Plan</b>	
<b>4a. Branding Scope Definition</b>	<b>\$ 5,900.00</b>
<b>4b. Wayfinding Scope Definition</b>	<b>\$ 7,900.00</b>
<b>4c. Audio Video Scope Definition</b>	<b>\$ 5,400.00</b>
<b>4d. Exhibitry Scope Definition</b>	<b>\$ 4,400.00</b>
<b><u>5. Opinion of Probable Cost and Final Presentation</u></b>	<b><u>\$ 9,800.00</u></b>
<b>Total Design Fees</b>	<b>\$ 71,950.00</b>
<b><u>Estimated Reimbursable Expenses (defined below)</u></b>	<b><u>\$ 2,500.00</u></b>
<b>Total Fees</b>	<b>\$ 74,450.00</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:



