



**WESTLAKE**

Porter Public Library

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## Special Board Meeting

**August 24 ♦ 9 am**

# **AGENDA**

**9:00 am      Call to Order**

### **Communications**

### **Board Reports**

- Board President – Trustee Vacancy

### **New Business**

- Motion to approve the Bialosky Proposal for Phase II of the Space Planning Project
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- Other

### **Adjournment**

#### **Upcoming Events**

Week of September 18: Staff Appreciation Week  
September 19: Staff lunch  
September 20: Staff Picnic  
September 20; 12-1:30: Regular Board Meeting  
September 26: Flu, COVID booster, RSV shots



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July 14, 2023

Andrew Mangels  
Director  
Westlake Porter Public Library  
andrew.mangels@westlakelibrary.org

**Project:** WPPL Phase 2  
**Subj:** Proposal for Professional Design Services

Dear Andrew,

We appreciate the opportunity to submit this proposal for Architectural, Interior Design, Mechanical, Plumbing and Electrical Engineering services for the Phase 2 scope of the Westlake Porter Public Library (WPPL). This letter is written to describe our understanding of the scope of the project and the services we propose to provide to work with your team to bring it to fruition.

#### Project Understanding

The scope of services and fee included in this proposal are based on the following basic project understanding of the WPPL priorities within the Phase 2 Scope of Work:

- **Teen Area**
  - o Switch the existing locations of the Teen Area and Children's A/V, in order to create a new, larger teen space that supports collaboration, gaming, and lounging.
- **Circulation Work Area**
  - o Reconfigure the circulation work area and relocate the AMH (with a new system) to allow for more optimal function.
  - o This reconfiguration may include the Relocation of Book Lockers.
- **Vending/Coffee Services**
  - o Create a small vending alcove to the south of the Book Sales Storage room.
- **Second Floor**
  - o Update Furnishings and Technology in second floor Board Room, Meeting Room and open Mezzanine.
    - Making the second-floor public will involve the reconfiguration of door hardware.
  - o The execution of this scope will likely be self-performed by the Library, with design and construction documents by BCle.

#### Project Budget

Based upon the Master Plan cost estimate provided by Regency, we believe the Phase 2 scope listed above is approximately in the range of a \$3M construction cost.

We understand that WPPL has not yet determined a specific project budget for the Phase 2 work, but may be in the range of \$2M - \$3M.

In order to help WPPL define a more specific scope of work and project budget, Bialosky recommends that we create a conceptual design plan and narrative, which can then be estimated by Regency, prior to proceeding with Schematic Design.

## Work Plan

The professional services described in this proposal of Architecture, Interior Design, MEP Engineering, and FF&E Design will all be performed by Bialosky Cleveland.

A summary of the services we propose to provide for this project, in each phase, is outlined as follows:

### **PART 1: Programming, Planning & Conceptual Design (3 Weeks Design + 2 Weeks Cost Estimating):**

- Work with WPPL to evaluate the previously completed Master Plan program and planning and refine it to reflect the priorities of the Phase 2 scope.
- Conduct planning studies in order to develop a Conceptual Design plan for Phase 2.
  - o Conceptual design will include bubble diagram floor plans and a design narrative.
- Regency to complete a Construction Cost Estimate based on the Conceptual Design documents.
- Based upon the Conceptual Design and Cost Estimate, WPPL to determine the scope of work and construction budget to proceed with for Phase 2.

### **PART 2: Schematic Design through Construction**

#### **Schematic Design (5 Weeks Design + 2 Weeks Cost Estimating):**

- Development of the building design drawings.
- Staff Survey & Engagement: A survey and follow-up meeting with the library staff that would be affected by Phase 2 scope, to understand challenges and opportunities.
- Provide a building code analysis of the applicable Building Code and Accessibility guidelines and regulations.
- Provide preliminary Mechanical, Electrical and Plumbing Engineering design.
- Provide a Schematic Design set of documents to allow Regency to confirm the project's budget and scope are in alignment prior to commencing the Design Development phase.
- Participate in a collaborative Budget Reconciliation process and revise schematic design documents accordingly.
- In addition to regular project meetings, one meeting/presentation with the WPPL Board of Trustees to assure that the design intent and project direction is understood and aligned with their expectations.

#### **Design Development (5 Weeks Design + 3 Weeks Cost Estimating):**

- Provide final building design drawings.
- Complete design of Mechanical, Electrical and Plumbing systems.
- Finalize exterior and interior material selections.
- Begin FF&E design and selection process.

- Provide a Design Development set of documents to allow Regency to confirm the project's budget and scope are in alignment prior to commencing the Construction Document phase.
- Participate in a collaborative Budget Reconciliation process and revise design development documents accordingly.
- In addition to regular project meetings, one meeting/presentation with the WPPL Board of Trustees to assure that the design intent and project direction is understood and aligned with their expectations.

#### **Construction Documents (6 Weeks Design)**

- Provide final Architectural and Engineered Construction Documents, including book-form specifications.
- Finalize FF&E design and selection process.
- Provide a set of Construction Documents for Regency to deliver a construction Guaranteed Maximum Price (GMP).
- Assist WPPL in Design Review & Planning Commission final design approvals.

#### **Bidding (to procure GMP) & Permitting (8 Weeks)**

- Submit construction documents for building permit and respond to adjudication letters issued by building department as required to obtain approval.
- Assist WPPL and Regency with bidding including issuance of addenda, responding to RFI's, and evaluating bids.
- Attend pre-bid and bid review meetings as required.
- Participate in a collaborative post-bid value management process, if necessary, and revise Construction Documents accordingly.

#### **Construction Administration**

- Evaluate the project schedule.
- Provide responses to Regency's requests for information (RFI's).
- Attend weekly project meetings.
- Observe construction for general conformance to the design intent.
- Provide review of shop drawings and product submittals.
- Review proposed change orders.
- Finalize FF&E selections.
- Provide review and approval of Regency's applications for payment.
- Review of construction for preparation of punch lists. Our fees include the initial punch-list and one final walk-through to review completed punch-list items to confirm final completion. If additional reviews are required due to contractor error or delays, these visits can be provided as an additional service.
- Review for Substantial Completion and assist in obtaining Certificate of Occupancy.
- Provide Record drawings based on submission of As-Built drawings by Regency.

## Fee Proposal

As WPPL has not yet established a specific project budget yet, which will determine how much scope can be achieved, we recommend that WPPL engage Bialosky to proceed with the services described in Part 1 (Programming, Planning, and Conceptual Design). This will allow for WPPL's priorities to be better defined, with a current cost of construction estimate applied to that scope.

Bialosky proposes to provide those Part 1 services, for a **fixed fee of \$23,500**.

Following this initial phase of work, we would expect WPPL to define a scope of work to proceed with that corresponds with a construction budget.

Bialosky proposes to proceed with those Part 2 services (Schematic Design through Construction), for a fee of 10.5% of the hard construction and FF&E budget. This is the same fee percentage that was agreed to for our Phase 1 services.

## Services Not Provided by Design Team

The following professional services are not included in this proposal, as they are believed to not be needed for the Phase 2 scope of work.

- Community Engagement
  - o Previously completed by Bialosky and assumed to still be relevant.
- Site Surveying
- Geo-Technical Engineering
- Environmental Survey & Consulting
- Civil Engineering
- Landscape Architecture
- Structural Engineering
- Third-Party Cost Estimating
- Commissioning
- Construction Testing & Special Inspections
- LEED Consulting
- Environmental Graphics and/or Signage Design
  - o Standard code-required wayfinding is included.
  - o Bialosky has an in-house graphic design team, through which environmental graphics can be provided at an additional cost.

## Reimbursables

We propose a total A/E team reimbursable not-to-exceed allowance of **\$1,000** for printing costs and mileage.

Printing would be for owner reviews and presentations, as requested.

Fees associated with Planning, Zoning and Plan Reviews for Building Permit(s) will be billed to the Owner as a direct reimbursable.

### Billing Phases

Fees will be billed to WPPL monthly on a phase-by-phase basis, according to our progress, as follows:

- Schematic Design	20%
- Design Development	20%
- Construction Documents	30%
- Bidding & Permitting	5%
- Construction Administration	25%

### Proposed Project Schedule

The proposed project schedule is as follows:

- Conceptual Design	5 Weeks (3 Design + 2 Estimating)
- Schematic Design	7 Weeks (5 Design + 2 Estimating)
- Design Development	8 Weeks (5 Design + 3 Estimating)
- Construction Documents	6 Weeks
	<b>26 WEEK SUB-TOTAL</b>
- Bidding & Permitting	8 Weeks
- Construction Administration	8 - 10 Months - TBD by CM

Thank you for your consideration in reviewing this proposal. If you have any suggestions for modifying it to better suit your needs, please contact me at any time.

Upon acceptance of the proposed scope and fee, we propose that a formal AIA B133 agreement be executed between Bialosky and WPPL. This is the same contract that was used for Phase 1, in which only the scope of work and fee values would be modified.

We are excited about the prospect of working on this project with the WPPL team and look forward to getting started.

Respectfully Submitted,



Aaron Hill, AIA, LEED AP BD+C  
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