

**Morris Area Public Library
Ad hoc Construction Committee Agenda
April 4, 2023
6:00p - 7:00p
Morris Area Public Library Conference Room**

The Morris Area Public Library will convene a Special Ad hoc Construction Committee meeting on 4/4/2023, at 6:00p in the library basement. The meeting will include an opportunity for public comment. Any member of the public that would like to make a public comment can submit their public comment via email to rmai@morrislibrary.com by 4:00p on 4/4/2023. Public comments submitted via email will be announced during the public comment portion of the meeting.

Agenda -

1. Call to Order and Roll Call
2. Review of the Agenda for Additions/Changes
3. Unfinished business
4. New Business
 - a. Review Architect packets and bids (attached)
5. Old Business
6. Other
7. Adjournment

All topics on the agenda are potential action items.

The Morris Area Public Library District is subject to the requirements of the Americans with Disabilities Act. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting for the facilities, are required to contact the library administrator at (815) 942-6880 x116 promptly to allow the Morris Area Public Library District to make reasonable accommodations for those persons.

Angelique Minett, Board Secretary

9 February 2023

Ms. Resa Mai, Library Director
Morris Area Public Library District
604 Liberty Street
Morris, IL 60450

Re: Proposal for Architectural, Interior Design, and Engineering Services –
Morris Area Public Library District Building Addition
Williams Architects Project No. 2023-TBD

Dear Resa:

Williams Architects is pleased to present this proposal for Architectural, Interior Design, and Engineering Services for the proposed expansion and renovation to the Morris Area Public Library District as we discussed on Tuesday, February 7. Our team truly looks forward to the opportunity to work with the Morris Area Public Library District on this very important project for your community. The following is our initial understanding of the scope of the project and the services required to meet your expectations.

PROJECT BACKGROUND / UNDERSTANDING

The Morris Area Public Library District wishes to undertake an expansion project on recently acquired property immediately west of the existing building. The desired components of the addition include a large meeting room, single user restroom, storage, and potential staff space and smaller conference room/meeting room. These components may change as the design is developed and finalized.

We understand the Library's total project budget to be approximately \$1,200,000 and that funding is in place for this phase of the project. We further understand that the Library has engaged Independent Construction Services as Owners' Representative and that the project will likely be delivered via a general contractor.

PROJECT APPROACH

We understand the history, tradition, and sentimental attachment the Library has in the Morris area. We want to be very sensitive to these strong community feelings and be sure we meet the Board of Trustees, Staff, and community's goals for this project. The Williams team has the necessary expertise and a proven approach that will provide a very thorough, open and engaging design process that will meet your goals for this project.

We propose to organize our services into two distinct parts. The first part of our services (Part 1) will confirm the scope of the project, explore various design approaches for the project, and establish a budget for the project to be approved by the Library Board of Trustees. The second part of our services (Part 2) will include the services necessary to complete design and construction documents, bid, and construct the project.

This approach, described on the following pages, includes these steps and tasks:

- Project Kickoff, Data Collection, Project Definition, and Schematic Design (Part 1 Services)
- Design Development (Part 2 Services)
- Construction Documents (Part 2 Services)
- Bidding and Permitting (Part 2 Services)
- Construction Administration, Close-Out, and Warranty (Part 2 Services)



This is a very specialized project type that requires experienced architects and engineers for a successful outcome. We employ a highly communicative approach that, at the onset, defines tasks and milestones and identifies responsibilities. We utilize a detailed schedule / meeting matrix to ensure we have effectively communicated the process and expectations of the entire project team. We regularly meet and monitor tasks to confirm all team members are meeting their obligations. This process has proven to be highly effective in achieving our clients' goals for the project.

PART 1 SERVICES

Task 1 - Project Start-Up and Data Collection

Prior to beginning design activities, Williams Architects conducts a kick-off meeting with Library Staff, the Owners' Representative, and the Construction Committee if desired. In the kick-off meeting we discuss:

- A. Expectations/Tasks - Define overall expectations and necessary tasks and responsibilities. A detailed work plan (including initial goals & objectives,) will be discussed, and a detailed project schedule will be developed.
- B. Evaluate Program and Project Parameters - Facilitate discussions and evaluate program requirements and overall project parameters with the Morris Area Public Library District based on the Library's needs and discussions held to date.
- C. Communiqué – Confirmation of lines of communication, points of contact, level of involvement by Morris Area Public Library District leaders and staff, and other related project management details.
- D. Data Collection – Review potential data and information required in order to facilitate a thorough understanding of the project background and required services from the Client and the Design Team, such as existing building drawings and specifications.
- E. Budget – Review cost parameters and funding mechanisms.
- F. Schedule – Confirm the proposed schedule and associated milestone dates.

Task 2 - Project Definition and Schematic Design Phase (Seven Meetings Total)

During this phase of the Project, we review the Library's desired components and spaces and incorporate these findings into multiple schematic designs for the project. Meetings will be held with the Library Director (and the Construction Committee, if desired) to ascertain project requirements, functional needs, and to review design concepts and options. Floor plans and three-dimensional imagery will be developed for several options, including the potential for phasing the project. Work during this phase includes development of initial cost estimates in conjunction with our full team of engineers and designers to review and define the mechanical, electrical, plumbing, and other systems involved in the renovation scope of work. Furniture and finishes will be broadly discussed during this phase to ascertain requirements and associated costs. Additionally, we facilitate a meeting between the Architect and the City of Morris Building and Zoning Department to review the Project and permit requirements, including any zoning variances or approvals that may be required to achieve the design goals and criteria. Finally, we will attend and coordinate a community engagement event to be held at the Library as part of this task to introduce the design to the community and solicit input and feedback.

Part 1 services culminate in a Schematic Design written deliverable and presentation to the Morris Area Public Library District staff and Board for review and approval of the preferred design concept and associated cost estimate.

PART 2 SERVICES

Task 1 - Design Development (Four Meetings Total)

During this phase, we further develop the preferred concept identified at the conclusion of the Schematic Design Phase. Project details such as colors, finishes, light fixtures, plumbing fixtures, casework/cabinetry, and furnishings are discussed in more detail and incorporated into the design. During this phase, we work intensively with staff to understand detailed requirements for workflow and storage and incorporate those requirements into the design of the project. Architectural, structural, mechanical, and electrical systems are determined and materials and systems for the project are proposed. The project cost estimate is updated to reflect the development of the design. If zoning or site plan approvals are required from the City of Morris, applications and supporting documentation will be submitted to the City and we will attend a public hearing or presentation during this phase to assist in securing such approvals. Work in this phase culminates in a Design Development written deliverable including drawings and information regarding all products and materials to be used in the project, with a presentation to the Morris Area Public Library District staff and Board for review and approval of the Design Development phase and associated cost estimate.

Task 2 - Construction Documents (Four Meetings Total)

During this phase, we work with our consulting engineers to provide detailed drawings of every aspect of the renovation and furniture scope of work, including a project manual that has the bid forms, contracts, and the specifications for all aspects of the facility. These documents are then used for issuing a building permit, as well as bidding by contractors. We utilize and develop our drawings with an in-house computer aided design BIM (Building Information Modeling) system. We will also utilize numerous other computer systems to assist in the delivery of high quality technical / professional services. These systems include additional computerized renderings, specifications systems, keynoting, estimating, project reporting, and project accounting. The project cost estimate is updated to reflect the development of the construction documents and specifications. We will assist with the prequalification of general contractors for the project if desired. This phase culminates in a presentation to the Morris Area Public Library District staff and Board for review and approval of the project and authorization to move forward with bidding.

Task 3 - Bidding and Permitting (Three Meetings Total)

During this phase, we submit our documents for permit review to the City of Morris. We regularly monitor this process and promptly respond to plan review comments to expedite issuance of the building permit. We issue the documents to interested bidders using an online plan room service that distributes bid documents electronically. We conduct in a pre-bid meeting, answer questions, issue addenda as necessary, attend and administer a bid opening, conduct reference checks and interviews to determine the lowest qualified bidders, and provide a recommendation to the Library Board for award of the contract for construction.

Additionally, we will coordinate and administer proposals or bids for any needed furnishings selected by the Morris Area Public Library District for the new addition. We will review the lowest bidders to determine which furniture vendor(s) are the lowest qualified bidders and provide a recommendation to the Morris Area Public Library District.

Task 4 - Construction Administration, Close-Out, and Warranty (Fourteen Meetings Total)

During this phase, we visit the site every other week and meet with the Owner, Owner's Representative, and Contractor to review all aspects of the Project, assisting the client in understanding the schedule and progress of the work, as well as issuing field reports for each of our visits to document our observations. We also review the payout requests as submitted by the constructor(s) and recommend payment to the Owner on a monthly basis. We review and comment on shop drawings for the various systems and components. We provide information and clarification throughout the construction phase. At the end of the construction phase, we again visit the site to walk through the renovated areas and provide a full and complete punch list of all the outstanding items that need to be completed and/or corrected and assist the Owner in reviewing and accepting all the as-built, warranty, and maintenance manuals provided by the constructor(s) to ensure

smooth and complete closeout of construction. We will also review submittals for furniture items and be on site during furniture installation as part of this phase. Finally, as part of our Basic Services, we include a walk-through of the facility with the Owner 10 months after substantial completion to determine any outstanding warranty items so that the constructors can be notified, and items corrected prior to the expiration of the one-year full project warranty. We will continually strive to maintain open and ongoing communication with all members of the Project Team throughout the Project so that issues can be discussed and solved in a logical manner, thus avoiding problems and potential delays. This enables us to complete projects on time and within budget, in an environment marked by an excellent working relationship between the client and the architect.

GREEN ARCHITECTURE / SUSTAINABLE DESIGN

Although a desire for LEED or WELL certification of the project has not been identified to date, our Team takes active steps to deliver a sustainable project in all of our work. We are committed to minimizing the impact on our environment by designing building systems that use material, energy, and water efficiently, and which focus on avoiding health issues stemming from indoor environmental quality. We embrace the principles outlined by the U.S. Green Building Council and which are embodied in the LEED (Leadership in Energy and Environmental Design) Green Building Rating System® and the WELL Building Standards. We make use of applied research, advanced analytical and modeling tools, and a closely integrated, multi-disciplinary design team to develop solutions marked by optimized design and the achievement of budgetary goals. Focusing on water use, waste reduction and indoor air quality, we develop effective design solutions and specify materials to support efforts to reduce or eliminate negative effects on the environment.

COST ESTIMATING

Our Project Team has demonstrated strong project leadership marked by effective cost control, which has allowed us to create realistic, cost-effective Project solutions. We will work with the Morris Area Public Library District to balance Project costs while maintaining desirable Project design and aesthetic qualities. We will do this by reviewing materials, building systems, and anticipated construction methods, and recommending cost options if necessary. Our Team is also concerned with providing improvements that are economical to construct while taking into consideration the life-cycle impact on maintenance costs. We will review cost-saving options and seek consensus among the Project Design Team so value-engineering options can be integrated up-front into the design process.

SCHEDULE

We are available to start this project immediately upon your authorization to proceed. Currently, we anticipate the following schedule based on discussions with Library administration and its Owner Representative:

Task/Phase	Completion Date
• Authorization to Proceed	March 2023
• Project Start Up	March 2023
• Project Definition/ Schematic Design Phase	July 2023
• Design Development Phase	September 2023
• Construction Documents Phase	November 2023
• Permitting and Bidding	November/December 2023, or as mutually agreed.
• Award of Construction Contracts	At a Board meeting to be scheduled as soon as possible following receipt and review of bids.
• Construction Phase	Commences Spring 2024 as weather allows; anticipated to be approximately 6 months in duration

PROPOSED ARCHITECTURAL, INTERIOR DESIGN, AND ENGINEERING FEES

To develop and confirm the desired design direction and associated costs, we propose completing Part 1 of our services for a fixed fee of FIFTEEN THOUSAND DOLLARS (\$15,000.00).

Following Board approval of Part 1 of the project, we propose a fee equivalent to **eight and one quarter percent (8.25%)** of the approved Part 1 budget for construction and furnishings for Part 2 services. (Assuming a \$1,000,000 approved budget for construction and furnishings, the proposed fee for Part 2 services would be \$82,500). This percentage fee will be updated throughout the design process and shall be converted to a lump sum at the conclusion of the Design Development Phase upon the Owner's approval of the Design Development Phase and associated cost estimate.

Our Basic Services include architecture, interior design, furniture specification/procurement, structural, civil (for site grading, paving, and water and sanitary sewer service), mechanical, electrical, fire protection, and plumbing engineering. Design and specification assistance related to data, security, and AV requirements for the project are also included.

We are of the understanding that no stormwater management or detention will be required in conjunction with the project as it is not anticipated to disturb more than 5,000 square feet of ground (as per Grundy County stormwater ordinances), and therefore no such design or engineering services are included in our Scope of Services. We have also not included any landscape architecture services for the proposed addition but would be happy to do so as a separate proposal.

We shall invoice for each task within Part 2 of our services as a percentage of the eight percent total fee as listed below:

1. Design Development Phase	25%
2. Construction Documents/Permitting	40%
3. Permitting and Bidding Phase	5%
4. Construction Administration/Close-Out/Warranty Phase	30%
Total Basic Services	100%

If the scope of work should substantially increase during the project beyond the scope agreed upon at the conclusion of the Design Development phase, we will negotiate a fee adjustment to the mutual satisfaction of the Morris Area Public Library District and Williams Architects.

Additional Services and Hourly Rates

Any additional services beyond those included in this Proposal that are requested in writing by the Morris Area Public Library District for work not included in Basic Services shall be provided on an hourly basis at the rates listed below, or at mutually agreed fixed fees. Our consultants' rate schedules vary for each consultant, but they are generally comparable to our own. These rates shall be revised at the beginning of June each year. The following rates shall hold through 31 May 2023.

2022/2023
WILLIAMS ARCHITECTS
RATE TABLE

Principal II	\$ 250.00/Hour
Principal I	\$ 231.00/Hour
Associate Principal	\$ 216.00/Hour
Senior Associate/Senior Project Mgr.	\$ 212.00/Hour
Associate / Project Manager	\$ 193.00/Hour
Architect III	\$ 171.00/Hour
Architect II	\$ 158.00/Hour
Architect I	\$ 142.00/Hour
Senior Project Coordinator II	\$ 171.00/Hour
Senior Project Coordinator I	\$ 158.00/Hour
Project Coordinator IV	\$ 129.00/Hour
Project Coordinator III	\$ 118.00/Hour
Project Coordinator II	\$ 100.00/Hour
Project Coordinator I	\$ 86.00/Hour
Project Technician II	\$ 67.00/Hour
Project Technician I	\$ 51.00/Hour
Aquatic Engineer II	\$ 204.00/Hour
Aquatic Engineer I	\$ 155.00/Hour
Director of Marketing	\$ 190.00/Hour
Marketing Coordinator	\$ 138.00/Hour
Accounting	\$ 183.00/Hour
Secretarial	\$ 129.00/Hour
Clerical	\$ 91.00/Hour
Director of Interior Design	\$ 173.00/Hour
Interior Designer V	\$ 135.00/Hour
Interior Designer IV	\$ 113.00/Hour
Interior Designer III	\$ 88.00/Hour
Interior Designer II	\$ 75.00/Hour
Interior Designer I	\$ 51.00/Hour

In addition to our estimated fees, we recommend the Library maintain an Owner contingency fund within the overall project budget to allow for the potential of Additional Services and unforeseen conditions, etc. not included herein.

REIMBURSABLE EXPENSES

In addition to our professional services listed above, we shall also invoice the Owner for our reimbursable expenses at our direct cost. Reimbursable expenses include project-related expenses such as automobile mileage and tolls incurred while traveling to and from the project site, printing & photocopying, photography, telephone & fax, electronic documentation transfer, online plan room services, postage / messenger / FedEx, project related supplies, etc. Except for documents required for building permit approval, we anticipate that most of the documents created in conjunction with our scope of work will be transmitted electronically. We would estimate reimbursable expenses to not exceed \$5,000 for this project. Should reimbursable expenses exceed \$5,000, the Architect shall obtain the Owner's written approval prior to incurring said expenses.

PROPOSAL QUALIFICATIONS

This proposal is based on the following assumptions and qualifications:

1. The Library shall provide all available existing conditions drawings for our use in developing the documents, a geotechnical report for the proposed addition site, and a topographic, boundary, and utility survey for the proposed addition site. We can provide the Library with a Request for Proposals the Library may use to obtain such information.
2. We include attendance at up to two City of Morris permit and zoning review meeting.
3. Meetings with Library Staff to review and discuss project details and design progress are typically scheduled on a biweekly basis. Some meetings may be held virtually using Zoom or Microsoft Teams if mutually acceptable to all parties.
4. We include up to **twelve (12)** combined site observation/Owner-Architect-Contractor meeting visits during the Construction Phase of the project to observe building construction progress. The twelfth visit shall be a punch list inspection. We include **one (1)** additional site visit during the Ten-Month Warranty Walkthrough Phase to review outstanding warranty items. Meeting and field time beyond the defined limits will be invoiced on a per-meeting basis as mutually agreed upon between MAPLD and WA.
5. We will attend up to **six (6)** Construction Committee or Library Board meetings throughout the course of the project to provide the Board with progress updates as mutually agreed. Some meetings may be held virtually using Zoom or Microsoft Teams if mutually acceptable to all parties. Meeting time beyond the defined limits will be invoiced on an hourly basis.
6. We anticipate the construction phase will take approximately five to six (5-6) months. All Basic Services (with the exception of the Ten-Month Warranty Walkthrough Phase) shall conclude sixty (60) days beyond Substantial Completion but no later than nine (9) months after the start of construction.
7. We include one set of bid documents and one bid phase for building construction and one set of bid documents and one bid phase for furnishings.
8. This proposal is based on the "professional standards" for architectural services provided by similar firms performing similar services. The client understands that in the course of producing these documents, imperfections and inconsistencies may occur. We recommend that the Owner maintain a contingency equal to 2% of the Construction Cost to account for these conditions during the Construction Phase.
9. We shall be compensated for all alternate bid items drawn and approved change orders that are not caused by imperfections and inconsistencies in the contract documents prepared by our firm.
10. The following items or services are not part of our Basic Services, but can be provided as an Additional Service:
 - a. Civil engineering for any required stormwater improvements (civil engineering services are provided for grading and utilities required for the addition)
 - b. Landscape architecture and design
 - c. Meetings and site visits beyond those noted herein
 - d. As-Built Documentation (typically provided by contractors)
 - e. Fast track construction (multiple bid releases beyond one building construction and one furnishings bid release)

CONCLUSION

This Proposal is non-binding and is an expression of the interest of the Library in engaging Williams Architects for the work set forth herein. Williams Architects acknowledges that it will only perform the work set forth herein after approval of a final AIA agreement by the Morris Area Public Library District Board of Trustees, which has yet to occur as of the date of this Proposal. Upon receipt of a signed Proposal, we will incorporate this Proposal as an Exhibit to a formal AIA Agreement, mutually agreeable to the Morris Area Public Library District and Williams Architects.

Resa, we truly appreciate this opportunity to develop a professional relationship with the Morris Area Public Library District. We believe our proximity to the Library (less than one hour from our office), expertise and experience in projects of similar size and scope, repeat relationships with over 90% of the library clients we have worked with over the past ten years, and top-level management involvement throughout the project sets us apart from other firms that may be under consideration by the Library. We look forward to the possibility of working together as a team to make the project a success for the Library and the community it serves.

Cordially,



Andrew R. Dogan, AIA, NCARB, LEED AP
Senior Principal / Vice President / Director of Library Design & Planning

ACCEPTANCE:

The Morris Area Public Library District hereby accepts the terms and conditions of this Proposal and authorizes Williams Architects and its consultants to begin services immediately.

Printed Name and Title
Morris Area Public Library District Authorized Representative

Authorized Signature
Morris Area Public Library District

Date

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February 10, 2023

Resa Mai, Library Director
Morris Area Public Library
604 Liberty Street
Morris, IL 60450
(815) 942-6880

re: Proposal for Professional Architectural Services: Meeting Room Addition

Resa:

It was a pleasure meeting you and thank you for your consideration of product Architecture + Design for a +/- 4000 sf meeting room addition and interior renovation at your library. As illustrated in our firm brochure and during our conversation, our office focuses on the design and construction of public libraries and we look forward to the potential of collaborating with you, your staff and the Library Board of Trustees on this important project.

Our current understanding of the project is to provide design options, permit, and construction documents for a new meeting room addition including reconfiguring the existing building adjacent the project site for public entrance into the new space. As part of this project, we will also provide a cost estimate for the proposed scope of work at the end of both schematic design and at the 50% construction document phases for review and approval by the library. The total project budget for the proposed project is \$1,200,000.00.

The following constitutes the proposed scope of services for this project:

1. Phase 1: Schematic Design: \$22,000.00

As part of the initial phase of the proposed project, our project team will document the existing conditions and develop design options for the new meeting room addition including reconfiguration of the existing interior plan. This phase will include schematic renderings including major material selections for the proposed designs. Once a design has been selected, we will develop a cost estimate to be presented to the Library Board for review and approval to move forward into phase 2.

2. Phase 2: Construction Documents and Public Bid Documents: \$66,000.00

Once the design is approved, our team will produce the required construction, permit, and bidding documents including all engineering (structural, MEP+FP, Civil and Audio/Visual) to complete the project. Our fee includes submission of all required drawings to the City of Morris for permit and also publishing and coordination of the public bidding process. In addition and in collaboration with you and your staff, we will select, specify, and bid the furniture package for the new meeting space as allowed by the project budget.

3. Phase 2: Construction Administration: \$22,000.00

Our office will perform full construction administration services for the project including contracts, submittal review, site visits every 2 weeks, and a final punch list and project close-out for the duration of the project.

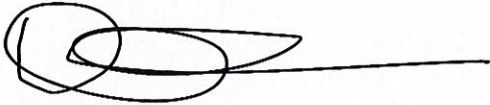
Compensation to Our Firm

Compensation will be based on a fixed fee of \$110,000.00 within the constraints noted above. Reimbursable expenses are in addition to the compensation listed above and include expenditures made by our firm in the interests of the project. Examples are reproduction of documents, printing, transportation (mileage), postage, overnight delivery and messenger services. Billing will be on a monthly basis for work accomplished during the preceding month. Payment is due within 45 days.

General Provisions

Except as modified herein, terms of our agreement will be based on AIA Document B101, "Standard Form of Agreement Between Owner and Architect", 2017 edition. This agreement and all subsequent agreements shall be governed by the laws of the State of Illinois. If this proposal is acceptable, please sign and return a copy for our records. If any clarification or additional information is required, please do not hesitate to call.

Sincerely-

A handwritten signature in black ink, consisting of a large, stylized 'D' followed by a horizontal line.

Dan Pohrte

product architecture + design
811 west evergreen #405
chicago, il 60642

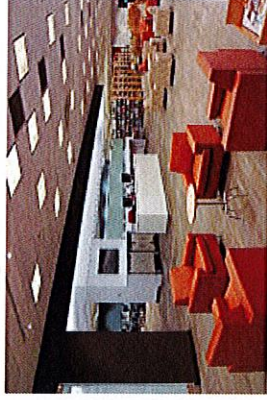
o 312.202.0701
c 773.837.0447

Accepted by: _____ Date: _____
Resa Mai, Library Director

Arlington Heights Memorial Library

Jason Kuhl (former) | 847.392.0100

Renovation to Youth Services: 2010
15,000 sf / \$500,000 budget | final cost
Master Plan leading to Renovation: 2013
68,000 sf / \$2,500,000 budget | final cost



Aspen Drive Branch

David Archer | 847.362.2330

Masterplan leading to Interior Renovation
+ 7500 SF Building Addition: 2019
28,500 sf / \$7,250,000 budget | final cost



Bloomington Public Library

Tim Jarzemsky | 630.529.3120

Renovation to Circ, Teen, Staff Lounge + Carpet: 2016
varies sf / \$235,000 budget | final cost
New Computer Lab & Vending Cafe: 2017
1,500 sf / \$60,000 budget | final cost
New Maker Space: 2019
1,100 sf / \$178,000 budget | final cost



Brookfield Public Library

Kimberly Coughran | 708.485.6917

New Building and Site Development : April 2021
21,000 sf / \$11,000,000 budget | bid award cost



Carol Stream Public Library

Susan Westgate | 630.653.0755

Master Plan leading to Interior Renovation including
exterior patio and reading pavilion: 2020
35,000 sf / \$5,425,000 budget | final cost



Deerfield Public Library

Amy E. Falasz-Peterson | 847.945.3311

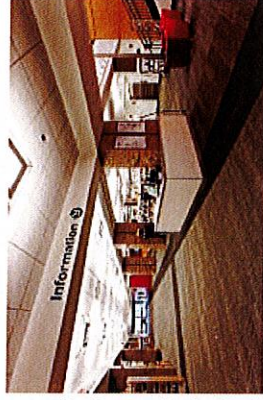
New Maker Space: 2019
1,100 sf / \$325,000 budget | final cost



Downers Grove Public Library

Julie Milavec | 630.960.1200

Master Plan leading to Interior Renovation: 2014
65,000 sf / \$1,500,000 budget | final cost
Toilet Room Renovation and New Lighting: 2018
Varies / \$465,000 budget | final cost



Ela Area Library

Matt Womack | 847.438.3433

Interior Renovation to the Popular Materials: 2008
10,000 sf / \$300,000 budget | final cost
Master Plan leading to YS Renovation: 2015
43,000 sf / \$1,300,000 budget | final cost



Elmhurst Public Library

Mary Beth Harper | 630.279.8696

Renovation to Adult Services/Teen: 2016
25,000 sf / \$1,400,000 budget | final cost
Renovation to Youth Services + Maker: 2017/18
17,000 sf / \$1,450,000 budget | final cost
Renovation to Main Lobby/Cafe: 2019
7500 sf / \$400,000 budget | final cost



Glen Ellyn Public Library

Dawn Bussey | 630.469.0879

Renovation to Admin & Adult Services: 2015
42,000 sf / \$1,600,000 budget | final cost
Renovation to Youth Services: 2016
10,000 sf / \$1,075,000 budget | final cost
Renovation to Lobby, Circ and Meeting Room: 2019
6,500 sf / \$1,714,000 budget | final cost



Glenside Public Library

Tom Bartenfelder | 630.260.1550

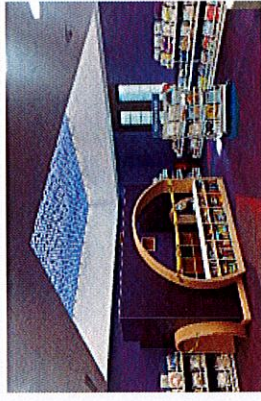
Master Plan Leading to Interior Renovation: 2013
25,000 sf / \$800,000 budget | final cost
Renovation to Staff Lounge & Admin Suite: 2016
5,000 sf / \$150,000 budget | final cost



Highland Park Public Library

Jane Conway(former) | 847.432.0216

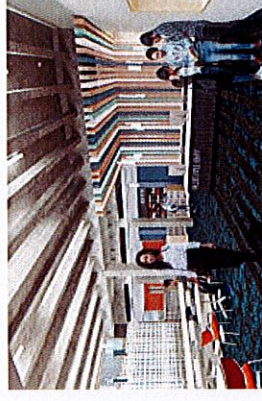
Renovation to Historic lobby: 2013
8,000 sf / \$386,000 budget | final cost
Renovation to Youth Services + Study Rooms: 2020
3000 sf / \$1,000,000 budget | final cost



Hillside Public Library

Doug Losey | 708.449.7510

Renovation to Lower Level Meeting Rooms: 2012
3,000 sf / \$183,000 budget | final cost
Relocation of Library/Adaptive Reuse: Current
15,000 sf / \$1,500,000 budget estimate



Hinsdale Public Library

Karen Keefe | 630.986.1976

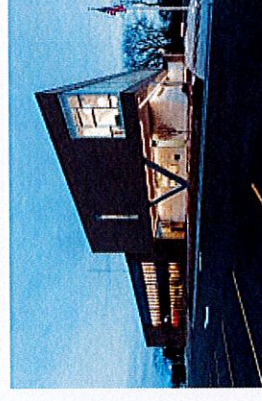
Masterplan w/Study & Conference Rooms: 2013
6,600 sf / \$220,000 budget | final cost
New Cafe and Media Lab: 2014
200 sf / \$140,000 budget | final cost
Renovation to Youth Services: 2017
10,000 sf / \$180,000 project budget



Indian Trails Public Library

Brian Shepard | 847.459.4100

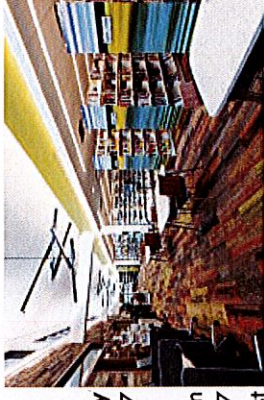
Masterplan Leading to Interior Renovation
+ Building Addition (15,000 sf): 2017
66,000 sf / \$14,500,000 budget | final cost



Lincolnwood Public Library

Su Reynders (former) | 847.677.5277

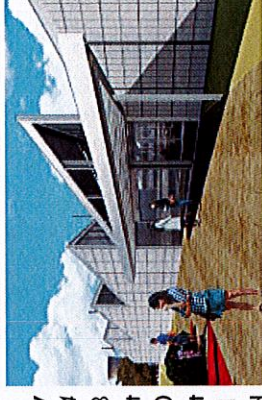
Masterplan leading to Interior Renovation
+ Building Additions (500 sf): 2017
17,000 sf / \$5,250,000 budget | final cost



Michigan City Public Library

Don Glossinger | 219.873.3044

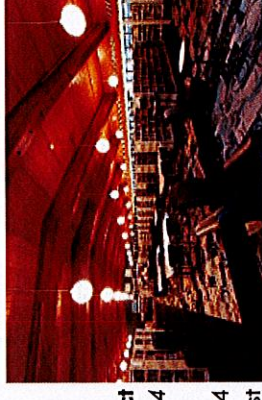
Masterplan Leading to YS Renovation: 2018
7500 sf / \$550,000 budget | final cost
AS Renovation + Study Rooms: 2020
15000 sf / \$750,000 budget | final cost
Lobby/Circ Reno + New Exterior Canopy: 2021
3500 sf / \$548,000 budget | bid award



Niles Maine Public Library District

Susan Lempeke | 847.663.1234

Masterplan leading to Interior Renovation: 2014
68,000 sf / \$5,500,000 budget | final cost



Northbrook Public Library

Kate Hall | 847.272.6224

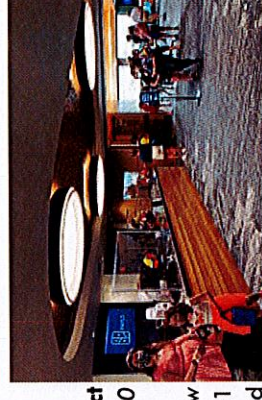
Master Plan Leading to New Maker Space: 2018
2,500 sf / \$500,000 budget | final cost
New Study Rooms and Penthouse Cladding: 2020
3500 sf / \$450,000 budget / final cost
Renovation to Lobby and Circulation: Current
3,500 sf / \$900,000 budget | bid award



Prospect Heights Public Library District

Alex Todd | 847.259.3500

Masterplan leading to Interior Renovation with New
Exterior Entrance Plaza: 2021
24,000 sf / \$5,500,000 budget | bid award



Racine Public Library

Jessica MacPhail (former) | 262.636.9217

Master Plan w/ Cost Estimate: 2016

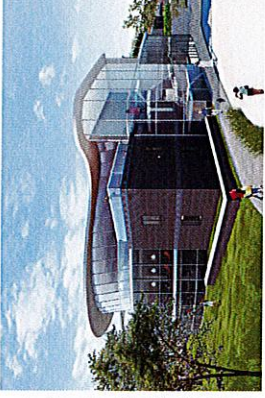
70,000 sf / \$15,500,000 project budget

Renovation to Youth Services: 2018

10,000 sf / \$200,000 project budget

Lobby/Circulation Room Workroom Renovation: 2020

3500 sf / \$156,000 budget | final cost



Sioux Falls Library District, South Dakota

Caillie Branch Library

Mary Johns (former) | 605.367.8144

Interior Renovation: 2016

13,000 sf / \$1,200,000 budget | final cost



Schaumburg Township District Library

Annie Miskewitch | 847.985.4000

Master Plan leading to AV Renovation: 2018

12,000 sf / \$960,000 budget | final cost

Renovation to Lobby, Circulation + YS Gate: 2020

10,000 sf / \$1,500,000 budget | final cost



St. Charles City County Library District, Missouri

Cliffview Branch Library

Jason Kuhl | 636.441.2300

Renovation to Existing Building for New Branch +

New Exterior Canopy/Outdoor Space: 2021

3,500 sf / \$1,200,000; budget | bid Award



Thomas Ford Memorial Library

Ted Bodewes | 708.246.0520

Master Plan leading to Interior Renovation: 2019

33,000 sf / \$2,100,000 budget | final cost



Warrenville Public Library

Sandy Whitmer | 630.393.1171

Master Plan leading to Interior Renovation: 2017

18,000 sf / \$2,500,000 budget | final cost



Wauconda Area Library

Tom Kern(former) | 847.526.6225

Master Plan leading to Interior Renovation: 2017

29,000 sf / \$1,377,000 budget | final cost

Exterior Plaza Renovation + Landscaping: 2019

5,500 SF / \$1,100,000 budget | final cost



Waukegan Public Library

Richard Lee (former) | 847.623.2041

Award Winning Early Learning Center: 2008

2200 sf / \$330,000 project budget | final cost

Literacy Suite Classroom: 2010

2300 sf / \$150,000 project budget | final cost

Master Plan leading to Interior Renovation: 2016

28,000 sf / \$1,215,000 budget | final cost



Winnetka Public Library

Rebecca Wolf(former) | 847.446.7220

New Maker Space: 2011

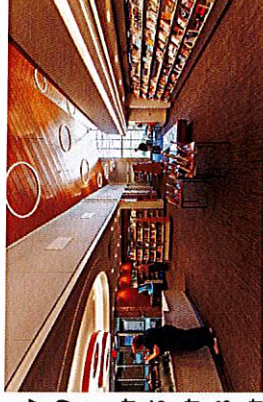
2200 sf / \$125,000 budget | final cost

Youth Services Renovation 2015

3,000 sf / \$325,000 budget | final cost

Renovation to Lobby + Adult Services: 2018

7,000 sf / \$2,125,000 budget | final cost

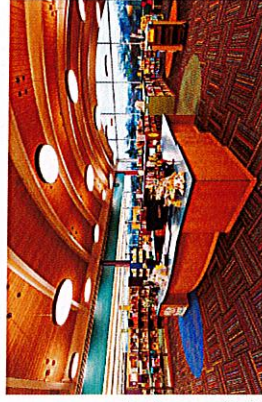


Woodridge Public Library

Pam Dube | 630.964.7899

Master Plan leading to Interior Renovation: 2016

45,000 sf / \$1,650,000 budget | final cost





Dewberry Architects Inc. | 847.695.5840
132 North York Street, Suite 2C | 847.695.6579 fax
Elmhurst, IL 60126-3070 | www.dewberry.com

March 21, 2023

Morris Area Public Library District
Attn: Resa Mai, Director
604 Liberty Street
Morris, IL 60450

RE: Expansion of Community Space

Dear Resa,

I appreciate the opportunity to offer Dewberry's services to the district and for the chances to speak over the past few months.

From our conversations, I feel Dewberry can bring value to the district and I've outlined those areas in the following paragraphs. I also offer my time to meet with your board and introduce Dewberry's library experience. I am enclosing a brochure of our broader library practice but would love to share stories of the extensive work we have done in Illinois during the last 50 years.

Project Understanding

We understand the library acquired the adjacent residential property on West North Street. Based upon publicly available information, this is on the order of a tenth of an acre, or about 4,000sf of property with two residential structures on the property. The library intends to demolish one, or both, structures to improve access from the parking lot and allow for an expansion of the library.

The library has retained the services of Independent Construction Services (ICS) to provide project management and the design team expects to work in coordination with ICS during the project. Total project budget is \$1.2 million.

The library is approximately 20,000 to 24,000 square feet in size and last expanded in the early 1990's. While building, safety, accessibility and energy codes have continued to evolve, the age of the building should result in general compliance with current building and safety codes and future alterations will entail a review of code compliance for confirmation.

The addition of the property provides an opportunity to expand the size of the library with primary emphasis on relocating public assembly spaces from the lower level of the library to the new addition. Ideally, the new space would house a new public gathering space with the flexibility of accommodating a variety of programming events and sizes. Multiple rooms, or divisible rooms, purposefully designed to support different size and type activities would be useful and proper support features are critical. These might include small-scale food preparation, technology, flexible furnishings, and storage.

Space permitting, an addition would also enable staff spaces and offices to be relocated, creating additional space within the current building to expand public services. At a minimum, interior walls could be removed to connect adjacent spaces, but the change could also reveal new opportunities to create unique services or experiences in the library.

Dewberry's Role: Pre-Design

This is an opportunity that really interests us, and we would love to partner with your team by offering a combination of project management, technical and creative capabilities to make the most of your purchase.

Vision Setting

Projects succeed with a clear statement of intent and purpose. We often facilitate the vision statement through short exercises that draw out a definition of success and attributes that contribute to it. Because of the visual and tactile nature of architectural design, this often includes aspects of light, material, appearance, and patron experience in addition to issues of function, utility, and quality. We guide the conversation to your vision,

Data Gathering

Following your close on the property, there are basic documents and information needed to start the project. This requires services of local companies, and if these services are not already retained, we can assist in soliciting proposals and managing the work. Namely, the library will need the following as design activities begin:

- *Site survey:* depicting measured boundary lines, topography that measures the slope across the property, and location of all utilities (to the home and any library utilities adjacent). These are required submittals for any permitting (demolition, and later construction). They are also used by the design engineers to perform calculations related to new design concepts.
- *Soil Borings:* While adjacent to the existing building, you will still need to confirm the bearing capacity of the soils on the new lot. This is the basis of all structural engineering that will follow. If you have any intention of applying for library grant funding, you may also have seen this noted as a pre-requisite.
- *Condition assessment:* Verification and documentation of existing build conditions, particularly with respect to areas and systems that may later connect to an addition. While building plans are available, any team will need to confirm critical dimension, assess the current state of materials and equipment, and assess variations from today's codes that may trigger upgrades in a project.

Site Preparations: Demolition & Permitting

You stated your intent to remove the home, and potentially the rear structure. This is relatively straight forward, but we can help in developing a proposal request to ensure bidders are committing to the work you need and bidding on equal terms. You will need assurances from others that utilities have been addressed properly, foundations fully removed, and all backfill placed in a manner that will allow for future construction to be placed upon it. We can help to develop the scope of work and manage bidding. Depending on your preference, we can also manage permitting or delegate to the contractor.

Concept Development: Program Statement, Test Fit, Project Budget

In short order, we will document the physical requirements of the project, including such things as:

- Number and function of rooms
- Desired capacity of rooms
- Necessary support spaces and functions
- Size and quantity of offices and ancillary spaces

Using this program statement, we will work to develop design concepts to aid in selecting the best approach for your project. Working back and forth between the program statement and concept designs, we will develop a range of options that lead to that preferred solution. These studies will be explored in collaboration with your team, and at appropriate intervals, with public input. This approach provides opportunities to build excitement and gain acceptance in the community. Dewberry will develop high-level opinions of cost for the preferred concept.

Project Management

We will provide an experienced team with specific knowledge of public libraries to guide your team through this process. They will help to align information and actions during the concept phase to prepare the library to engage in a building construction project. Our managers are always available to respond to questions and will provide you with a reliable project schedule and regular updates. Other members of the team (designers, interior designers, and engineers) will have equal experience working with public libraries and public facilities to make the process as simple as possible for you.

Later Phases: Implementation

Design & Documentation, Permitting, Bidding, and Construction Administration

Following the concept phase, approvals by the library, and all things staged for a building project, Dewberry will be prepared to lead the library through more detailed design development and documentation of your design intent to prepare for contractor bidding. We can provide recommendations on a means of construction contracting that fits your project, can manage permitting, and manage your contract for construction to oversee the implementation of your vision.

Schedule | Availability

Our team is available immediately, and we will plan the schedule of our work around important milestones for you. We would recommend meeting prior to committing to work to talk through events that may become drivers of the schedule and to tailor the overall approach to the available time for the project.

Compensation

The description above outlines two stages in the development of your project. The first being Pre-Design that includes initial data collection, project definition and concept development. The latter being Implementation, also commonly referred to as Basic Services. We are interested in serving the library from beginning to end but are agreeable to committing to work in increments to enable the library to explore this project without overcommitting.

As mentioned at the start, we feel a meeting to review of the services outline herein is necessary and a compensation structure can be refined at that time as well, but we propose this work is likely to be in the following range.

Pre-Design Services:

- Vision Setting
 - No Cost, when combined with Concept Development
- Data Gathering
 - \$3,000
- Site Preparations
 - \$3,000

Director Mai
Morris Area Library District
March 21, 2023

- Concept Development
 - \$8,000

Implementation Services:

- Design thru Construction Admin
 - 9.9% of the cost of construction, inclusive of A/V technology infrastructure design and civil engineering.

Next Steps

The scope outlined above represents a range of services that are reasonable for your project, but we are flexible in our approach. A review of our assumptions and clarification on schedule would enable us to scale our involvement appropriately. I am also very willing to meet your board and share more about Dewberry to be sure they are comfortable with our experience and services. When agreement is reached, we propose the use of an industry standard agreement, such as an AIA form contract to cover this proposal. If more immediate discussion is needed, I will happily meet with you at the library.

Sincerely,



Douglas Pfeiffer, Principal

Encl.

cc. Dan Eallonardo, Independent Construction Services

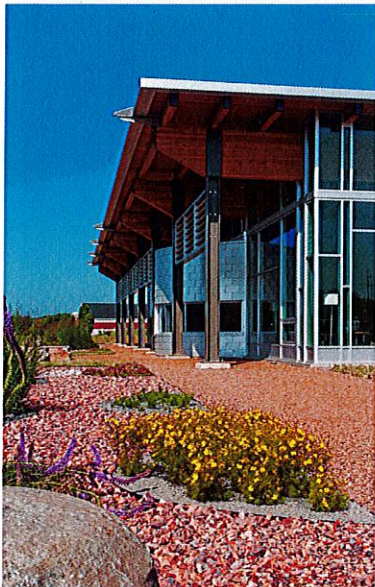
Joseph M. Huberty

847.704.1300 | joeh@engberganderson.com

8618 W Catalpa Ave, Suite 1116

Chicago, IL 60656

JANUARY 21, 2023



Morris Area Public Library

Public Health
Department
of Health and
Human Services
City of New York

Form 100-1
Date: 1/1/10
Page: 1 of 1

Page 1 of 1



Public Health
Department
of Health and
Human Services
City of New York

Work Plan

STATEMENT OF PHILOSOPHY

Buildings are about people. Architecture is a practical art rooted ultimately in human behavior and social sciences. It begins with the recognition that spaces shape behavior, and in the case of libraries, the identity and potential of both the individuals that comprise a community and that of the broader community itself are defined by public space. Individual and group aspirations for learning, knowledge, improvement and community are embodied and expressed by the form and function of public buildings, their various spaces, and the connection of those spaces to the surrounding landscape. We embrace this as an opportunity and an obligation and believe our talents and experience are best used in concert with our clients and their patrons. The best way to design spaces for people is to actively engage those in a process of design that bends the creative and the pragmatic, in a framework that is interactive, collaborative, rigorous and rational.

METHODOLOGY

Process Matters

Engberg Anderson believes in an interactive model of design that incorporates the library in the decision-making process related to their use of a particular environment. In order to balance the need for participation with an efficient use of resources, we have developed a framework for the systematic identification of project issues, comprehensive understanding of the planning and design context, exploration of design concepts, and translation of a preferred concept into a completed project via public bidding, construction, furniture installation and a post occupancy review. This framework is reviewed with each client and adapted to the specific needs of the project and requirements of the library. Thus, the first thing we together on is the design process. The key components of this holistic framework.

Based on the project understanding we propose a series of several on-site workshops. The workshops are envisioned to include sessions with the library's management team, key staff, and trustees as appropriate to the stage of the project. Public engagement can also be included at key points in the process to set the stage, gather insights into needs and expectations, solicit feedback on various options, and build awareness and support. Within this framework, we will complete the following components of the overall work plan:

Design

Strategic Facility Concepts & Concept Testing Meetings

The design phase will feature a series of workshops that will identify the Library's needs & goals, assess different design concepts, review building systems, and introduce building finishes. We would also prepare a cost estimate to review the design and decisions made.

Workshop 1 – Kick-off Meeting and Building Review

The first workshop would focus on setting the goals and priorities for the project. Various exercises will be used to help imagine and prioritize a range of possible improvements. These exercises may include "Keep, Toss, Create", "Semantic Differentials", "Headlines", or "Pictures from the Future" to help cast a wide net and prioritize the concepts. The Library's planning efforts to date will be actively used as guides to the discussion.

We will also complete a review of the existing building with our engineering team. We will look at building system, structure and site elements to understand the building's strengths and limitations. This would be completed following the kick-off meeting.

Workshop 2 – Concept Review

Based on the results and information from Workshop 1, Engberg Anderson would present two – three concepts for the building expansion. The goal of this workshop is to refine the concepts options into a single path forward. The selected concept is typically a hybrid of many different ideas refined into a single comprehensive design.

Workshop 3 – Design Refinement & Building Systems

The first part of Workshop 3 will focus on design refinement. This will include exterior design and building materials. 3D images will be created to communicate options and massing.

The second part of the workshop will focus on building systems. Data, communications, fire protection, theft detection, security, lighting, audio visual, power, and other building systems are considered. Performance expectations are reviewed and approaches to achieving those goals are considered.

Workshop 4 – Interior Design & Finishes

Furnishings, Fixtures & Equipment, workstation review, millwork, are drawn in more detail and general refinement of collections, seating, activity, and gathering spaces are used to fix key functional elements, test adaptability and workflow, and assess conformance with project goals.

Based on function, durability, maintenance and aesthetics, materials are compared, refined, and used to develop overall color and finish palette for Staff and Board review.

Cost Estimate

A cost model will be prepared for the current concept. Costs models will be prepared by the cost estimate consultant.

Workshop 5 – Estimate Review and Design Refinement

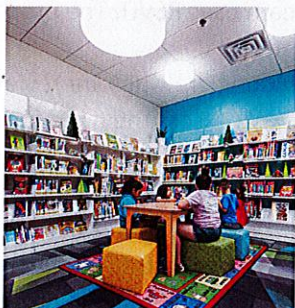
The project is estimated in detail. The project team will review the estimate as it relates to the project goals and design decisions. Alternates and design refinements will be discussed to determine the best path forward to balance needs and budget.

Workshop 6 – Design Review, Presentation, Staff, & Board Sign-Offs

Workshop 6 is a series of reviews with the project team and the Library Board that incorporates all the work completed to date. Reviews of scope, budget and estimate are conducted to align the projects goals and priorities. Board sign-off and authorization to proceed are scheduled.

Contract Documents

The Contract Documents phase emphasizes coordination between the various specialty disciplines, in particular the building engineers for the structural, mechanical, and electrical systems, telecommunications, audio-visual and furnishings. The value of a well-coordinated set is in a more accurate bid and in fewer problems during construction. Our approach is to define a set of standards for all the consultants and hold everyone to this standard using a series of checklists and coordination printings.



Milestone Meetings

We are proposing three milestone meetings "During CD PHASE" to review progress of the project and make final material and equipment selections. Progress is audited with the library and with the consultants at 30- 60- 90-percent complete to ensure that progress is consistent with project objectives and budget. The three workshops will focus on the following:

- Workshop 7: Doors and Frames, Door Hardware, Millwork Elevations, Specific Equipment, and Lighting.
- We will also review and refine building finishes. Workshop 8: Mechanical, Electricals, and Plumbing systems. We will also review site elements and landscaping. We will also review and refine building finishes.
- Workshop 9: The final workshop will walk through the full set of documents with the library. We will touch on all of the things selected and reviewed up to this point.

Cost Estimate Update

At the 60-percent milestone we would prepare a cost estimate update. As the design and materials become more refined, the estimator has the ability to provide more detailed and accurate information. The second estimate is a check to make sure the design and expectations still meet the project goals.

Document Quality Control

Intertwined with cost control is the orderly development of bidding and construction documents. In projects with an existing building, this involves additional steps. The overall process requires understanding the existing conditions and coordinating rigorously with the other members of the architectural and engineering team. This is facilitated through the work plan and associated checklists and the common use of BIM software. Our building team uses REVIT. The process includes the following key steps:

Existing drawings are reviewed prior to a site visit.

- We assess the need for various types of testing or invasive exploration and make recommendations to the client along with cost and a description of the risk we are attempting to control with the testing.
- Phasing diagrams are prepared to reflect the status of the building systems / spatial configurations at critical points in the renovation process.
- Physical attributes are reviewed by the project team and an "objective other," an experienced individual familiar with building systems who can assess the accuracy of the documents being prepared. This includes an assessment of the extant system with respect to current codes, new loads, component isolation and servicing, and means of connection.

This is a lot of effort to provide a coordinated set of drawings and specifications. Much of that effort can be undone by last minute substitutions. We limit the review of proposed substitutions from the contractor to those that provide a distinct benefit to our clients in terms of cost or performance. Proposals must include evidence that the proposed substitution meets the spatial limitations described without impacting performance, ease of maintenance, lifespan or character of adjacent space.

Bidding

We assist in the library's review of internal and state mandated processes for procurement by public entities. This includes review with your insurers and legal counsel.

- Arrange for procuring the reproduction of Bidding Documents for distribution to prospective bidders.
- Distribute the Bidding Documents to prospective bidders and request their return upon completion of the bidding process. The Architect shall maintain a log of distribution and retrieval, and the amounts of deposits, if any, received from and returned to prospective bidders.
- Consider requests for substitutions, if permitted by the Bidding Documents, and shall prepare and distribute addenda identifying approved substitutions to all prospective bidders.
- Participate in or, at the Owner's direction, shall organize and conduct a pre-bid conference for prospective bidders.

- Prepare responses to questions from prospective bidders and provide clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda.
- Participate in or, at the Owner's direction, shall organize and conduct the opening of the bids. The Architect shall subsequently document and distribute the bidding results, as directed by the Owner.

With the bids in-hand we will assist in the evaluation of the apparent low bidders and prepare the needed contracts for required signatures.

Construction Administration

The role of the design team during construction is quality control. That role involves five primary responsibilities as defined below. With each is a series of tools used to evaluate the overall progress and acceptability of the construction. These tools are used by the Architect and the consulting engineers as appropriate to their discipline.

Interpret the Contract Documents and Changes made thereto

We provide needed assistance as the contractors develop the drawings, submittals and mock ups needed to confirm their understanding of the design intent, plan their means and methods implement the design, and have the results inspected. As part of this process we:

- Respond to Requests for Information
- Issue Architect's Supplemental Instructions
- Issue Proposal Requests
- Assess Field Change Proposals
- Issue Change Orders
- Maintain current set of Record Drawings & Documents

Verify that establish standards of acceptability are met

This is both a proactive and verification process. We will:

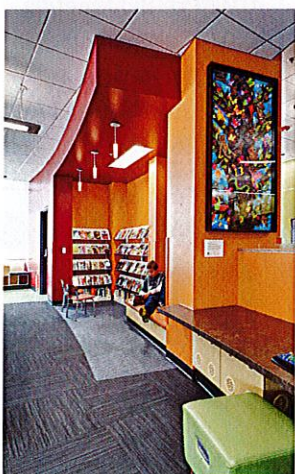
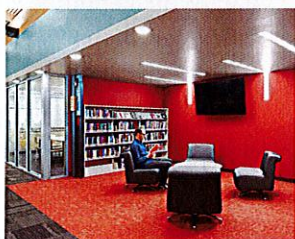
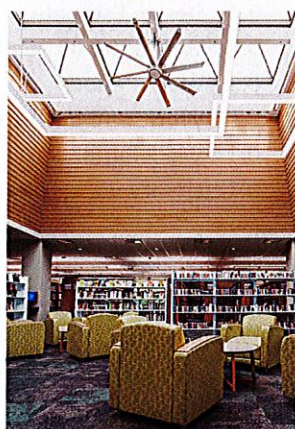
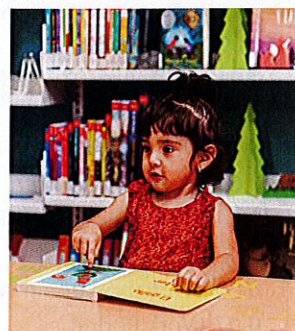
- Participate in a Pre-Construction Conference to review the means by which overall quality will be tested, inspected, and the primary building systems.
- Participated in Pre-Installation Conferences to get into more specific detail of upcoming installations, and
- Periodically observe the construction to determine progress, quality, and the date of substantial completion of the work

Judge the performance of the Contractor

The progress of the work will be judged monthly.

Such judgement will be based on quantity and quality of the work as defined by the documents. Activities include:

- Submittal Review
- Monthly Job Meetings & Field Reports
- Compare the degree of conformity and progress of the project as constructed to that of the project as planned



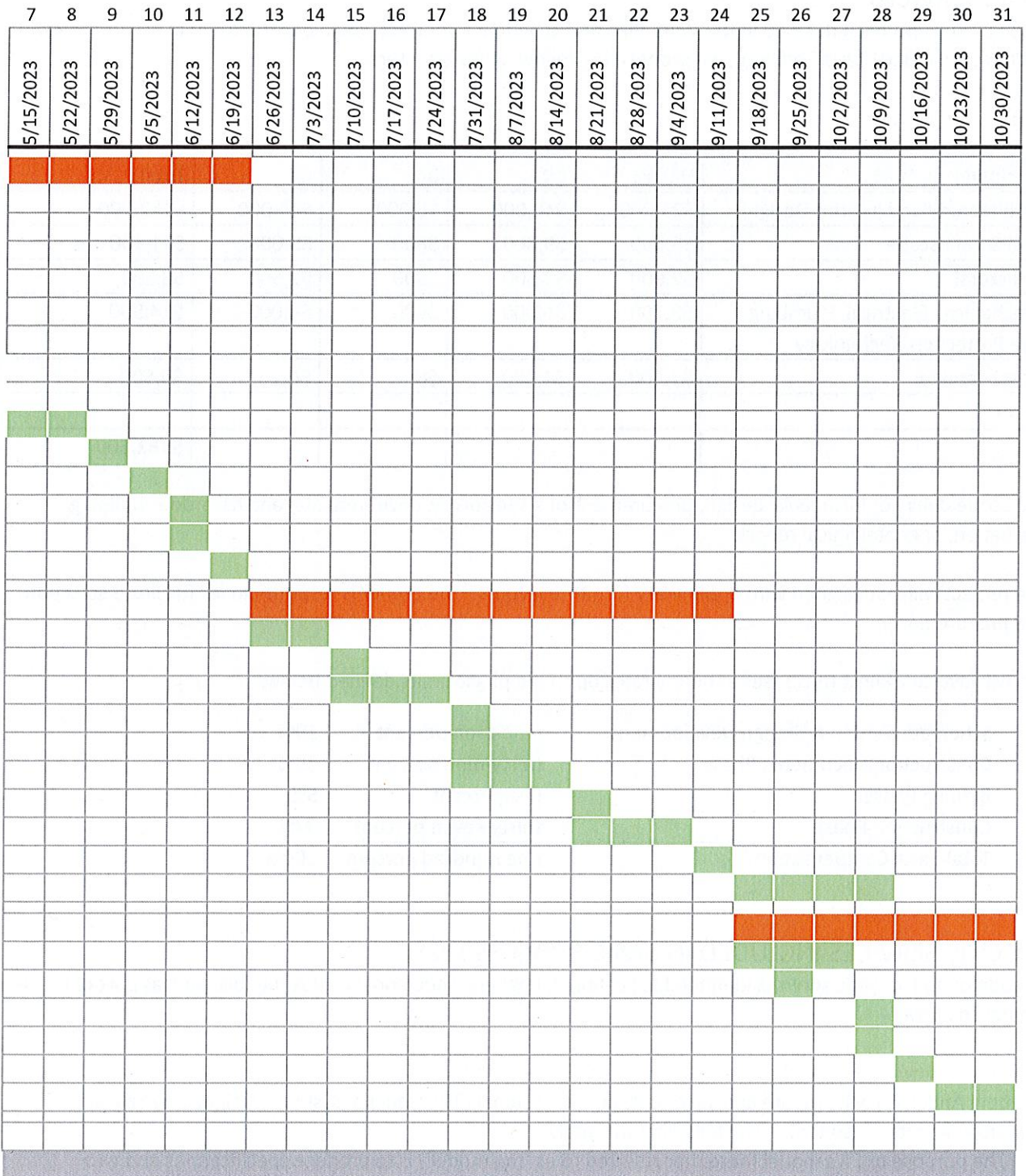
Morris Area Public Library Preliminary Schedule

Morris Area Library

Engberg Anderson Project Number

Week: 1 2 3 4 5 6

Task No	Task Description	Start	Work Days	End	4/3/2023	4/10/2023	4/17/2023	4/24/2023	5/1/2023	5/8/2023
10.00	Design Phase	4/3/2023	84	6/26/2023						
0.01	Workshop 01 - Kick Off Meeting	4/3/2023	0	4/3/2023						
0.02	Work Period	4/3/2023	7	4/10/2023						
0.03	Workshop 02 - Concept Review	4/10/2023	0	4/10/2023						
0.04	Work Period	4/10/2023	14	4/24/2023						
0.04	Workshop 03 - Refinement & Systems	4/24/2023	0	4/24/2023						
0.05	Work Period	4/24/2023	14	5/8/2023						
0.06	Workshop 04 - Interiors & Finishes	5/8/2023	0	5/8/2023						
0.07	Work Period	5/8/2023	7	5/15/2023						
0.07	Design Estimate	5/15/2023	14	5/29/2023						
0.08	Workshop 05 - Estimate Review	5/29/2023	7	6/5/2023						
0.09	Work Period	6/5/2023	7	6/12/2023						
0.10	Workshop 06 - Design Review	6/12/2023	0	6/12/2023						
0.11	Work Period	6/12/2023	7	6/19/2023						
0.12	Library Board Review	6/19/2023	7	6/26/2023						
20.00	Contract Documents	6/26/2023	84	9/18/2023						
0.01	Work Period	6/26/2023	14	7/10/2023						
0.02	Workshop 07 - Building Review	7/10/2023	0	7/10/2023						
0.03	Work Period	7/10/2023	21	7/31/2023						
0.04	Workshop 08 - Systems & Finishes	7/31/2023	0	7/31/2023						
0.05	Estimate Update	7/31/2023	14	8/14/2023						
0.06	Work Period	7/31/2023	21	8/21/2023						
0.07	Workshop 09 - Final Review	8/21/2023	0	8/21/2023						
0.08	Work Period	8/21/2023	21	9/11/2023						
0.09	Library Board Review	9/11/2023	7	9/18/2023						
0.10	Issue for Plan Review	9/18/2023	28	10/16/2023						
30.00	Bidding	9/18/2023	49	11/6/2023						
0.01	Bidding	9/18/2023	21	10/9/2023						
0.02	Pre-Bid Meeting	9/25/2023	0	9/25/2023						
0.03	Bid Opening	10/9/2023	0	10/9/2023						
0.04	Bid Review	10/9/2023	7	10/16/2023						
0.05	Library Board Award	10/16/2023	7	10/23/2023						
0.06	Contracts	10/23/2023	14	11/6/2023						
40.00	Construction	TBD	280							
END OF SCHEDULE										



Fee Proposal

BASIC SERVICES

Based on the approach detailed in the Work Plan and Schedule a contract would be structured in accordance with AIA Document B101 (2017 edition), we propose the following fee structure.

FEES

Discipline	Design	CD	Bid	CA	Total
Architectural and Interior Design	\$21,000	\$40,000	\$6,000	\$45,000	\$112,000
Civil & Landscape	\$5,500	\$9,800	\$800	\$5,000	\$21,100
Structural	\$2,000	\$3,500	\$500	\$2,500	\$8,500
Mechanical, Electrical, Plumbing, Fire Protection, Technology	\$3,700	\$6,000	\$800	\$4,000	\$14,500
Cost Estimator	\$2,500	\$4,000	\$0	\$0	\$6,500
Project Total					\$162,600

The scope does not include AV design, procurement of a site survey, environmental and hazardous building evaluation, or geotechnical report.

The project will be designed with preliminary furniture layouts. The Owner is responsible for furniture selection and procurement.

We will invoice against these fees at hourly rates up to the phase limits defined below.

Schematic Design & Design Development	nine-teen percent	19%
Construction Documents Phase	thirty-nine percent	39%
Bidding Phase	five percent	5%
Construction Phase	thirty-seven percent	37%
Total Basic Compensation	one hundred percent	100%

SPECIFIC SERVICES INCLUDED IN BASIC SERVICES FEES

In addition to the basic services identified in Section 7, Engberg Anderson includes the following as part of the fees proposed above.

Building Information Modeling

Engberg Anderson will prepare and share a three-dimensional (3D) model of systems designed by Engberg Anderson and its consultants. The following will apply:

- The purpose of EA's model (hereafter referred to as 'the model') is to produce specifications and two dimensional (2D) contract documents, bulletins, ASIs, RFIs, etc. suitable for bidding and construction.
- It is the general intent for the model to be developed to the following levels:
 - Design: Generalized assemblies and systems with approximate size, shape, location, and orientation
 - Construction Documents (CD): Assemblies and systems based on detailed engineering calculations with generally accurate size, shape, location and orientation to accommodate range of products specified (but not necessarily products included via substitution requests)

c. As-Built Drawings: By Contractor

3. The model is only inclusive of those systems and trades designed by EA. The model will not include Owner/vendor-provided and installed systems requiring coordination by the installing contractors. The model is intended for internal coordination among the design team. It is understood the model is not intended to be an exact and complete three-dimensional representation of how the Contractor will route and locate utilities and equipment.
4. The model will facilitate coordinating spatial constraints in critical areas. However, the model is not intended resolve all spatial collisions; collisions may exist in the model but are not an indication that the element cannot be installed.
5. The model is not intended for use in energy modeling, daylight analysis, rendering, computational fluid dynamics, design loads, pressures, quantity takeoff, estimating, construction scheduling, fabrication, erection, or to resolve all collisions. These services can be included as Additional Services. Modeling of existing conditions will be limited to the extent required to produce specifications and 2D contract documents.
6. Revit Structure 2022 and Revit MEP 2022 will be used by consultant teams. Architectural models will be provided to consultant teams by EA in Revit Architecture 2022.
7. EA will update its model prior to major project milestones provided a model of the architectural systems is received in a timely manner prior to such milestones.
8. Model exchanges occurring between project milestones are for convenience only and may not reflect recent design changes and decisions.
9. Firms exchanging models will endeavor to note or similarly highlight changes in their model from the prior version provided to the team.
10. Other firms preparing models to be shared with and from EA will work with EA to create custom views/visibility settings suited to each firm's needs for use throughout the project.
11. Reflected ceiling plans (RCPs) will be provided by EA by 50% DD for use in ceiling-mounted device and fixture design and layout. Final RCPs will be provided by EA by 50% CD.
12. For site design, AutoCAD files requiring only freezing of layers suitable for use as backgrounds will be provided to EA.
13. The Contractor will be required to account for all items shown on the contract documents, regardless of whether and how they are included in the model.
14. The model may be provided to others, including contractors, with EA's prior written consent, with the understanding that the model is provided for their convenience and use at their own risk, with EA reserving all proprietary rights.
 - a. The Contractor will be required to prepare coordination drawings or modeling showing their preferred routing and sequencing, and final coordination, among the trades.
 - b. Updates to the model during construction, including as-built modeling, will be prepared by the Contractor

Telecommunications / Data Design

Engberg Anderson is including the following in its fee structure.

1. Voice and Data Structured Cabling System: Design of an EIA/TIA-compliant structured cabling system, designed under the direction of a BICSI-registered RCDD. Service include:
 - a. Design of service coordinated with existing facility connections
 - b. Coordination of electrical and mechanical requirements with other Engineers.
 - c. Design of backbone cabling system including:
 - i. Design of pathways including risers and conduit.
 - d. Design of horizontal cabling system including:
 - i. Cabling from the telecommunications rooms to the voice and data information outlets.
 - ii. Design of termination requirements of the cabling in the telecommunications rooms and at the information

outlet

- iii. Design of information outlet configuration, location and labeling requirements.
- e. Wi-Fi Systems:
 - i. Provide a preliminary wireless layout based on theoretical computer modeling of the space. Provide cabling design based on the computer modeling.

REIMBURSABLE EXPENSES

Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

1. Transportation and authorized out-of-town travel and subsistence;
2. Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
3. Permitting and other fees required by authorities having jurisdiction over the Project;
4. Printing, reproductions, plots, and standard form documents;
5. Postage, handling, and delivery;
6. Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
7. All taxes levied on professional services and on reimbursable expenses;
8. Other similar Project-related expenditures.
9. Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains the coverages identified in the Insurance Coverages Exhibit.

Insurance Coverages Exhibit

Engberg Anderson currently maintains the coverages shown, the costs of which are included in the base fees proposed for the project. Additional coverage is negotiated on a project by project basis.

1. Commercial General Liability: \$2,000,000 each Occurrence; \$4,000,000 Annual Aggregate.
2. Business Automobile: \$1,000,000 Combined Single Limit, coverage includes hired and non-owned vehicles.
3. Workers Compensation: Statutory requirements, \$1,000,000.
4. Umbrella/Excess Liability: \$5,000,000 per Occurrence/Annual Aggregate
5. Professional Liability: \$3,000,000 per Claim; \$3,000,000 Annual Aggregate

ADDITIONAL SERVICES

No additional service will be undertaken without a defined scope and written authorization. Any Additional Service will be itemized and invoiced against a limit established and agreed to in writing by both parties.

Architectural Services Proposal

DATE: February 15, 2023

TO: Ms. Resa Mai, Library Director
Morris Area Public Library
604 Liberty Street
Morris, IL 60450

FROM: Darren Schretter, Principal

RE: Architectural Services for the Morris Area Public Library Addition & Renovation

Scope of Architectural Services:

Studio GC is pleased to present this proposal for architectural services, as fully defined within an executed AIA B101 Owner-Architect Agreement, for the new addition and renovation at the existing facility.

In addition to the customary architectural services, our team will provide civil, structural, plumbing, fire protection, mechanical, and electrical engineering services for the project. Services not listed in this proposal, such as landscape design and technology systems design, can be added per mutual agreement or provided as an additional service in the future upon identification of need.

Our dedicated project team, over the course of all phases, shall communicate with the Morris Area Public Library staff on the everyday progress through consistent correspondence and regularly scheduled project meetings. Studio GC shall present the design work to the Morris Area Public Library Board of Trustees at each milestone point to obtain written approval to move into the next phase. The phase description and deliverables are defined as follows.

Schematic Design Phase:

The Architect shall review the program and other information furnished by the Owner that form the foundation of the project scope, and shall review laws, codes, and regulations applicable to the Architect's services.

The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, applicability of the addition in desired location, budget for the Cost of the Work, Project site, and the proposed procurement or delivery method and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

StudioGC will prepare the schematic design documents. The schematic design documents shall illustrate and describe the initial concepts of the project and shall consist of drawings and other documents including site plans, floor plans, sections, elevations, and renderings.

Design Development Phase:

Upon approval of the schematic design phase by the Morris Area Public Library, Studio GC will prepare the design development documents. The design development documents shall illustrate and describe the development of the approved schematic design documents and shall consist of drawings and other documents including plans, sections, elevations, typical wall



sections, construction details, and diagrammatic layouts of the building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and such other elements as may be appropriate. The design development documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.

Construction Documentation Phase:

Upon approval of the design development phase by the Morris Area Public Library, Studio GC will prepare the construction documents. The construction documents shall illustrate and describe the further development of the approved design development documents and shall consist of drawings and specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4, of the contract.

Bidding & Negotiation Phase:

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction, all as required per the public procurement process.

Construction Administration Phase:

Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2007, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2007, those modifications shall not affect the Architect's services under the Contract unless the Owner and the Architect amend the Contract.

Other Included Services:

Studio GC as part of its fee will assist the library in community outreach. Our team will provide presentation materials and in person support for each event to facilitate discussion with different stakeholder groups.

Studio GC as part of its fee will assist in identifying and applying for grants the library wishes to pursue. Our team will provide required drawings, project descriptions, cost information and other pertinent data related to the design and construction of the project.

Furniture Procurement:

Studio GC has not been asked to include furniture procurement assistance for this project. If the Morris Area Public Library would like our interior design team to assist the library at a later date, this service can be added as an additional service to the contract.

Compensation

Compensation will be based on a percentage of construction fee, proposed herein as 8.75%. The initial fee value based on the stated project budget of \$2.0 million is shown below. A preliminary project cost breakdown is provided with this proposal to show how the construction cost was determined. The fee will be adjusted at the end of each phase to reflect the current construction cost with the fee set upon receipt of the construction bid results.



Project Budget	\$ 2,000,000
Construction Cost:	\$ 1,736,998
A/E Proposal (8.75% of Construction Cost)	\$ 152,988
Schematic Design (20%)	\$ 30,597.
Design Development (25%)	\$ 38,247.
Construction Documentation (30%)	\$ 45,897.
Bidding & Negotiation (5%)	\$ 7,650.
Construction Administration (20%)	\$ 30,597.

Compensation Reimbursable expenses will be invoiced at one and one-tenth (1.10) the cost billed to the Architect and shall be limited to plotting and printing costs.

Schedule

We can proceed with the assignments upon being authorized to do so. If these terms are generally acceptable after review by the Morris Area Public Library, please sign below and we will prepare the contracts. If you wish to discuss the scope of services in more detail, we are available to do so in person at your convenience.

Everyone at Studio GC appreciates this opportunity to submit a proposal for your exciting project, we look forward to working with Morris Area Public Library if selected to provide the best possible services to your patrons.

OWNER: _____

ACCOUNT MANAGER: D. Schretter

PRINT NAME: _____

PRINT NAME: Darren Schretter

DATE: _____

DATE: 2/15/2023

cc: Vicki Luczynski, StudioGC

Morris Area Public Library - Addition & Renovation

2/15/2023

Estimate of Probable Cost

Building Costs	Demolition	\$54,000
	Site Development	\$101,000
	Building Construction	\$1,251,250
	General Conditions	\$175,175
	Construction Total (Including Site Work)	\$1,581,425
	Design & Construction Contingency	\$79,071
	Construction Total (Including Site Work & Contingency)	\$1,660,496
	GC Fee / Insurance / Bonds	\$76,501.43
	Total Construction	\$1,736,998
	Estimated FF&E Cost From Below	\$0
	FF&E Contingency	\$0
	Total FF&E Including Contingency	\$0
Design Fees (Including fees based on estimate's contingency)	Architectural Fees:	
	Architectural, Structural Engineering, Mechanical Engineering, Electrical Engineering, Plumbing/Fire Protection Engineering based upon estimated construction cost	\$151,987.30
	Interior Design (Furniture and Stacks) Design, preparation of bidding documents and bidding	\$0
	On-Site observation allowance (Fee hourly not to exceed)	\$0
	Reimbursable Expenses Printing, Travel	\$1,000
	Total Fees	\$152,987.30
Owner Provided Info/Services		
	Soil Borings	\$6,000
	Environmental Surveying (Phase 1)	\$10,000
	Site Surveying	\$7,500
	Owner's Representation Budget Allowance	\$0
	Owner's Consultants Budget Allowance (Civil/Landscape)	\$0
	Owner's Consultants Budget Allowance (Audio Visual & Security Design Consultant)	\$0
	Materials and Special Testing (.43% of Construction Cost)	\$7,469
	Independent, Professional Cost Estimating (.85% of Construction Cost)	\$0
	Builder's Risk Insurance	\$2,000
	Legal Counsel Fees	\$2,000
Owner Costs-Items Purchased		
	Telephone System (w/Public Address)	\$0
	Equipment (Computers, Printers, Copiers, AV, Etc.)	\$0
	Special Equipment	\$0
	Specialty Interior Signage	\$0
	Appliances (Refrig., Microwave, Vending, etc.)	\$0
Owner Costs-Potential + Project Specific		
	Bond Costs-Counsel, Consultants, Fees	\$0
	Printing (Public Notices)	\$500
	Bid Online Plan Room Costs	\$100
	Site Acquisition	\$0
	Utility Engineering & Tie-in Fees	\$2,500
	Environmental Abatement (If Required)	\$25,000
	Temporary Storage Lease	\$0
	Temporary Facility Buildout	\$0
	Temporary Facility Lease	\$0
	Temporary Facility Design Fees	\$0
	Permit Costs	\$3,500
	Plan Commission & Village Board Approvals	\$0
	Moving Materials & Equipment (2 Move)	\$40,000
Subtotal, Misc. Costs and Fees		\$106,569
Estimated Project Cost		\$1,996,554

StudioGC

