

## ATTACHMENT B

### LOUISVILLE FREE PUBLIC LIBRARY RENOVATIONS TO THE CHILDREN'S DEPARTMENT

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## PROPOSAL

### Project Understandings

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The Children's Department of the Main Library is being relocated to the east wing of the original building. The goal is to create a new state-of-the-art children's department that will be a showplace for the latest thinking about how children's departments can be successful, well-used and enticing spaces for young learning.

In addition to the first floor renovation work, the lower level will also be renovated to accommodate a variety of support spaces and a new teen department. The floors will be linked by a new fire stair that will provide a second means of egress from the both floors. The combined floors total about 7,500 square feet of space.

### Scope of Services

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Working closely with Library management and staff, we will present ideas for the new children's and teen spaces that engage the young users and create interesting and effective learning spaces. For the children's department, we will design the spaces to work with three distinct age groups: infants and toddlers (age 0-3); early readers (age 4-8) and independent readers (age 9-12). In all areas, technology will be well-integrated into the design.

The lower level is to include new staff offices (both private and open office layouts), associated support and storage spaces, a multi-purpose room that can be used for meetings, story-telling and other group activities, and the teen department. A new mechanical room will be needed on this level.

The specific tasks that will be provided as part of our work include the following:

#### **Program Review**

Based on the discussions that we have had thus far, we will draft a program that lists the desired spaces and the area required for each. This program will serve as the baseline of elements to include as we move forward into design.

#### **Field Measurement**

In order to establish correct base information, we will need to field measure the existing spaces to document the existing conditions. This information will be put into a CAD drawing that will serve as a basis for the new work.

#### **Schematic Design**

Using the program, we will begin the design of schematic plans for the two floors. We will work to incorporate all of the spaces and all of the design elements that we have discussed. Where appropriate, we will develop alternative plans that will show other options for meeting the needs of the renovation. We will also work closely with John Phelps early in the process so that we can identify solutions to allow the best integration of new HVAC systems into the space.

Once we have an approved direction, we will produce either a study model or computer renderings that will help show how the design will look three-dimensionally. This will allow the entire team to better understand the space and how it will be transformed.

### **Cost Estimate**

At the completion of schematic design, we will prepare a construction cost estimate utilizing the services of Robert Pass & Associates, a local cost consultant. By doing an early estimate, we will have a better handle on the overall project budget before we move forward with construction documents.

### **Construction Documents**

With an approved plan, we will continue with the preparation of construction documents. These documents will be of a level appropriate for competitive bidding through Metro Louisville's Purchasing Department. Further refinements will be made as we detail the various components of the new work, and we will work closely with your representatives to keep them involved in the design process.

We will also meet regularly with your engineering consultant, John Phelps, so that all disciplines are fully integrated into the project. Specific concerns on this project include the design of the HVAC system, where we will make sure that the new ductwork and mechanical room are integrated into the new design in the best manner possible. We will also work to make sure that wiring and cabling is concealed in the new construction. Working with a local lighting supplier, we will design the lighting for the new spaces.

Bid documents will include full drawings and specifications, and we will consult with Metro Louisville Purchasing Department to verify that all of their requirements for the bid documents are met.

### **Bidding**

During bidding, we will attend a pre-bid conference held by Purchasing, and we will answer questions from bidders during the bid period. We will also assist you in reviewing bids, verifying that the proposals meet the bid specifications.

### **Construction Administration**

Our proposal includes full construction administration services, including attending bi-weekly project meetings with the contractor, review of shop drawings and submittals, processing the contractor payment applications and periodic site review of the construction progress. We will also prepare any directives or change orders, and we will handle the close-out of the project, including punch list inspections.

Fee Proposal

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We propose to provide the above-described services as follows:

Architectural & Interior Design	\$39,000
Structural Engineering	4,500
Mechanical/Electrical	(not included)
HVAC, electrical and plumbing design to be provided by John Phelps under direct contract with LFPL	
Cost Estimating	<u>1,300</u>
Total Fixed Fee	\$44,800

This fee does not include furniture selection or specification. We are interested in providing this service at whatever level you prefer. The proposal does include interior design services, which would cover color and finish selections for all built-in elements in the space.

This fee does not include customary reimbursable expenses for printing, presentation materials, telephone calls and other similar expenses. These will be invoiced monthly at 1.0 times our direct cost.