

# Memorandum

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November 9, 2011

**To:** Detlev Pansch Barrington Area Library

**From:** Joe Huberty Engberg Anderson

**Re:** Draft Agreements  
Barrington Area Library  
Engberg Anderson Project No. 112139  
*EA File Name: Contract Cover Letter For Initial Review - Executive Summary.Doc*

Attached please find a series of documents that in aggregate form the agreement for architectural and related services. These are intended to define the working relationships and process moving forward beginning with the recent Strategic Facilities Plan and moving toward a completed renovation. The process is intended to be incremental with defined, formal touch points to allow ample time for the board and staff to consider the service implications of the design decisions, match the scope of the project to the available resources, and maximize the impact of the renovation on library service within the district. To facilitate your review we are providing this narrative summary of **the process** and the form of **the contract**.

## The Process

We have defined six phases and corresponding touch points within the project: Programming; Schematic Design; Design Development; Contract (Construction) Documents; Bidding; and Construction. Each are discussed briefly below.

**Touch Points:** The key decision making touch points are highlighted in red. At these way points we will ask for formal acceptance of the project as consistent with stated goals including performance and budget. We will also ask for authorization to move to the next phase.

### PROGRAMMING

This phase will have significant guidance and work effort from Anders Dahlgren of Library Planning Associates. Anders will conduct a series of meetings to add specific functional requirements and space allocations to the concepts defined in the Strategic Facilities Plan. This data will allow specific testing to determine if the areas allocated on a conceptual basis in the Strategic Facilities Plan are adequate to support anticipated library operations. Key areas of analysis will include the various staff work zones as well as the activity spaces and collection areas anticipated. Each round of meetings will provide further detail related to room size, adjacencies, equipment quantities, character and workflow. Power, data and other performance or ambiance defining elements will be included in the final version of the Program. We are proposing 4 meetings in this phase:

**P 1 Programming Master Plan Verification and Initial Data Gathering:**

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Engberg Anderson, Inc.  
320 East Buffalo Street, Suite 500  
Milwaukee, Wisconsin 53202  
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This will include a Board discussion and approval of the basic tenants of the Strategic Facilities Plan.

Staff will be asked to provide key pieces of data for use by Anders in developing the draft Program.

**P 2      Programming                      Detailed Program Development:**

Staff will be asked to provide detailed feedback on the draft Program.

**P 3      Programming                      Program Refinement & Conceptual Diagram Review:**

The Program, along with conceptual diagrams prepared by Engberg Anderson will be reviewed again. Final Program modifications will be incorporated in to the document. The Board will be asked to approve the Program as the basis for design work.

**P 4      Programming                      Conceptual Diagram Review:**

This is an overlap event designed to allow Anders to review the initial concepts and evaluate the design against the Program, the Strategic Facilities Plan, and current thinking in library service. This will most likely occur with Schematic Design Meeting 2 or 3.

## **SCHEMATIC DESIGN**

Specific development will define functional relationships, room and space sizes and configurations, preliminary furnishings and equipment locations, building image, primary building systems and construction costs.

Prior to the workshops, factors that define project parameters will be identified and investigated.

- Collect site, existing building, and context information.
- Review building codes and zoning ordinances.
- Identify site amenities and deficiencies.
- Identify building amenities and deficiencies.

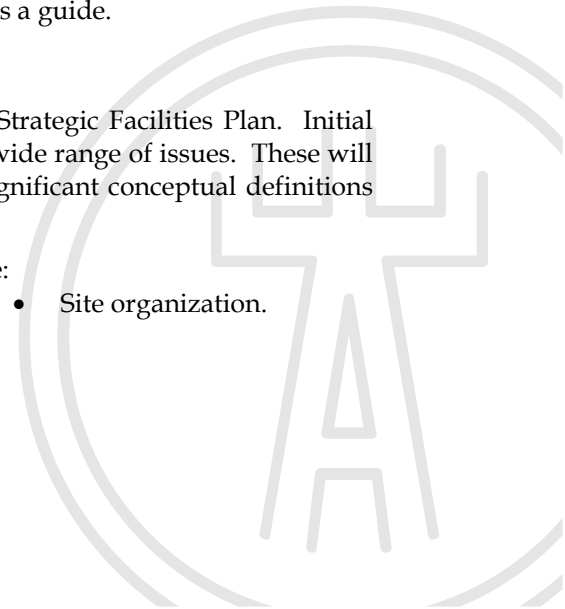
The goal of these steps is to identify conflicting or constraining attributes and search for underlying factors that can lead to rational solutions for the library's near and long term needs. We will use the Program, budget and experience as a guide.

**SD 1      Schematic Design                      Conceptual Diagrams**

We will build on the diagrams prepared as part of the Strategic Facilities Plan. Initial refinements will start a more detailed consideration of a wide range of issues. These will not all be solved after the schematic design phase but significant conceptual definitions will have been achieved.

The relevant issues throughout the design process include:

- Site access
- Site organization.



- Blocking and stacking
- Collection organization
- Technology integration
- Observation
- Control
- Adaptability
- Expandability
- Security
- Wayfinding
- Self-help
- Accessibility
- Materials processing
- Acoustics
- Lighting
- Image
- Cost

**SD 2 Schematic Design Plan Options**

This process of preparing multiple options and combining the most successful elements will be repeated for each approach to create the optimum solution for the various aspects of this project. The diagrams will become more plan like.

**SD 3 Schematic Design Site and Building Concepts**

Furnishings will be inserted into the preferred concept to further test the plan's ability to accommodate the Program.

**SD 4 Schematic Design Option Refinement**

Furnishings layouts will be refined.

Implementation strategies (phased construction, incremental development over a series of projects, interim facilities, etc.) will be considered for their impact on long term building performance, initial cost, and on-going library service during a construction period.

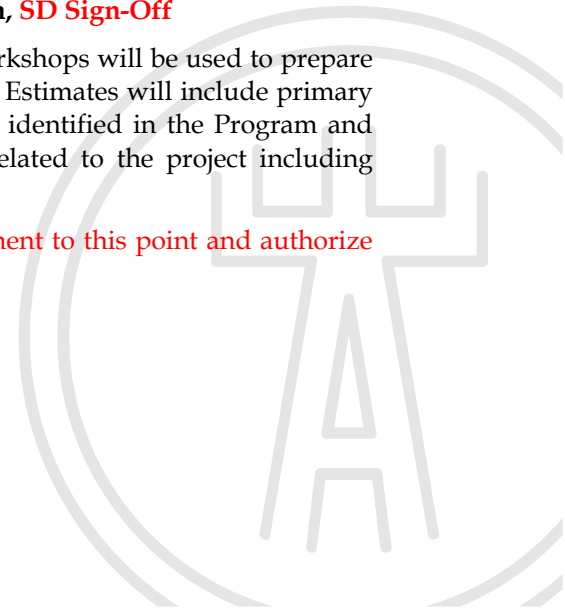
Mechanical and electrical systems will be evaluated for their fit with the project goals, existing infrastructure and budget. These systems will include fire protection (sprinklers), plumbing, heating, ventilating, air conditioning, humidification, power, lighting, data, and life safety systems.

Image options will be developed and discussed. Again, multiple variations will be studied within the framework of the selected approach and the successful features of these options will be developed toward the optimum solution.

**SD 5 Schematic Design Estimates, Budget Reconciliation, SD Sign-Off**

The detailed information developed in the preceding Workshops will be used to prepare cost estimates for the various components of the project. Estimates will include primary and ancillary construction costs, furnishings, equipment identified in the Program and scope of services as well as other potential expenses related to the project including interim library operations and phasing costs.

The board will be asked to approve the project development to this point and authorize continued development.



## **DESIGN DEVELOPMENT**

After a wrap-up of the schematic design, the emphasis shifts from the strategic issues to the detailed work of getting everything in the right place. A series of intensive meetings with the staff, administration and, if desired, the consulting librarian (that would be Anders) are conducted to produce a detailed picture of all the building components. This step, Design Development, concludes with all parties understanding how the building will function on a day to day basis. The building is completely designed.

The Design Development phase features a series of meetings that focus on the intricacies of the building components. There is a series of meetings for the staff that pinpoint the elements needed to satisfy the operational needs of their particular tasks. In all a series of 5 meetings are held much like the Workshops of earlier phases. These meetings typically run over a full day and consist of a staff focused series of discussions and a management series to provide general oversight.

The administration and key staff members are asked to comment on elements relating directly to their work requirements. The Management Team is asked to review and confirm that the specifics being developed are consistent with the global decisions made in the previous phase. This group is also the focus of image development as it relates both to the exterior of the building and to the interior finishes. These finishes consist of building materials and also the furnishings and shelving components.

### **DD 1 Design Development Detail Plans, Interior Elevations, MEP Analysis**

The schematic design drawings are formalized into a set of base drawings that become the basis for all subsequent design refinement. The various specific program elements are reviewed with the departmental user groups to verify basic arrangement of components, building systems, furnishings, equipment, storage, control, access and material flow.

### **DD 2 Design Development Millwork, Finishes, Mechanical Electrical Plumbing Selections**

Refine arrangement of components, building systems, furnishings, equipment, storage, control, and access and material flow.

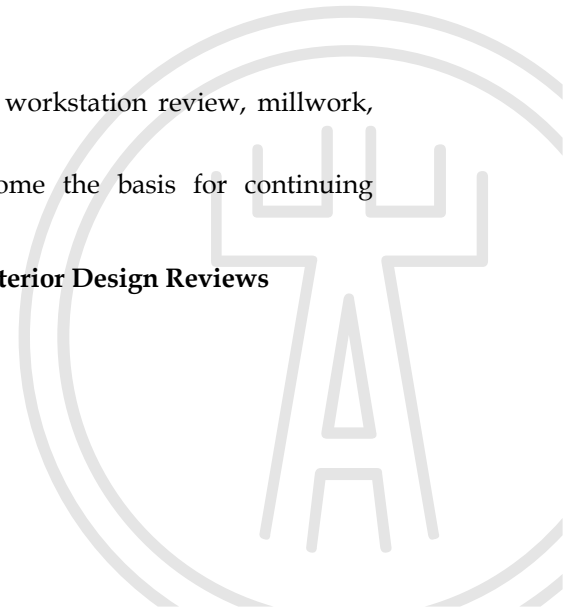
Identify building systems: Clock; paging; intercom; voice; data; fire protection; theft detection; security; lighting; audio visual; power; millwork; seating; shelving; work surfaces.

### **DD 3 Design Development Refinements**

Detailed Layout of Furnishings, Fixtures & Equipment, workstation review, millwork, and general refinement.

Detailed building system review with staff will become the basis for continuing refinements.

### **DD 4 Design Development Jurisdictional Reviews – Site, Exterior Design Reviews**



**DD 5 Design Development Estimates, Budget Reconciliation, DD Sign-Off**

The detailed information developed in the preceding Workshops will be used to prepare cost estimates for the various components of the project. Estimates will include primary and ancillary construction costs, furnishings, equipment identified in the Program and scope of services as well as other potential expenses related to the project.

The board will be asked to approve the project development to this point and authorize continued development.

**CONTRACT DOCUMENTS**

This phase emphasizes coordination between the various engineers for the structural, mechanical and electrical systems, telecommunications, audio-visual systems and the furnishings.

The Architect provides Construction Documents based on the approved Design Development Documents and updated budget for the Cost of the Work.

**CD 1 Contract Documents Hardware, Furnishings**

**CD 2 Contract Documents Finalize Electrical, Millwork, Finishes, Furnishings**

**CD 3 Contract Documents Authorization to Bid**

The board will be asked to approve the project development to this point and authorize continued development.

**BIDDING**

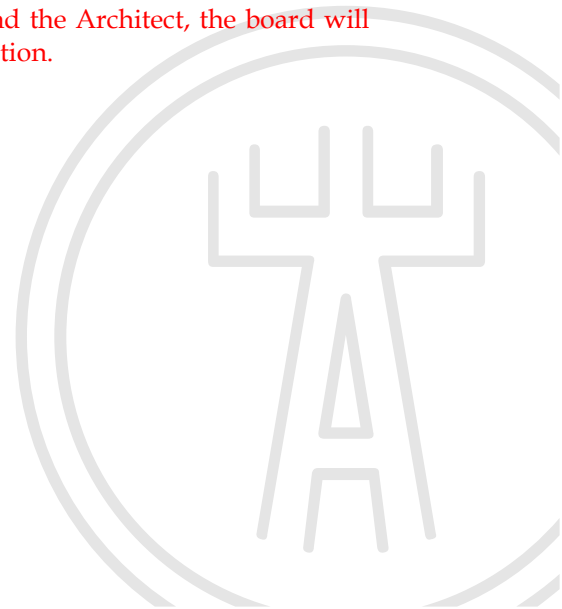
The Architect and Construction Manager shall assist the Owner in obtaining competitive bids. Following receipt of bids, the Architect and Construction Manager will assist the Owner in awarding and preparing contracts for construction. We will conduct the following meetings:

**B 1 Bidding Pre-Bid Conference**

**B 2 Bidding Bid Opening**

**B 3 Bidding Award of Contract**

After review of the bids by the Construction Manager and the Architect, the board will be asked to approve the contracts and the start of construction.



## **CONSTRUCTION PHASE SERVICES**

The role of the design team during construction is quality control. That role involves five primary responsibilities as defined below.

**Interpret the Contract Documents and Changes made thereto.**

**Establish standards of acceptability.**

**Judge the performance of the Contractor**

**Issue certificates for Payment**

**Inform the Owner of the status of the project relative to the above items**

We will conduct a monthly Owner's Team Meeting to review progress.

There is an expectation the participation of the Owner will continue through out the project. When questions relating to function, appearance or cost are brought to the table during this phase, it is the entire team that makes the necessary evaluations: Decisions are made by those who established the goals and priorities.

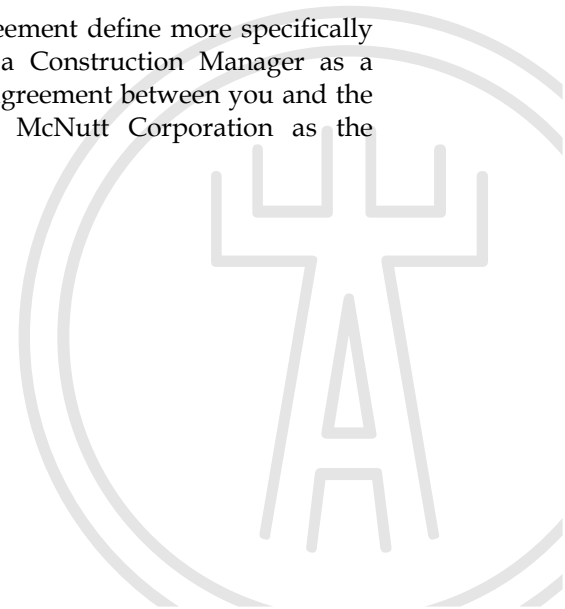
From beginning to end, the process is interactive and dependent on communication between team members. **We will provide monthly updates to the Library Board.**

- **CA 1 Pre-Construction Conference**
- **CA 2 thru CA 24 Monthly Construction Coordination Meetings** Some of these will double as punchlist and substantial completion reviews of early phases of the work.
- **CA 25 Substantial Completion Meeting (Punch List)** Additional inspections will be provided as part of Commissioning
- **CA 26 Final Completion Meeting**

**After certification of the work by the Construction Manager and the Architect, the board will be asked to accept the work and take control of the completed project.**

## **The Contract**

With this as a framework, the various documents that comprise the agreement define more specifically the legal nuances of the relationship. The forms allow the use of a Construction Manager as a Constructor (CMc) delivery method. It is intended to correlate with an agreement between you and the Construction Manager. The draft Agreement has included Shales McNutt Corporation as the Construction Manager.



## THE BASICS

The basis of the agreement consists of two forms:

**AIA Document B102** is the 'boiler plate' and covers the legal niceties that are applicable to most projects. Most of it covers protections available to each party if things should go bad. In order to make the agreement project specific, there are Standard Forms of Service incorporated by reference.

**AIA Document B201** gets into the specifics of the basic services. This is the meat of the actual work. As you will see, it too consists of fairly standard elements and a significant number of project specific modifications in the body of the form or in attached exhibits. In this case we have one attachment, Exhibit A.

**Exhibit A** is appended to define a work plan for the project and a list of proposed meetings as defined in the Process section, above.

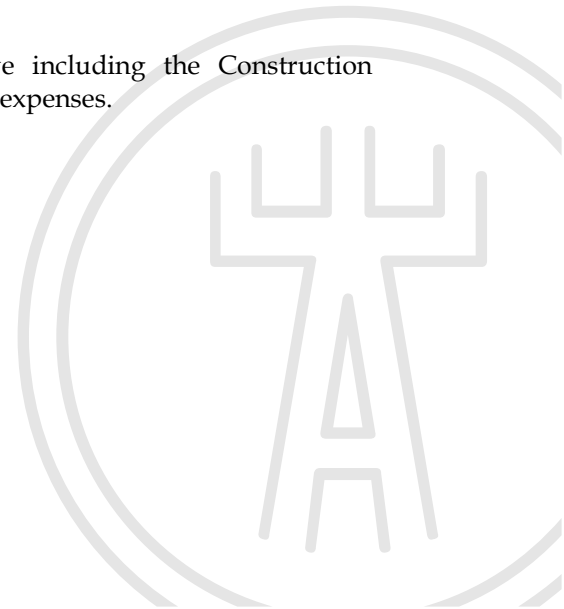
The essentials are that the Library makes the final decisions related to the program. We offer options, guidance and advise but the Board remains the decision making authority. We will work in conformance with building and related codes and maintain a professional standard of care in all of our efforts.

The Library retains the right to end the agreement at any point in the process and pay only for work completed to that point. The Library retains ownership of the documents produced to that point. No additional work will be started without authorization from the Library.

In exchange, we will be paid a set of fees as scheduled in the documents. These fees will include programming; civil, structural, mechanical, and electrical engineering; landscape design; technology and media consulting to certain limits; furnishings design, phasing plans; and planning related to interim moves. The fees are summarized in the following table.

<b>Basic Services:</b>	\$336,800
<b>Customized Services</b>	
• Programming	\$15,200.00
• Commissioning	\$9,000.00
• Interior Design	\$89,000

The Library will have other expenses outside of those listed above including the Construction Management fee, the costs of testing, geotechnical explorations, and other expenses.



## **CUSTOMIZED SERVICES**

The more custom aspects of the project are defined in a series of Standard Forms for particular services.

**AIA Document B202** describes the services related to a tailored form of Programming. This is the work lead by Anders and is intended to pick up from the Master Plan and work through to an initial Program. Upon approval of that draft, we will work in parallel with Anders to develop concept plans while he refines the Program document. This is a reflection of the 'programming to fit' approach.

**AIA Document B211** describes the services related to an abbreviated form of Commissioning. Commissioning is a verification process intended to confirm that the systems installed operate as intended. The large mechanical and electrical systems are complex assortments of various components linked by software, all of which must be installed and adjusted to ensure proper operation through the various heating and cooling seasons. Often the desired level of integration is lacking in the installation. Commissioning requires the various contractors to demonstrate the operations to the building engineers before you take possession of the systems.

**AIA Document B253** describes the services related to Furniture, Fixtures and Equipment (FF&E).

We have also prepared an informational document describing how we intend to use certain technologies on the project.

**AIA Document E202** describes the services related to our use of Building Information Modeling (BIM) and establishes a set of expectations for the level of detail to be incorporated into the model. Our primary objective is coordinating the work of the various engineering disciplines involved in the project. The described level of detail is included in our basic services fee. There are other more detailed applications of BIM that are possible at an additional cost if you are interested.

As with all agreements, this document has important legal consequences and you are encouraged to consult with your legal counsel.

When you have had a chance to review, we can get together and address questions or concerns.

### Attachments

- AIA Document B132/CMa-2007
- Exhibit A
- AIA Document B202-2007
- AIA Document B211-2007
- AIA Document B253-2007
- AIA Document E202-2008

