

Budget Amendment and Standard Purchasing Resolution 8: Best Value Award – Architectural and Engineering Services for Schematic Design and Opinion of Cost for a New Troy Public Library Building *(Introduced by: Emily Dumas, Library Director)*

Resolution #2025-01-015

Moved by Baker

Seconded by Hodorek

RESOLVED, That Troy City Council hereby **AWARDS** a contract to **HBM Architects, LLC** of *Cleveland, OH*, the highest overall rated firm as a result of a best value process, for Architectural and Engineering Services to provide Schematic Design and Opinion of Cost for a New Public Library, in the amount of **\$280,000** plus a 15% contingency of \$42,000, for an estimated total project cost of \$322,000, at prices contained in the bid tabulation opened December 19, 2024, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

BE IT FURTHER RESOLVED, That Troy City Council **APPROVES** a budget amendment from the Library Fund Balance to the Library Operational Fund account 271.790.816.010 in the amount of \$222,000.

BE IT FINALLY RESOLVED, That the award is **CONTINGENT** upon the Firm's submission of properly executed bid documents including insurance certificates and all specified requirements.

Yes: Hodorek, Baker, Brooks, Chamberlain-Creanga, Chanda, Gunn

No: None

Absent: Hamilton

MOTION CARRIED

PURCHASE ORDER

No. 2025-00000954
 DATE: 01/28/2025
 PAGE: 1 of 1
FOB DESTINATION

Ship To
 CITY OF TROY
 Library
 510 W BIG BEAVER
 TROY, MI 48084

Bill To
 CITY OF TROY
 Library
 510 W BIG BEAVER
 TROY, MI 48084

VENDOR NO. 178504

EXPIRATION DATE
 06/30/2025
COUNCIL RESOLUTION
 2025-01-015

Vendor
 HBM ARCHITECTS, LLC
 1382 W 9TH STREET, STE 300
 CLEVELAND, OH 44113

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	Each	Architectural and Engineering Services for Schematic Design and Opinion of Cost for a New Troy Library Building in accordance with specifications, prices, and agreed upon expected deliverables of RFP-COT 24-29.	280,000.0000	\$280,000.00



Entered By: Emily Frontera

\$280,000.00

Special Instructions:

CITY COUNCIL AWARD DATE: 1/27/2025. Contract to provide Architectural and Engineering Services for Schematic Design and Opinion of Cost for the Troy Library Building in accordance with the pricing, specifications and completion date of RFP-COT 24-29. CERTIFICATE OF INSURANCE and ENDORSEMENTS shall be on file through contract completion.

TERMS & CONDITIONS

1. Purchases of Municipalities are exempt from State Sales and Federal Excise Taxes.
2. Prior to acceptance, vendor agrees to provide City with information under the Right-to-Know Law, P.A. 1986, No. 80, and fully comply with all terms and conditions of the Michigan Occupational Safety and Health Act, MCL 408.1001, et seq. including vendor shall provide City with an "MSDS". Vendor also agrees to be responsible for all required labeling.
3. In cases of emergency/disaster, the City can purchase up to six(6) times the order amount for a period of six(6) months at the price contained in the contract.
4. Purchase Orders are signed electronically based upon computer generated "on-line" authorized approvals. Authentic signatures are on file in the City of Troy Purchasing Department.

NOTICE: The City could put the vendor on notice that vendors will be held financially responsible for any claims or awards made against the City as a result of the vendor's action. If the City has to defend the initial lawsuit, the City will bring in the vendor as a co-defendant or sue the vendor, either as the result of settling a claim or the conclusion of the lawsuit.

I HEREBY CERTIFY THAT THIS ORDER IS PROPERLY AUTHORIZED AND APPROVED.

Emily Frontera

CITY OF TROY
 BID TABULATION
 ARCHITECTURAL/ENGINEERING SERVICES

VENDOR NAME:	Daniels & Zermack Architects	Anderson, Eckstein & Westrick, Inc.	HBM Architects, LLC	Integrated Design Solutions	krM Architecture
CITY:	Ann Arbor, MI	Shelby Twp., MI	Cleveland, OH	Troy, MI	Indianapolis, IN

PROPOSAL PRICING: ARCHITECTURAL/ENGINEERING SERVICES

SCOPE OF WORK:

Phase I - Schematic Design and Opinion of Cost

Not to Exceed:		\$166,260.00	\$250,800.00	\$280,000.00	\$284,500.00	\$310,000.00
Reimbursables		\$1,900.00	N/A	\$10,000.00	None	\$10,000.00
Other Fees		\$19,800.00	N/A		None	
Schedule of Values Provided:	Y or N	Y	Y	Y	Y	Y
Attended Pre-Proposal Meeting:	Y or N	Y	Y	Y	Y	Y
Library & Design Experience:		Y	Y	Y	Y	Y
Work Plan & Approach:		Y	Y	Y	Y	Y
Project Team Experience:		Y	Y	Y	Y	Y
Questionnaire Provided:		Y	Y	Y	Y	Y
References:		Y	Y	Y	Y	Y
Insurance can be met:	Y or N	Y		Y	Y	Y
Can meet Completion Date:	Y or N	Y	Not Specified	Y	Y	Y
Terms:	Y or N	See Proposal	Not Specified	Not Specified	Not Specified	Not Specified
Exceptions:	Y or N	None	None	In general, we are in agreement with the terms included within your request for proposal but would request the opportunity to review this further once the scope of work is fully defined.	None	None
Acknowledgement:	Y or N	Y	Y	Y	Y	Y
3 Addendums Signed:	Y or N	Y	Missing Addendums 1-3 Signatures	Y	N	N
Forms:	Y or N	Y	Y	Y	Missing Legal Status of Bidder	Y

Attest:
 (*Bid Opening conducted via Zoom)

 Emily Duma

 Phillip Kwik

 Dennis Trantham

 Andrew Chambliss

 Nellie Bert

 Dina Gates

 Emily Frontera
 Purchasing Manager

CITY OF TROY
 BID TABULATION
 ARCHITECTURAL/ENGINEERING SERVICES

VENDOR NAME:	Marble Fairbanks Architects	Albert Kahn Associates	MCD Architects	OPN Architects
CITY:	New York, NY	Detroit, MI	Farmington, MI	Cedar Rapids, IA

PROPOSAL PRICING: ARCHITECTURAL/ENGINEERING SERVICES

SCOPE OF WORK:

Phase I - Schematic Design and Opinion of Cost

		Not to Exceed:	\$336,980*	\$455,000.00	\$475,000.00	\$489,000.00
			*Total Expenses \$6,920			
Reimburseables Travel			\$9,450.00		None Anticipated	\$3,250.00
Other Fees			\$6,920.00			
Schedule of Values Provided:	Y or N		Y	Y	Y	Y
Attended Pre-Proposal Meeting:	Y or N		Y	Y	Y	Y
Library & Design Experience:			Y	Y	Y	Y
Work Plan & Approach:			Y	Y	Y	Y
Project Team Experience:			Y	Y	Y	Y
Questionnaire Provided:			Y	Y	Y	Y
References:			Y	Y	Y	Y
Insurance can be met:	Y or N		Not Specified	Y	Y	Not Specified
Can meet Completion Date:	Y or N		Y	Y	Y	Y
Terms:	Y or N		Not Specified	30 Days	Monthly, based on percentage complete	Not Specified
Exceptions:	Y or N		None	None	None	None
Acknowledgement:	Y or N		Y	Y	Y	Y
3 Addendums Signed:	Y or N		Y	Y	Missing Addendum 1 Signature	N
Forms:	Y or N		Y	Y	Y	Y

CITY OF TROY
 BID TABULATION
 ARCHITECTURAL/ENGINEERING SERVICES

	Richard & Kennedy			
VENDOR NAME:	Quinn Evans	Architects, LLC	Gensler	Studio GC, Inc.
CITY:	Ann Arbor, MI	Phoenix, AZ	Detroit, MI	Chicago, IL

PROPOSAL PRICING: ARCHITECTURAL/ENGINEERING SERVICES

SCOPE OF WORK:

Phase I - Schematic Design and Opinion of Cost

		\$495,450.00	\$557,590.00	\$588,111.00	\$775,000.00
Reimburseables			\$880.67	NTE is all inclusive	None
Other Fees		\$1,500.00			
Schedule of Values Provided:	Y or N	Y	Y	Y	Y
Attended Pre-Proposal Meeting:	Y or N	Y	Y	Y	Y
Library & Design Experience:		Y	Y	Y	Y
Work Plan & Approach:		Y	Y	Y	Y
Project Team Experience:		Y	Y	Y	Y
Questionnaire Provided:		Y	Y	Y	Y
References:		Y	Y	Y	Y
Insurance can be met:	Y or N	Not Specified	Y	Y	Y
Can meet Completion Date:	Y or N	Y	Y	Not Specified	Y
Terms:	Y or N	Not Specified	Not Specified	Not Specified	Not Specified
Exceptions:	Y or N	None	None	Gensler has made some slight modification to the "indemnification Clause". Redlines can be found directly on the Indemnification form.	None
Acknowledgement:	Y or N	Y	2 of 3 Signed	Y	Y
3 Addendums Signed:	Y or N	Y	Y	Y	Y
Forms:	Y or N	Y	Missing Debarment Form	Missing Debarment Form	Y

Response to Request for Proposals for
Architectural / Engineering Services

RFP-COT 24-29

Troy Public Library Building

12.19.2024

HBM
ARCHITECTURE
INTERIOR DESIGN

City of Troy Purchasing Department
500 W. Big Beaver Road
Troy, Michigan 48084

December 19, 2024

City of Troy Purchasing Department
500 W. Big Beaver Road
Troy, Michigan 48084



RE: Request for Proposals for Architectural / Engineering Services: RFP-COT 24-20 - Troy Public Library Building

Selection Committee Members:

Creating a new library building is an exciting endeavor. The success of your project requires a design team with the ability to develop and execute strong and realistic solutions that are also budget conscious, knowing that you are stewards of public funds. Together, our team will help you create a lasting, functional, and flexible building that will embody your vision for “a vibrant and nurturing place that inspires and cultivates learning, diversity, collaboration, and enjoyment.”

The relationship that we have with ReThinking Libraries and our experience collaborating with library planning consultants will expedite the programming process and allow our team to expedite the Schematic Design and Cost Estimating process being mindful of your May 30th deadline. Being aware that your current building can no longer accommodate changes in library services and patron needs in addition to the challenges of aging infrastructure and outdated architecture from a time when accessibility, safety, and sustainability were not prominent concerns. As you look to the future, applying the strategic plan / building program into a dynamic building with spaces that can shift in size and purpose will allow you to adapt to both known and projected community needs. This is crucial for continuing to serve a diverse and growing population while reinforcing the Library as a community hub and destination.

For nearly 50 years HBM has been devoted to planning and designing libraries. We truly understand the ways in which modern libraries have become, more than ever, vibrant centers of the communities they serve. Below are additional points about the specialized experience we offer.

Comprehensive Design Services

Comprehensive and coordinated architectural and interior design services that include everything from collaborating with engineers and conducting construction phase administration to the details of custom cabinetry and procurement of furnishings through competitive bidding or using cooperative purchasing contracts.

Fiscal Responsibility and Timely Delivery

A demonstrated commitment to fiscal responsibility, open communication with our clients, and meeting deadlines to keep projects on schedule.

Community-Centered Input Process

An input gathering process promoting the value of what libraries bring to their community, educating participants in the exciting services libraries offer, capturing and documenting their input, and inspiring community support and advocacy for new library facilities. This is supported by decades of experience in supporting public and private fundraising campaigns for library buildings.

Inventive, Future-Focused Design Solutions

Understanding the importance of public libraries and how inventive design solutions create flexible, multi-generational spaces that can enhance the user experience both today, and in the future.

Hopefully our passion for supporting libraries and the vital services they bring to their communities is evident as you read through the following pages. Please let us know if you have any questions upon review of the enclosed material. We hope to have the opportunity to come and meet with the selection committee to express our capabilities and why we would be a great partner for this project.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Peter J. Bolek'.

Peter J. Bolek, AIA, NCARB
President & Director of Design
pbolek@HBMarchitects.com
216.241.1100 x112

Table of Contents

	Cover Letter
<i>A</i>	Experience & Knowledge of Libraries and Design
<i>B</i>	Positive References for the Firm
<i>C</i>	Qualifications of Project Team
<i>D</i>	Work Plan & Approach
<i>E</i>	Vendor Questionnaire & AIA Document B305
<i>F</i>	Pricing Proposal
<i>G</i>	Schematic Design Package
<i>H</i>	Forms & Addenda

“HBM excelled at listening to the library’s needs and putting a plan together to move forward while addressing the community’s concerns very effectively.”

Suzanne Loomis
Director of Public Works
City of Newton, KS



A

Experience &
Knowledge of
Libraries & Design

CLEVELAND PUBLIC LIBRARY / Lorain Branch

A / Experience & Knowledge of Libraries and Design

About HBM Architects

CONTACT PERSON

Peter Bolek, AIA, NCARB, President & Director of Design

Phone: 216.241.1100 x112

Fax: 216.241.1101

pbolek@HBMarchitects.com

HBMarchitects.com

FIRM NAME & ADDRESS

HBM Architects, LLC

1382 West 9th Street, Suite 300

Cleveland, Ohio 44113

YEARS IN BUSINESS

48 years

SIZE OF FIRM

23 people

Principals

Peter Bolek, AIA, NCARB
President & Director of
Design

James Shook, RA, NCARB
LEED AP BD+C
Principal & Project
Manager

Kevin Kennedy, RA,
NCARB, LEED AP
Principal & Project
Manager

Associates

Stephanie Shook, NCIDQ,
IIDA, LEED AP
Director of Interior Design

Brooke Breiner, NCIDQ,
LEED AP ID+C
Interior Designer

Renee Downing, LEED AP
Library Planning &
Marketing

Katie Gaukin, NCIDQ
Interior Designer

Architectural Staff

Lou Trostel, RA
Project Architect / CA

Emily Dallmeyer, RA,
NCARB
Project Architect

Architectural Staff cont.

Jennifer Dort, RA, NCARB
Project Architect

David Fellenstein, RA, LEED
AP, Project Architect / CA

Lisa McPeck / Designer

Ethan Snider, RA, NCARB
Project Architect

Kathryn Lester, RA, NCARB
Project Architect

Ashley Austin / Designer

Kyle Sudbrook / Designer

Jordyn Kapis / Designer

Interior Design Staff

Tiffany Poje, NCIDQ, LEED
AP, Interior Designer

Mackenzie Marinelli
Interior Designer

Becca Kern
Interior Designer

Additional Staff

Jillian Davis
Marketing Coordinator

Sydney Bolek
Digital Marketing

Patty O'Neill
Office Manager

FIRM HISTORY

HBM is a nationally recognized architectural firm focused on library planning and design throughout the country. Our growth nationwide and history of success with libraries is built on our collaborative approach to design and community involvement. We have worked with more than 700 libraries since the firm was established in 1976. We explore and help shape library trends as a result of our involvement with libraries across the country. We are known for a broad range of design solutions and architectural styles because we create buildings that resonate with the unique character of each community.

LIBRARY DESIGN PHILOSOPHY

The Library's connection with the community originated with books and has expanded to be so much more. The impact of technology and evolving needs for how people interact and share, position libraries at an exciting crossroads. We know the library has gone from being book centric to people centric; from book storage centered to book use centered. Libraries are no longer places to only search and discover existing information but to generate information and create content in a variety of digital and physical forms. Libraries assist patrons in pursuing and displaying their own ideas, concepts, and creative pursuits expressing themselves by creating films, animations, music, self-publishing, making 3-D objects, and provide hands-on learning tailored to the communities' interests.

Libraries have continued to evolve and reinvent themselves to better serve, advance, and define their communities. Designing innovative and inspired spaces that can anticipate and adapt to changes in technology, community interests, service delivery methods, and needs will best position libraries for the future.

WHERE WE ARE WORKING



A / Experience & Knowledge of Libraries and Design

RECENT THOUGHT LEADERSHIP PRESENTATIONS

10 / 2024 Library Journal Design Institute - Cincinnati, OH, "Foundations: Building a framework for a successful project"

"Resilient Libraries / Resilient Communities"

06 / 2024 American Library Assoc. Annual Conference
"Library Building Projects 101: A Crash Course..."

11 / 2023 Library Journal Webinar
"Designing Libraries Within Your Means"

09 / 2023 Ohio Library Council - Annual Conference
"Does it Fit? How to create library buildings and space that fit their communities"

10 / 2022 Core Forum - Salt Lake City, UT
"Renovating and Preserving Historic Buildings"

09 / 2022 Ohio Library Council - Annual Conference
"Shepherding you through the planning and construction of your new / renovated library"

09 / 2022 Ohio Library Council - Annual Conference
"Library Design & Facilities in a Post-Pandemic World"

07 / 2022 NEO-RLS Webinar
Trends in Library Design

06 / 2022 Library Journal Design Institute - New York, NY, "Energy in Place - Designing for Belonging and Inclusion"

06 / 2022 Library Journal Design Institute - New York, NY, "Just in Time Design: Lessons from the COVID-19 Pandemic about Adaptability and Flexibility"

06 / 2021 American Library Assoc. Annual Conference
2020-2021 ALA / AIA Awards

05 / 2021 Library Journal & School Library Journal Professional Event
"Designing for a Flexible Future"

11 / 2020 Library Journal Article
"2020?...What's Next? How Libraries Can Become More Resilient to the Challenges Ahead"

11 / 2020 Library Journal Design Institute - Virtual Event
"Future Forward / Things We've Learned During the Pandemic that will Inform Library Design..."

10 / 2019 Library Journal Design Institute - Austin, TX
"The Staff Connection: how architects balance the influence of staff on design and design on staff"

IN-HOUSE SERVICES

Library Programming & Planning

- Library Visioning
- Needs Assessments
- Feasibility Studies
- Building Programs
- Master Planning

Campaign / Fundraising Support

- Pre - Bond Planning
- Analysis of Options for Campaigns / Fundraising
- Grant Procurement Support
- Private Fundraising Support

Community & Stakeholder Outreach / Visioning

- In-person and online input gathering methods
- Hands-on workshops
- Educational input gathering sessions
- Custom surveys
- Interviews
- Focus groups
- Summaries
- Local Government Presentations

Presentation Materials

- Interior / Exterior Illustrated Renderings
- Computer Generated Renderings / Models
- Physical Models
- Brochures
- Presentation Boards
- Graphic Design Services

Architectural Services

- Site Analysis / Test Fits
- Building Assessments
- Maintenance Plans
- Concept Design
- Schematic Design
- Design Development
- Construction Documents
- Bidding / Negotiation
- Cost Estimating
- Specifications
- Construction Administration
- Project Close-out
- New Construction
- Expansion & Renovation

- Historic Restoration
- Interior Reconfiguration & Updates
- Building Demolition

Interior Design Services

- Interior Design materials selection for finishes, furniture, and equipment
- Custom Cabinetry & Displays
- Bidding / Negotiation for Interiors
- Signage Design
- Environmental Graphics
- Project Close-out

Sustainable Design Services

- Development of Sustainable Strategies for LEED Certification
- Completing the LEED Certification process

A / Experience & Knowledge of Libraries and Design

MORE THAN 48 YEARS OF AWARD-WINNING LIBRARIES



Indianapolis Public Library / West Perry Branch
2024 American Library Association / IIDA Award for buildings 30,000 SF and under

2024 AIA Ohio Honor Award

2024 Region 5 ASHRAE Technology Award

2023 ENCR Green Building of the Year - LEED BD+C Award

2022 IIDA "Engage" Award

2022 AIA Indiana Honor Award

2021 AIA Cleveland Design Award

Kanawha County Public Library / Main Library

2023 AIA Cleveland Honor Award

2023 AIA West Virginia Honor Award

Cleveland Public Library / South Branch

2021 IIDA Award - Best in the "Serve" Category

2019 AIA / Cleveland Restoration Society Award for Preservation of a Community Landmark

Toledo Lucas County Public Library / Main Library

Bronze Prize in the Starnet Commercial Flooring Awards

Toledo Lucas County Public Library / King Road Branch

2019 AIA Cleveland - Achievement of Excellence Award

Cuyahoga County Public Library / Orange Branch
2019 IIDA Award for Best in Public / Civic Interior Design

Roanoke Public Libraries / Raleigh Court Branch
2017 Project of the Year - American Public Works Assoc.

Fulton County Library / East Roswell Branch
2016 Metro Atlanta Chamber of Commerce E3 Award for Energy Efficiency in the Built Environment

Nashville Public Library / Southeast Davidson Branch
Library Journal Magazine - Library of the Year (Nashville Public Library)

2015 Urban Libraries Council - Top Innovator Award

2014 Tennessee Development District Association / Greater Nashville Regional Council - Project of the Year
2014 Urban Land Institute / Public Sector - Large Project of the Year

Cuyahoga County Public Library / Warrensville Heights Branch

2015 Library Journal New Landmark Library

Roanoke County Public Library / South County Library
2012 Outstanding Facility Award Winner / The Virginia Library Directors Association

Cleveland Public Library / Carnegie West Branch
American Institute of Architects Award

Current & Recent Library Projects (Past 5 Years)



COLORADO

Pueblo City-County Library

- Planning and renovation of the 110,000 SF Main Library, an iconic Antoine Predock building
- Renovation and expansion of Lucero and Barkman branches

CONNECTICUT

Manchester Public Library

A new 75,000 SF Main Library. Our team previously completed site selection and conceptual design services

FLORIDA

Maitland Public Library – a new 25,000 SF library building and re-purposing of the former historic building

Sanibel Public Library

The re-imagining and reconfiguration / renovation of a 30,000 SF public library building

St. Johns County – a new 10,000 SF Hastings Community Center & Library, 3 additional branch libraries tied to parks / recreation centers

St. Petersburg Library System

LEED Gold renovation of the mid-century modern style Main Community Library

INDIANA

Indianapolis Public Library - West Perry Branch

- A new 22,800 SF branch in an under-served area
- Facilities Master Plan / Patron Services Study

Johnson County Public Library - Clark-Pleasant Branch - a new 17,200 SF branch library replacing an existing building

KANSAS

Newton Public Library - a new 25,000 SF library building

KENTUCKY

Boone County Public Library - Hebron Branch Library - A new 30,000 SF branch library in a rapidly growing area

MARYLAND

Calvert Library

A new Twin Beaches Branch

Carroll County Public Library

- 6 Branch and Headquarters Facilities Master Plan
- Planning for a renovated or new Eldersburg Branch

Eastern Shore Regional Library

25 building Facilities Master Plan across 8 counties

Frederick County Public Libraries

- 7 Branch & Main Library Facilities Master Plan
- A new Middletown Branch

Enoch Pratt Free Library

Renovation of the historic Forest Park Branch Carnegie library

St. Mary's County Library

3 building Facilities Master Plan

MICHIGAN

Dowagiac District Library

The expansion and renovation of a Carnegie Library and successful bond issue campaign support

NEBRASKA

University of Nebraska at Kearney - Calvin T. Ryan Library 122,000 SF renovation

NORTH CAROLINA

Cabarrus County Public Library - Afton Ridge Library & Active Living Center

A new 40,000 SF combined library and senior center

OHIO (a partial listing)

Stark County District Library

- A new Operations Center
- A new Main Library building
- A new South Central Branch
- Renovation of the Plain Branch
- Jackson Twp Branch - a new 10,000 SF building
- Jackson Twp Branch temporary location
- 7 branch re-imagining / renovation
- Main Library planning study

Guernsey County Public Library

The renovation and expansion of the Byesville Branch and a new outreach services building

Current & Recent Library Projects (Past 5 Years)



OHIO continued

Upper Arlington Public Library

- Facilities Master Plan (Main Library + 2 branches)

Cleveland Public Library

- Lorain Branch renovation & expansion (Carnegie)
- South Branch renovation & expansion (Carnegie)

Cuyahoga County Public Library

- Bay Village Branch - a new 17,000 SF branch
- Middleburg Hts. Branch - new 16,000 SF branch

Mansfield-Richland County Public Library

- A Facilities Master Plan evaluating their historic Main Library and 8 branches.
- Renovation of the Ontario Branch

Amherst Public Library

The expansion and renovation of a Carnegie Library

Lakewood Public Library - Madison Branch

The renovation, restoration and small expansion of an historic library building

Toledo-Lucas County Public Library

- Main Library Renovation of 104,630 SF of 300,000 SF
- Sylvania Branch expansion & renovation
- King Road Branch - a new 22,200 SF new branch
- 10 year Facilities Master Plan

Tuscarawas County Public Library - Main Library

The expansion and renovation of an historic main library building to implement a new service model and an outreach services facility

Ida Rupp Public Library

- Main Library renovation
- Main Library assessment & planning
- Marblehead Peninsula Branch - adaptive re-use of a former restaurant

Sandusky Library

Exterior restoration of the historic Library, Erie County Jail, and Follett House Museum

PENNSYLVANIA

Adams County Library System

A new main library building in historic Gettysburg

Peters Township Public Library

Space Planning Study

RHODE ISLAND

Town of Narragansett / Maury Loontjens Memorial Library

The adaptive reuse of the former Belmont Market Building into a new home for the Maury Loontjens Memorial Library

TENNESSEE

Clarksville-Montgomery County Public Library

- a new 15,000 SF North Branch
- Main Library - targeted renovations

Spring Hill Public Library

Adaptive reuse of 50,000 SF former Saturn Plant Administration Building into a new community library

TEXAS

Nicholson Memorial Library System - Walnut Creek Branch - a new 18,000 SF branch library

Texas A&M University - Evans Library

The phased renovation of 60,000 SF of a university library

Texas State University - Alkek Library

The phased renovation of 58,000 SF of university library space

VIRGINIA

Roanoke County Public Library

- A new 16,000 SF Hollins Branch
- A new 21,000 SF Vinton Branch

Roanoke Public Library

Raleigh Court Branch expansion & renovation

York County Public Library

Yorktown Library expansion & renovation

WEST VIRGINIA

Kanawha County Public Library - Main Library

Site selection, fundraising support, expansion and renovation of an historic building

WISCONSIN

Rhineland District Library

The expansion and renovation of a Carnegie library

Stark County District Library

A New Main Library

Location

Canton, Ohio

Population of Stark County

373,000

Size

70,000 SF (3 floors)

Completion

Anticipated: 05 / 2027

Construction Cost

Budget: \$51,500,000

Delivery Method

Construction Manager at Risk

Services

Architect of Record, Design Architect, and Interior Designer

Team Members

Peter Bolek, PiC & Dir. of Design
James Shook, Project Manager
Emily Dallmeyer, Project Architect
Jennifer Dort, Project Architect
Brooke Breiner, Interior Designer

Client

Mary Ellen Icaza,
CEO & Executive Director
micaza@starklibrary.org
330.458.2707



HBM Architects has proudly partnered with the Stark County District Library for the past 25 years, collaborating on their transformative Re-Imagine campaign. Beginning with the new Jackson Branch and renovations of branch libraries, this partnership now focuses on the flagship Main Library. This new facility is poised to exemplify the library's mission: advancing literacy, connecting communities, and fostering exploration.

Located as the gateway to downtown Canton, the Main Library will anchor the redevelopment of the Court Avenue district. Embracing a vision of connectivity, the library extends into a central green space, creating a vibrant campus alongside the new Operations Center. A central community stairway seamlessly integrates indoor and outdoor spaces, encouraging movement from indoor reading nooks to expansive outdoor terraces and the surrounding greenery. The library's warm atmosphere, achieved through mass timber construction, also aligns with its sustainability goals.

The exterior design pays homage to Canton's architectural heritage while introducing modern elements. Reflecting the turn-of-the-century Market Avenue aesthetic, the facade's proportions, alignment, and rhythm enhance visibility and integrate harmoniously with the cityscape. An inviting angled facade welcomes visitors, emphasizing the library's role as a unique cultural destination. Situated on the historic site where President William McKinley's house once stood, the library honors this legacy through thoughtful design. Landscape features and architectural motifs celebrate McKinley's renowned front porch speeches, connecting his legacy with the library's mission of knowledge and inspiration. The design also respects the historic McKinley School building across the street, harmonizing with its architectural rhythm and ethos.

Stark County District Library

A New Operations Center

Location

Canton, Ohio

Population of Stark County

373,000

Size

24,809 SF (2 floors)

Completion

Anticipated: 09 / 2025

Construction Cost

Estimated: \$9,400,000

Delivery Method

Construction Manager at Risk

Services

Architect of Record, Design Architect, and Interior Designer

Team Members

Peter Bolek, Principle in Charge & Director of Design

James Shook, Project Manager

Jennifer Dort, Project Architect

Brooke Breiner, Interior Designer

Client

Mary Ellen Icaza,
CEO & Executive Director
micaza@starklibrary.org
330.458.2707



The new Stark Library Operations Center replaces a former mechanics garage, creating a purpose-built facility to support the library system's essential behind-the-scenes functions. Initially considered for renovation, the site underwent a full redevelopment after a hazmat survey, resulting in a new ground-up construction. This facility centralizes mobile services, technical services, and central inventory departments, along with a mail room for deliveries to all branch locations.

The Operations Center features a spacious drive-through garage that can accommodate nine vehicles, including large book buses and smaller fleet vehicles, reflecting Stark Library's updated mobile service strategy. The building is designed exclusively for staff, with no public functions, and includes key spaces like conference rooms, breakrooms, unisex restrooms, and a wellness room. A larger elevator and strategically placed storage rooms optimize the movement of materials.

The second floor houses central inventory and additional staff amenities, including a breakroom that opens onto a rooftop patio. Reflecting a cohesive campus vision, the design coordinates with the Main Library's materials and aesthetics, while the site plan takes advantage of shared green space, minimizing the need to cross Cleveland Avenue. This project not only enhances operational efficiency but also aligns with Stark Library's long-term service goals.

Manchester Public Library

Mary Cheney (Main) Library

Location

Manchester, Connecticut

Population Served

60,000

Size

75,000 SF / 3 Stories

Completion

Planning Completed 2022

Design & Construction

Anticipated for 2026

Estimated Construction Cost

\$34,000,000 - \$39,000,000

Delivery Method

Construction Manager at

Risk

Team Members

Peter Bolek, Principal in Charge & Director of Design

Kevin Kennedy, Project Manager

Katie Gaukin, Interior Designer

Abbie Probst, Designer

Services

Site Selection, Design

Architect & Interior Designer

Friar is the Architect of Record

Client

Doug McDonough,
Director

dmcdonough@

manchesterct.gov

860.643.2471



The Mary Cheney Library has been operating in its current building since 1937. The current building has the third highest circulation in the state, hosts numerous programs, but suffers from a lack of space and accessibility, making it a challenge to meet patron needs and demands for services. The library has had few interventions since its 1962 expansion due to a decades-long lack of consensus on how to proceed.

Our team has conducted site analysis / selection narrowing down five previously identified sites to three that were further investigated and resulting in one finalist. The preferred library site is centrally located to maintain ease of community access. Our conceptual design and demonstration of how the new building's facade ties into the vernacular of the historic streetscape were used to gather support in preparation of a bond issue. Happily, the bond issue passed in November of 2022 and the project can continue moving forward.

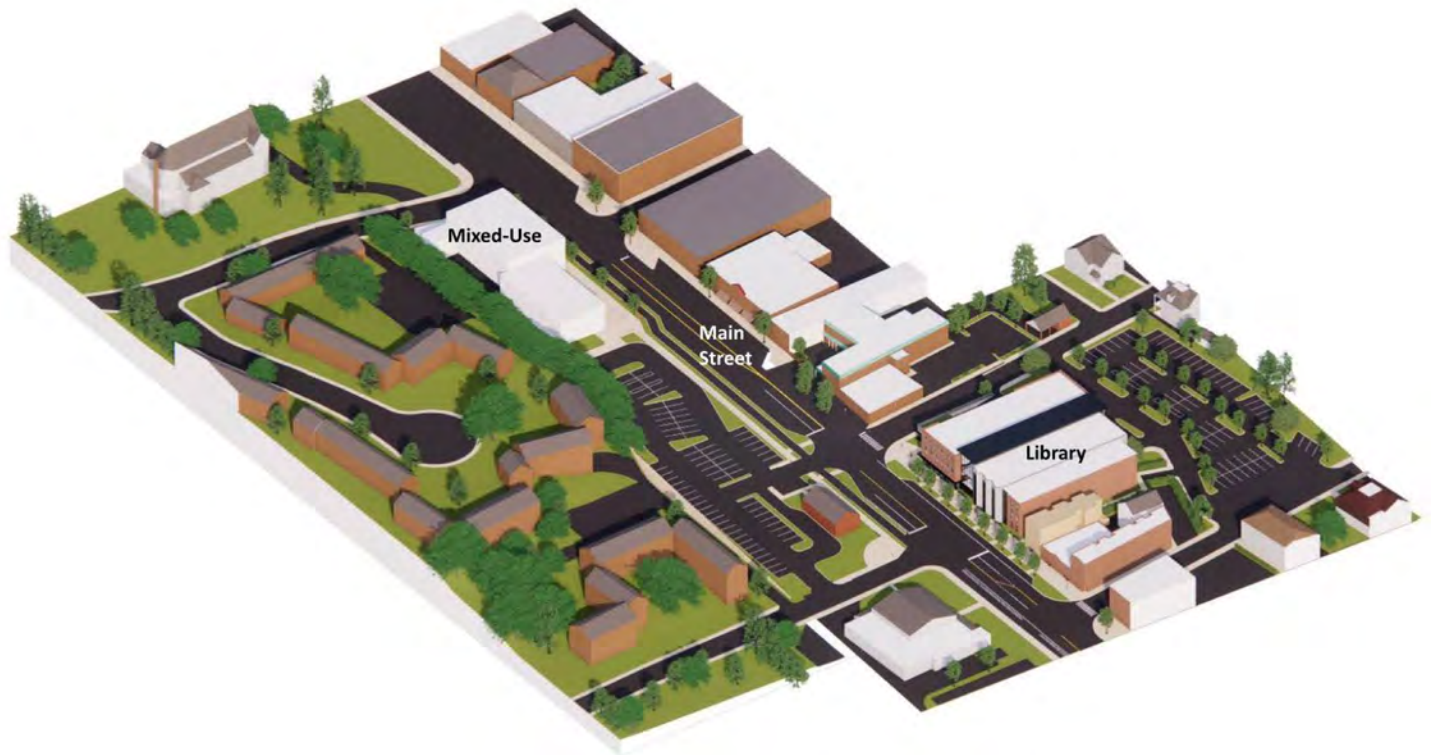
The building entry opens to a welcoming area with clear visibility to seating, popular materials, a service desk, local history room, public computers, a maker space, and large meeting rooms. The main level also contains staff work areas so that a drive-up service window can be accessed from the workroom. The second floor is devoted to youth services; a teen area, a children's area focused on early learning, and a program room that opens to a rooftop patio. The third floor houses the bulk of the adult collections with seating, display, and an AV studio. Much needed study rooms are located throughout each floor of the library building. Even though this site is in a denser urban setting, we were able to provide 71 parking spaces on the site with access to a public lot directly across the street.

Manchester Public Library

Mary Cheney (Main) Library



Streetscape Studies



Kanawha County Public Library Main Library

Awards

2023 AIA Cleveland Honor Award

2023 AIA West Virginia Honor
Award

Location

Charleston, West Virginia

Population Served

181,000

Size

61,450 SF renovation + 18,550 SF
expansion = 80,000 SF
5 Stories

Completion

March 2022

Construction Budget

\$24,120,000

Final Construction Cost

\$22,153,496

Delivery Method

General Contractor

Team Members

Peter Bolek, Principal in Charge &
Director of Design

James Shook, Project Manager

James Shook, Project Architect

Katie Gaukin, Interior Designer

Tiffany Poje, Interior Designer

Services

HBM Architects: Design Architect
and Interior Designer

Silling: Architect of Record

Client Reference

Erika Connelly, Library Director
erika.connelly@kcpls.org

304.343.4646 x1241



The current library building, while an exemplary example of classical architecture, has not been able to keep up with the evolution of library services, changes in material use, technology, and social programs. Our team worked in conjunction with a commercial real estate / development agent and the Library in identifying and evaluating available sites within the City for the location of a new Main Library facility. The initial site selection process involved analysis of 16 sites ultimately resulting in the decision to renovate and expand their current building. The re-imagined library will allow for continual growth within its walls to support the print material while becoming the community hub for Charleston.

We collected input from the community throughout the programming and design phases. The design has been carefully conceived with consideration to blend old with new, creating an exciting cultural destination along Capitol Street, and most importantly creating a more user friendly and flexible interior library space that can adapt, change, and grow over time as library services continue to expand. One of the things increasingly important to the Library is the consideration for universal design. The interior layout balances the book space with the people space and includes such areas as browsable collections space; an idea lab; study rooms; meeting and gathering spaces; local history room; early childhood play, learn and grow areas; and access to technology. The idea lab is home to a new tool lending program where small hand tools are available for check out and along demonstrations on use. A cafe operated by a local vendor overlooks a newly designed plaza.

The 80,000 SF design maintains an entrance from Capitol Street but also adds a new fully ADA accessible entry from Summer Street with direct access to all floors of the library. In addition, a skywalk connects to an adjacent parking garage. Part of emphasizing this destination along Capitol Street involved the incorporation of a reflecting pool, flexible outdoor seating, and the opportunity to use the new plaza for events. It was important that we preserve the original, classical building style while making the Kanawha County Public Library a national case study in the renovation and expansion of a traditional urban library.

Kanawha County Public Library Main Library



Pueblo City-County Library District

Rawlings (Main) Library

Location

Pueblo, Colorado

Population Served

168,000

Size

110,000 SF renovation
4 Stories

Completion

January 2023

Construction Cost

\$9,123,781

Delivery Method

Construction Manager at Risk

Team Members

Peter Bolek, Principal in Charge & Director of Design

James Shook, Project Manager

James Shook, Project Architect

Brooke Breiner, Interior Designer

Tiffany Poje, Interior Designer

Services

Library Planner & Interior Designer.
AMD is the Architect of Record

Client

Sherri L. Baca, MSLS

Executive Director

sherri.baca@pueblolibrary.org

719.562.5652



The five story facility rises to take full advantage of the views over the Arkansas Valley and historic Pueblo to the east, as well as distant mountain views such as Pikes Peak to the north, the Wet Mountains to the west and Greenhorn and the Spanish peaks to the south. A south-facing courtyard greets patrons at the library entry. The courtyard is planted with fruit trees and is bordered by a reflective pool referencing Pueblo's agrarian roots and relationships to water. Entering the library, one is presented with commanding views through a 56' tall glazed lobby wall.

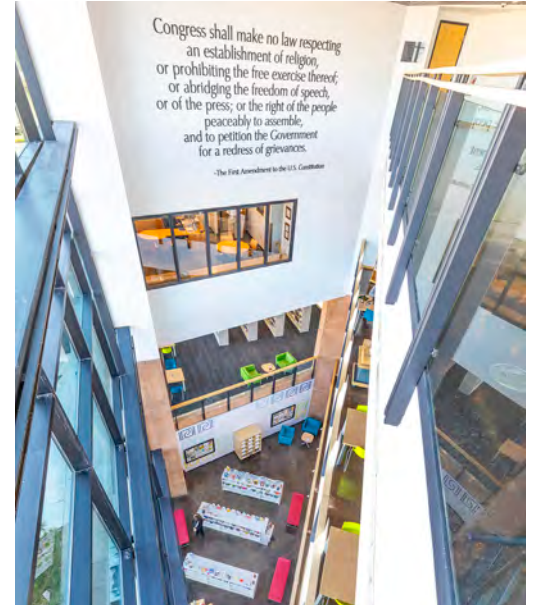
Closing the southern portion of Bates Street allows for the extension of the existing parking lot on the south side of the library resulting in 18 new parking spaces, all closer to the front door. This also provides an outdoor event and learning space with a sloped terrace for use as an amphitheater.

Renovations and improvements include opening space on Level 1 to allow for public discovery, content making and relaxation, brightening the space with new lighting and finishes, relocation of the "InfoZone" (a highly interactive learning space that focuses on the creation of the news media), placement of a large Maker-Space, and placement of the Rotating Exhibit space relocated from Level 4. Also on this level, a 100-person meeting room and a smaller staff training area join the three existing highly used meeting rooms.

On level 2, the relocated Children's Library creates a family library floor with adult fiction, nonfiction, Teen Library, and Hispanic Resource Center & Collections located on this floor. The intent of these combined spaces is to foster flexible, multi-generational gathering and learning. A Technology Core equipped with the latest multimedia is incorporated on Levels 2 and 3. On Level 3, the popular Archives and Genealogy Collections have been expanded. Level 4 now houses a flexible, multipurpose event destination for 220 people with dramatic views of the city.



Pueblo City-County Library District Rawlings (Main) Library



Toledo Lucas County Public Library

Main Library

Location

Toledo, Ohio

Population Served

428,000

Size

104,600 SF renovation / 3 Stories
(The entire building is 300,000 SF)

Completion

September 2019

Construction Cost

\$8,137,833

Change Order Amounts

\$0

Delivery Method

Construction Manager at Risk

Team Members

Peter Bolek, Principal in Charge & Director of Design
Kevin Kennedy, Project Manager
Kevin Kennedy, Project Architect
Brooke Breiner, Interior Designer
Tiffany Poje, Interior Designer

Services

Architect of Record, Design Architect, and Interior Designer

Client

Jason Kucsma, Director
jason.kucsma@toledolibrary.org
419.259.5256

Awards

2022 IIDA "Creative Product" Award
2021 Starnet Flooring Award

The goal of this project was to enhance the special historic detailing present in the library building. New ideas in library services and technology have repositioned spaces and functions to make them more readily accessible to customers, added new spaces that let customers learn and create, and increased the most popular areas for the public to enjoy.

The historic art deco Central Court features beautiful and irreplaceable vitralite glass panels, ornate original light fixtures, and wonderful historic murals, that resonate throughout the building. We used the strong art deco geometric motifs and colors found in the Central Court as the basis of design for all new millwork (displays, service desks, and other cabinetry) throughout the library to tie into presence of the Central Court. At the core of this renovation we are building for flexibility. When community needs something different, the library can quickly and economically pivot.

Part of this project involves a complete reconceptualization of the spaces and services that can support entrepreneurs, local non-profit groups, job seekers, and people just looking for a creative outlet. The Workspace provides access to meeting spaces outside of library hours, allows non-profit and small businesses the opportunity for long-term space rental, and hosts workshops.

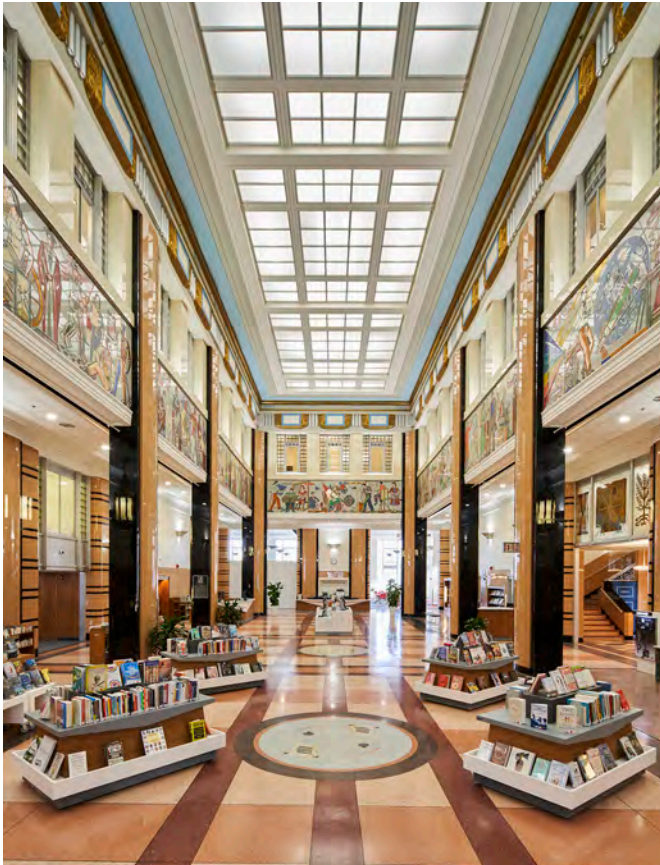
In addition to a technology training lab, a teaching lab holds sessions in business writing and building digital literacy skills. The Studio Lab space further supports entrepreneurs creating marketing materials or prototypes. All of these elements overlap with workforce development strategies that encourage customers to feel more comfortable asking for help.

The Children's Area has been fully re-vamped with new finishes, furniture, and lighting fixtures that have either been replaced or re-lamped. The collection layout has been reconfigured for improved browsing. The fixed service point has been reduced in size and a mobile service point has been added for flexible oversight during peak times. Highlights of this space include a Dr. Seuss gallery wall featuring original artwork and an interactive "mystery wall" engaging children in problem solving activities with visual and audio clues.

The Atrium was added as part of the 2001 expansion and acts as an important connector between the historic areas and the main collection wing of the library. This light filled space now has become a central gathering point off of which feeds the Gallery, Café and Gift Shop.



Toledo Lucas County Public Library Main Library



Historic Art Deco Detailing used as Inspiration



The Indianapolis Public Library West Perry Branch

Location

Indianapolis, Indiana

Population Served

373,000

Size

47,000 SF / 1 Story

Completion

07 / 2021

Construction Budget & Actual

\$8,100,000

Delivery Method

Construction Manager at Risk

Team Members

Peter Bolek, Principal in Charge
& Director of Design

Kevin Kennedy, Project
Manager

Kevin Kennedy, Project
Architect

Katie Gaukin, Interior Designer

Services

Design Architect & Interior
Designer, Schmidt Associates
was the Architect of Record

Client

Mike Coghlan, Facilities Project Manager
mcoghlan@indypl.org
317.275.4830

Awards

2024 AIA Ohio Honor Award

2024 American Library Association / IIDA Award for buildings 30,000 SF and under

2023 ENCR Green Building of the Year - LEED BD+C Award

2022 IIDA "Engage" Award

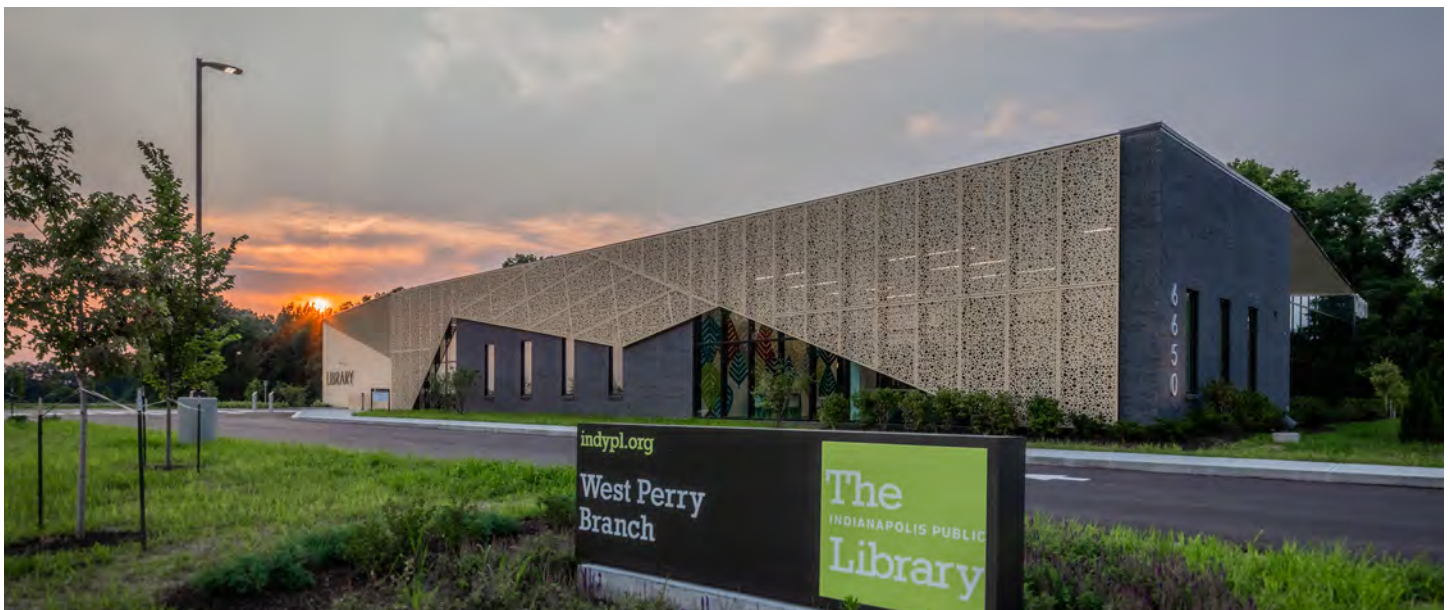
2022 AIA Indiana Honor Award

2021 AIA Cleveland Design Award

LEED Gold Certified

The concept for the building centers on a budget-friendly, simple rectangular building form that pulls inward at special points (entry, Children's area, outdoor patio), creating folded trapezoidal planes delineating large expanses of daylight-framing glass. A perforated metal panel screen, designed to invoke the enlarged cell structures of a leaf, shades the southern glass wall. This 'geometry meets nature' aesthetic connects the building to the surrounding landscape and is reflected both outside and inside the building through geometry, organic forms, and clear glass for visual connectivity to the riparian woodland to the north.

The interior color scheme mimics outdoor colors through the use of green tones, stained wood and warm white walls. The covered patio provides comfortable outdoor space for general patron use, while an area with benches is located adjacent to the children's area for outdoor programs. A raised access floor in the main public area allows for long term thermal efficiency and future layout flexibility and solar panels were placed on the roof to generate electricity.



The Indianapolis Public Library West Perry Branch



Johnson County Public Library Clark Pleasant Branch

Location

Whiteland, Indiana

Population Served

25,000

Size

17,127 SF / 1 Story

Completion

Scheduled & Actual: 03 / 2022

Construction Budget & Actual

\$6,600,000

Delivery Method

Construction Manager at Risk

Team Members

Peter Bolek, Principal in Charge & Director of Design

Kevin Kennedy, Project Manager & Project Architect

Katie Gaukin, Interior Designer

Services

Architect of Record, Design Architect & Interior Designer

Client

Lisa Lintner, Director
llintner@jcpl.in.org
317.346.1501



The new Clark-Pleasant Branch serves a growing population in this portion of JCPL's service area. Upon entry, clear lines of site direct visitors to the main service point and the outdoor patio space beyond. Similarly, open views to featured material collections, study / meeting / creative spaces, and the children's area are evident from the front door. The color palette was inspired by a combination of the community mural program and JCPL's branding, bringing vibrant pops of bold color to life supported by geometrically interesting neutrals.

In addition to study rooms, this branch features a selection of flexible meeting spaces (adult learning center, youth program room, maker space, and large meeting room) fitted with hold-open doors to encourage use by patrons when programs / events are not being held. The library-facing wall of the large meeting room is constructed using an operable glass partition that can open to the main library space and accommodate larger crowds. Furniture in this area is flexible and can be easily moved. The intent is that no space should be under-utilized in the course of the day and to encourage patrons to use these spaces for play, study, lounging, and creative pursuits.



Maitland Public Library

Location

Maitland, Florida

Size

20,000 sf / 2 stories

Completion

2026

Construction Budget

\$20,000,000

Delivery Method

Construction Manager at Risk

Team Members

Peter Bolek, Principal in Charge & Director of Design

Kevin Kennedy, Project Manager

Katie Lester, Project Architect

Katie Gaukin, Interior Designer

Services

Design Architect & Interior Designer

Client

Mark Reggentin, City Manager

City of Maitland
407.539.6220

mreggentin@
itsmymaitland.com



The new Maitland Library building will be located in Quinn Strong Park to tie into the Maitland civic and cultural center. This new location will be adjacent to City Hall, Maitland Art Center, Mayan Chapel, Art & History Museums of Maitland, the Telephone Museum, and the Germaine Marvel Building, a private event space. The former library building (on the opposite side of the park) will be repurposed and hold its role as a civic destination. The senior center located within the park will be closed and the new library building will absorb the services and programs of the senior center.

Quinn Strong Park will also be updated and re-imagined to better support community interests with lawn terraces for event seating, a performance space, stormwater pond, pergola for gathering, water features, and a sensory garden that connects to the library's children's patio.

The design of the new building combines the language of mid-century modern design, Florida modern, and Mayan influence. It also pulls design characteristics from the Frank Lloyd Wright designed buildings in the area. The first floor will have a focus on community meeting spaces, new materials, and the children's library. The second floor will have a focus on adult collections and seating also with a maker space, classroom, and teen area. Access to outdoor patios is available from both the first and second floors. The City of Maitland successfully passed a referendum that allowed this project to move forward from concept to full design and construction services. HBM conducted a series of community engagement activities ahead of the referendum.

Newton Public Library

Location

Newton, Kansas

Size

25,000 SF

Completion

03 / 2024 completion of new building

05 / 2024 demolition of original library building & site work

Construction Cost

Budget: \$8,500,000

Delivery Method

General Contractor

Team Members

Peter Bolek, Principal in Charge & Director of Design

James Shook, Project Manager

James Shook, Project Architect

Katie Gaukin, Interior Designer

Services

Architect of Record, Design Architect, and Interior Designer

Client

Cari Cusick, Ph.D.

Library Director

ccusick@newtonplks.org

316-283-2890

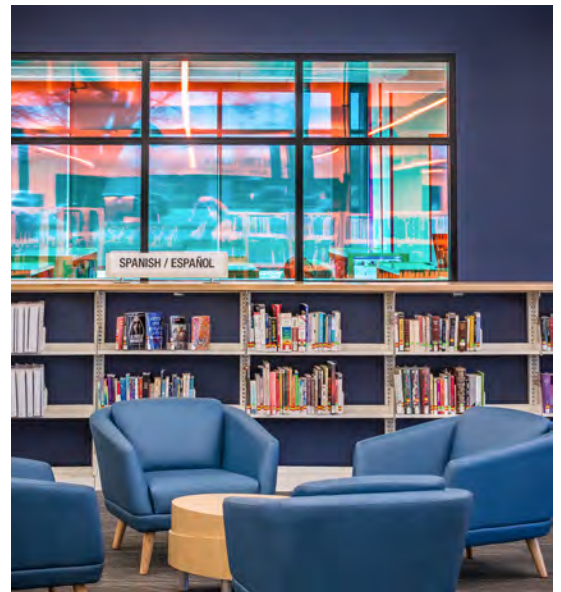
HBM worked in collaboration with the City, Library, and their fundraising consultant to support efforts for a successful private campaign, including a preliminary design.



HBM worked with the City of Newton to investigate possible locations and conduct test-fit analysis exploring alternate locations. Community engagement sessions were conducted both to select the site and to establish the building program. The selected site is a portion of Military Park adjacent to the existing library building. The existing library remained operational during construction, and then was demolished to accommodate required parking. Placement of the new library preserves green space and the location of existing monuments in Military Park while activating the park for outdoor events with the library's patio acting as a stage.

The new building is one level for ease of staffing and oversight. Upon entry, patrons find themselves in a 24/7 vestibule with walk-up book drop and pick-up lockers. As patrons move through the lobby, lower shelving is combined with retail merchandising and seating to guide visitors through the main open area of the building. This space includes adult collections and public computer stations. Flexible meeting / study space options can now accommodate a range of activities, teens and children have defined areas, a vending café has views to the covered patio, and drive-up services provide the convenient access to materials that patrons have been asking for.

Newton Public Library



Calvert Library

Twin Beaches Branch

Location

North Beach, Maryland

Size

28,000 SF

Completion

04 / 2024

Construction Cost

Budget: \$10,400,000

Delivery Method

General Contractor

Team Members

Peter Bolek, Principal in Charge & Director of Design

James Shook, Project Manager

James Shook, Project Architect

Katie Gaukin, Interior Designer

Services

Library Architect & Interior Designer, Colimore was the Architect of Record

Client

Carrie Willson, Executive Director
cwillson@calvertlibrary.info
410.535.0291



Located in an active beach community on the eastern shores of Maryland, the new Twin Beaches branch replaces an existing building in a nearby shopping plaza that the bustling community has outgrown. This highly flexible and multi-purpose branch serves a rapidly growing community whose population and resultant needs change according to season.

The new branch, providing nearly four times the space than the library it replaces, has generated much interest in the community. Design elements reflect the existing coastal community while creating a distinct destination for travelers to the region. With the boardwalk only a block away, the library anticipates increased foot traffic from beach goers. A ground level return box and pick-up lockers in the vestibule will provide patrons with easy access.

Mindful of the designated flood plains that are part of the site, piloti elevate the library while providing shaded parking below. These pillars support a sturdy yet elegant building. Inside, the structural columns are integrated into the design. A butterfly roof comprised of glue-laminated beams extends the airy vistas from the outside in. Terraces on both levels are ideal for outdoor programs and events.

The interiors provide a strong connection to the Chesapeake Bay site with maritime themes. Natural elements such as beach glass, pebbles, dock pilings, and dune grasses are echoed in the choice of finishes. The color palette evokes crashing waves meeting the shore with varying shades of blue and sandy hued carpeting, curving at points to suggest the ebb and flow of the tides.

Taking advantage of views to the Bay, the adult collection, community meeting room, and quiet spaces are on the first floor. The community meeting room can be divided into two smaller spaces for flexibility of use. The children's collection, dedicated teen space, maker space, and program room offer plenty of places for interaction and innovation on the second floor.



Calvert Library

Twin Beaches Branch



Cuyahoga County Public Library Bay Village Branch

Location

Bay Village, Ohio

Population Served

16,000

Size

17,000 SF

1 Story + Mezzanine

Completion

Scheduled & Actual: 04 / 2022

Construction Cost

\$9,849,279

Delivery Method

Construction Manager at Risk

Team Members

Peter Bolek, Principal in Charge & Director of Design

James Shook, Project Manager & Project Architect

Stephanie Shook, Interior Designer

Services

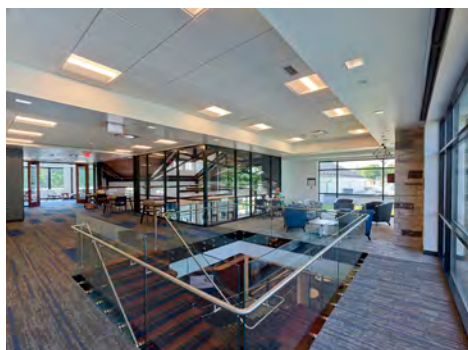
Architect of Record, Design Architect, and Interior Designer

Client

Scott Morgan, Finance Director
smorgan@cuyahogalibrary.org
216.398.1800



Located in Cahoon Park, the new Bay Village Branch Library is a two-story building featuring browsable collections, spaces for quiet contemplation as well as collaboration and innovation areas. Dedicated young adult and children's spaces are glass enclosed with a shared program room. A large dividable meeting room and four smaller study rooms offer many options for tutoring, collaboration, meetings and programs. As visitors enter the building, the space unfolds to a vaulted, double-height area featuring a grand fireplace. Located here are the adult collection, various types of seating, public computers and access to a covered outdoor seating area overlooking a pocket park. The west side of the building features large windows in the children's area, young adult spaces, and the meeting rooms providing beautiful woodland views. The second floor provides a variety of quiet spaces with a reading room, balcony study tables and lounge seating near the double-sided fireplace. Adjacent to the reading loft is access to the rooftop patio highlighting a living roof and elevated views of the surrounding park. In keeping with CCPL's dedication to reducing impact on the environment, this project is seeking LEED Certification.



Stark County District Library Jackson Township Branch

Location
Canton, Ohio

Population Served
40,500

Size
10,547 SF

Completion
05 / 2022

Construction Cost
\$3,586,578

Delivery Method
General Contractor

Team Members
Peter Bolek, Principal in Charge
& Director of Design

James Shook, Project Manager
Lou Trostel, Project Architect

Brooke Breiner, Interior
Designer

Services
Architect of Record, Design
Architect & Interior Designer

Client
Mary Ellen Icaza,
CEO & Executive Director
micaza@starklibrary.org
330.458.2707



The new Jackson Township Branch was constructed at an intersection in a prominent location adjacent to Township services, a community park, and across the street from Jackson High School. Design for this new library took cues from surrounding buildings and the planned activity complex so that the library would work holistically with these other components. The back of the new library features a large expanse of glass and an outdoor patio maximizing views to a new amphitheater in the adjoining park. This connection helps to solidify this site as a true community destination for services, recreation, and entertainment.

Upon entering the library, a service desk is located to maximize staff sightlines through the building. New / popular materials are sprinkled throughout with the adult collection located in the main public area supported by comfortable seating, public computers, and study tables. This space is intentionally open to remain flexible for future adaptability as community needs and library trends change with increased frequency.

Various sizes of meeting spaces are available with a large meeting room that is dividable to create smaller gathering areas, each with integrated technology. A multi-purpose room with durable finishes is located adjacent to the children's and teen areas. Smaller group study rooms are located between the teen and adult areas to encourage collaboration, tutoring, and provide a transparent sound barrier between these spaces without sacrificing oversight. Both the children and teen areas blend collection, technology, and interactive elements to inspire learning, play, and creativity.

Additional site amenities include a patron drop-off zone with a flush curb, located directly adjacent to the entry. A drive-up service window and book drop are located along the east side of the building.



Dowagiac District Library

Location

Dowagiac, Michigan

Size

7,236 SF renovation + 10,000 SF expansion = 17,236 SF

Completion

2021

This project also involved support for a successful bond issue campaign

Construction Cost

\$5,479,142

Total Project Cost

\$5,668,418

Delivery Method

Construction Manager at Risk

Team Members

Peter Bolek, Principal in Charge & Director of Design

James Shook, Project Manager & Project Architect

Stephanie Shook, Interior Designer

Services

Architect of Record, Design Architect, and Interior Designer

Client

Matt Weston, Director
mweston@dowagiacdl.org
269.782.3826



This 1903 Carnegie Library formerly had an addition placed in 1973 that used an enclosed stair to connect from street level to the upper level of the Carnegie portion of the library on the front façade.

Our design removed the 1973 “hamster tube” and lower level addition along the frontage in order to restore the original Carnegie grand entrance and re-build the exterior stair. A new addition with an on-grade entry on the back of the building mimics the proportions and materials of the original historic building. While the Carnegie portion is composed of stone and three colors of brick, the addition simplifies this palette by using stone and the dominant brick color.

The upper level on the Carnegie side includes a dedicated teen area, maker space, study rooms, self-checkout, face-out book display units. The upper level of the addition houses the children’s area, a children’s program room, dedicated children’s area service point, and family restroom. Custom window films brand the maker (Pokagon) and children’s program spaces (The Spark). The adult collection is located on the first floor, and both floors of the Carnegie portion of the building contain areas for seating and public computer stations. There is a quiet reading room with a coffered ceiling, lockable glass display shelving for valuable books, and built-in wood shelving. Large wood tables original to the building have been refinished to further set the tone of the quiet reading room.

Because the Library owns the entire block, we were able to expand to the rear of the building without losing parking and being able to preserve green space on the site for outdoor programming. The library is adjacent to a small downtown area where a large public parking lot sits across the street and is available to library patrons and for overflow event parking.

Additionally, HBM assisted the Library with their successful bond issue campaign by developing renderings and conceptual site and floor plans for project visualization and conducting community engagement sessions.



Dowagiac District Library



About C2AE

Firm Name

Capital Consultants, Inc.
d.b.a. C2AE

Founded

1966

Type of Organization

C2AE is a corporation licensed in the state of Michigan.

Employees

125

Office Locations

Brighton, MI
Bessemer, MI
Canton, NY
Escanaba, MI
Gaylord, MI
Grand Rapids, MI
Lansing, MI
Syracuse, NY

Contact

10511 Citation Drive
Suite 200
Brighton, MI 48116
(866) 454-3923



C2AE believes in going beyond the challenge at hand to envision the world to come. We are future-minded in our solutions. We are stewards of the public trust. We are passionate about our craft. And we are here as your guide, making the complex simple.

Recent Awards

American Institute of Architects (AIA)

Grand Rapids Chapter
2018 Interior Architecture Honor Award
East Lansing Public Library

American School & University

2023 Architectural Portfolio
Outstanding Design
Everett High School Renovation

American Society of Civil Engineers

Lansing-Jackson Branch
2023 Civil Landmark Award
Eaton Rapids G.A.R. Island Park

American Council of Engineering Companies

Michigan Chapter
2023 Engineering Merit Award
McLaren Offsite Infrastructure Improvements

Services

- Architecture
- Interior Design
- Civil Engineering
- Construction Administration
- Electrical Engineering
- Landscape Architecture
- Mechanical Engineering
- Structural Engineering
- Transportation Design
- Water & Wastewater Engineering

A / Experience & Knowledge of Libraries and Design



SPRING LAKE DISTRICT LIBRARY **SPACE UTILIZATION STUDY & INTERIOR RENOVATION**

At 34,500 SF, Spring Lake District Library's existing facility was rightsized for the 19,500-person service population. However, the building was ready for reconfigurations to meet changing community needs since the original 2003 construction. C2AE's architecture and interior design team conducted a space utilization study of the library's interior. The study focused on several areas, including study rooms, the teen/youth area, and staff areas. The study also looked at finishes, signage, and furniture throughout the building.

In 2024, the library reopened to the public with a new entrance and small storytime stage for the children's area, a children's play space on the outdoor patio, more quiet and private spaces for individual and small group work sessions, a makerspace/STEM room, a flexible teen area with gaming equipment, a variety of comfortable seating, and a reoriented front desk for a more secure and welcoming atmosphere.

A special feature of this project is the overt nods to the library's lakefront geography. From the mural behind the children's stage, to the wooden seagulls suspended in flight, to the decorative boat in the common area, this renovation celebrates Spring Lake.

Dates 2023 - 2024

A / Experience & Knowledge of Libraries and Design



CASCADE CHARTER TOWNSHIP
KENT DISTRICT LIBRARY
RENOVATIONS

The Cascade Charter Township Kent District Library Renovation project involves a comprehensive redesign to modernize and enhance the facility. The renovation will focus on universal design principles and updates to library offerings to better serve the community. The design process will be collaborative, with input from library staff and patrons to prioritize renovation projects. The goal is to ensure that the library remains adaptable and functional while integrating the latest design trends and technological improvements.

The project entails a major interior redesign of the 20,000 square-foot building, including furniture and fixtures. Additionally, the restrooms, overhead lighting, plumbing, HVAC, and fire protection will be upgraded throughout the building.

Dates 2023 - In Progress





WHITE LAKE TOWNSHIP LIBRARY
NEW FACILITY

The population of White Lake Township was growing, but the 40-year-old, 9,700 square-foot library couldn't keep up with the community's needs.

C2AE designed and administrated the construction of the brand new 28,600 square-foot library, which is nearly three times the size of its predecessor. Double the space for children, teen, and adult sections and quadruple the parking are among the advantages offered by the new facility.

White Lake Township Library's new home takes advantage of a beautiful nine-acre site with a glass wall overlooking the forested wetlands.

Interior highlights included programming space, study rooms, and a makerspace—for tool lending, sewing machines, and group learning—separated from the common area with vision glass and acoustic seals. A coffee bar and fireplace work together to create a cozy atmosphere. Expanded computer and tech capabilities, additional community rooms, and a new historical and genealogical section thoughtfully update this township's library experience.

Dates 2017 - 2020



PORTAGE DISTRICT LIBRARY **RENOVATIONS**

Around the exterior of Portage District Library, blue tones, glass, and cresting curves evoke Michigan's Great Lakes. Inside, unclear wayfinding and insufficient space detracted from the effect. It was time for a renovation.

C2AE initially developed a menu of building improvements that the library could implement as funding arose. But after the local school district passed a major bond program, the library shifted gears, opting to make all of the recommended improvements at once. This ultimately saved PDL a million dollars in project costs.

C2AE remodeled 48,000 square feet of the library along with designing a 13,000 square-foot addition. Among the renovations were two expansions and an interior facelift. Dark blues were replaced with a variety of brighter, more playful colors. An ADA-compliant ramp into the main entrance increases the building's accessibility. The transformed facility features a new maker space, a variety of flexible furniture, updated offices, and a comfortable dining area. Finally, clearer wayfinding encourages guests to get lost in plotlines, not hallways.

Dates 2020 - 2022



A / Experience & Knowledge of Libraries and Design



EAST LANSING PUBLIC LIBRARY **INTERIOR REFRESH AND SITE ASSESSMENT**

After half a century without renovations, East Lansing Public Library staff wanted to make their space more forward-thinking and versatile. C2AE captured those features in a four-phase interior master plan that could move forward as funding allowed. The entire public area of the 18,000 SF building was rearranged, re-sized, and remodeled. The project's aim was to create a space that met current community needs while incorporating enough flexibility to enable future growth.

The improved central area showcases C2AE's interior design and architecture capabilities.



Library patrons can now enjoy the Cyber Café near the entrance before proceeding to the community rooms or the makerspace. Guests encounter larger book displays, separate children and teen areas, low shelving, lounges with comfortable seating, additional computer stations, and centralized information and self-checkout stations.

In 2019, C2AE once again partnered with East Lansing Public Library to complete a site assessment and master plan for potential aesthetic and access improvements for the site and exterior of the building.

Dates 2015 - 2024



DCM Consulting Inc. specializes in Construction Cost Estimating services. We are a team of highly experienced construction cost estimators who have worked for national construction management companies and/or design firms. While DCM Consulting is headquartered in Michigan, our team members have worked on projects all over the United States as well as Canada and Mexico. Our estimators have expertise and specialize in their own project scope discipline: site/civil; structural/architectural; mechanical; electrical.

DCM Consulting provides detailed conceptual estimates ranging from program design level to construction documents on the following project types:

- All types of Higher Education/University Buildings
- Municipal Buildings
- Governmental Buildings
- Healthcare
- Office Facilities
- Pharmaceutical and Lab Research Buildings
- Automotive and Industrial
- Hospitality
- Urban High-Rise Buildings
- Convention Centers
- Entertainment and Mixed-Use
- Museums
- Historical Building Restorations
- Sports Facilities/Arenas
- K-12 Education
- Waste and Water Treatment Facilities
- Correctional Facilities
- High Security Buildings

As the Founder of DCM Consulting, you have my personal commitment of delivering the highest quality and thorough technical and collaborative service on each project in a timely manner. Thank you.

Sincerely,
Chris Toma
President

NV5: BEYOND ENGINEERING

The NV5 Technology & Acoustics group operates with a mission to help clients navigate an ever-changing technology landscape through specialized design and consulting services. Our focus reaches beyond technology itself, extending to the people that interact with the systems and the overall user experience.

Through the acquisition of The Sextant Group in 2019, followed by Capture Design Group, KMK Technologies, and TDSi, our team has grown to over 100 dedicated technology and acoustic professionals in the U.S.—all focused on bringing innovative solutions to owners and our design team partners.

NV5’s holistic approach with a single point of contact for a broad range of converged disciplines includes Audiovisual, IT/Telecom, Security, Acoustics, and Lighting. This consolidated approach streamlines interdisciplinary alignment and project delivery, resulting in improved team communication and coordination.

When combined with our intrinsic understanding of how systems, spaces, and pedagogies interact, we are able to work alongside higher education owners to deliver better-designed (i.e., efficient, cost-effective, future-proofed) facilities for learning, communication, and collaboration.

Our role in planning and designing educational facilities allows us to develop engineering and technology systems that enhance some of our communities’ most vital establishments.

NV5 takes pride in helping our clients develop high-quality, cost-effective, and sustainable projects that go Beyond Engineering.

NV5 — In Numbers

100 LOCATIONS WORLDWIDE 4,000 EMPLOYEES 1,500 TECHNICALLY LICENSED

- + #1 Zweig Group Hot Firm Four Years in a Row
- + #6 BD+C Top 80 University Engineering Firms 2023
- + #7 BD+C Top 75 Engineering Firms 2023
- + #8 BD+C Top 80 K-12 School Engineering Firms 2023
- + #10 CSE Magazine MEP Giants 2023
- + #12 ENR Top 100 Pure Designers 2023
- + #17 CSE Magazine Commissioning Giants 2023
- + #20 BD+C Top 60 Laboratory Engineering Firms 2023
- + #22 ENR Top 500 Design Firms 2023
- + #24 BD+C Top 70 Science + Tech Engineering Firms 2023
- + #77 Forbes Magazine America’s Best Small Companies 2022
- + #83 Fortune Magazine Top 100 Fastest Growing Companies

TECHNOLOGY & ACOUSTICS

Acoustics, Noise & Vibration Control
 Audiovisual Systems Design
 Healthcare Technology Systems Design
 Intelligent Buildings Systems Consulting
 IT/ICT Systems Design
 Lighting Design
 Security & Surveillance Systems Design

BUILDING SOLUTIONS

Building Analytics
 Building Controls Support
 Commissioning
 Digital Twin
 Energy Audits
 Retro-Commissioning

CLEAN ENERGY

Asset Management
 Battery Energy Storage Systems
 Building Optimization & Energy Efficiency
 Decarbonization
 EV Planning & Fleet Electrification
 Green Building & Sustainability Consulting
 Owner’s Representation
 Policy Support, Program Design & Oversight
 Solar PV Consulting

OWNER’S REP

Civil/Infrastructure Project Management
 Cost Estimating
 Environmental Assessments
 Facility Condition Assessments
 Facility Project Management
 Grant Funds Management
 Move Management
 Scheduling, Current and Forensic
 Site Planning

PLANNING & DESIGN

Central Utilities
 Civil Engineering
 Code Consulting
 Fire Protection & Life Safety Engineering
 MEP Engineering
 Scan-to-BIM
 Structural Engineering

NV5 TECHNOLOGY & ACOUSTICS LIBRARY EXPERIENCE

PUBLIC LIBRARIES

Anythink Nature Library, Thornton CO
Baltimore County Public Library, Woodlawn Branch Library Renovation, Woodlawn MD
Belgrade Community Library, Belgrade MT
Brooklyn Public Library, Central Library Youth Services Renovation, Brooklyn NY
Brooklyn Public Library, Central Library, Brooklyn NY
Brooklyn Public Library, Information Commons, Brooklyn NY
Brooklyn Public Library, Ryder Branch, Brooklyn NY
Cambridge Public Library, Audiovisual Renovation, Cambridge MA
Carnegie Library of Pittsburgh, Auditorium Historic Restoration, Homewood PA
Carnegie Library of Pittsburgh, Interactive UX (“User Experience”), Pittsburgh PA
Carnegie Library of Pittsburgh, Interactive UX (“User Experience”), Squirrel Hill PA
Cecil County Public Library, North East Branch Library, North East MD
Cecil County Public Library, Perryville Branch Renovation, Perryville MD
City of Anna, Public Library, Anna TX
City of Cedar Hill, Premier Library and Signature Park, Cedar Hill TX
City of Celina, Government Center and Library, Celina TX
City of Dripping Springs Community Library, Dripping Springs TX
City of Fayetteville, Public Library, Fayetteville AR
City of Frisco, Public Library (Planning), Frisco TX
City of Garland, Nicholson Memorial Central Branch Library, Garland, TX
City of Greensboro Windsor Community Recreation Center and Vance Chavis Library, Greensboro NC
City of Lynchburg, New Public Library, Lynchburg VA
City of New Braunfels, Main Library Planning and Programming, New Braunfels TX
City of New Braunfels, Southeast Branch Library Planning and Programming, New Braunfels TX
City of Norfolk, Slover Library, Norfolk VA
City of Olathe, Indian Creek Library, Olathe KS
City of Pearland, Shadow Creek Library, Pearland TX
City of Philadelphia, Free Library of Philadelphia, Main and 4 Branch Libraries, Philadelphia PA
City of Round Rock, New Public Library, Round Rock TX
City of Saginaw, Public Library and Senior Center, Saginaw, TX
City of Suffolk, New Central Library, Suffolk VA
City of Wichita, New Public Library, Wichita KS

District of Columbia Public Library, Southeast Library, Washington DC
Durham County Public Library, Durham NC
Fairfield Area Public Library, Henrico VA
Forsyth County Public Library, Winston-Salem NC
Hanover County, New Atlee Library, Hanover VA
Indianapolis Public Library Facilities Assessment, Indianapolis IN
Las-Vegas Clark County Library District, Summerlin Theatre Lighting Study, Las Vegas NV
Lee County Economic Development Corporation, New Public Library, Sanford NC
Lexington Public Library, Village Branch, Lexington KY
Libbie Mill Public Library, Henrico VA
Lynchburg Public Library, Lynchburg VA
Martin Luther King Memorial Library Great Hall, Digital Commons, Washington DC
Mecklenburg, Morrison Regional Library (Planning), Charlotte NC
Montgomery County, Upper Dublin Public Library (Planning), Fort Washington PA
New Castle County, Middletown Library, New Castle DE
New Castle County, Newark Library, New Castle DE
New Castle County, Route 9 Library, New Castle DE
Norwell Public Library, Norwell MA
Pima County Southeast Library, Tucson AZ
Public Library of Youngstown and Mahoning County, Youngstown OH
Richland Library System, Main & 11 Branch Libraries, Columbia SC
Roanoke County Library Rooftop Video Display, Vinton VA
Tempe Public Library, Tempe AZ
Topeka and Shawnee County, Public Library (Planning), Topeka KS
Town of Maplewood Public Library, Maplewood NJ
Town of Norwell, Public Library, Norwell MA
Upper Dublin Public Library, Fort Washington PA
Varina Area Public Library, Henrico VA
Weymouth Public Library System, New Tufts Library, Weymouth MA

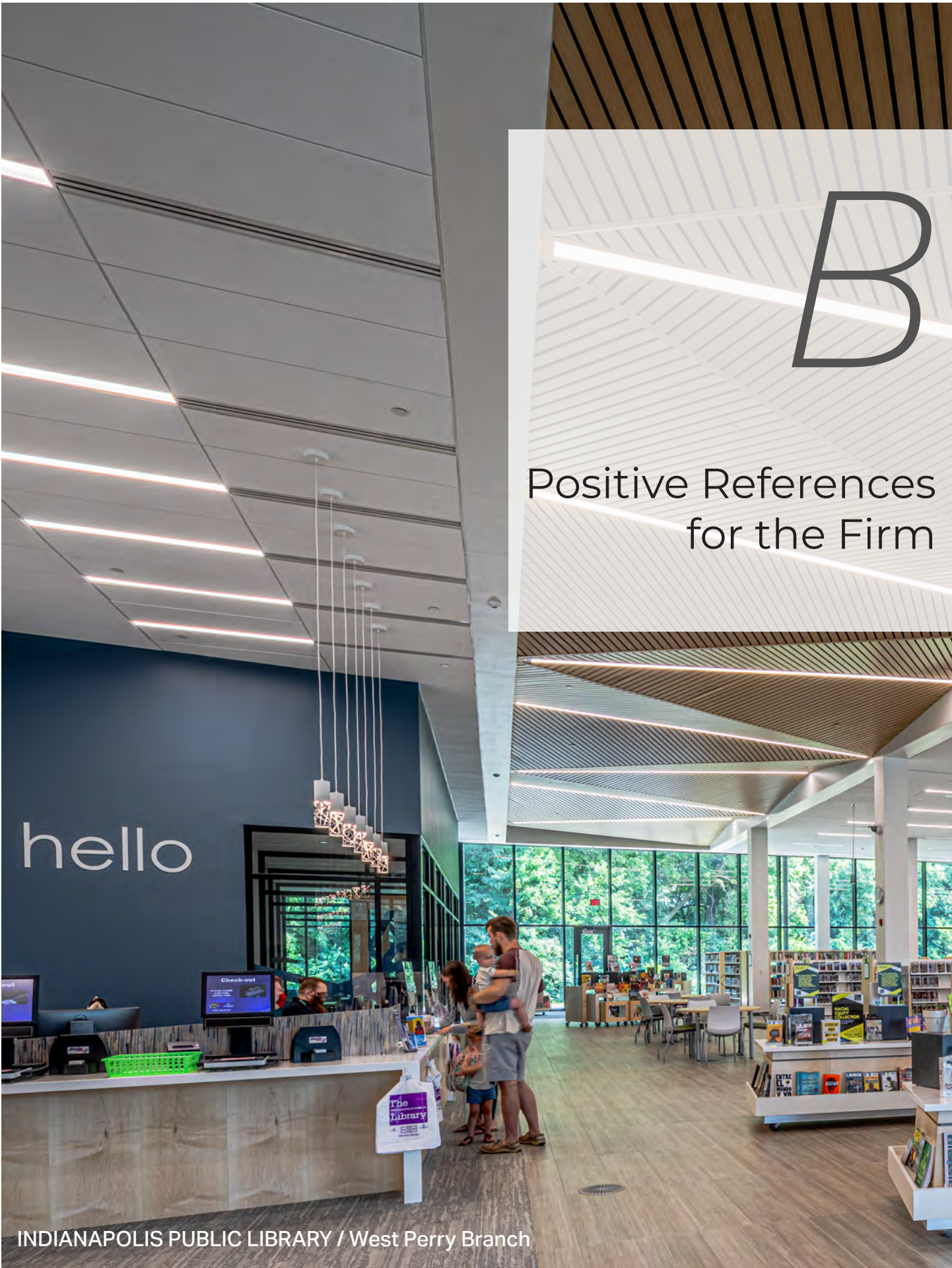
HIGHER EDUCATION LIBRARIES

Arizona State University Hayden Library Master Plan
Barnard College Teaching & Learning Center
California Polytechnic State University San Luis Obispo Kennedy Library
Carlow University Grace Library University Commons
City University of New York Center for Digital Scholarship & Data Visualization

NV5 TECHNOLOGY & ACOUSTICS LIBRARY EXPERIENCE



- City University of New York School of Law Library
- Colorado College Tutt Library Renovation
- Colorado School of Mines Arthur Lakes Library Renovation
- Community College of Philadelphia Library and Learning Commons
- Creighton University New Learning Commons
- Duquesne University Gumberg Library Renovation
- East Carolina University Allied Health Sciences School of Nursing & Health Sciences Library
- East Carolina University School of Allied Health Sciences
- George Brown College Daphne Cockwell Centre for Health Sciences
- Georgia Institute of Technology Clough Undergraduate Learning Commons
- Georgia Institute of Technology Crosland & Price-Gilbert Library
- Georgia Institute of Technology Library East Commons
- Grand Valley State University Library
- Harvard University Science Center and Cabot Library Transformation
- Haverford College Magill Library Renovation
- Illinois State University Milner Library
- Kenyon College New Library
- Lorain County Community College iLOFT
- Loyola Marymount Univ Library
- Mendocino College Library
- Messiah College Murray Library Learning Commons
- Miami University King Library Renovation
- Miami University Laws Hall Renovation
- Mt. San Antonio Community College, Library Replacement
- North Carolina Central University School of Law Library
- North Carolina State University James Hunt Library
- Northern Michigan Univ Learning Resource Center
- Northern Virginia Community College Woodbridge Seefeldt Building Renovation
- Old Dominion University Perry Library Learning Commons
- Ottawa University Central Campus Complex Learning Commons
- Pennsylvania State University Pattee Library Renovation
- Polytechnic Institute of New York University i2e CITE Game Innovation Lab
- Rowan University Campbell Library
- San Diego State University Love Library
- Santa Clara University New Learning Commons, Technology Center and Library
- Seattle University Lemieux Library Renovation
- Skagit Vallet College, Library and Culinary Arts Commons
- Smith College Neilson Library Renovation
- State University College at New Paltz Sojourner Truth Library Renovation
- State University of New York Brockport Drake Library
- SUNY Morrisville Library Data Center
- Susquehanna University Library
- University of North Carolina Wilmington Randall Library Renovation & Expansion
- University of Arizona James E. Rogers College of Law Library
- University at Buffalo, SUNY, Libraries Master Plan
- University of Calgary Taylor Family Digital Library
- University of California Los Angeles Medical Education & Biomedical Library Building
- University of Colorado at Boulder Norlin Library
- University of Colorado at Boulder Wolf Library Garden Level Renovation
- University of Illinois Springfield Student and Success Learning Center
- University of Indianapolis Krannert Memorial Library
- University of Iowa Main Library Learning Commons
- University of Memphis Law School Library
- University of Michigan Taubman Health Sciences Library
- University of Missouri Kansas City Miller Nichols Library
- University of Nebraska Kearney Calvin Library
- University of Nebraska Lincoln C. Y. Thompson Learning Center
- University of North Carolina Greensboro Jackson Library Master Plan
- University of North Carolina Wilmington Randall Library Renovation & Expansion
- University of Oregon Allan Price Science Commons & Research Library
- University of the District of Columbia Learning and Resources Library
- University of Virginia Alderman Library Renewal
- University of Virginia Contemplative Commons Sciences Center
- Virginia Tech O'Shaughnessy Hall Renovation
- Virginia State University Academic Commons
- Wake Forest University Library Renovation
- Washington University St. Louis Olin Library Renovation
- Western Michigan University Waldo Library
- William Jewell College Pryor Learning Commons
- Williams College Sawyer Library
- Yale University Sterling Hall of Medicine Library Renovation



B

Positive References for the Firm

B / References

Stark County District Library, OH

Mary Ellen Icaza
CEO & Executive Director
micaza@starklibrary.org
330.458.2707

- A new 70,000 SF Main Library
- A new 24,800 SF Operations Center
- Renovation of 8 branch libraries
- A new 10,500 SF Jackson Township Branch

Kanawha County Public Library, WV

Erika Connelly
Library Director
erika.connelly@kcpls.org
304.343.4646 x1241

The award-winning renovation and expansion of the 80,000 SF Main Library. HBM collaborated with local firm, Silling Architects on this project.

Johnson County Public Library, IN

Lisa Lintner
Director
llintner@jcplin.org
317.346.1501

- A new 17,000 SF branch library building on a new site adjacent to a main thoroughfare and residential area
- The renovation and expansion of the 25,000 SF White River Branch

Indianapolis Public Library, IN

Mike Coghlan
Facilities Project Manager
mcoghlan@indypl.org
317.275.4830

- A new award-winning 22,800 SF branch library building on a new site in a growing community
- A facilities master plan of the Central Library, Services Center, and 24 Branches

Pueblo City-County Library, CO

Sherri L. Baca, MSLS
Executive Director
sherri.baca@pueblolibrary.org
719.562.5652

- Renovation of the 110,000 SF Rawlings (Main) Library based on a prior planning study completed by HBM
- Phased renovation & expansion of the Barkman & Lucero Branches (currently in the design development phase)

Toledo-Lucas County Public Library, OH

Jason Kucsma
Director
jason.kucsma@toldeolibrary.org
419.259.5256

- 104,631 SF renovation of the historic Art Deco Main Library completed in fall 2019
- 21,300 SF Renovation and 3,900 SF Addition to the Sylvania Branch Library completed in 2018
- System-Wide 10 Year Master Plan evaluating 19 branches and a 300,000 SF Main Library
- A new 21,500 SF King Road Branch Library completed in 2016
- 15,000 SF Renovation and 3,500 SF Expansion of the Oregon Branch Library completed in 2015

Manchester Public Library, CT

Doug McDonough
Director
dmcdonough@manchesterct.gov
860.643.2471

A new 75,000 SF main library building



November 4, 2022

MAIN LIBRARY
123 Capitol Street
Charleston, WV 25301

P: 304.343.4646
F: 304.348.6530

www.kcpls.org

Clendenin Branch
304.548.6370

Cross Lanes Branch
304.776.5999

Dunbar Branch
304.766.7161

Elk Valley Branch
304.965.3636

Glasgow Branch
304.595.3131

Marmet Branch
304.949.6628

Riverside Library
304.949.2400

St. Albans Branch
304.722.4244

Sissonville Branch
304.984.2244

Dear Members of the Selection Committee

On behalf of the Library Board and management team regarding our recent Main Library renovation, I would like to offer our satisfaction with our two key architects on the project. Both Silling Associates, Inc. and HBM Architects, LLC were instrumental in the design success of the reimagined, modern library space.

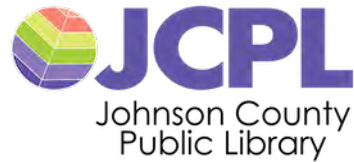
HBM, a leading public library design firm, worked seamlessly with our local architects at Silling who provided supporting architectural design and onsite project management. Key Silling representatives included Jody Driggs and Brian Estep who worked closely with our design architects at HBM that include Peter Bolek and James Shook. This team provided constant analysis, daily and weekly inspections, and participated regularly in conversations with our library management team and Library Board. We felt that this team worked diligently and cohesively and was responsive to any concerns.

I would be happy to share any additional information regarding our relationship regarding our project architects. In general, we valued their services and were very satisfied that they helped accomplish our mission to establish the downtown library as a premier destination.

Sincerely,

A handwritten signature in blue ink that reads "Erika Connelly".

Erika Connelly – Library Director



August 9, 2022

Dear Members of the Selection Committee,

It has been our pleasure to work with HBM Architects on the planning, design, and construction of our new Clark Pleasant Branch Library. This project kicked-off in 2019, during the early months of the pandemic. I was impressed at how quickly HBM pivoted their design approach to effectively and creatively engage with our stakeholders, staff, and library administration as if they were here in person. This is truly to be commended – what could have been a very difficult situation was turned into a best-case scenario.

During the design process, the HBM architectural team and interior designers did a great job of understanding the community, our goals for the building, and translating these visions into an attractive, functional, and future-minded new library. The logistics of sharing ideas, materials, and furniture concepts for the interiors were handled professionally and through coordinated shipping of items for us to sample and zoom meetings to discuss these options and help guide us through the decision-making process. Their interior design professionals provided high quality suggestions that met our budgeting.

I will also acknowledge how well the HBM team worked with our pre-construction team for value-engineering discussions and the great relationships they developed with library staff, with our owner's representative and full construction team.

HBM was also present and involved during the construction phase, conducting regular in-person site observation and keeping our team informed throughout.

Overall, we love our new library building and would highly recommend working with HBM Architects. Their deep knowledge of public libraries meant that they could readily understand and enact our goals for this building. Some of this expertise is evidenced in helping us create a true community center through the innovative use of flexible walls, furniture, and shelving to provide the added active learning spaces we felt were important to provide in this community.

Sincerely,

~Lisa

A handwritten signature in blue ink, appearing to read "Lisa Lintner", written in a cursive style.

Lisa Lintner
Johnson County Public Library, Director
49 E. Monroe Street
Franklin, IN 46131
317-346-1501
llintner@jcplin.org

C2AE References

AMANDA RANTANEN

Business Manager
Spring Lake District Library
(616) 840-5570 | arantanen@sllib.org

LULU BROWN

Regional Manager
Cascade Charter Township Kent District Library
(616) 647-3853 | lbrown@kdl.org

AMY ROSEN

Assistant Library Director
White Lake Township Library
(248) 698-4942 x6 | arosen@whitelakelibrary.org

CHRISTINE KLIEN

Library Director
Portage District Library
(269) 329-4544 | cklien@portagelibrary.info

REFERENCES

Chris Moody

Director of IT/AV and Innovation

Fayetteville Public Library

479.856.7000

cmoody@faylib.org

Project: City of Fayetteville, Fayetteville AR - Fayetteville Public Library

Brian Finch

Enterprise Solutions Manager

City of Norfolk, VA

757.418.3115

chip.finch@norfolk.gov

Project: City of Norfolk, Norfolk VA - Slover Library

Michelle Cervantes

Library Director

City of Round Rock, TX

512.218.5400

mcervantes@roundrocktexas.gov

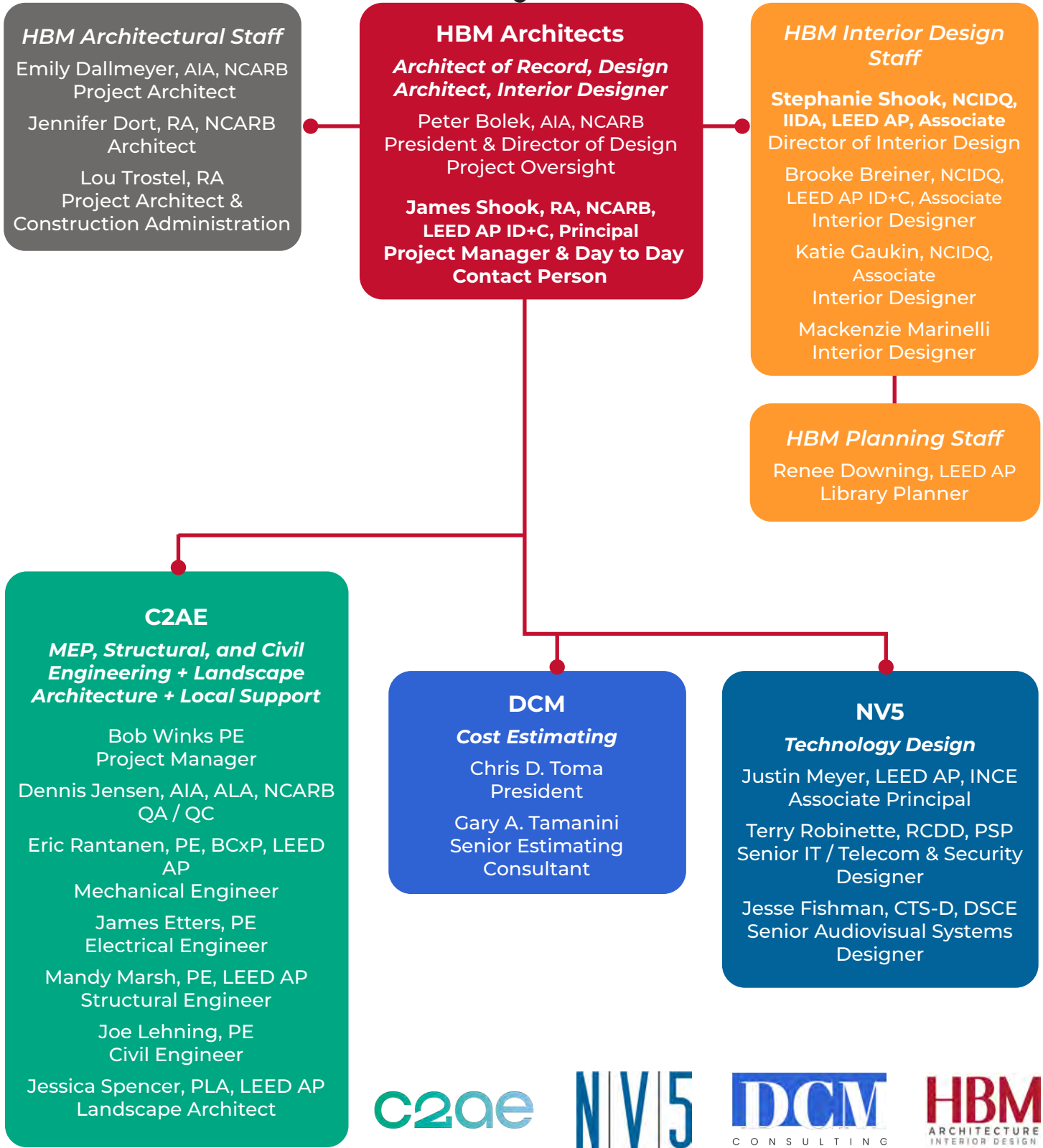
Project: City of Round Rock, Round Rock TX - New Public Library

C

Qualifications of Project Team



C / Qualifications of Project Team



C / Qualifications of Project Team



Peter Bolek, AIA, NCARB PRESIDENT & DIRECTOR OF DESIGN

Principal in Charge

As design principal and President of HBM Architects, Peter Bolek is the heart of the firm's collaborative working model and takes an active role in both strategic and detailed design solutions in the studio. His passion lies in the belief that in addition to solving the complex and pragmatic needs of a client's program, design has the transformative power to enhance our everyday life experiences. Peter provides design leadership and insight into all of the firm's projects.

Peter brings more than 25 years of experience with public sector clients and has participated in, and orchestrated all facets of feasibility studies, programming, planning, design, and construction of projects throughout the country. With a strong emphasis on sustainability and the integration of LEED strategies, the firm's designs include multifaceted solutions spanning many styles from historic to contemporary and have been recognized by the AIA, ALA, Library Journal Magazine, and American Libraries Magazine for excellence in design.

Education

Bachelor of Architecture
Kent State University, 1996

Bachelor of Science in
Architecture
The Ohio State University, 1994

Registration

Registered Architect |
Alabama, Arkansas, Colorado,
Connecticut, Florida, Georgia,
Illinois, Indiana, Kansas,
Kentucky, Louisiana, Maryland,
Michigan, New Jersey, New
York, North Carolina, Ohio,
Pennsylvania, Tennessee,
Texas, Virginia, West Virginia,
Wisconsin
NCARB

Professional Affiliations

American Institute of
Architects
American Library Association
- Core Committee Member /
Chair of the AIA/ALA Library
Building Awards Committee
Medical Library Association
Society for College & University
Planning
Association of College &
Research Libraries
Urban Libraries Council
National Council of
Architectural Registration
Boards
International Code Council
Village of Moreland Hills
Planning Commission

Relevant Project Experience

Stark Library, OH
Main library & Operations Center

City of Maitland, FL - a new 25,000
SF library building

St. John's County, FL - Community
Center and Library facilities in
Hastings, Northwest, and Central
parts of the county

**Roanoke County Public Library,
VA** - a new Hollins Branch and 3
additional library facilities

**University of Nebraska at Kearney,
NE** Calvin T. Ryan Library renovation

Cabarrus County, NC - Afton Ridge
Library & Active Living Center

Pueblo City-County Library, CO
· Barkman Branch renovation

- Lucero Branch renovation
- Rawlings (Main) Library

Enoch Pratt Free Library, MD historic
Forest Park branch renovation

Calvert Library, MD - a new Twin
Beaches Branch

Newton Public Library, KS

Cleveland Public Library, OH

- Historic South Branch renovation
& expansion
- Historic Lorain Branch renovation
& expansion

Kanawha County Public Library, WV
Historic Main Library expansion and
renovation

Cuyahoga County Public Library, OH
· 5 branch libraries

Recent Presentations & Forums

10 / 2024 Library Journal Design Institute - Cincinnati, OH
"Resilient Libraries / Resilient Communities"

06 / 2024 American Library Association / CORE Presidential Citation

10/2022 Core Forum - Salt Lake City, UT
"Renovating and Preserving Historic Buildings"

07/2022 NEORL Webinar
"Library Renovations: Considerations & Case Studies"

06/2022 Library Journal Design Institute - New York, NY
Panelist for "Energy in Place" and "Just In Time Design"

04/2022 The Agati Video Podcast
"Preserving History, Honoring Community & Pursuing Flexibility"

C / Qualifications of Project Team



James Shook, RA, NCARB, LEED AP BD+C PRINCIPAL

Project Manager & Primary Contact Person

James brings more than 25 years of experience to your project. His focus is on the design phases of projects and day to day coordination with the design team. He leads our team's process to develop and test design concepts that respond to the building program and then evolve into a cohesive design solution.

Education

Bachelor of Architecture
Kent State University, 1995

Bachelor of Science in
Architecture
Kent State University, 1995

Registration

Registered Architect | Ohio
and New York
LEED AP BD+C

Professional Affiliations

Urban Libraries Council
National Council of
Architectural Registration
Boards

*"Thanks for pointing us to
HBM - everybody here loves
working with Jamie."*

- John Halliday, Former Di-
rector
Jefferson-Madison Regional
Library, VA

As a Project Manager, his strengths include the design and management of complex, multi-discipline, sustainable projects. His responsibilities include being the primary liaison / point of contact for projects that he manages. James is LEED AP BD+C certified and oversees the firm's sustainable design strategies and maneuvers the project team through the LEED Certification process. His design coordination, sustainable design strategies, and collaboration with the Owner and engineering team translates into comprehensive construction documents and a successful construction administration phase.

Relevant Project Experience

Stark County District Library, OH

- A new Operations Center
- A new Main Library
- A new South Central Branch Library
- Renovation of the Plain Branch Library
- Planning for a new Main Library
- A new Jackson Township Branch
- Jackson Branch temporary location
- 7 Branch re-imagining / renovation
- Branch libraries improvement master plan

Carroll County Public Library, MD Eldersburg Branch Feasibility Study

Cabarrus County, NC - Afton Ridge Library & Active Living Center

- ##### Pueblo City-County Library, CO
- Barkman Branch renovation
 - Lucero Branch renovation
 - Rawlings (Main) Library renovation
 - Master Plan for the Main Library & 11 branch locations

Town of Narragansett, RI - a new Maury Loontjens Memorial Library

Amherst Public Library, OH - the
expansion and renovation of a
Carnegie

Dowagiac District Library, MI - the
expansion and renovation of a
Carnegie

Kanawha County Public Library, WV
Historic Main Library expansion and
renovation

Newton Public Library, KS

Lakewood Public Library, OH -
historic Madison Branch expansion &
reno

York County Public Library, VA
Yorktown Branch expan & reno

Anythink Libraries - Planning and
campaign support for 2 libraries | CO

Cuyahoga County Public Library, OH

- Bay Village Branch
- Middleburg Heights Branch
- Orange Branch
- Parma-Snow Branch expan & reno
- Warrensville Heights Branch

Roanoke County Public Library, VA

- New Main Library & 3 branches

Recent Presentations & Forums

03/2019 US Green Building Council - Roanoke, Virginia

Presentation and tour of the Vinton Library discussing sustainable design strategies and obtaining LEED Certification. This program was submitted for professional CEU's from both the GBCI and AIA.

C / Qualifications of Project Team



Emily Dallmeyer, AIA, NCARB

Project Architect

As a project architect, Emily develops all facets of projects from early visioning through design, production, and construction administration. She works closely with both team members and clients to ensure highly successful results. From her experience in the non-profit sector she brings an understanding of grant funding and regulatory compliance, providing a unique perspective to public projects from design development and how design decisions can impact the overall project schedule and budget. Emily has worked on a wide variety of civic buildings and understands the value of publicly funded projects and what they bring to their communities.

Education

Master of Architecture
University of North Carolina
at Charlotte, 2015

Bachelor of Fine Arts
Washington University in St.
Louis, 2007

Institute for the international
Education of Students,
Madrid, Spain, 2005

Registration

Registered Architect | North
Carolina

Professional Affiliations

American Institute of
Architects

National Council of
Architectural Registration
Boards

Relevant Project Experience

Stark County District Library, OH

- A new Operations Center
- A new Main Library
- A new Southgate Branch Library
- Renovation of the Plain Branch Library

Cabarrus County, NC - Afton Ridge Library & Active Living Center

St. John's County, FL - a new Hastings Library & Community Center

St. Petersburg Library System, FL - President Barack Obama Main
Community Library renovation

Clarksville - Montgomery County Public Library, TN - a new North Branch



Jennifer Dort, RA, NCARB

Project Architect

Jennifer is a staple on the project team beginning with the programming or schematic design phase and remains engaged throughout construction. Her role on projects provides an opportunity to interface with clients and work through creative solutions from concept to completion using a variety of graphic and construction methods. Jennifer's responsibilities also include coordination of consultants, mentoring junior staff, code review, and materials/specifications research. She is also experienced with leading the development, detailing, and documentation of the building envelope, performing existing building analysis and working with historic Carnegie Libraries. Additionally, Jennifer collaborates with the overall project team during internal design charrettes and through client presentations.

Education

Master of Architecture
The Ohio State University,
2011

Bachelor of Arts in
Architecture
Miami University, 2005

Registration

Registered Architect | Ohio

Professional Affiliations

National Council of
Architectural Registration
Boards

Relevant Project Experience

Stark County District Library, OH

- A new Operations Center
- A new Main Library
- A new Southgate Branch Library
- Renovation of the Plain Branch Library

Mansfield-Richland County Public Library, OH - Ontario Branch renovation

St. John's County, FL - a new Hastings Library & Community Center

Town of Narragansett, RI - a new Maury Loontjens Memorial Library

Pueblo City-County Library District, CO - Barkman Branch & Lucero Branch renovation and expansion

Manchester Public Library, CT - a new Mary Cheney Library

Nicholson Memorial Library System, TX - a new Walnut Creek Branch

Cleveland Public Library, OH - Lorain Branch - Carnegie Library renovation & expansion

Stark County District Library, OH - 7 Branch phased renovation project

York County Public Library, VA - Yorktown Library Expansion & Renovation

C / Qualifications of Project Team



Education

Master of Architecture
University of Colorado, 1983

Bachelor of Environmental
Design
University of Colorado, 1979

Registration

Registered Architect | Ohio

Lou Trostel, RA

Project Architect & Construction Administration

Lou supports the evolution of projects from planning through construction, develops final detailing for projects, and reviews documents for quality control. He has more than 30 years of experience in architectural design and construction administration.

Lou's experience also includes: construction field inspection, preparing field logs, data / progress reports, reviewing RFI's, shop drawings, pay applications, and change orders. Lou's accumulated experience in the architectural field is a resource and essential part of promoting the professional development of the HBM team.

Relevant Project Experience

Guernsey County Public Library, OH - Byesville Branch renovation and new Mobile Services Garage

Sandusky Library, OH - exterior repair and restoration of the library building and Follett House Museum

Amherst Public Library, OH - Carnegie Library renovation & expansion

Rhineland District Library, WI - Carnegie Library renovation & expansion

Cleveland Public Library, OH

- Historic South Branch renovation & expansion
- Historic Lorain Branch renovation & expansion

Stark County District Library, OH

- 7 branch re-imagining / phased renovation
- a new Jackson Township Branch

Dowagiac District Library, MI - Carnegie Library renovation & expansion

Lakewood Public Library, OH - historic Madison Branch renovation & expansion

York County Public Library, VA - Yorktown Branch renovation & expansion

Tuscarawas County Public Library, OH - Main Library renovation & expansion and new Mobile Services Garage

Perry County District Library, OH - a new Somerset Branch

Cuyahoga County Public Library, OH - a new Middleburg Heights Branch

Roanoke Public Libraries, VA - Raleigh Court Branch renovation & expansion

Bellevue Public Library, OH - Carnegie Library renovation & expansion

Southwest Public Libraries, OH - a new Grove City Library

Toledo Lucas County Public Library, OH

- a new King Road Branch
- Oregon Branch renovation & expansion

Southern Illinois University, IL - Medical Library renovation

C / Qualifications of Project Team



Stephanie Shook, NCIDQ, IIDA, LEED AP ASSOCIATE

Director of Interior Design

Stephanie has more than 25 years of experience and has been responsible for all aspects of interior design including programming, space planning, interior design, finish selection, furniture selection, custom cabinetry design and detailing, interiors package coordination, construction and installation administration, project management, project close-out, and follow-up services. Stephanie also develops unique solutions for refreshing existing furniture to update fabrics and integrate technology / access to power.

One of her strengths is handling and coordinating the multitude of details that arise from the assembly and execution of the interiors package. Stephanie works very closely with our clients throughout the project to ensure that every detail has been attended to and that the client's vision is realized.

Education

Bachelor of Architecture
Kent State University, 1995

Bachelor of Science in
Architecture
Kent State University, 1995

Registration

NCIDQ
LEED AP

Professional Affiliations

Co-Chair - American
Library Association - CORE
Committee / Buildings
& Operations Section
Committee / Architecture for
Public Libraries

International Interior Design
Association (IIDA)

Relevant Project Experience

Cabarrus County, NC - Afton Ridge
Library & Active Living Center

Carroll County Public Library, MD -
Eldersburg Branch Feasibility Study

Ida Rupp Public Library, OH

- Planning for and renovation of the
Main Library
- Marblehead Peninsula Branch

Guernsey County Public Library, OH
Byesville Branch renovation & new
Mobile Services Garage

York County Public Library, VA
Yorktown Branch expansion & renovation

Town of Narragansett, RI - a new
Maury Loontjens Memorial Library

Amherst Public Library, OH - the
expansion and renovation of a
Carnegie Library

Tuscarawas County Public Library,
OH - historic Main Library renovation,
expansion, & Mobile Services Garage

Lakewood Public Library, OH -
historic Madison Branch expansion &
renovation

Cuyahoga County Public Library |
OH

- a new Bay Village Branch
- a new Middleburg Heights Branch
- a new Orange Branch
- Gates Mills Branch renovations
- Parma-Snow Branch expansion &
renovation
- Mayfield Branch - planning &
interiors
- a new Warrensville Hts Branch

Roanoke County Public Library, VA

- A new Hollins Branch
- A new Vinton Branch
- A new Glenvar Branch
- A new South County (Main)
Library

Boone County Public Library, KY - a
new Hebron Branch

Recent Presentations & Forums

06/2024 American Library Assoc. Annual Conference
"Library Building Projects 101: A Crash Course..."

04/2022 Agati Video Podcast
"Preserving History, Honoring Community & Pursuing Flexibility"

11/2020 Library Journal Article
"2020?...What's Next? How Libraries Can Become More Resilient to the Challenges Ahead"

07/2019 Library Journal Article
"Breaking the Model - How Community Centered Libraries Celebrate Equity, Diversity, and Inclusivity"



Brooke Breiner, NCIDQ, LEED AP ID+C ASSOCIATE

Interior Designer

Brooke is an Associate and lead interior designer with more than 15 years of professional experience in a variety of civic projects. Brooke is well versed in project visioning, programming, space planning, finish selections, FF&E selections, specifications, construction documents, and construction administration.

She works closely with our clients to develop innovative and lasting interior designs that compliment the overall building design idea and reflect the vision and goals of the owner. She generates and guides designs through FF&E selection, specifications, and construction documents bringing the design into reality. Brooke is involved with projects from start to finish to deliver a comprehensive interior design package.

Education

Bachelor of Interior Design
Kent State University, 2006

Registration

NCIDQ
LEED AP ID+C

Relevant Project Experience

Pueblo City-County Library, CO

- Barkman Branch renovation
- Lucero Branch renovation
- Rawlings (Main) Library renovation
- Master Plan for the Main Library & 11 branch locations

St. Petersburg Library System, FL - President Barack Obama Main Community Library renovation

Cleveland Public Library, OH

- Lorain Branch - Carnegie Library renovation & expansion
- Rockport Branch renovations for new technology center

Nicholson Memorial Library System, TX - a new Walnut Creek Branch

Clarksville - Montgomery County Public Library, TN - a new North Branch

Stark County District Library, OH

- A new Operations Center
- A new Main Library
- A new Southgate Branch Library
- Renovation of the Plain Branch Library
- Planning for a new Main Library
- A new Jackson Township Branch
- Jackson Branch temporary location
- 7 Branch re-imagining / renovation
- Branch libraries improvement master plan

Toledo Lucas County Public Library, OH

- Historic Main Library renovation
- Sylvania Branch expansion & renovation
- A new King Road Branch

Anythink Libraries, CO - planning and campaign support for 2 new buildings

Sanibel Public Library, FL - phased renovations

Huntsville-Madison County Public Library, AL - a new Madison Branch

Southwest Public Libraries, OH - a new Grove City Library



Katie Gaukin, NCIDQ ASSOCIATE

Interior Designer

Katie assists with visioning, space planning, defining options for interior finishes, designing custom cabinetry and interior features, furniture and equipment selections, and participates in presentations to our clients. She works with the overall design team, leading the interiors scope of work, to move the project concept forward through FF&E selection, creating specifications, and construction documents for the interior packages.

Education

Bachelor of Arts in Interior Design
Ursuline College, 2008

Registration

NCIDQ

Katie has a passion for conducting research into each project's community context. Her findings are reflected through inspired mood boards that present contextual ideas for interior selections. She stays up to date with current trends by researching new products and materials through NEOCON events, product rep presentations, and studying new projects around the world through publications. This interest helps to inform her talent for developing thoughtful and detailed specifications.

Relevant Project Experience

Manchester Public Library, CT - a new 75,000 SF Main Library building

St. John's County, FL

- A new Hastings Community Center & Library
- A new Northwest Community Center & Library
- A new Central Community Center & Library

Lima Public Library, OH

- Renovation of the Main Library
- Planning for improvements to the Main Library building

Adams County Library System, PA - a new Main Library in Gettysburg

Newton Public Library, KS - a new library building

Johnson County Public Library, IN - a new Clark Pleasant Branch

Calvert Library, MD - a new Twin Beaches Branch

Enoch Pratt Free Library, MD - Forest Park Branch - Carnegie Library renovation

Indianapolis Public Library, IN - a new West Perry Branch

Kanawha County Public Library, WV - historic Main Library expansion & renovation

Dowagiac District Library, MI - Carnegie Library renovation & expansion

Cuyahoga County Public Library, OH - a new Middleburg Heights Branch

Cleveland Public Library, OH - South Branch (expansion & renovation)

Sanibel Public Library, FL - phased renovation

Ida Rupp Public Library, OH - a new Marblehead Branch

Recent Presentations & Forums

09 / 2023 Ohio Library Council - Annual Conference

"Does it Fit? How to create library buildings and space that fit their communities"

09/2022 Ohio Library Council - Annual Conference

"Shepherding you through the planning and construction of your new / renovated library"



Mackenzie Marinelli, ASSOCIATE IIDA

Interior Designer

Mackenzie assists with visioning, defining options for interior finishes, furniture and equipment selections, and participates in presentations to our clients. Mackenzie works with the overall design team, developing and executing the interiors scope of work, to move the project concept forward through FF&E selection, creating specifications, and construction documents for the interior design packages.

Education

Bachelor of Fine Arts in Interior Design
Cleveland Institute of Art,
2013

Professional Affiliation

International Interior Design Association (Associate IIDA)

Her background in fine arts and design inspires creative color trends and a distinct style for each one of the projects she works on. Mackenzie's passion for design drives her to constantly expand her knowledge of new trends by attending events such as NEOCON, IIDA events, and CEUs as well as working closely with product representatives. In doing so she creates a unique environmental experience for our clients that creates lasting impressions on the patrons who use it. She brings a fresh outlook to every project challenge that comes her way.

Relevant Project Experience

Indianapolis Public Library, IN - Facilities Master Plan

Mansfield-Richland County Public Library, OH - Ontario Branch renovation

Cleveland Public Library, OH

- Lorain Branch - Carnegie Library renovation & expansion
- Rockport Branch renovations for new technology center

Pueblo City-County Library, CO

- Barkman Branch renovation
- Lucero Branch renovation
- Rawlings (Main) Library renovation

Johnson County Public Library, IN - a new Clark Pleasant Branch

Stark County District Library, OH

- A new Jackson Township Branch
- 7 Branch re-imagining / renovation

Mentor Public Library, OH - Mentor-on-the-lake Branch expansion and renovation

Cuyahoga County Public Library, OH - a new Bay Village Branch

Toledo Lucas County Public Library, OH

- Historic Main Library renovation
- Sylvania Branch expansion & renovation
- a new King Road Branch

Sanibel Public Library, FL - phased renovations

Charlotte - Mecklenburg Library, NC - Morrison Regional Library renovation and expansion

Tuscarawas County Public Library, OH - historic Main Library renovation, expansion, & Mobile Services Garage

Recent Presentations & Forums

09 / 2023 Ohio Library Council - Annual Conference

"Does it Fit? How to create library buildings and space that fit their communities"



Renee Downing, LEED AP ASSOCIATE

Library Planner

Renee brings more than 15 years of experience in the planning and programming of numerous public libraries throughout the country. Her efforts in this area include the development of dynamic Facility Master Plan documents, Demographic Analysis, Customized Surveys / Questionnaires, Building Program Statements, Space Needs Analyses, Spatial Diagrams, and Spatial Projections for future flexibility and trends in library use. Renee continually researches trends in library services, programming, and community use expectations. She works closely with the Client to determine appropriate growth factors and design solutions to fit the specific needs of each library project.

Renee also develops graphics and materials for community, staff, and stakeholder input sessions and in support of fundraising campaigns

Education

Bachelor of Architecture
Rhode Island School of
Design, 2005

Bachelor of Fine Arts in
Architecture
Rhode Island School of
Design, 2004

Registration

LEED AP

Relevant Project Experience

Worthington Libraries, OH
Facilities Master Plan

Peters Township Public Library, PA
Facility Master Plan

Indianapolis Public Library, IN
Facilities Master Plan

Upper Arlington Public Library, OH
Facilities Master Plan

Martinsburg-Berkeley County Public
Libraries, WV Facilities Master Plan

Stark County District Library, OH
Planning for a new Main Library

St. Mary's County Library, MD -
Facilities Master Plan

Eastern Shore Regional Library,
MD - Facilities Master Plan (Caroline,
Dorchester, Kent, Queen Anne's,
Somerset, Talbot, Wicomico, and
Worcester Counties

Kent Free Library, OH - Facility
Condition Assessment & Master Plan

Mansfield-Richland County Public
Library, OH - Facilities Master Plan

Newton Public Library, KS - Site
Selection Community Engagement

Frederick County Public Libraries,
MD Facilities Master Plan

Carroll County Public Library, MD
Facilities Master Plan

Ann Arbor District Library, MI
Downtown Library Building Program

Baltimore County Public Library, MD
System-wide Facilities Master Plan

Toledo Lucas County Public Library,
OH System-Wide Facilities Master
Plan

Kanawha County Public Library, WV
Main Library Building Program &
Site Analysis

Clarksville-Montgomery County
Public Library, TN - North Branch Site
Selection

Recent Presentations & Forums

09/2022 Ohio Library Council - Annual Conference

*"Shepherding you through the planning and construction of your new /
renovated library"*

07 / 2019 Library Journal Article

*"Breaking the Model - How Community Centered Libraries Celebrate Equity,
Diversity, and Inclusivity"*



Bob Winks, PE **PROJECT MANAGER**

In his three-decade career, Bob has managed the design and implementation of capital engineering projects across the globe. He collaborates effectively on even the most complex projects and in challenging environments. Bob first established his career as an engineer for the US Navy—early experience that instilled the values of teamwork, transparency, and strong communication.

EDUCATION

Bachelor of Science, Mechanical Engineering - Energy Generation and Delivery: Michigan Technological University, 1989

Naval Nuclear Power Training - Electrical Emphasis: US Navy

REGISTRATIONS

Professional Engineer: MI

RELEVANT EXPERIENCE

Spring Lake District Library Renovation

Project Manager for the implementation of improvements identified in a prior study by C2AE. The projects will include updates to finish selections as well as furniture, fixtures, and equipment (FFE), architectural remodeling, and structural, mechanical, electrical, and plumbing system upgrades.

Michigan State University Library Second Floor Renovation

Project Manager for the renovation of the library's second floor office area, a 10,000 SF space. The project will add demountable partitions and update the HVAC system, lighting, furniture, and fixtures.

Michigan State University Spartan One-Stop

Project Manager for the redesign of the first floor of the Hannah Building. The space will be redesigned to include the student accounts, financial aid, and registrar offices in one central location. One of the main goals of the renovation is to improve accessibility to the existing space to meet ADA requirements.

Grand Rapids Public Schools Alger Middle School Renovation

Project Manager for the renovation of Alger Middle School, which will include the addition of toilet facilities to lower-grade classrooms, new finishes, and a modern playground, all aimed at creating a nurturing environment that enhances the educational experience. The district remains committed to exploring additional improvements as the budget permits.

Buckley Community Schools Pre-K and K-12 Building and Site Improvements

Project Manager for the implementation of the 2023 bond plan. Project specifications will include the addition of two to four classrooms. The team will also work with the school district to accomplish other site improvements that will accommodate the growing school community, such as updated secure entry ways, new buses, and a replacement roof for the fieldhouse.



Dennis Jensen,
AIA, ALA, NCARB
QA/QC

Dennis has designed over 40 libraries throughout Michigan. He develops creative solutions to client-specific needs by actively listening and transforming ideas into real designs using concept sketches one-on-one with clients. He plans within budget to design attractive, lasting environments that promote their intended use.

EDUCATION

Master of Architecture, Conservation and Preservation: University of Michigan, 1981

Bachelor of Science, Architecture:
University of Michigan, 1979

YEARS OF EXPERIENCE 46

REGISTRATIONS

Registered Architect: MI, AL, IA, OH, SC

PROFESSIONAL AFFILIATIONS

American Institute of Architects (AIA)

National Council of Architectural
Registration Boards (NCARB) - 76785

American Library Association (ALA) -
30124944

"Whether you're going to the library for tutoring, to use a computer, or to get warm, the library helps you every step of the way through life. As a designer, my role is to help libraries stay ahead of the curve and anticipate their patron's needs."

RELEVANT EXPERIENCE

Spring Lake District Library Renovation

Design Architect for the implementation of improvements identified in a prior study by C2AE. The projects will include updates to finish selections as well as Furniture, Fixtures, and Equipment (FFE), architectural remodeling, and structural, mechanical, electrical, and plumbing system upgrades.

Cascade Charter Township Kent District Library Renovation

Design Architect for building renovations, which will focus on modernization, universal design, and adjustments to updated library offerings. The team will engage with library staff and patrons to develop a prioritized list of renovation projects and implement those projects to allow the library to better serve the community.

Portage District Library Master Plan, Additions, and Renovations

Design Architect for improvements and reconfigurations to accommodate changing space needs. Facility upgrades were designed with energy efficient and cost effective systems. LEED goals for site improvements and facilities were prioritized. The transformation relocated and expanded the offices, transformed the interior appearance, improved wayfinding and signage, updated the teen and children areas, and introduced a makerspace and community gathering areas.

New White Lake Township Library

Design Architect for a 28,600 SF building that triples the size of the former library, doubles space for children, teen, and adult sections, and quadruples the parking. Vision glass and acoustic seals separate the makerspace from the common area, which contains a coffee bar, fireplace, community rooms, study spaces, and a genealogy section. The design takes advantage of the 25-acre site's natural beauty with a lookout over rolling hills and greenery. A later phase of this project implemented trails surrounding the facility to tour the nearby forest area and wetlands.

East Lansing Public Library Interior Renovation

Design Architect for a \$1.6 million, 18,000 SF interior renovation of a 25,800 SF library structure, including upgrades to adult, teen, tween, and children's spaces. The project followed a study of the facility, which led to the development of a multi-phase improvement plan.



**Eric Rantanen,
PE, BCxP, LEED AP
MECHANICAL ENGINEER**

Eric is skilled in HVAC, plumbing and fire protection design and specifications, sustainable design practices, LEED project certifications, and energy and facility audits. He is among an elite group of engineers certified to provide building commissioning services.

EDUCATION

Master of Science, Engineering Management: West Coast University, 1996

Bachelor of Science, Mechanical Engineering: Michigan Technological University, 1993

YEARS OF EXPERIENCE 27

REGISTRATIONS

Professional Engineer: MI, NY

LEED Accredited Professional, U.S. Green Building Council (USGBC)

ASHRAE Certified Building Commissioning Professional (BCxP)

PROFESSIONAL AFFILIATIONS

American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE)

American Society of Plumbing Engineers (ASPE)

RELEVANT EXPERIENCE

Spring Lake District Library Renovation

Mechanical Engineer for the implementation of improvements identified in a prior study by C2AE. The projects will include updates to finish selections as well as Furniture, Fixtures, and Equipment (FFE), architectural remodeling, and structural, mechanical, electrical, and plumbing system upgrades.

Portage District Library Master Plan, Additions, and Renovations

Mechanical Engineer for improvements and reconfigurations to accommodate changing space needs. Facility upgrades were designed with energy efficient and cost effective systems. LEED goals for site improvements and facilities were prioritized. The transformation relocated and expanded the offices, transformed the interior appearance, improved wayfinding and signage, updated the teen and children areas, and introduced a makerspace and community gathering areas.

New White Lake Township Library

Mechanical Engineer for a 28,600 SF building that triples the size of the former library, doubles space for children, teen, and adult sections, and quadruples the parking. Vision glass and acoustic seals separate the makerspace from the common area, which contains a coffee bar, fireplace, community rooms, study spaces, and a genealogy section. The design takes advantage of the 25-acre site's natural beauty with a lookout over rolling hills and greenery. A later phase of this project implemented trails surrounding the facility to tour the nearby forest area and wetlands.

Canton Free Library HVAC Study

Mechanical Engineer for modifications to the Library Building regarding heating, ventilation and air-conditioning (HVAC), accessibility and other improvements. The information developed from this study was used to determine the financial requirements and funding feasibility of the proposed improvements.

Michigan State University Library Second Floor Renovation

Mechanical Engineer for the renovation of the library's second floor office area, a 10,000 SF space. The project will add demountable partitions and update the HVAC system, lighting, furniture, and fixtures.



James Etters, PE **ELECTRICAL ENGINEER**

A seasoned power systems engineer and leader of C2AE's electrical engineering discipline, James offers two decades of experience. He excels at problem-solving and communication.

EDUCATION

Bachelor of Science, Electrical Engineering; Western Michigan University, 2003

YEARS OF EXPERIENCE 22

REGISTRATIONS

Professional Engineer: MI, NY, AL, IA, MO, OH, SC

RELEVANT EXPERIENCE

Spring Lake District Library Renovation

Electrical Engineer for the implementation of improvements identified in a prior study by C2AE. The projects will include updates to finish selections as well as Furniture, Fixtures, and Equipment (FFE), architectural remodeling, and structural, mechanical, electrical, and plumbing system upgrades.

Cascade Charter Township Kent District Library Renovations

Electrical Engineer for building renovations, which will focus on modernization, universal design, and adjustments to updated library offerings. The team will engage with library staff and patrons to develop a prioritized list of renovation projects and implement those projects to allow the library to better serve the community.

East Lansing Public Library Site Assessment

Electrical Engineer for the assessment of site access and potential aesthetic improvements and the development of a master plan outlining three distinct project phases to allow for segmented implementation in the continual development of the library's building and site.

Michigan State University Library Second Floor Renovation

Electrical Engineer for the renovation of the library's second floor office area, a 10,000 SF space. The project will add demountable partitions and update the HVAC system, lighting, furniture, and fixtures.

Michigan State University Hagadorn Building Evaluation

Electrical Engineer for the investigation and evaluation of electrical systems within the building. The project scope included analysis of power distribution equipment, interior lighting, security and fire alarm systems, and data service and distribution.

Statewide School Infrastructure Study Energy Audits

Electrical Engineer for energy audits of 17 districts across Michigan. The audit process is a modified version of an ASHRAE level 2 assessment which includes evaluation of building envelope and systems, reviewing energy use, identification of Energy Efficiency Measures, benchmarking the building, and documenting existing solar installation and confirming the readiness to install future solar.



Mandy Marsh, PE, LEED AP **STRUCTURAL ENGINEER**

Mandy has designed the main support systems of buildings, tanks, and bridges, always with a focus on improving the users' experience and safety. Her array of experience makes her a valuable team resource for different structural system design strategies.

EDUCATION

Bachelor of Science, Civil Engineering:
University of Michigan, 2002

YEARS OF EXPERIENCE 23

REGISTRATIONS

Professional Engineer: MI, AL, NY, OH, SC

LEED Accredited Professional, Specialty,
U.S. Green Building Council (USGBC)

CERTIFICATIONS

Construction Documents Technologist

PROFESSIONAL AFFILIATIONS

American Institute of Steel
Construction (AISC)

RELEVANT EXPERIENCE

New White Lake Township Library

Structural Engineer for a 28,600 SF building that triples the size of the former library, doubles space for children, teen, and adult sections, and quadruples the parking. Vision glass and acoustic seals separate the makerspace from the common area, which contains a coffee bar, fireplace, community rooms, study spaces, and a genealogy section. The design takes advantage of the 25-acre site's natural beauty with a lookout over rolling hills and greenery. A later phase of this project implemented trails surrounding the facility to tour the nearby forest area and wetlands.

Portage District Library Master Plan, Additions, and Renovations

Structural Engineer for improvements and reconfigurations to accommodate changing space needs. Facility upgrades were designed with energy efficient and cost effective systems. LEED goals for site improvements and facilities were prioritized. The transformation relocated and expanded the offices, transformed the interior appearance, improved wayfinding and signage, updated the teen and children areas, and introduced a makerspace and community gathering areas.

Ingham Intermediate School District Master Plan

Structural Engineer for the development of a master plan for an ISD space complete with programs like auto tech, welding, engineering, precision machining, and construction trades. The team reviewed existing facility documentation, conducted a field survey of the existing facilities, met with district staff to discuss various program needs, and identified areas for growth or adjustment. The final master plan included phasing recommendations and a conceptual cost opinion.

Inland Lakes Schools Bond Implementation

Structural Engineer for extensive upgrades across elementary and secondary schools, including new security cameras, LED lighting, and infrastructure improvements like HVAC and drainage systems. Elementary updates also involve playground renovations and new buses, while secondary upgrades focus on a major CTE Wing renovation, roof repairs, and modernization of restroom facilities. The goal is to enhance safety, functionality, and energy efficiency across all buildings.



Joe Lehning, PE **CIVIL ENGINEER**

Joe has been performing site design for over two decades. He is proficient in AutoCAD, AutoCAD Civil 3D, and MicroStation software. He regularly provides maintenance of traffic design, and his education in horticulture allows him to work closely with landscape architects.

EDUCATION

Bachelor of Science, Civil Engineering:
Michigan State University, 2001

Bachelor of Science, Horticulture,
Michigan State University, 2002

YEARS OF EXPERIENCE 23

REGISTRATIONS

Professional Engineer: MI, OH, IA, SC, AL

CERTIFICATIONS

EGLE Certified Stormwater Operator

RELEVANT EXPERIENCE

New White Lake Township Library

Civil Engineer for a 28,600 SF building that triples the size of the former library, doubles space for children, teen, and adult sections, and quadruples the parking. Vision glass and acoustic seals separate the makerspace from the common area, which contains a coffee bar, fireplace, community rooms, study spaces, and a genealogy section. The design takes advantage of the 25-acre site's natural beauty with a lookout over rolling hills and greenery. A later phase of this project implemented trails surrounding the facility to tour the nearby forest area and wetlands.

Battle Creek Public Schools Middle School Renovations and Additions

Civil Engineer for improvements to two middle schools under a single bond program. Northwestern Middle School will receive extensive renovations to the entire 87,500 SF existing space, including HVAC upgrades and lighting improvements. The 9,200 SF of new space, split between four small additions, will accommodate the larger enrollment and the updated curriculum. Throughout the 73,000 SF Springfield facility, major renovations will update the HVAC, interior finishes, and lighting.

Grand Rapids Public Schools Riverside Montessori Campus Renovation

Civil Engineer for the transformation of Riverside Middle School into a unified Montessori PK-12 campus. This ambitious project will consolidate three district-wide Montessori programs into one state-of-the-art campus, serving 1,100 to 1,500 students. The project aims to create a welcoming, flexible, and sustainable environment that not only meets the educational needs of today but also adapts to future requirements.

Inland Lakes Schools Bond Implementation

Site Designer for extensive upgrades across elementary and secondary schools, including new security cameras, LED lighting, and infrastructure improvements like HVAC and drainage systems. Elementary updates also involve playground renovations and new buses, while secondary upgrades focus on a major CTE Wing renovation, roof repairs, and modernization of restroom facilities. The goal is to enhance safety, functionality, and energy efficiency across all buildings.



Jessica Spencer, PLA, LEED AP
LANDSCAPE ARCHITECT

Jessica brings over two decades of experience creating lush landscapes and outdoor environments that support healthy, beautiful ecosystems. She is passionate about natural resource management and sustainability.

EDUCATION

Master of Landscape Architecture:
University of Michigan, 2004

Bachelor of Arts, Biology &
Environmental Studies: Kalamazoo
College, 1999

YEARS OF EXPERIENCE 22

REGISTRATIONS

Professional Landscape Architect: MI

LEED Accredited Professional, Specialty,
U.S. Green Building Council (USGBC)

RELEVANT EXPERIENCE

East Lansing Public Library Site Assessment

Landscape Architect for the assessment of site access and potential aesthetic improvements and the development of a master plan outlining three distinct project phases to allow for segmented implementation in the continual development of the library's building and site.

Grand Rapids Public Schools Riverside Montessori Campus Renovation

Landscape Architect for the transformation of Riverside Middle School into a unified Montessori PK-12 campus. This ambitious project will consolidate three district-wide Montessori programs into one state-of-the-art campus, serving 1,100 to 1,500 students. The project aims to create a welcoming, flexible, and sustainable environment that not only meets the educational needs of today but also adapts to future requirements.

Inland Lakes Schools Bond Implementation

Landscape Architect for extensive upgrades across elementary and secondary schools, including new security cameras, LED lighting, and infrastructure improvements like HVAC and drainage systems. Elementary updates also involve playground renovations and new buses, while secondary upgrades focus on a major CTE Wing renovation, roof repairs, and modernization of restroom facilities. The goal is to enhance safety, functionality, and energy efficiency across all buildings.

Lansing School District Mt. Hope Elementary School

Landscape Architect for the design and construction of a new elementary school following the demolition of the existing building and site features. The new facility will provide flexibility for potential program changes, improve the safety and flow of student pick-up and drop-off, and support the school's current STEM focus.



Chris D. Toma
President
DCM Consulting, Inc.
(248) 933.6304
chris.toma@dcmest.com

Chris has been in the construction industry for over 27 years. He has experience in many capacities including project engineer, project manager and chief estimator. Chris was the chief estimator at a national construction management firm Barton Malow. As the president of DCM Consulting, Chris will lead his team for the estimating effort at each design stage. He will attend all meetings and facilitate the cost and value studies of the project.

Education:

- | | |
|------|---|
| 2009 | Master of Science in Construction Engineering Management
Lawrence Technological University, Southfield, Michigan. |
| 1997 | Bachelor of Science in Civil Engineering with a construction emphasis
Lawrence Technological University, Southfield, Michigan. |
| 1996 | Passed Part I of the Professional Engineering exam. |

Experience:

Present

**President, DCM Consulting, Inc.
Bloomfield Hills, Michigan**

- Lead and manage a group of conceptual estimators primarily focused on conceptual construction cost estimating on a wide array of projects
- Perform material and labor quantity take-off for projects
- Establish unit prices for quantity take-off
- Establish general conditions for projects
- Lead and manage project cost while collaborating with designers to incorporate design intent
- Negotiate costs with General Contractors and Subcontractors for Change Order work
- Review and negotiate subcontractor pricing
- Create, maintain and manage project construction schedule while interfacing with the construction operation team
- Perform constructability reviews of construction documents

**May 2009 to
August 2018**

**Chief Estimator, Barton Malow Company
Southfield, Michigan**

- Lead and manage a group of estimators in the Preconstruction Department primarily focused on but not limited to conceptual estimating
- Perform conceptual and hard bid estimates on a wide range of projects
- Review estimate deliverables
- Lead teams in performing conceptual and hard bid estimates on a wide range of projects
- Perform material and labor quantity take-off for projects



DCM Consulting, Inc.
41000 Woodward Ave., Suite 350 East
Bloomfield Hills, Michigan 48304

- Establish unit prices for quantity take-off.
 - Establish general conditions for projects.
 - Perform constructability reviews of construction documents.
 - Formulate project bidding documents and scopes of work.
 - Manage bid process.
-
- Perform scope and contract buy-out of subcontractors on a wide range of projects.
 - Work with operations on a wide array of preconstruction needs

**March 1998 to
May 2009**

**Project Manager, Skanska USA Building Inc.
Southfield, Michigan**

- Formulate project execution plan
- Formulate project bidding documents and scopes of work.
- Manage bid process.
- Manage project cost and general conditions.
- Create, maintain and manage project construction schedule.
- Manage construction progress with client.
- Review and negotiate subcontractor pricing.
- Coordinate and manage construction activities with subcontractors.
- Manage project submittals and RFI process.
- Manage project cost reporting.
- Coordinate construction activities with Project Superintendent.

**May 2011 to
Present**

**Adjunct Professor, Lawrence Technological University
Civil Engineering Department
Southfield, Michigan**

- Graduate level course - Conceptual Estimating

Professional Societies:

- | | |
|-----------------|--|
| 2019 to Present | President of Sts. Peter & Paul Syriac Orthodox Church Parish Council |
| 2008 to 2018 | Member of The Engineering Society of Detroit |
| 2008 to 2018 | Member of American Society of Professional Estimators |



Gary A. Tamanini
Senior Estimating Consultant

DCM Consulting, Inc.

(248) 497.4642

gary.tamanini@dcmest.com

Education:

1977

Bachelor of Science in Architecture
Lawrence Technological University, Southfield, Michigan.

2017

"Lifetime Certified Professional Estimator" Certification from American Society of Professional Estimators (ASPE)

Experience:

Present

Senior Estimating Consultant, DCM Consulting, Inc.
Bloomfield Hills, Michigan

- Perform material and labor quantity take-off for projects
- Establish unit prices for quantity take-off
- Establish general conditions for projects
- Lead and manage project cost while collaborating with designers to incorporate design intent
- Negotiate costs with General Contractors and Subcontractors for Change Order work
- Review and negotiate subcontractor pricing

13 Years

Senior Construction Estimator, Barton Malow Company
Southfield, Michigan

- Perform estimates at various levels, CM, SD, DD CD & GMP
- Quantification of all architectural trade materials
- Pricing of all architectural labor and materials for all trades
- Keep current on all material costs and escalation of labor in job estimates
- Use On-Screen program for quantification
- Use WinEst estimating programs to combine A/M/E estimates into one complete package
- Write and edit clarifications to accompany the estimate
- Coordinate schedules and logistics plans to incorporate into the estimate package
- Reconcile estimates with third party firms as necessary to verify / justify quantities and pricing
- Lead a team of architectural, mechanical & electrical estimators in publishing estimates for Owners
- Lead a presentation of the full estimate package to teams of architects, engineers and Owners

13 Years

Senior Construction Estimator, Beaumont Hospitals
Royal Oak, Michigan

- Supervised a team of two other estimators
- Coordinated and assigned estimate requests from various hospital departments

C / Qualifications of Project Team



DCM Consulting, Inc.
41000 Woodward Ave., Suite 350 East
Bloomfield Hills, Michigan 48304

- Worked with hospital administration to coordinate and assemble yearly construction budgets
- Estimated architectural, mechanical and electrical trades for complete estimate
- Worked with various departments during yearly budgeting and prepared conceptual estimates
- Coordinated with project managers to turn-over estimates assuring projects started correctly

5 Years

**Chief Estimator, Champion Commercial Structures & Z-Modular
Troy, Michigan**

- Prepare material and labor estimates for modular units / structures using current material purchase prices
- Coordinate subcontractor bids for setting of units, finishing of set units, transportation and various suppliers
- Work with various plant facilities to determine labor factors for projects
- Quantify all aspects of the buildings, architectural and MEP systems
- Use On-Screen Take-Off Program and assemble estimates on Excel spread sheets
- Prepare budget as well as firm bid type estimates
- Coordinate with internal engineers and architects to determine best way to construct modules during estimating process

4 Years

**Project Manager / Construction Estimator, Roth Inc.
Troy, Michigan**

3 Years

**Window Product Estimator, Acorn Building Components
Detroit, Michigan**

3 Years

**Project Manager / Construction Estimator, Crowe & Associates
Detroit, Michigan**

Professional Societies:

Past President, Vice President and current Treasurer "American Society of Professional Estimators",
Detroit Chapter 17



TECHNOLOGY & ACOUSTICS

Justin.Meyer@NV5.com
701.330.9957

EDUCATION

BA, Audio Arts & Acoustics,
Columbia College Chicago

EXPERIENCE

16 years

CERTIFICATIONS

Institute of Noise Control
Engineering of the USA (INCE-USA)

LEED Accredited Professional

AFFILIATIONS

Acoustical Society of America (ASA)

Institute of Noise Control Engineers
(INCE)

JUSTIN MEYER, LEED AP, INCE

Associate Principal

Justin is an experienced acoustician with a strong understanding of how holistic acoustic design can be transformative and enable spaces to succeed for their intended purpose. His array of experience differentiates him from other acoustical consultants. He has successfully completed close to 1,000 projects within architectural acoustics, room acoustics, sound isolation, mechanical noise, industrial noise, vibration control, environmental noise, and sound masking. This expertise covers projects across higher education, K-12, healthcare, corporate, multi-family/hotel, worship, civic, and government. Justin is also a LEED accredited professional and is based in Grand Rapids, MI.

Project Experience

CITY OF GREENSBORO

WINDSOR-CHAVIS NOCHO RECREATION
LIBRARY JOINT FACILITY G
Greensboro, NC

TRAVERSE CITY PHILHARMONIC

TRAVERSE CITY PHILHARMONIC CENTER
Traverse City, MI

DOMINICAN SISTERS

MARYWOOD & AQUINATA HALL
ACOUSTICS
Grand Rapids, MI

ST THOMAS THE APOSTLE CATHOLIC CHURCH

EARLY CHILDHOOD DEVELOPMENT
CENTER
Grand Rapids, MI

HURON COUNTY *

WIND TURBINE NOISE ORDINANCE
Huron County, MI

GULL LAKE PUBLIC SCHOOLS*

GULL LAKE HIGH SCHOOL PERFORMING
ARTS CENTER
Gull Lake, MI

CHRYSLER MUSEUM

PERRY GLASS STUDIO RENOVATION AND
EXPANSION
Norfolk, VA

MIAMI UNIVERSITY

BACHELOR HALL RENOVATION
Oxford, OH

YOUNGSTOWN STATE UNIVERSITY

STUDENT CENTER RENOVATION
Youngstown, OH

CITY OF MUSKEGON *

911 CALL CENTER AND FIRE STATION
Muskegon, MI

INGHAM COUNTY *

911 CALL CENTER ACOUSTICS
Inham County, MI

COLUMBIA TOWNSHIP *

WIND TURBINE NOISE STUDY
Columbia Township, MI

GRAND VALLEY STATE UNIVERSITY*

HAAS CENTER FOR PERFORMING ARTS
Allendale, MI



TECHNOLOGY & ACOUSTICS

Terry.Robinette@NV5.com
614.414.3490

EDUCATION

AAS, Electrical Engineering
Technology, University of Akron

EXPERIENCE

37 years

REGISTRATIONS

Registered Communications
Distribution Designer (RCDD) by
BICSI, the highest level of
certification in the
telecommunications industry

CERTIFICATIONS

Physical Security Professional (PSP)
by ASIS International

AFFILIATIONS

Building Industry Consulting Service
International (BICSI)

ASIS International (ASIS), the
preeminent organization for
security professionals

Buckeye Association of School
Administrators (BASA)

*Projects may have been completed as The
Sextant Group, which rebranded to NV5 in 2020.*

TERRY A. ROBINETTE RCDD, PSP

Senior IT/Telecom & Security Designer

Combine his 15 years as security planner and designer with more than 20 years as an IT/telecom consultant, and there are not too many project challenges that Terry has not already seen and solved. Experienced with a broad spectrum of healthcare, education, corporate, retail and government projects, he is distinguished as that rare bird certified as both a Physical Security Professional (PSP) by ASIS International in 2012 on top of being BICSI-accredited RCDD since 2000. Facilities requiring a high level of technology for learning, communication, healing and collaboration are his specialty. Terry operates from Columbus, OH.

Project Experience

PUBLIC LIBRARY OF YOUNGSTOWN AND MAHONING COUNTY (PLYMC)

RENOVATION AND EXPANSION
Youngstown, OH

CITY OF NORFOLK

SLOVER LIBRARY
Norfolk, VA

MAPLEWOOD PUBLIC LIBRARY

RENOVATION AND EXPANSION
Maplewood, NJ

KENYON COLLEGE

NEW LIBRARY
Gambier, OH

UNIVERSITY OF ILLINOIS AT SPRINGFIELD

STUDENT AND SUCCESS LEARNING
CENTER INCLUDING LIBRARY
Springfield, IL

THE MASTERS SCHOOL

LIBRARY RENOVATION
Dobbs Ferry, NY

WASHINGTON UNIVERSITY IN ST. LOUIS

OLIN LIBRARY EXPANSION
St. Louis, MO

LEXINGTON PUBLIC LIBRARY

VILLAGE BRANCH LIBRARY
Lexington, KY

UPPER DUBLIN PUBLIC LIBRARY

PUBLIC LIBRARY PLANNING &
PROGRAMMING
Fort Washington, PA

DURHAM COUNTY GOVERNMENT

DURHAM COUNTY MAIN LIBRARY
RENOVATION
Durham, NC

GRAND VALLEY UNIVERSITY

MARY IDEMA PEW LIBRARY
Allendale, MI

SUNY NEW PALTZ

SOJOURNER TRUTH LIBRARY
RENOVATION
New Paltz, NY

GEORGIA INSTITUTE OF TECHNOLOGY

CROSLAND & PRICE-GILBERT LIBRARY
Atlanta, GA

COLORADO COLLEGE

TUTT LIBRARY
Colorado Springs, CO



TECHNOLOGY & ACOUSTICS

Jesse.Fishman@NV5.com
216.278.0676

EDUCATION

MS, User Experience Design, Kent State University

BM, Music Engineering Technology, University of Miami

EXPERIENCE

24 years

CERTIFICATIONS

Certified Technology Specialist - Design (CTS-D) by AVIXA, the highest level of certification in the audiovisual industry

Digital Signage Certified Expert (DSCE)

AFFILIATIONS

Audiovisual and Integrated Experience Association (AVIXA)

Projects may have been completed as The Sextant Group, which rebranded to NV5 in 2020.

JESSE FISHMAN, CTS-D, DSCE

Senior Audiovisual Systems Designer

A trained expert in the end-user experience, Jesse is particularly in tune with what users expect (and need) to make a system both useful and usable. Along with numerous manufacturer training certifications, he also holds a master's degree in User Experience Design, bringing insight and excellence to system design. Jesse is currently on the AVIXA User Experience Standards Task Force and has presented at the annual InfoComm Trade Show & Exhibition on UX & Usability. His work includes higher education, healthcare, performing arts, corporate, broadcast, museums, and hospitality projects. Jesse is based out of Cleveland, OH.

Project Experience

PUBLIC LIBRARY OF YOUNGSTOWN AND MAHONING COUNTY (PLYMC)

RENOVATION AND EXPANSION
Youngstown, OH

LEXINGTON PUBLIC LIBRARY

VILLAGE BRANCH LIBRARY
Lexington, KY

KETTERING UNIVERSITY

LEARNING COMMONS INCLUDING LIBRARY
Flint, MI

KENYON COLLEGE

CHALMERS LIBRARY
KENYON COMMONS LIBRARY
Gambier, OH

THE MASTERS SCHOOL

LIBRARY RENOVATION
Dobbs Ferry, CT

HARVARD UNIVERSITY

CABOT SCIENCE LIBRARY
Cambridge, MA

COLUMBUS METROPOLITAN LIBRARY

WHITEHALL AND REYNOLDSBURG STUDIO DESIGN
Columbus, OH

WEYMOUTH PUBLIC LIBRARIES

NEW TUFTS LIBRARY
Weymouth, MA

UNIVERSITY OF ILLINOIS AT SPRINGFIELD

STUDENT AND SUCCESS LEARNING CENTER INCLUDING LIBRARY
Springfield, IL

YALE UNIVERSITY

STERLING HALL OF MEDICINE LIBRARY RENOVATION
New Haven, CT

CUYAHOGA COUNTY PUBLIC LIBRARY *

HEADQUARTERS AND PARMA-SNOW BRANCH
Parma, OH

**Project under previous employment*



D

Work Plan & Approach

Understanding of the Project

The immediate scope of this project entails the following:

- Collaborating with ReThinking Libraries to right-size both the new library building as a whole and each of the programmatic elements / spaces within the building
- Develop a Schematic Design for a new library facility
- Develop a detailed cost estimate / Opinion of Probable Costs for a new library building
- Present the final report to the City Council, City Staff, and Library Staff
- The deadline for this scope is May 30, 2025
- The City / Library will be including this project on the November 2025 ballot for a millage increase to fund the new library building project. The materials created during this Phase 1 Study will be used to inform the bond issue and generate support for the project during the campaign. Site plans, floor plans, and renderings will help with project visualization and promotional materials will demonstrate the need for the proposed building and how this new building will benefit the community at large.
- This scope of work is extremely similar to services that we recently provided for the **Manchester Public Library** in Connecticut. Through a collaborative planning and schematic design process, we worked with Town and Library staff to develop the program, design, drawings, renderings, and cost information for them to pursue what resulted in a successful bond issue. Our team has continued working with the Town / Library through Phase 2 design and construction administration services. Additional information about this project is provided in Section A - Experience & Knowledge of Libraries and Design

The Troy Public Library serves a very diverse population where a third of people speak a language other than English at home. Steady employment is readily available in the area with above-average household income and home prices with a relatively low poverty rate. In other libraries that we work with, these demographics typically indicate higher use of electronic resources among teens and adults while there is still a strong use of physical resources among children and older adults. This also indicates a strong need for flexible program spaces to accommodate both educational and entertaining programs for patrons of all ages. The heavy use of study rooms demonstrates a need for focused work / study spaces that would not have been as necessary when the current building was originally designed.

As with many library buildings of that era, the current facility struggles with limitations brought upon by outdated architecture, a layout that was not future-minded, aging infrastructure, inability to integrate new technologies, restricted accessibility, lack of clear sightlines, insufficient safety considerations, and unawareness of sustainable design strategies. It appears that the building suffers from being dated and deficient in size, operational ability, and restrictive design.

The relationship that we have with Janet and Rob from ReThinking Libraries and our experience collaborating with library planning consultants will expedite the programming process and allow our team to expedite the Schematic Design and Cost Estimating process being mindful of your May 30th deadline. We intend to work in partnership utilizing their pre-existing knowledge gained from extensive community and staff input gathering, understanding your operations, and the limitations of your current building to help inform and validate our recommendations for right-sizing the building and its programmatic elements.

As we design a new building looking to the future, we will be applying the strategic plan / program in concert with strategies for creating flexible, inviting, inclusive, and dynamic spaces to reinforce the Library's presence as a vital community asset.

Phase 1 Services

1. Programming of Future Facility

Task	Timeline	Scope
Kick-Off	Week of 2/3/25	Establish the project team / committee (who from the City and Library will be the primary point of contact and meeting participants / project leaders)
Info Gathering	Week of 2/3/25	Review the strategic plan, planning recommendations, and staff / public input gathered to date. This would include the following:
		<ul style="list-style-type: none"> Any special needs for collections, seating, staff work areas, technology, security, meeting rooms, adult, children's, teen, and creative spaces. User data that can provide insight into library users, their demographics, and how the library is currently being used versus the needs and expectations of library users.
Work Shopping Ideas	Week of 2/10/25	Meet with ReThinking Libraries and the Library Committee to discuss their findings and talk about sizing and adjacency recommendations
		<ul style="list-style-type: none"> Identify overarching goals for the new facility in terms of library trends, flexibility, energy efficiency, capacity for technology, and infrastructure. This will include programmatic thoughts based on each area of the library and their primary components (i.e. meeting rooms, children's areas, adult areas, teen spaces, etc.) Discuss both pre- and post-pandemic usage data to better understand how the library building is currently being used. <i>This will be helpful as we build an understanding of the services, collections, and program types that you would like to expand upon or eliminate as you think about the new buildings</i>
Additional Staff Input	Week of 2/10/25	Use interviews and surveys with library staff and representatives to determine space requirements, work flow, staffing projections, and confirm organizational structure. (Meetings with city staff may also be conducted)
Right-Sizing	2/10/25 - 2/21/25	Develop a space needs analysis comparing existing with projected space needs. This would begin with a high level analysis and then dial into the details of each programmatic element within the building
		<ul style="list-style-type: none"> The space needs analysis provides square footage tabulations of each individual space, circulation factors, and overall gross square footage Space allocation within peer libraries of a similar size that serve a similar community may be referenced to discuss options for right-sizing your spaces
		The space needs analysis is often developed in conjunction with adjacency diagrams and site test-fit diagrams in a holistic approach
Validating	Week of 2/24/25	Meet with ReThinking Libraries and the Library Committee to workshop and validate recommendations made in the space needs analysis
Bi-weekly Meetings with the City / Library		Conduct meetings and presentations throughout the Programming phase with the City / Library that will be designed to test ideas and invite input

Phase 1 Services

1. Programming of Future Facility - Site Requirements

Task	Timeline	Scope
Site Visit	3/3/25	We begin our site assessment process by conducting a walk-through of your site to document and evaluate considerations such as site flow and accessibility, the context of the site within the surrounding neighborhood, location of utilities, visibility, traffic information, etc.
Establish Criteria	Week of 3/3/25	<p>Site criteria considerations may include the following:</p> <ul style="list-style-type: none"> • Visibility to passersby • Convenience / ease of access • Surrounding use / what is next to the library • Walk-ability of the site • Space for adequate parking • Area for green space • Possibility for future expansion • Ability to accommodate drive-up services • Ability to accommodate deliveries / outreach / mobile services vehicles • Ability to accommodate outdoor programming • Ability to accommodate a building of the proposed size • Location of utilities • Grade changes across the site • Future / ongoing planning projects in the area
Test Fit	3/10/25 - 3/21/25	<p>Develop preliminary site test-fit diagrams that take into account options for accessibility, parking, customer drop-off, drive-up services, outdoor programming space, etc.</p> <ul style="list-style-type: none"> • Confirm site can be developed for intended use • Identify existing easements on the proposed site • Develop overall basis of design • Sanitary sewer, storm sewer, and water main connections • Determine impact of lane drain to north of proposed site (possible connection of proposed storm sewer to county drain) • Review zoning ordinance, determine zoning classification, setbacks, any building height or maximum site coverage restrictions, green space/ landscaping/parking/stormwater management/SESC requirements • Investigate how a new building can provide services and programs that impact community needs, interests, or help to fill gaps in the area.
Establish Site Size	3/10/25 - 3/21/25	<p>Provide site requirements, including lot size recommendations, and required site elements including parking, security, lighting, access, etc.</p> <ul style="list-style-type: none"> • Identify potential roadblocks with wetlands, county drains, etc. • Determine the presence of any unique biological features, the presence of a 100-year flood plain, any wetlands, and review local soils maps • Determine necessary permitting for the project and if an EGLE Joint Permit Application Meeting is helpful or necessary
Site Plan	Week of 3/24/25	Rendered site civil / landscaping plan of the design with a narrative

Phase 1 Services

2. Schematic Design

Task	Timeline	Scope
<p>Concept Diagrams</p>	<p>Week of 3/31/25</p>	<p>Prepare spatial and architectural designs and specifications for a new library facility</p>
		<ul style="list-style-type: none"> • Refine the space programming / adjacency diagrams demonstrating options for layout and flow in the new building • These diagrams will also show a connection between the interior layout and how it aligns with what is happening on the site / exterior. • Review these concepts with the Library Committee & ReThinking Libraries before moving into floor plan development
<p>Site Plan & Floor Plan Layouts</p>	<p>4/7/24 - 4/25/24</p>	<p>Develop drawings demonstrating a preliminary site plan, floor plan layouts with shelving, furniture and equipment, and exterior elevations will be developed</p>
		<p>The site plan will include: location of the building, streets, trees, other natural features, walks, ramps, curbs, parking, location of the proposed surface and sub-surface drainage systems, existing rights of way and easements, adjacent land use, existing site utilities both on and off site, etc.</p>
		<p>Develop 3D massing studies of the new building and how it would be placed on the site</p>
		<p>The drawings will be refined through feedback received from the Library. Drawings will include placement of all furniture, fixtures, equipment, and shelving.</p> <p>Drawings will also be reviewed with ReThinking Libraries and the Library Committee prior to finalization</p>
<p>Engineering & Sustainable Design</p>	<p>4/7/24 - 4/25/24</p>	<p>Conduct a sustainable design charrette session with the engineering team and Library representatives to evaluate options for integrating energy efficient design strategies into the building</p>
		<p>Develop a Schematic Narrative of the electrical system to include:</p> <ul style="list-style-type: none"> • Coordinate electrical utilities • Normal and emergency power distribution systems, including grounding, raceways, boxes, conductors, etc. • General and emergency interior lighting • Exterior site lighting • Lighting control systems (occupancy/vacancy sensors, daylight controls, photoelectric sensor, etc.) • Fire alarm systems • Communications and auxiliary systems (fiber optics, structured cable systems, audio-visual systems, PA/clock systems, access control, video surveillance systems, etc.)

Phase 1 Services

2. Schematic Design

Task	Timeline	Scope
<p>Engineering & Sustainable Design Continued</p>	<p>4/7/24 - 4/25/24</p>	<p>Develop an MEP Schematic Narrative to include:</p> <ul style="list-style-type: none"> • Building operational requirements • Indoor environmental quality requirements • Energy efficiency goals • Environmental and sustainability goals • Equipment and system expectations • Mechanical objectives • Known risks, challenges, or constraints • Mechanical narratives – brief system description and performance requirements • Fire suppression • Plumbing • Heating, ventilation, and air conditioning • Code review (applicable to the project/location) • Design criteria • Mechanical room(s) – anticipated layout, interior space requirements, and outdoor locations for main mechanical equipment • HVAC zoning plan
		<p>Meetings will occur with the engineering team throughout this phase to develop narratives for the Opinion of Costs</p>
<p>Renderings & Visuals</p>	<p>4/21/24 - 5/30/24</p>	<p>Identify options for materials and finishes for all areas including: ceilings, floors, walls, doors, windows, casework, and site amenities</p> <ul style="list-style-type: none"> • Develop an initial interiors palette of preliminary concepts, color palettes, and furniture style so that interior renderings can be developed • Develop exterior and interior renderings once materials have been finalized
		<p>Develop any additional materials for project visualization and demonstrating how this project would benefit the community to build campaign support</p>
<p>Bi-weekly Meetings with the City / Library</p>		<p>Interactive work sessions will be conducted with the City / Library throughout this phase to review options for a new building while being mindful of opportunities for future flexibility, integrating new technology, and application of any new trends and ideas that the Library might currently be testing and / or would like to integrate over time.</p>

Phase 1 Services

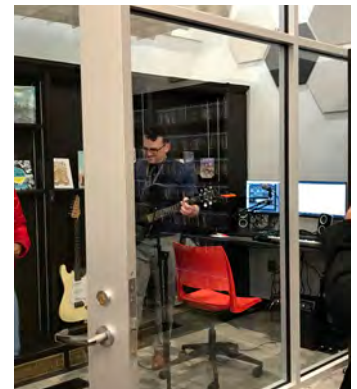
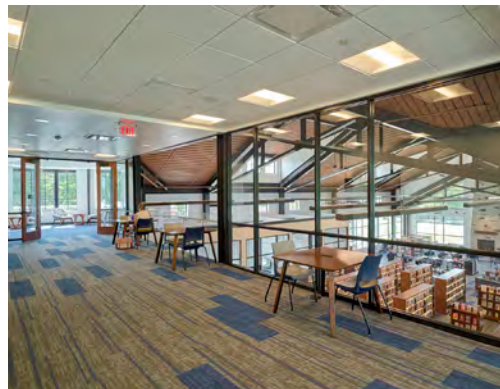
3. Opinion of Costs

Task	Timeline	Scope
<p>Estimating Process</p>	<p>To run concurrent with the schematic design process</p> <p>2/24/25 - 5/23/25</p>	<p>Provide an Opinion of Probable Costs based on 30% Schematic Design.</p> <ul style="list-style-type: none"> Detailed cost estimates will be prepared providing for; site preparation and related infrastructure requirements, construction and related costs, an estimated budget for FF&E, and professional fees.
		<p>The estimates will include the following:</p> <ul style="list-style-type: none"> Building construction (including fixed equipment) Site development Movable equipment: Furnishings, fixtures, and equipment Landscaping General Conditions Profit Contingency Bonds / insurance Detail design Construction administration Total of all above
		<p>HBM will assist DCM with cost estimates for interior FF&E and shelving based on industry trends and known vendors</p>
		<p>The estimate will provide a clear cost of construction and both hard and soft costs for a total project cost.</p>
<p>Initial Estimate</p>	<p>4/25/25</p>	<p>Meet with the project team and City / Library representatives to review the initial estimate and make any necessary adjustments</p>
<p>Final Estimate</p>	<p>5/23/25</p>	<p>Provide a detailed estimate to the City / Library in preparation for the bond issue</p>

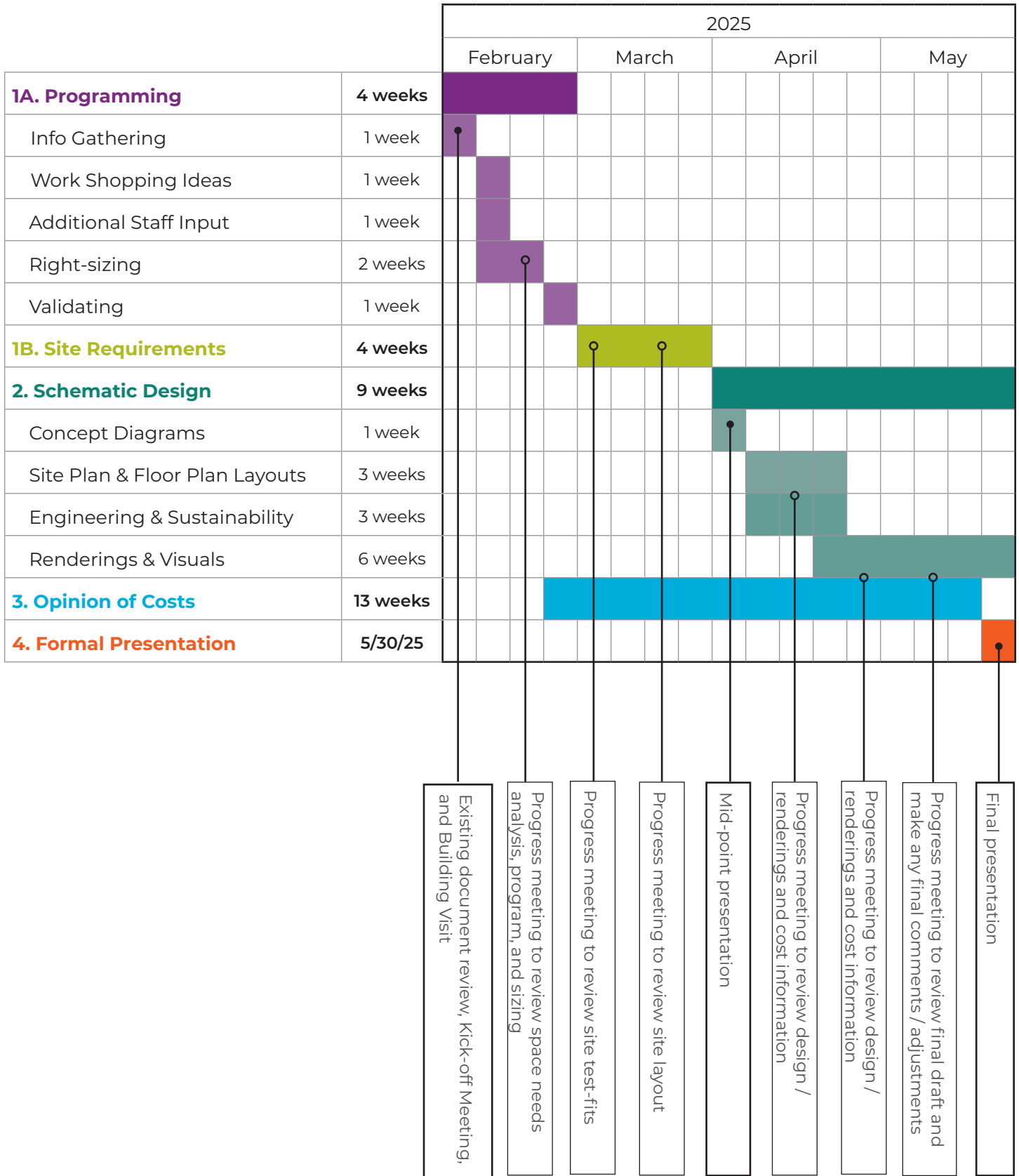
Phase 1 Services

4. Formal Presentation

Task	Timeline	Scope
Formal Presentation	5/30/25	Prepare, coordinate, and provide a formal presentation of the Study and Recommended Solution(s) to the City County, City Staff, and Library Staff Digital copies of the presentation materials will also be available



D / Work Plan & Approach



D / Work Plan & Approach

Schedule Control / Library Design Projects

Our team has a proven history of delivering projects on time and under budget. We have the ability and capacity to complete multiple projects on schedule. Our office is staffed and organized so that we strive to have multiple projects in design simultaneously. Following are a few of the measures we take to ensure that we meet your project timeline:

- We define the project schedule at our first meeting outlining milestones and deadlines for all facets of the project including architectural and engineering deliverables, client meetings, cost review, and permitting / review deadlines with local government agencies
- Each of our meetings ends with a look ahead to review the action items required for the next meeting
- We continually track and update the project schedule to ensure that all team members are aware of upcoming milestones and deadlines
- The project schedule will also establish formal dates to review and update project costs. At each step of the process the costs must be within budget before moving to the next phase
- We maintain one Project Manager with designated backup personnel throughout the project
- We hold an initial design staff meeting with all project team members to cover the entire design scenario, schedules, design procedures, design responsibilities of each team member, and establish the Quality Control Program
- We have regularly scheduled design meetings with the project team to ensure coordination between design disciplines
- Close communication is maintained between our office and the Owner throughout the project

Design & Constructability Reviews

Design and Constructability reviews are part of our quality management process. This thorough method of maintaining the integrity of the design vision, documents, budget, and schedule begins with the leadership of our Principal in Charge. Each team member has assigned areas of responsibility throughout the life of the project. The Project Manager will regularly review work and direct the team's efforts. By comparing documents to the more than 700 libraries designed by HBM Architects, the project manager has the ability to take lessons that have been learned during the design and construction process and apply them to your project. This process, which is based on the firm's depth of experience in library planning and design ensures that all potential design and technical issues are reviewed and resolved prior to the bidding and construction phase. The Project Manager will be the primary point of our contact for our team and also manage the sub-consultants identified in this response.

Prior to the close of the Construction Document production phase, a senior team member who has more than 30 years of experience specializing in constructability and not associated with your project, will review the documents. This step in the quality control process ensures that your project will be scrutinized by a highly experienced architect with a fresh perspective. Drawings and designs will be analyzed for their ability to be constructed, ensure maintainability, and for overall drawing accuracy. This intensive review process will make certain that each design and program related requirement is included and buildings are both constructible and durable. Additionally, these attributes enable us to maintain project schedules and budgets during construction.

Our Team will use Revit, a Building Information Modeling (BIM) software for project information management both internally and externally with the Client Team and our overall Design Team. Using a secure file-sharing website, we can provide a means of posting and sharing documents and exchanging project communications with project participants regardless of their location. E-mail notifications are sent when documents (meeting minutes, project communications, drawings, specifications, etc.) are ready to be downloaded. We can also provide a means for the progress monitoring of documents during the Construction Administration Phase such as shop drawings, drawing submittals, request for information, change orders, etc.

We encourage the Owner to have representation at construction meetings. In addition to e-mailing minutes, we attend board meetings to brief the Library stakeholders on the construction progress. Any issues needing immediate input from the Owner are discussed as soon as they arise

D / Work Plan & Approach

Phase 2 Services

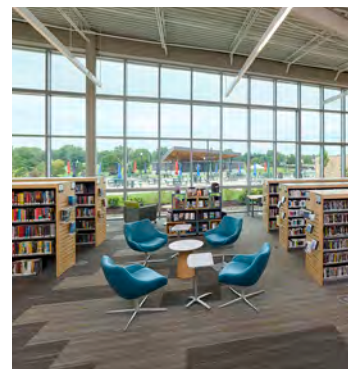
Design Development

During the Design Development Phase our team will continue development and expansion of architectural Schematic Design Documents to establish the final scope, relationships, forms, size and appearance of the Project, including architectural, structural, mechanical, electrical, civil, landscape, and interior design documents / services.

- Identify all fixed equipment to be installed in contract
- Develop a Finish Schedule identifying all finishes
- Refine wall sections showing final dimensional relationships, materials, and component relationships
- Develop a reflective ceiling plan showing the ceiling grid and all penetrations including: light fixtures, sprinkler heads, ceiling registers / diffusers, etc.
- Develop a comprehensive interiors plan based on selections made during the Schematic Design phase including: concepts, color palettes, furniture, shelving, cabinetry, carpeting, and finishes for the building
- Update and refine the cost estimate to establish a project budget and develop an FF&E budget
- Continue engineering and landscape architecture services
- Commence development of project specifications in CSI format
- Conduct a detailed cost review that will include the building, any site development, furnishings, fees, contingencies & other related project costs at design development document completion
- Meetings and presentations will be conducted throughout the Design Development phase to review changes and selections with the Library to reach consensus on final plans

Contract Documents Phase

- Complete the floor plans and elevations
- Complete the landscape plan and site plan addressing the entrances, proposed outdoor spaces, accessibility, deliveries, etc.
- Prepare detailed drawings and specifications for the interior bid packages
- Create a final listing of furniture and fixtures to be submitted
- Complete architectural details
- Complete door and hardware schedules
- Complete fixed equipment details and identification
- Complete detailed specifications in CSI format
- Submit for Plan Review / Approvals
- Complete any technical addenda
- Complete final plans and specifications for construction bidding
- Finalize bidding strategies to achieve most favorable results
- Conduct a detailed cost review that will include the building, any site development, furnishings, fees, contingencies & other related project costs at 100% of construction document completion
- Meetings with the Library will occur throughout the Contract Documents phase



D / Work Plan & Approach

Phase 2 Services

Bidding & Negotiation Phase

- Participate in pre-bid meetings with the CMR and answer any questions related to the scope of the construction project.
- Manage bidding documents
- Prepare and distribute any addenda
- Work with the CMR to tabulate and review of bids to ensure completeness and accuracy, meet with low bidders, review bids, check credentials
- Make recommendations to the Owner
- Assist with construction contract agreements

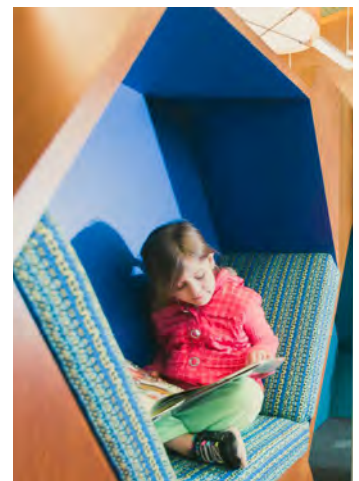
Contract Administration Phase

Our Construction Contract Administration services typically include:

- Provide construction oversight in collaboration with the CM at Risk
- Attend job site meetings with the contractor and trades at regular intervals, and additional meetings as needed to resolve any issues that may arise
- Complete and distribute meeting minutes
- Meet with City representatives and the contractor to review current work and plan for upcoming work
- Regular field observation
- Respond to requests for information and answer questions as they arise
- Review shop drawings and submittals
- Review contractor applications for payment
- Review change order requests
- Assist with purchase order selections and implementation
- Conduct project budget reviews and project schedule reviews throughout the construction phase
- Monitor the delivery, installation, and arrangement of furniture, fixtures, and equipment
- Prepare project punch lists and certificates of substantial completion, coordinate final inspections, assist with project turnover to the owner, and recommend occupancy
- Assist with equipment start up, deliver equipment operation and maintenance manuals, and as-built record drawings
- Conduct a post-construction evaluation

After Completion

- Assist in facilitating / requiring training sessions for appropriate employees regarding the operation and maintenance of technical equipment
- Conduct a post-occupancy walk-through appropriately at times to address project issues prior to expiration of applicable warranties
- An 11-month warranty walk-through will also be scheduled with you and the contractor to make sure any needed repairs are identified and taken care of before the 1-year construction warranty expires



Communication During the Project

HBM's familiarity and experience working with libraries will allow us to efficiently arrive at viable design solutions that are consistent with your vision for the future of the Chardon Library. As you know from our previous collaboration, we enjoy a highly collaborative design process, engaging stakeholders and developing consensus-oriented design solutions.

While the majority of design work sessions will be with the primary Library team, we understand that the project team extends to many other library stakeholders. Meetings with these departments will be identified on the project schedule at intervals throughout the project to review building systems and ensuring the Library's goals and expectations are met. We will look to the Library to help us determine the stakeholders, board members, and staff members that should be involved in document reviews and meetings.

Our collaborative process also extends to our approach to interior design. From space planning to the selection of materials and finishes, custom cabinetry design and furniture selection, our interiors work sessions are fun and engaging and result in solutions responding to the building architecture and appropriate for the community the library serves.

We believe it critical that Library staff understand every detail of the proposed design process so when questions might arise as to why something was built in the manner that it was, the staff are knowledgeable and to some extent "owners" of the design. We conduct regular meetings during the entire design process to review the evolution of these decisions with all members of the team. This includes consultants and representatives of the Library staff.

We also post our documents on a secure file sharing site allowing all team members to review the documents 24/7. Our design meetings continue from the beginning of design through the completion of construction documents and throughout the development of the interiors package. We work diligently to ensure all are informed and most importantly understand the decisions that were made.

Progress Meetings & Presentations

HBM is well versed in conducting community meetings and presentations in both supportive and not so supportive environments. We have facilitated hundreds of stakeholder meeting that discuss, explain, and evaluate design features. We believe it is important to the success of the project that all stakeholders feel they have been heard and understand the "why" behind decisions that were made and alternate ideas that were also investigated but not pursued. When you know your "why", your "what" is more impactful.



Technologies & Equipment



Use of Augmented Reality / Virtual Reality / Artificial Intelligence

We have been utilizing augmented reality and virtual reality tools for more than a decade to help our design team and our clients visualize design decisions in a dynamic way before the space is constructed. The more recent integration of artificial intelligence has amplified the realistic qualities of our rendering software and enhanced our first person perspective animations.

Our team has been using a combination of Revit, Escape, Lumion, and Twin Motion software platforms to create compelling walk-through animations for our public library clients in Clarksville, TN, Manchester, CT, and Garland, TX, Hastings, FL, and Newton, KS. These virtual building tours demonstrate the quality fit and finish of the building materials both interior and exterior as well as site features and experiential characteristics like sun-path movement around the building, entry experience, and views from service points.

Staying current with design software offer additional benefits beyond just project visualization. A more efficient and streamlined design process is possible with all team members sharing a Revit model. This instantaneous collaboration among designers, engineers, and contractors provides rapid feedback, early clash detection, and improved detailing to deliver an overall better building solution.

Overall, these tools provide a visually immersive sense of the space, engaging clients as active participants in the design process and testing options in real time.

Additional Office Resources

We are equipped with technology for large-format printing, 3-D printing, remote access, video conferencing, virtual meetings, and group presentations. Our layout of workstations supports collaboration and our infrastructure also accommodates working remotely when needed. For the development of graphics, publications, and web-based material we use Adobe's Creative Suite software applications including InDesign, Photoshop, and Illustrator. We update our workstations, software, and server on a scheduled basis to maintain top-end, high-performance systems. We back up all electronic files and systems daily to both on- and off-site locations.

Experience with the CMR Delivery Method

We have found the Construction Manager at Risk delivery method in general to be extremely successful. We work collaboratively with the CM at Risk during the design phase to vet early design ideas for their impact on the budget and timeline for material procurement. The services typically provided by the CM at Risk include pre-construction services such as cost estimating, value engineering, scheduling, permitting and procurement in addition to construction supervision. The schedule spells out deadlines for the entire project team to see, eliminating surprises and helping the project stay on target. The CM at Risk can also avoid project delays by planning for the pre-purchasing material and equipment that has a long lead time for delivery.

The key to a successful project is a strong team. We recommend getting the CM at Risk involved as early in the design process as possible. This would prove especially helpful in developing cost and schedule information. More than half of the library projects we have completed used a CM at Risk project delivery method. HBM is experienced in working with our clients to prepare a Request for Proposals, assist in evaluating proposals received, and then participate in interviews to select the Construction Manager at Risk best suited to the project.

An advantage to combining the CMR with a task order contract is the potential for consistency in subcontractors used across multiple projects.

Below is a list of current and recent library projects completed using a CMR delivery method and with James Shook at the project manager. We are proposing Jamie as the project manager for the new Chardon Library.



James Shook / CM at Risk Experience

- Stark County District Library - a new Main Library, OH
- Stark County District Library - a new Operations Center, OH
- Pueblo City-County Library District - Rawlings Library, CO
- Pueblo City-County Library District - Barkman Branch, CO
- Pueblo City-County Library District - Lucero Branch, CO
- Amherst Public Library, OH
- Cuyahoga County Public Library - Bay Village Branch, OH
- Dowagiac District Library, MI
- Stark County District Library - Branch Re-imagining renovation projects, OH
- Cuyahoga County Public Library - Middleburg Heights Branch, OH
- Texas State University - Alkek Library, TX
- Texas A&M University - Evans Library & Annex, TX
- Charlotte-Mecklenburg Library - Morrison Library, NC
- Fulton County Library - East Roswell Branch, GA
- Dexter District Library, MI

Conceptual Construction Cost Estimating

DCM Consulting's strategy to conceptual estimating is a collaborative team effort which includes the design team, owner and the DCM estimating team. Prior to starting the first estimate, we have a meeting to review the project with the design team and owner. We listen intently to ensure we are conceptualizing and understanding the design intent and the client's desired usage of the project. This enables us to "fill in the blanks" for a complete and fully functioning building estimate based on drawings that are in early design and hence not complete. DCM's goal in conceptual estimating is to create an estimate at each design stage that accurately captures the current design intent for the project and includes all project elements necessary for a fully functioning building.

As your cost estimating consultant, our planning process of creating each estimate deliverable is as follows for each design phase of the project documents:

- 1) Meet with the design team and client to perform a drawing page turn of the project
- 2) Perform our material quantity take-off and pricing
- 3) Issue the 'draft' estimate deliverable to the design team for review
- 4) Meet with the design team to review our material quantity take-off and pricing. We review the estimate line-by-line as well as the Estimate Clarifications to ensure we have accurately captured the current design intent for the project.
- 5) We revise the estimate deliverable per the above meeting and then issue the final estimate deliverable
- 6) If the project is over the budgeted amount, we conduct Cost Control Management by collaborating with your designers to list VE/cost reduction items and thereby bringing the project within budget. We list all these items on our Cost Control Log which ties to the estimate summary.

As your Design Cost Manager, during each phase of design, we collaborate with the architects and engineers to answer questions and confirm scope items relative to budget impacts they could have. We respond to any questions the team may have regarding materials and details *while* they are designing to provide real-time cost information to them. This enables them to make cost-impact informed decisions as their design progresses and evolves. Our goal in this process is to collaborate with the design team so they design within the overall project budget. This reduces the possibility of over designing, which will in turn reduce redesign hours.

Our goal is to collaborate with the design team members to support them on a real-time basis so they can manage the project design within the overall project budget.

Community / Staff / Stakeholder Engagement Activities

Introduction

The variety of sessions and activities described in this section are part of a menu of options that we can use to engage decision-makers and gather input for renovation and new construction projects. We also create customized work sessions that address specific topics on which you may want to focus. Our team is comfortable conducting engagement sessions either in-person or online through video conferencing and collaborative software. An important part of the process is “reporting back” and demonstrating how input gathered influenced the design. This could be done through a series of hands-on work sessions or regularly scheduled presentations on the evolution of the Facilities Master Plan in a way that clearly draws a line back to the input we received.

Connecting with Non-Users

Connecting with community residents who are not active library users is always a challenge. However, we have implemented a variety of methods depending on what the targeted non-user groups are but with the same understanding that we need to meet people where they are / the places they already visit. What we frequently learn from these activities, is that most non-users are not aware of what the library offers and how it relates to them. Methods we have utilized in the past include: surveys mailed with utility bills, in-person surveys at area events like home and garden shows, recreation areas, events where a targeted group may be gathering, focus groups in collaboration with schools or faith-based organizations, etc. In some communities, well placed sandwich boards or signage with QR codes to an online survey also work well. While these are geared towards gathering public input, we also like to have “educational” materials on hand explaining what the library has to offer and why it is a vital community asset.

Interviews & Small Group Activities

Stakeholder interviews are a great way to engage community and civic leaders in the design process and continue to make a case for the importance of the project. We have also seen value in small group activities that address the concerns and needs of teens, seniors, children & their parents, genealogy / local history enthusiasts, etc.

Customized Surveys

Surveys are a great way to get library staff and library users to start thinking about the space and how they experience it while also looking to the future. Staff surveys help us understand how the library is used throughout the day and the functional efficiencies or inefficiencies that exist. This is also a great way of understanding which spaces / collections / technology draw library users, and which may be under-utilized. Surveys are also a great tool for gathering big picture input regarding the library’s role in the overall campus community. We have provided surveys for distribution as simple Word files or Google forms as well as through library websites and with reference photos. Our approach is flexible and easy to tailor to each of the stakeholder groups you wish to engage.

Photo-Typing

In this session participants are requested (ahead of time) to bring physical photographs responding to different topics related to their daily experiences. During the session, participants post their images on corresponding sheets around the room and present what their images mean to them and how they relate to the topic. Photo-typing is a great way to bring out the personal stories from staff and stakeholders about what the library means to them and their community. The responses we gather from this type of session are powerful and tend to connect participants on a deeper level. This activity is typically conducted with a smaller group size.

World Cafe

This approach works well in a large group setting where questions are placed at tables around the room and attendees are given 10 minutes to respond to the questions at each table. After the 10 minutes expires, attendees move to a different table forming a new group of people. As the group rotates from table to table the responses are posted around the room for attendees to review at the end of the session. This active and engaging session encourages participants to interact and share ideas with people they may not see regularly or may not have previously met.

Community / Staff / Stakeholder Engagement Activities

Mind Breaking

This facilitated input gathering session begins with showing images selected to spark ideas about the possibilities for the new library and to show current and burgeoning trends in public libraries. Categories include: entry experience, seating areas, technology, meeting spaces, children's areas, tween areas, teen areas, etc. While viewing the images, participants note the characteristics they like and think are a good fit for their community. Comments and likes are placed on sheets around the room. This process allows our team to gather a large amount of input in a short amount of time. This process is highly successful due to the anonymity of the activity, which encourages each participant to share their opinions. These sessions can be conducted in-person and / or via an online survey.



Building Making

The purpose of this work session is to creating new ideas for adjacencies, flow, relationships between spaces, customer service, and how to integrate new spaces and services that you would like to offer in a new library building. This session could also include site analysis allowing participants to place the building and amenities on the proposed site and then move forward into the building. After ideas are generated, a participant from each group presents their ideas to the full group. This process builds excitement for the project, elicits input, and informs the direction of the project helping the design team develop options that are already based on your opinions, ideas, and priorities.

In the facilitated in-person session each table of participants is given enlarged plans representing the existing building and a stack of small circles representing different types of spaces they may want to include in their building. Extra paper, markers, and tape are readily available to encourage creativity.



Reporting Back

All of the input we received is documented in an Input Gathering Book that includes a description of each activity conducted, documents input received, and summarizes over-arching themes and what was commented on most frequently. Participation for many of the activities we conduct is anonymous, and we work with our clients to determine which level of anonymity is appropriate for methods such as surveys and interviews. We share a draft of this document with the Owner for review before finalizing it for presentation / publication. Presentation materials, recordings, meeting minutes, etc. are made available to you for display or distribution. We often have a meeting at the end of the process to demonstrate to stakeholders how their opinions and suggestions have been implemented.

Campaign & Fundraising Support

We have assisted and supported more than 300 library fundraising campaigns and 20+ grant procurements. HBM will do everything within our broad range of professional capabilities and scope to support your funding strategy and plan. We can provide a timetable of essential tasks that will help you plan your campaign and donor support materials including a donor plan identifying potential naming rights for the building.

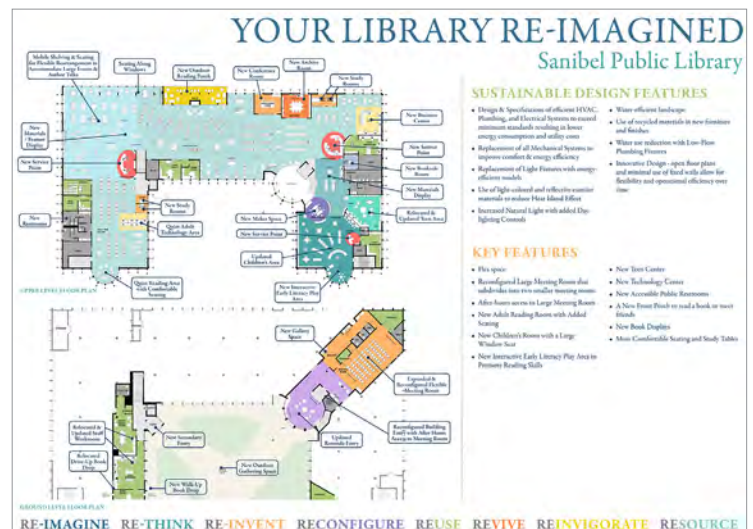
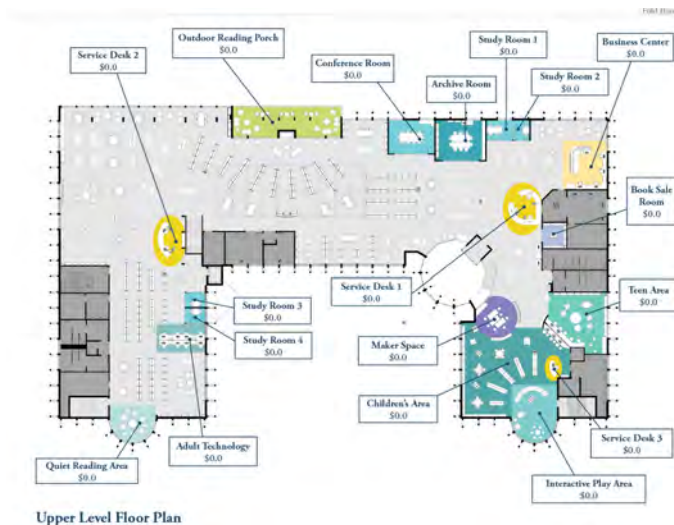
We have a number of projects that were supported through a wide range of funding mechanisms including, low interest loans, grants, levies, bond issues, institutions and foundations, as well as major and minor private donors. We provide extensive support through meetings, presentations, design, and supportive marketing materials that help you engage potential donors. We work with libraries throughout the fundraising process to understand their needs and develop approaches they feel comfortable undertaking to achieve their goals. Our experience with public libraries requires us to work closely with communities for the passage of bond issues. Whether connected with a City, School System, or an independent taxing authority, we have extensive experience in preparation of information to raise support.

Recently Supported Library Fundraising Campaigns

- Dowagiac District Library in Michigan in their winning bond issue campaign for a major expansion and renovation of their Carnegie Library building. This phased construction project was completed in June 2021.
- Kanawha County Public Library (WV) in their \$18,000,000 campaign for an expanded and renovated Main Library which reopened in May 2022.
- Newton Public Library (KS) in their \$8,000,000 campaign for a new library building. The new building is currently in the bidding phase.
- Both the Kanawha and Newton projects involved a combination of public and private fundraising campaigns.

Sanibel Public Library, FL (Renovation)

The images below demonstrate an example of a large informational board and donor brochure created for the Sanibel Public Library's successful private fundraising campaign. Materials also included donor brochures designating areas where naming rights were offered. These materials were creating using InDesign software and provided to the Library in both finished ready-to-print and raw editable formats for easy customization adaptable to meetings with various stakeholders. The main objective of these materials was to clearly indicate the benefits that this renovation project would bring to the community at large.



Space Planning

Over the years HBM has designed libraries with the simple reality that **Libraries change at a much faster rate than they can renovate, expand, or build new.** This understanding guides our work to maximize the functional lifespan of each building and their surrounding site. Our depth of library experience in the facets that encompass a vibrant library space, both interior and exterior elements, will deliver high-quality solutions as we plan for the future of your library facility. With this principle in mind, our architecture and interior design staff create thoughtful and nimble libraries that evolve with community and staff needs.

The importance of the **infrastructure** needed to support library services, staff areas, flexible public spaces, and program spaces is a priority for the longevity of these projects. Understanding the building and site conditions is vital. Starting from the entrance drive, considering traffic flow, parking, deliveries, outdoor spaces and how they connect to the interior functions can greatly impact the success of your project.

Flexibility is one of the most important design strategies implemented to support the longevity of a library renovation or new construction project. **Being able to modify areas without demolition of walls or fixed service desks allows the space to react to change quickly, add staff or study areas, or test drive new ideas without costly impact.** We have achieved this in many ways from providing furnishings, service points, and shelving that can be mobile or easily relocated, to utilizing demountable, modular wall partitions. The incorporation of mobility and modularity in the overall design can support the easy reconfiguration of spaces whether daily, for special events, or years down the road without the need for additional renovation.

Another effective strategy for maximizing the functional lifespan of library facilities is the **incorporation of durable and easily maintained finishes** into the projects. Careful selection and location of finishes that can stand up to harsh cleaners and the constant abuse public libraries endure is critical to keeping maintenance and replacement costs down throughout the years. Designing finishes in a way to allow spaces to evolve, and not be confined by certain flooring colors or patterns, will encourage flexibility as space needs change. It is easier and more economical to repaint a wall than to replace the flooring.

One example of designing for flexibility is evident in Johnson County Public Library's new Clark Pleasant Branch. Here, in addition to study rooms, this branch features a selection of flexible meeting spaces (adult learning center, youth program room, maker space, and large meeting room) fitted with hold-open doors to encourage use by patrons when programs / events are not being held. The library-facing wall of the large meeting room is constructed using an operable glass partition that can open to the main library space and accommodate larger crowds. Furniture in this area is on casters and can be easily moved. **The intent is that no space should be under-utilized in the course of the day and to encourage patrons to use these spaces for play, study, lounging, and creative pursuits.**



D / Work Plan & Approach

Library Technology

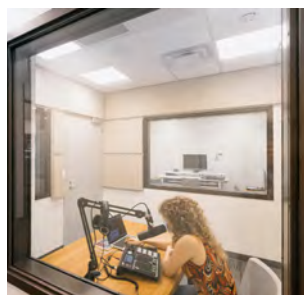
The one constant in planning for public libraries is that library service in the future will be different from what it is today. Changes in customer needs, demand, media formats, and community demographics must be embraced to keep public libraries relevant in our society. Therefore we must ensure that the buildings we plan, design, and construct are flexible and adaptable to unforeseen changes in library service and materials.

Many libraries are going beyond providing access to the technology everyone expects to find like public computers and e-books. They are trying to acquire technology that is just out of reach to the common user typically because it is too new or too risky for most people to purchase. This includes items such as tablets, 3D printers, scanners, or cameras, virtual or augmented reality devices, and A/V recording studios. The focus of library technology has shifted to technology-rich environments that support sharing information through small group collaboration, multi-media production, large group conferencing, and the consumption of digital media in various formats.

Recent developments in mobile and wireless technologies, and user-friendly, “always on” network environments for patrons, staff, and the community have set the stage for learning, research, visualization, collaboration, and conference spaces with the latest in multimedia communications. Accommodating evolving technology over a long-term service plan typically involves combinations of the following:

- Database and asset management technologies
- Digital media storage and accessibility
- Media conversion systems to convert older media storage devices to current technology
- Self-check, automated materials handling, and other functional technologies
- Materials security and tracking systems
- Collaborative environments with reconfigurable furniture with power accessibility, computer labs, collaborative hubs, and breakout rooms for group interaction and file sharing
- Content creation and production spaces may include: video and audio production, graphic design labs, and editing stations, and creative equipment for physical items like 3D printers, sewing machines, etc.
- Technology in Meeting Rooms often includes projectors, screens, wireless networking, broadcast capabilities, video conferencing capabilities, distance learning capabilities, smart boards, input for devices such as DVD / BluRay players, laptops, iPads, and programmable configurations for window treatments and lighting.
- Replacing OPAC's with interactive touch screen displays on end-panels
- Flexible mobile staff kiosks both to support or replace fixed service desks allowing staff members to move their positions, accommodate demographic shifts throughout the day, and provide a new level of customer interaction
- Flexible staff areas which easily allow staff to evolve from more traditional methods of materials processing into more technologically advanced methods over time
- User Technologies including network infrastructure to support all voice / data / video applications such as collaborative technologies, content creation and production systems, and specialized display technologies used to access digital information
- Immersive spaces such may include systems such as multi-touch interfaces, technology-enabled furniture, 3D immersive displays, holographic imaging, and interactive gaming

User technologies play a significant role in today's libraries, reshaping the way patrons receive, process, and apply information as well as encouraging intellectual development and social interaction.



Building Security

C2AE prioritizes safety and security in our designs to create environments that give users the peace of mind they need to learn, work, and play. We incorporate Crime Prevention Through Environmental Design (CPTED) principles where appropriate.

One consideration in CPTED design is natural surveillance, where maximizing visibility through strategic landscaping helps deter crime and reduce vandalism. Wayfinding, or natural access control, is another secure design method, using clear paths to direct people efficiently and safely to their destinations.

We also consider ease of maintenance in our designs. CTPED teaches that well-kept spaces communicate “territorial reinforcement,” a signal that the area is actively monitored. Other methods of territorial reinforcement include landscaping or murals—elements that can be used to attract or deter visitors to and from specific areas.

CPTED also emphasizes activity support, which involves designing spaces with the features and amenities that encourage their intended use. For example, a basketball court on a playground is less likely to be misused if it includes elements like drinking fountains, ball storage, and benches. These additions support the intended activities and make the space more inviting and functional for its users.

Additional strategies include high-visibility entrances, where reception areas have clear sightlines to the building exterior, and the use of secure glass to provide both visibility and protection. For added security, vehicle barriers like planters and bollards can prevent high-speed approaches, and door hardware with locking capabilities ensures flexibility in emergency situations.

Other considerations include numbering doors for quick identification by emergency responders and incorporating technology like cameras and electronic access control to enhance site security.

Not every space requires all these measures, but we tailor each design to meet the specific security needs of our clients.

Sustainable Design

HBM currently has 14 library building projects that either have been, or are in the process of being, LEED Certified and range from gold to general certification levels. The vast majority of our clients do not file for formal certification as the true benefit comes from the design, not the plaque hanging on the wall. We agree with and support our clients whether they want to submit for certification or not but most do believe there is no cost benefit.

Our approach to sustainable / resilient design in libraries starts with being aware that a public library building is a long-term investment. Our mantra is about “sustaining the resources”, which not only refers to green initiatives but also considers long term operating and maintenance costs. We refer to this latter initiative as “cheap to keep” which is a critical consideration in our design process. Our experience of over four decades of designing public libraries has provided us with a tremendous understanding of what works and what does not. We will spend considerable time meeting with maintenance staff during the design process in order to understand their preferences from the standpoint of consistency with other facilities, personal experiences, and local availability for service.

Sustainability is endemic in our design of any public library project through a commitment to providing open, flexible spaces that can be reconfigured without requiring new construction and the associated waste. Some strategies that we use to do this include: use of **raised access floor** (deep enough for mechanical ductwork and power/data in new construction) to allow for easy location/relocation of any new power and data anywhere it might be needed; use of mobile shelving and material display casework that can be readily shifted for new configurations; using demountable partitions where possible for walls that can be reconfigured or expanded without major construction; and recommending efficient LED light fixtures. Our recently completed West Perry Branch Library in Indianapolis features a **solar array** that has been providing more than 75% of the energy needed for operation and on some days even sells energy back to the grid. We have also worked on multiple projects including the Cuyahoga County Public Library’s Warrensville Heights Branch that uses **geo-thermal** energy.

Working together during the design process we will determine the sustainability goals and conduct a sustainability work session where the LEED score card is used as a guide even if formal certification will not be pursued. Work session participants are typically the administrative and design teams; however, we could also extend invitations to stakeholders as an additional engagement / visioning opportunity.

Beyond all of the above, we look forward to partnering with your leadership team to enhance the discussion of sustainability as more than just the practical aspects of implementing a LEED checklist. As the design conversation progresses, thoughts and opportunities on other ways the building might further sustainable thinking will evolve.



LEED Gold Certified
East Roswell Branch / Fulton County Library

D / Work Plan & Approach

Sustainable Design

Maury Loontjens Memorial Library
Town of Narragansett (RI)
18,225 SF adaptive reuse + 3,316 SF addition
Designed to achieve LEED Certification

Main Community Library
St. Petersburg Library System (FL)
43,175 SF renovation
LEED Gold Certification is being pursued

West Perry Branch
The Indianapolis Public Library (IN)
22,800 SF new construction
LEED Gold Certified

Bay Village Branch
Cuyahoga County Public Library (OH)
17,000 SF new construction
LEED Certified

Middleburg Heights Branch
Cuyahoga County Public Library (OH)
16,000 SF new construction
LEED Silver Certified

Raleigh Court Branch
Roanoke Public Libraries (VA)
11,550 SF expansion & renovation
Designed to achieve LEED Certification

Vinton Library
Roanoke County Public Library (VA)
20,000 SF new construction
LEED Certified

Orange Branch
Cuyahoga County Public Library (OH)
15,000 SF new construction
Designed to achieve LEED Certification

East Roswell Branch
Atlanta - Fulton Public Library (GA)
15,200 SF new construction
LEED Gold Certified

Southeast Davidson Branch
Nashville Public Library (TN)
25,000 SF adaptive re-use
LEED Gold Certified

Parma-Snow Branch
Cuyahoga County Public Library (OH)
30,000 SF expansion & renovation
LEED Certified

Glenvar Library
Roanoke County Public Library (VA)
15,250 SF new construction
LEED Silver Certified

Warrensville Heights Branch
Cuyahoga County Public Library (OH)
25,000 SF new construction
LEED Silver Certified

Pickaway County District Public Library (OH)
37,200 SF expansion & renovation / adaptive re-use
LEED Certified - Commercial Interiors



LEED Gold Certified
The Indianapolis Public Library / West Perry Branch
Features rooftop solar arrays

E

Vendor
Questionnaire & AIA
Document B305





Request for Proposal
Architectural Services - Troy Library Building
Page 7 of 23

QUESTIONNAIRE

DATE: 12 / 19 / 2024
Month/Date/Year

FIRM NAME: HBM Architects, LLC

ESTABLISHED: 1976 19 / 20 **STATE:** OH **YEARS in BUSINESS** 48

TYPE OF ORGANIZATION: (Circle One)

- a. Individual
- b. Partnership
- c. Corporation
- d. Joint Venture
- e. Other _____

If applicable:

FORMER FIRM NAME(S)

N/A

NOTE: If additional space is needed throughout the questionnaire, please attach additional sheets numbered appropriately for identification.

1. What is your firm's experience relative to architectural services for library structures? Provide specific library schematic and design project experience detailing the type of project involved and the type of services your firm provided. Include a brief history of your firm. A minimum of five (5) library build or renovation project examples most similar to the scope of this project are required. Examples provided should be projects that have been completed in the last ten (10) years.

Please refer to Section A - Experience & Knowledge of Libraries and Design for information regarding our firm history and experience with similar library building projects

2. Describe your firm's background and its organizational structure along with the roles and background of the Project Manager and key team members to be assigned to this project. Describe capabilities specific to the scope of work within this RFP. Describe the Project Manager's experience in the development of schematic designs and knowledge of modern public library services, trends and functions.

Please refer to Section C - Qualifications of Project Team for an organizational chart of the project team, roles and responsibilities, and resumes for key team members assigned to the project.



Request for Proposal
 Architectural Services - Troy Library Building
 Questionnaire (continued)
 Page 8 of 23

3. Provide a list of the firm’s in-house professional disciplines and the number of employees in each.

Licensed Architects: 9	Interior Design Staff: 2
Architectural Design Staff: 4	Library Planner: 1
Licensed Interior Designers: 4	Administrative Staff: 3

4. If a joint venture or association of firms, how will the work on this project be handled? Please be specific.
 N/A

5. List all library schematic or design work your firm has completed.

HBM Architects has provided planning and design services for more than 700 library building projects since the firm was founded in 1976. All of our library building projects involved schematic design services. More than 150 of these 700 library building projects also included phase 1 services for campaign / fundraising support similar to the scope which you are pursuing. The following page contains a list of current and recently completed (past 5 years) library building projects that involved schematic design work. Asterisks denote projects that also used these materials for a fundraising campaign.

6. List all other municipalities with whom the firm has worked.

The majority of the above mentioned 700+ library building projects were for public library entities, meaning that we have experience with hundreds of municipalities across 25+ states. This includes the Michigan municipalities of Dexter (a new Dexter District Library), Ann Arbor (Planning for a new Main Library), and Dowagiac (the expansion and renovation of a Carnegie Library). Please refer to the following page for a list of municipalities that we have worked with in the past 5 years

7. **Personnel of the firm who would be assigned to this account.**

Please provide resumes, copies of certifications, degrees, qualifications and/or list any additional training classes taken to increase expertise in this field for the people listed in this section who will be assigned to the City of Troy account along with project responsibilities. Firm must identify Project Manager that will be assigned to the account and will act as the primary contact for this contract.

TITLE	NAME	DEGREE/CERTIFICATION	EXPERIENCE/ YEARS	ROLE
-------	------	----------------------	-------------------	------

Please refer to Section C - Qualifications of Project Team for resumes for key team members assigned to the project inclusive of their title, name, degree / certification, years of experience, and role.

Note: Please provide copies of all resumes, certifications and licenses, etc. submitted for individuals in this section with the titles listed above.

FIRM NAME: HBM Architects, LLC

E / Vendor Questionnaire

5. List all library schematic or design work your firm has completed.

Below is a list of current and recently completed (past 5 years) library building projects that involved schematic design work. Asterisks denote projects that also used these materials for a fundraising campaign.

COLORADO

Pueblo City-County Library

- Planning and renovation of the 110,000 SF Main Library, an iconic Antoine Predock building
- Renovation and expansion of Lucero and Barkman branches

CONNECTICUT

Manchester Public Library*

A new 75,000 SF Main Library. Our team previously completed site selection and conceptual design services

FLORIDA

Maitland Public Library* – a new 25,000 SF library building and re-purposing of the former historic building

Sanibel Public Library*

The re-imagining and reconfiguration / renovation of a 30,000 SF public library building

St. Johns County – a new 10,000 SF Hastings Community Center & Library, 3 additional branch libraries tied to parks / recreation centers

St. Petersburg Library System

LEED Gold renovation of the mid-century modern style Main Community Library

INDIANA

Indianapolis Public Library - West Perry Branch

- A new 22,800 SF branch in an under-served area
- Facilities Master Plan / Patron Services Study

Johnson County Public Library - Clark-Pleasant Branch - a new 17,200 SF branch library replacing an existing building

KANSAS

Newton Public Library* - a new 25,000 SF library building

KENTUCKY

Boone County Public Library - Hebron Branch - A new 30,000 SF branch library in a rapidly growing area

MARYLAND

Calvert Library

A new Twin Beaches Branch

Carroll County Public Library

- Planning for a renovated / new Eldersburg Branch

Frederick County Public Libraries

- A new Middletown Branch

Enoch Pratt Free Library

Renovation of the historic Forest Park Branch

MICHIGAN

Dowagiac District Library*

The expansion and renovation of a Carnegie Library and successful bond issue campaign support

NEBRASKA

University of Nebraska at Kearney - Calvin T. Ryan Library 122,000 SF renovation

NORTH CAROLINA

Cabarrus County Public Library - Afton Ridge Library & Active Living Center

A new 40,000 SF combined library and senior center

OHIO (a partial listing)

Stark County District Library

- A new Operations Center
- A new Main Library building
- Jackson Twp Branch - a new 10,000 SF building
- Jackson Twp Branch temporary location
- 7 branch re-imagining / renovation
- Main Library planning study

Guernsey County Public Library

The renovation and expansion of the Byesville Branch and a new outreach services building

Cleveland Public Library

- Lorain Branch renovation & expansion (Carnegie)
- South Branch renovation & expansion (Carnegie)

Cuyahoga County Public Library

- Bay Village Branch - a new 17,000 SF branch
- Middleburg Hts. Branch - new 16,000 SF branch

Mansfield-Richland County Public Library

- Renovation of the Ontario Branch

Amherst Public Library

The expansion and renovation of a Carnegie Library

Lakewood Public Library - Madison Branch

The renovation, restoration and small expansion of an historic library building

Toledo-Lucas County Public Library

- Main Library Renovation of 104,630 SF of 300,000 SF
- Sylvania Branch expansion & renovation
- King Road Branch - a new 22,200 SF new branch

Tuscarawas County Public Library - Main Library

Ida Rupp Public Library

- Main Library renovation
- Main Library assessment & planning
- Marblehead Peninsula Branch - adaptive re-use

Sandusky Library

Exterior restoration of the historic Library, Erie County Jail, and Follett House Museum

5. List all library schematic or design work your firm has completed. *Continued*

Below is a list of current and recently completed (past 5 years) library building projects that involved schematic design work. Asterisks denote projects that also used these materials for a fundraising campaign.

PENNSYLVANIA

Adams County Library System*
A new main library building in historic Gettysburg

RHODE ISLAND

Town of Narragansett / Maury Loontjens Memorial Library
The adaptive reuse of the former Belmont Market Building into a new home for the Maury Loontjens Memorial Library

TENNESSEE

Clarksville-Montgomery County Public Library
· A new 15,000 SF North Branch
· Main Library - targeted renovations

Williamson County
A new Bethesda Branch within a new community center building

TEXAS

Nicholson Memorial Library System - Walnut Creek Branch - a new 18,000 SF branch library

Texas A&M University - Evans Library
The phased renovation of 60,000 SF of a university library

Texas State University - Alkek Library
The phased renovation of 58,000 SF of university library space

VIRGINIA

Roanoke County Public Library
· A new 16,000 SF Hollins Branch
· A new 21,000 SF Vinton Branch

Roanoke Public Library
Raleigh Court Branch expansion & renovation

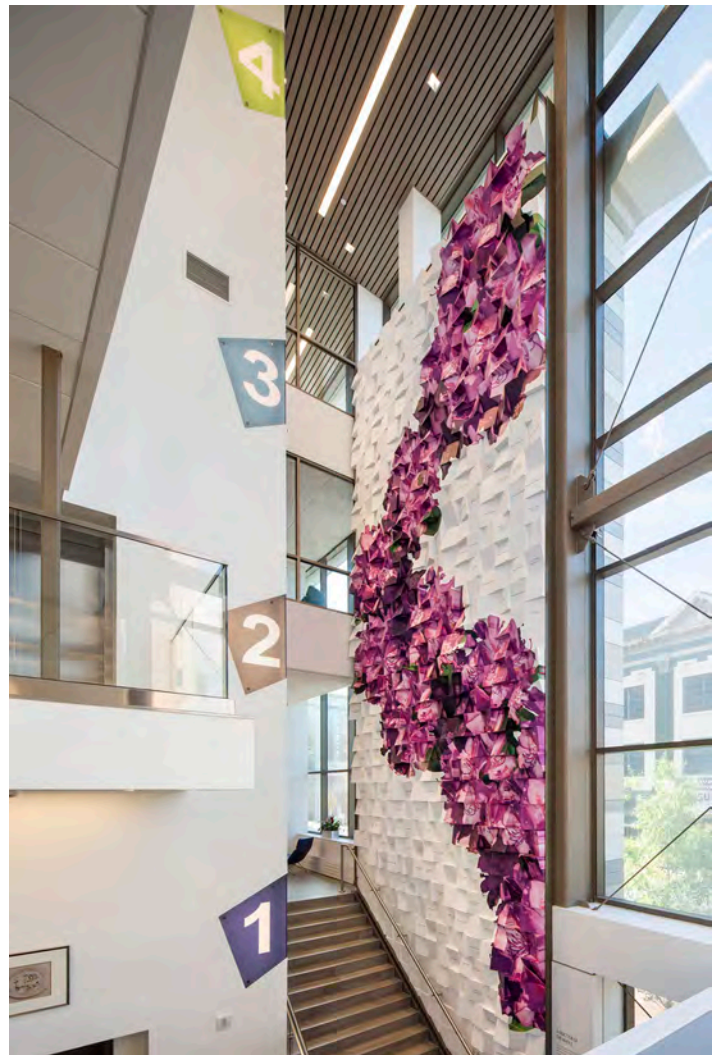
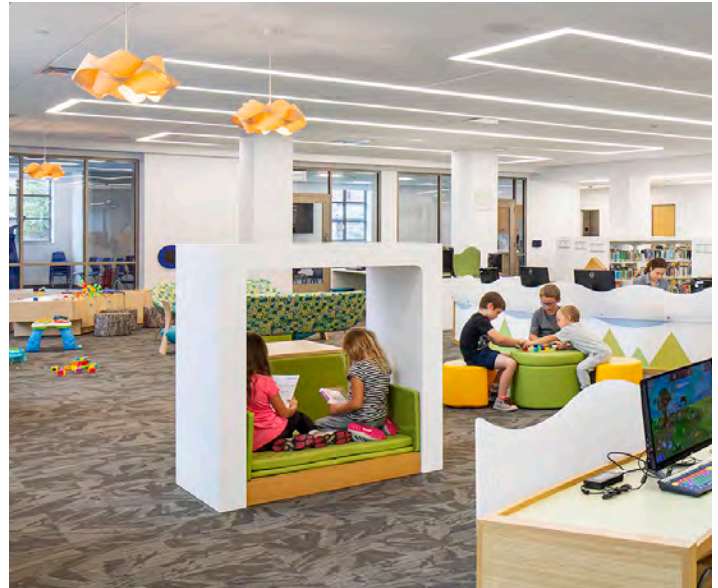
York County Public Library
Yorktown Library expansion & renovation

WEST VIRGINIA

Kanawha County Public Library - Main Library*
Site selection, fundraising support, expansion and renovation of an historic building

WISCONSIN

Rhineland District Library*
The expansion and renovation of a Carnegie library





Request for Proposal
Architectural Services - Troy Library Building
Questionnaire (*continued*)
Page 9 of 23

8. Identify services provided in-house and what services are subcontracted to outside consultants as it relates to this project. If outside consultants will be used, include their resumes, stating experience and qualifications. Please also indicate your firm's experience working with these professionals.

HBM would serve as the architect of record, design architect, and interior designer for the project. They would lead any staff, stakeholder, and community engagement and provide library planning services as needed. C2AE will provide MEP, Structural, and Civil Engineering services. NV5 will provide technology design services. And DCM will provide cost estimating services. Resumes are included in Section C - Qualifications of the Project Team.

9. Describe your proposed work plan model and outline how your business intends to complete the Schematic Design and Opinion of Cost as provided in the Scope of Work. Break down the planning model into its component parts and explain how each part will contribute to the development of a plan that will assist Troy Public Library in creating a vision for a new and/or improved facility.

Please refer to Section D - Work Plan and Approach for a description of our work plan model and approach to complete the Schematic Design and Opinion of Cost as provided in the Scope of Work.

10. Describe the methodology that you will use to accomplish the scope of work as specified in this Request for Proposal. Include communication methods that will be employed to keep the City updated during each phase of the project.

Please refer to Section D - Work Plan and Approach for a description of our proposed methodology and communication methods.

11. Present a detailed timeline that provides an overview of when each major step of the project is scheduled for completion.

Please refer to Section D - Work Plan and Approach for a timeline outlining major steps for project completion

12. Describe the process that will be used to involve both internal staff and the City's Strategic Planning Consultant ReThinking Libraries in the Schematic Design and Opinion of Cost process. Describe how your business will collect the data and how it will be processed.

Please refer to Section D - Work Plan and Approach for a description of how our collaborative and inclusive design process. We have worked with a variety of library planning consultants over the years and have a prior relationship with Janet Nelson from Re-thinking Libraries.

FIRM NAME: HBM Architects, LLC



13. Provide details explaining how your firm has worked with organizations to provide enhanced building security.

Security in libraries takes many forms, from the protection of the collection from theft or vandalism to the safety of library staff and community members using the facility. We are familiar with designing libraries from the many perspectives that safety and security entail. The American Library Association provides a number of guidelines and best practices for policy development of users, facility approach and layout, staff training for emergencies, and material protection. We also take into account a comprehensive facility design approach from entrance monitoring to full visibility throughout the public areas including study rooms, teen and children's areas, along with low stacks for visibility across large volumes of space. Areas of safety in cases of active shooters are also always considerations. Providing appropriate facilities, separation of user spaces and integrating applicable technology can also mitigate misuse of facilities for inappropriate activities. Green building initiatives are also extremely beneficial for protecting the health and welfare of the occupants.

14. **SAMPLE DOCUMENT:** Include a completed Schematic Design and Opinion of Cost with your submitted proposal. This document needs to be a project completed by the Project Manager assigned to this project which has a similar project scope, preferably a public library. This document will be reviewed as part of the evaluation process and will become the property of the City of Troy. Please refer to Section G - Schematic Design Package

15. **PROFESSIONAL REFERENCES:** Proposals shall include a minimum of five (5) library build or library renovation clients with whom you have provided architectural services for, within the past ten (10) years that are similar in scope to the type of work described in this proposal. Please provide company name and address, contact name, phone number and email address. Please refer to Section B - Positive References for the Firm

16. List all contract commitments your firm has been engaged to perform for 2025/2026. Give the organization name, name of contract and value of contract.

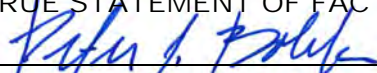
Please refer to the following page for a listing of projects currently under contract, their status, and estimated cost.

17. **AIA DOCUMENT B305-2021:**

A completed Architect's Qualification Statement (AIA Document B305-2021) is required to be included with submitted proposals. Include a brief description of years in business, services provided, values and accomplishments. Description of projects and related work should include examples of fire station projects, City and/or government contracts, and design and construction experience.

Attached and identified as: AIA Document B305

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Firm Representative: 

Printed Representative's Name: Peter J. Bolek, AIA, NCARB

Firm Name: HBM Architects, LLC

Address: 1382 West 9th Street, Suite 300, Cleveland, OH 44113

Phone Number: 216-241-1100 E-mail: pbolek@HBMarchitects.com

Date: 12 / 19 / 2024

16. List all contract commitments your firm has been engaged to perform for 2025/2026. Give the organization name, name of contract, and value of contract.

Our staff and workload are aligned to be available and ready to begin working with you upon notification of award. We are committed to delivering the scope of work in a timely fashion. In addition to the key staff described in this document, we have an extended in-house team of 23 diverse and talented designers, all well-educated and experienced in planning and designing dynamic public library facilities. The following list includes the current phase of the projects currently under contract and their estimated construction cost.

Projects Currently Under Contract	Current Status	Estimated Cost
ROANOKE COUNTY PUBLIC LIBRARY - HOLLINS BRANCH Virginia Site selection and a new 16,000 SF branch library	Schematic Design	\$12,700,000
LIMA PUBLIC LIBRARY - MAIN LIBRARY Ohio The 3,815 SF addition to and 29,460 SF renovation of the Main Library	Schematic Design	\$9,000,000
NAPOLEON PUBLIC LIBRARY Ohio An expansion and renovation connecting the library building to an adjacent Carnegie Library building that had been used as a meeting room.	Schematic Design	\$4,000,000
MAITLAND PUBLIC LIBRARY Florida A new 25,000 SF library building adjacent to a community park and repurposing of the former historic library building	Schematic Design	\$25,000,000
STARK COUNTY DISTRICT LIBRARY Ohio A new Operations Center (in Construction Documents), a new Main Library (in Schematic Design), and renovation of the Plain Branch (under construction)	Design Development	\$52,000,000
MANCHESTER PUBLIC LIBRARY Connecticut A new 75,000 SF Main Library building. Our team also provided planning and site selection services for this project	Construction Documents	\$39,000,000
IDA RUPP PUBLIC LIBRARY - MAIN LIBRARY Ohio The renovation of an 18,000 SF Main Library building	Under Construction	\$3,900,000
ST. JOHNS COUNTY - HASTINGS COMMUNITY CENTER & LIBRARY Florida A new combined 10,000 SF library and community center	Under Construction	\$5,000,000
MANSFIELD-RICHLAND COUNTY PUBLIC LIBRARY - ONTARIO BRANCH Ohio The renovation of a 10,000 SF branch library	Under Construction	\$2,000,000
PUEBLO CITY-COUNTY LIBRARY - LUCERO BRANCH Colorado Phased renovation & expansion of the Lucero Branch bringing it to 10,000 SF	Under Construction	\$5,500,000 combined total
CLARKSVILLE-MONTGOMERY COUNTY PUBLIC LIBRARY - NORTH BRANCH Tennessee. Site selection, planning, and design for a new 15,000 SF branch library in a previously under-served area	Under Construction	\$8,650,000
CABARRUS COUNTY PUBLIC LIBRARY - AFTON RIDGE LIBRARY & ACTIVE LIVING CENTER North Carolina. A new 40,000 SF library and senior center	Under Construction	\$25,000,000
ST. PETERSBURG LIBRARY SYSTEM - MAIN COMMUNITY LIBRARY Florida Renovation of a 43,175 SF mid-century main library to better respond to changing needs, programs, technology, and services while also improving utilization of outdoor areas	Under Construction	\$4,800,000



AIA® Document B305® – 2021

Architect's Qualification Statement

THE PARTIES SHOULD EXECUTE A SEPARATE CONFIDENTIALITY AGREEMENT IF THEY INTEND FOR ANY OF THE INFORMATION IN THIS B305-2021 TO BE HELD CONFIDENTIAL.

SUBMITTED TO:

(Insert organization name and address.)

Troy Public Library
510 W Big Beaver Road, Troy, MI 48084

PROJECT:

(Insert the name and address of the Project.)

Request for Proposal: Architectural Services – Troy Library Building

§ 1 FIRM INFORMATION

§ 1.1 Identify the full legal name of your firm.

HBM Architects, LLC

§ 1.2 Identify the address of your firm's principal place of business and list all office locations out of which your firm conducts business. If your firm has multiple offices, you may attach an exhibit or refer to a website.

1382 West 9th Street, Suite 300, Cleveland, Ohio 44113

§ 1.3 Identify the office out of which your firm proposes to perform services for the Project.

1382 West 9th Street, Suite 300, Cleveland, Ohio 44113

§ 1.4 Primary contact:

(Insert name, title, phone number, and email address.)

Peter Bolek, AIA, NCARB, President & Director of Design / 216.241.1100 x112 / pbolek@HBMarchitects.com

James Shook, RA, NCARB, LEED AP B+C, Principal / 216.241.1100 x121 / jshook@HBMarchitects.com

Kevin Kennedy, RA, NCARB, LEED AP, Principal / 216.241.1100 x130 / kkennedy@HBMarchitects.com

§ 1.5 Firm Website.

www.HBMarchitects.com

§ 1.6 General Statement of Qualifications.

(Briefly describe your firm's qualifications, such as your design philosophy or firm mission, and how those qualifications apply to the Project. Please limit your response to 200 words or less.)

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

HBM is a nationally recognized architectural firm focused on library planning and design throughout the country. Our growth nationwide and history of success with libraries is built on our collaborative approach to design and community involvement. We have worked with more than 700 libraries since the firm was established in 1976. We explore and help shape library trends as a result of our involvement with libraries across the country. We are known for a broad range of design solutions and architectural styles because we create buildings that resonate with the unique character of each community.

§ 1.7 Identify the legal status under which your firm does business, such as sole proprietorship, partnership, corporation, joint venture, or other.

- .1 If your firm is a sole proprietorship, identify its owner and date of organization.
- .2 If your firm is a partnership, identify the type, its partners, and its date of organization.
- .3 If your firm is a corporation, identify the type, the state in which it is incorporated, the date of incorporation, and its four highest-ranking corporate officers and their titles, as applicable.
- .4 If your firm's legal status is other than those listed above, describe it and identify its individual leaders.

Limited Liability Corporation
Peter Bolek, AIA, NCARB, President
James Shook, RA, NCARB, LEED AP BD+C, Principal
Kevin Kennedy, RA, NCARB, LEED AP, Principal

§ 1.8 Identify the number of years your firm has been in business and any other significant information pertaining to your firm's history.

48 years

§ 1.9 How many full-time employees work for your firm?

23 people

- .1 If your firm has multiple offices, how many total full-time employees work in the primary office from which services will be performed on the Project?

N/A

§ 1.10 How many full-time registered architects work for your firm?

9 full-time registered architects

- .1 If your firm has multiple offices, how many total full-time registered architects work in the primary office from which services will be performed on the Project?

N/A

§ 1.11 Identify relevant honors and awards your firm has received.

(Please limit your response to five honors and awards and a brief description of each in the prompt below. You may attach materials or a brochure to supplement the information provided below.)

2024 American Library Association / IIDA Award for buildings 30,000 SF and under for Indianapolis Public Library's West Perry Branch
2024 AIA Ohio Honor Award for Indianapolis Public Library's West Perry Branch
2024 Region 5 ASHRAE Technology Award for Indianapolis Public Library's West Perry Branch
2023 ENCR Green Building of the Year - LEED BD+C Award for Indianapolis Public Library's West Perry Branch
2023 AIA Cleveland Honor Award for Kanawha County Public Library's Main Library
2023 AIA West Virginia Honor Award for the Kanawha County Public Library's Main Library
2022 IIDA "Engage" Award for the Indianapolis Public Library's new West Perry Branch
2022 AIA Indiana Honor Award for the Indianapolis Public Library's new West Perry Branch
2021 AIA Cleveland Design Award for the Indianapolis Public Library's new West Perry Branch
2021 IIDA Award for Best in the Serve Category for the Cleveland Public Library's historic South Branch
2019 IIDA Award for Best in Public / Civic Interior Design for the Cuyahoga County Public Library's new Orange Branch
2019 AIA Cleveland Achievement of Excellence Award for the Toledo Lucas County Public Library's new King Road Branch
2019 AIA Cleveland / Restoration Society Award for Preservation of a Community Landmark for Cleveland Public Library's historic South Branch

§ 1.12 Describe your firm's professional and civic involvement.

American Library Association – CORE Committee Member (Architecture for Public Libraries Committee)
American Library Association – CORE Committee Member (AIA/ALA Library Building Awards Committee)
American Institute of Architects
International Code Council
International Interior Design Association
Medical Library Association
Association of College & Research Libraries
Society for College & University Planning
Ohio Library Council
National Council of Architectural Registration Boards
National Council of Interior Design Qualification
Urban Libraries Council
City of Shaker Heights Board of Architectural Review
Village of Moreland Hills Planning Commission

§ 1.13 Indicate whether your firm is certified as a governmentally recognized special business class, such as a minority business enterprise, woman business enterprise, service-disabled veteran owned small business, or a small disadvantaged business. For each, identify the certifying authority and indicate jurisdictions to which such certification applies.

City of Cleveland / Small Business

§ 1.14 Does your firm currently carry professional liability insurance?

(Insert yes or no.)

Yes

§ 1.15 Are there any pending or outstanding judgments, arbitration proceedings, or lawsuits against your firm, its parent, or a subsidiary, affiliate, or other entity having common ownership or management, in which the amount in dispute is more than \$75,000?

(If the answer is yes, provide an explanation.)

No

§ 1.16 In the last five years, has your firm, its parent, or a subsidiary, affiliate, or other entity having common ownership or management; (1) failed to complete services awarded to it; (2) been terminated for any reason except for an owner's convenience; (3) had any judgments, settlements, or awards against it pertaining to professional services resulting in payment of sums in excess of \$75,000 or (4) filed any lawsuits or requested arbitration regarding a construction project or design services, (5) been convicted of, or indicted for, a business-related crime, or (6) had any business or professional license subjected to disciplinary action that resulted in a suspension or revocation of a license?

(If the answer to any of the above is yes, provide an explanation.)

No

§ 2 CAPABILITIES

§ 2.1 Identify design services that your firm is capable of providing, such as programming; interior design; furniture, furnishings, and equipment design and selection; master planning; regional or urban planning; or historic preservation.

Library Programming & Planning

Library Visioning, Needs Assessments, Feasibility Studies, Building Programs, Master Planning

Campaign / Fundraising Support

Pre - Bond Planning, Analysis of Options for Campaigns / Fundraising, Grant Procurement Support, Private Fundraising Support

Community & Stakeholder Outreach / Visioning

In-person and online input gathering methods, Hands-on workshops, educational input gathering sessions, Custom surveys, Interviews, Focus groups, Summaries, Local Government Presentations

Presentation Materials

Interior / Exterior Illustrated Renderings, Computer Generated Renderings / Models, Physical Models, Brochures, Presentation Boards, Graphic Design Services

Architectural Services

Site Analysis / Test Fits, Building Assessments, Maintenance Plans, Concept Design, Schematic Design, Design Development, Construction Documents, Bidding / Negotiation, Cost Estimating, Specifications, Construction Administration, Project Close-out, New Construction, Expansion & Renovation, Historic Restoration, Interior Reconfiguration & Updates, Building Demolition

Interior Design Services

Interior Design materials selection for finishes, furniture, and equipment, Custom Cabinetry & Displays, Bidding / Negotiation for Interiors, Signage Design, Environmental Graphics, Project Close-out

Sustainable Design Services

Development of Sustainable Strategies for LEED Certification
Completing the LEED Certification process

§ 2.2 Identify other design disciplines that your firm is capable of providing, such as structural engineering, mechanical engineering, electrical engineering, landscape architecture, facility management, or commissioning.

N/A

§ 2.3 Describe your firm's experience with sustainable design, including areas of expertise and certifications achieved on past projects.

Maury Loontjens Memorial Library

Town of Narragansett (RI)

18,225 SF adaptive reuse + 3,316 SF addition

Designed to achieve LEED Certification

Barack Obama Main Library

St. Petersburg Library System (FL)

43,175 SF renovation

LEED Gold Certification is being pursued

West Perry Branch

The Indianapolis Public Library (IN)

22,800 SF new construction

LEED Silver Certification is being pursued

Bay Village Branch

Cuyahoga County Public Library (OH)

17,000 SF new construction

LEED Certification is being pursued

Middleburg Heights Branch

Cuyahoga County Public Library (OH)

16,000 SF new construction

LEED Silver Certified

Raleigh Court Branch

Roanoke Public Libraries (VA)

11,550 SF expansion & renovation

Designed to achieve LEED Certification

Vinton Library

Roanoke County Public Library (VA)

20,000 SF new construction

LEED Certified

Orange Branch

Cuyahoga County Public Library (OH)

15,000 SF new construction

Designed to achieve LEED Certification

East Roswell Branch

Atlanta - Fulton Public Library (GA)

15,200 SF new construction

LEED Gold Certified

Southeast Davidson Branch

Nashville Public Library (TN)

25,000 SF adaptive re-use

LEED Gold Certified

Parma-Snow Branch

Cuyahoga County Public Library (OH)

30,000 SF expansion & renovation

LEED Certified

Glenvar Library

Roanoke County Public Library (VA)

15,250 SF new construction

LEED Silver Certified

Warrensville Heights Branch

Cuyahoga County Public Library (OH)

25,000 SF new construction

LEED Silver Certified

Pickaway County District Public Library (OH)

37,200 SF expansion & renovation / adaptive re-use

LEED Certified - Commercial Interiors

§ 2.4 Does your firm use building information modeling (BIM)? If so, describe how your firm uses BIM and identify BIM software that your firm regularly uses.

HBM's approach to technology and architectural modeling utilizes Autodesk's Revit software to develop a comprehensive building model that can be shared with our engineering team as a single file. The ability to design and make changes in this format has streamlined our workflow and created an effective platform for collaborating with our consultants and our clients. Revit also gives us the ability to create accurate three-dimensional renderings of the exterior, interior, and building systems in addition to fly-by animations of the overall design. These renderings are a useful tool for both constructability review and project visualization with our clients during charrette sessions to generate ideas, and when finalized, the imagery helps build excitement and community support for library projects **We have successfully used BIM software for more than 50 library projects.** BIM software is also helpful for sun studies and identifying shading strategies to mitigate solar heat gain throughout the year.

§ 2.5 List other software programs, in addition to those identified in Section 2.4 that your firm uses in the design process.

Revit,
Enscape,
Lumion
Twin Motion
AutoCad
Adobe Creative Suite (Photoshop, Illustrator, InDesign, etc.)
Miro Board
Sketch Up
Microsoft Office (Word, Excel, PowerPoint, etc.)

§ 2.6 Briefly describe your firm's approach to quality management.

Design and constructability reviews are part of our Quality Management process. This thorough method of maintaining the integrity of the design vision, documents, budget, and schedule begins with the leadership of our Principal in Charge, Peter Bolek. Each team member has assigned areas of responsibility throughout the life of the project. The Project Manager will regularly review work and direct the team's efforts. By comparing documents to the more than 700 libraries designed by HBM Architects, the project manager has the ability to take lessons that have been learned during the design and construction process and apply them to your project. This process, which is based on the firm's depth of experience in library planning and design ensures that all potential design and technical issues are reviewed and resolved prior to the bidding and construction phase.

Prior to the close of the Construction Document production phase, a senior HBM team member who has more than 30 years of experience specializing in constructability and not associated with your project, will review the documents. This step in the quality control process ensures that your project will be scrutinized by a highly experienced architect with a fresh perspective. Drawings and designs will be analyzed for their ability to be constructed, ensure maintainability, and for overall drawing accuracy. This intensive review process will make certain that each design and program related requirement is included and buildings are both constructible and durable. Additionally, these attributes enable us to maintain project schedules and budgets during construction.

§ 2.7 Identify additional accreditations, services, skills, or personnel that you believe differentiate your firm.

Please refer to the other sections of this RFQ response for a comprehensive description of our accreditations, services, skills, and the depth of experience of our personnel. These are all differentiators that further describe our reputation as a nationally-recognized firm that specializes in library planning and design.

§ 3 PROJECT DESIGN TEAM

§ 3.1 List design disciplines your firm will provide for the Project using its own employees.

Architectural Design
Interior Design / Comprehensive FF&E Services
Library Planning / Programming
Sustainable Design Management and Certification

§ 3.2 List design disciplines your firm will provide for the Project using consultants.

Structural Engineering / C2AE
MEP Engineering / C2AE
Civil Engineering / C2AE
Landscape Architecture / C2AE
Cost Estimating / DCM
Technology Design / NV5

§ 4 PROJECT PERSONNEL

§ 4.1 Identify the licensed professional and registration number under which architectural services will be performed on the Project.

Peter J. Bolek, AIA, NCARB, President & Director of Design – Michigan Registration #
1301051537

James C. Shook, RA, NCARB, LEED AP BD+C, Principal & Project Manager – Ohio Registration #914827

§ 4.2 List key personnel from your firm who will be meaningfully involved in providing professional services on this Project. Include each person's position on the Project team, office location, proposed role, and experience on similar projects.

AIA Document B305 – 2021. Copyright © 1963, 1979, 1993, and 2021. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 09:50:51 ET on 12/17/2024 under Order No.4104246360 which expires on 02/28/2025, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com.

User Notes:

(2000906819)

Peter Bolek, AIA, NCARB, President & Director of Design
James Shook, RA, NCARB, LEED AP BD+C, Principal & Project Manager (main point of contact)
Emily Dallmeyer, AIA, NCARB
Lou Trostel, RA, Project Architect
Jennifer Dort, RA, NCARB, Project Architect
Stephanie Shook, IIDA, NCIDQ, Associate & Director of Interior Design
Brooke Breiner, NCIDQ, LEED AP ID+C, Associate & Interior Designer
Katie Gaukin, NCIDQ, Associate & Interior Designer
Mackenzie Marinelli, Interior Designer
Renee Downing, LEED AP, Associate & Library Planner

Please Refer to Section C – Qualifications of Project Team

§ 5 REFERENCES

§ 5.1 Identify three client references:

(Insert name, organization, project name(s), and contact information.)

Please Refer to Section B – Positive References for the Firm

§ 5.2 Identify three contractor references:

(Insert name, organization, project name(s), and contact information.)

Please Refer to Section B – Positive References for the Firm

§ 6 REPRESENTATIVE PROJECTS

List five of your firm's projects below, either completed or in progress, that are representative of your firm's experience and capabilities. If a Project is identified on page 1, include representative projects that are relevant to the Project. You may attach materials, such as photographs or renderings, to supplement the information provided below.

Please Refer to Section A – Experience & Knowledge of Libraries and Design

Representative Project #1

Project Name:

Owner:

Brief Description:

Project Delivery Method:

Size:

Construction Cost:

Completion Date:

Contractor/Construction Manager:

Representative Project #2

Project Name:

Owner:

Brief Description:

Project Delivery Method:

Size:

Construction Cost:

Completion Date:

Contractor/Construction Manager:

Representative Project #3

Project Name:

Owner:

Brief Description:

Project Delivery Method:

Size:

Construction Cost:

Completion Date:

Contractor/Construction Manager:

Representative Project #4

Project Name:

Owner:

Brief Description:

Project Delivery Method:

Size:

Construction Cost:

Completion Date:

Contractor/Construction Manager:

Representative Project #5

Project Name:

Owner:

Brief Description:

Project Delivery Method:

Size:

Construction Cost:

Completion Date:

Contractor/Construction Manager:

§ 7 ATTACHED DOCUMENTS AND ADDITIONAL INFORMATION

(If attachments are provided, list them here.)

Cover Letter

Section A – Experience & Knowledge of Libraries and Design

Section B – Positive References for the Firm

Section C – Qualifications of Project Team

Section D – Work Plan & Approach

Section E – Vendor Questionnaire

Section F – Pricing Proposal

Section G – Schematic Design Package

Section H – Forms & Addenda

ARCHITECT'S REPRESENTATION

I hereby represent that, to the best of my knowledge, the information provided in this Architect's Qualification Statement is true and accurate as of the date below.



December 19, 2024

Signature

Date

Peter J. Bolek, AIA, NCARB President

Printed Name and Title

Additions and Deletions Report for AIA® Document B305® – 2021

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 09:50:51 ET on 12/17/2024.

PAGE 1

Troy Public Library
510 W Big Beaver Road, Troy, MI 48084

...

Request for Proposal: Architectural Services – Troy Library Building

...

HBM Architects, LLC

...

1382 West 9th Street, Suite 300, Cleveland, Ohio 44113

...

1382 West 9th Street, Suite 300, Cleveland, Ohio 44113

...

Peter Bolek, AIA, NCARB, President & Director of Design / 216.241.1100 x112 / pbolek@HBMarchitects.com
James Shook, RA, NCARB, LEED AP B+C, Principal / 216.241.1100 x121 / jshook@HBMarchitects.com
Kevin Kennedy, RA, NCARB, LEED AP, Principal / 216.241.1100 x130 / kkennedy@HBMarchitects.com

...

www.HBMarchitects.com

PAGE 2

HBM is a nationally recognized architectural firm focused on library planning and design throughout the country. Our growth nationwide and history of success with libraries is built on our collaborative approach to design and community involvement. We have worked with more than 700 libraries since the firm was established in 1976. We explore and help shape library trends as a result of our involvement with libraries across the country. We are known for a broad range of design solutions and architectural styles because we create buildings that resonate with the unique character of each community.

...

Limited Liability Corporation
Peter Bolek, AIA, NCARB, President

James Shook, RA, NCARB, LEED AP BD+C, Principal
Kevin Kennedy, RA, NCARB, LEED AP, Principal

...

48 years

...

23 people

...

N/A

...

9 full-time registered architects

...

N/A

PAGE 3

2024 American Library Association / IIDA Award for buildings 30,000 SF and under for Indianapolis Public Library's West Perry Branch

2024 AIA Ohio Honor Award for Indianapolis Public Library's West Perry Branch

2024 Region 5 ASHRAE Technology Award for Indianapolis Public Library's West Perry Branch

2023 ENCR Green Building of the Year - LEED BD+C Award for Indianapolis Public Library's West Perry Branch

2023 AIA Cleveland Honor Award for Kanawha County Public Library's Main Library

2023 AIA West Virginia Honor Award for the Kanawha County Public Library's Main Library

2022 IIDA "Engage" Award for the Indianapolis Public Library's new West Perry Branch

2022 AIA Indiana Honor Award for the Indianapolis Public Library's new West Perry Branch

2021 AIA Cleveland Design Award for the Indianapolis Public Library's new West Perry Branch

2021 IIDA Award for Best in the Serve Category for the Cleveland Public Library's historic South Branch

2019 IIDA Award for Best in Public / Civic Interior Design for the Cuyahoga County Public Library's new Orange Branch

2019 AIA Cleveland Achievement of Excellence Award for the Toledo Lucas County Public Library's new King Road Branch

2019 AIA Cleveland / Restoration Society Award for Preservation of a Community Landmark for Cleveland Public Library's historic South Branch

...

American Library Association – CORE Committee Member (Architecture for Public Libraries Committee)

American Library Association – CORE Committee Member (AIA/ALA Library Building Awards Committee)

American Institute of Architects

International Code Council

International Interior Design Association

Medical Library Association

Association of College & Research Libraries

Society for College & University Planning

Ohio Library Council

National Council of Architectural Registration Boards

National Council of Interior Design Qualification

Urban Libraries Council

City of Shaker Heights Board of Architectural Review

Additions and Deletions Report for AIA Document B305 – 2021. Copyright © 1963, 1979, 1993, and 2021. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 09:50:51 ET on 12/17/2024 under Order No. 4104246360 which expires on 02/28/2025, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com.

User Notes:

(2000906819)

Village of Moreland Hills Planning Commission

...

City of Cleveland / Small Business

...

Yes
PAGE 4

No

...

No

...

Library Programming & Planning

Library Visioning, Needs Assessments, Feasibility Studies, Building Programs, Master Planning

Campaign / Fundraising Support

Pre - Bond Planning, Analysis of Options for Campaigns / Fundraising, Grant Procurement Support, Private Fundraising Support

Community & Stakeholder Outreach / Visioning

In-person and online input gathering methods, Hands-on workshops, educational input gathering sessions, Custom surveys, Interviews, Focus groups, Summaries, Local Government Presentations

Presentation Materials

Interior / Exterior Illustrated Renderings, Computer Generated Renderings / Models, Physical Models, Brochures, Presentation Boards, Graphic Design Services

Architectural Services

Site Analysis / Test Fits, Building Assessments, Maintenance Plans, Concept Design, Schematic Design, Design Development, Construction Documents, Bidding / Negotiation, Cost Estimating, Specifications, Construction Administration, Project Close-out, New Construction, Expansion & Renovation, Historic Restoration, Interior Reconfiguration & Updates, Building Demolition

Interior Design Services

Interior Design materials selection for finishes, furniture, and equipment, Custom Cabinetry & Displays, Bidding / Negotiation for Interiors, Signage Design, Environmental Graphics, Project Close-out

Sustainable Design Services

Development of Sustainable Strategies for LEED Certification
Completing the LEED Certification process

...

N/A

...

Maury Loontjens Memorial Library

Town of Narragansett (RI)

18,225 SF adaptive reuse + 3,316 SF addition

Designed to achieve LEED Certification

Barack Obama Main Library

St. Petersburg Library System (FL)

43,175 SF renovation

LEED Gold Certification is being pursued

West Perry Branch

The Indianapolis Public Library (IN)

22,800 SF new construction

LEED Silver Certification is being pursued

Bay Village Branch

Cuyahoga County Public Library (OH)

17,000 SF new construction

LEED Certification is being pursued

Middleburg Heights Branch

Cuyahoga County Public Library (OH)

16,000 SF new construction

LEED Silver Certified

Raleigh Court Branch

Roanoke Public Libraries (VA)

11,550 SF expansion & renovation

Designed to achieve LEED Certification

Vinton Library

Roanoke County Public Library (VA)

20,000 SF new construction

LEED Certified

Orange Branch

Cuyahoga County Public Library (OH)

15,000 SF new construction

Designed to achieve LEED Certification

East Roswell Branch

Atlanta - Fulton Public Library (GA)

15,200 SF new construction

LEED Gold Certified

Southeast Davidson Branch

Nashville Public Library (TN)

25,000 SF adaptive re-use

LEED Gold Certified

Additions and Deletions Report for AIA Document B305 – 2021. Copyright © 1963, 1979, 1993, and 2021. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 09:50:51 ET on 12/17/2024 under Order No.4104246360 which expires on 02/28/2025, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiacontracts.com.

User Notes:

(2000906819)

Parma-Snow Branch
Cuyahoga County Public Library (OH)
30,000 SF expansion & renovation
LEED Certified

Glenvar Library
Roanoke County Public Library (VA)
15,250 SF new construction
LEED Silver Certified

Warrensville Heights Branch
Cuyahoga County Public Library (OH)
25,000 SF new construction
LEED Silver Certified

Pickaway County District Public Library (OH)
37,200 SF expansion & renovation / adaptive re-use
LEED Certified - Commercial Interiors
PAGE 6

HBM's approach to technology and architectural modeling utilizes Autodesk's Revit software to develop a comprehensive building model that can be shared with our engineering team as a single file. The ability to design and make changes in this format has streamlined our workflow and created an effective platform for collaborating with our consultants and our clients. Revit also gives us the ability to create accurate three-dimensional renderings of the exterior, interior, and building systems in addition to fly-by animations of the overall design. These renderings are a useful tool for both constructability review and project visualization with our clients during charrette sessions to generate ideas, and when finalized, the imagery helps build excitement and community support for library projects We have successfully used BIM software for more than 50 library projects. BIM software is also helpful for sun studies and identifying shading strategies to mitigate solar heat gain throughout the year.

...

Revit
Enscape
Lumion
Twin Motion
AutoCad
Adobe Creative Suite (Photoshop, Illustrator, InDesign, etc.)
Miro Board
Sketch Up
Microsoft Office (Word, Excel, PowerPoint, etc.)
PAGE 7

Design and constructability reviews are part of our Quality Management process. This thorough method of maintaining the integrity of the design vision, documents, budget, and schedule begins with the leadership of our Principal in Charge, Peter Bolek. Each team member has assigned areas of responsibility throughout the life of the project. The Project Manager will regularly review work and direct the team's efforts. By comparing documents to the more than 700 libraries designed by HBM Architects, the project manager has the ability to take lessons that have been

learned during the design and construction process and apply them to your project. This process, which is based on the firm's depth of experience in library planning and design ensures that all potential design and technical issues are reviewed and resolved prior to the bidding and construction phase.

Prior to the close of the Construction Document production phase, a senior HBM team member who has more than 30 years of experience specializing in constructability and not associated with your project, will review the documents. This step in the quality control process ensures that your project will be scrutinized by a highly experienced architect with a fresh perspective. Drawings and designs will be analyzed for their ability to be constructed, ensure maintainability, and for overall drawing accuracy. This intensive review process will make certain that each design and program related requirement is included and buildings are both constructible and durable. Additionally, these attributes enable us to maintain project schedules and budgets during construction.

...

Please refer to the other sections of this RFQ response for a comprehensive description of our accreditations, services, skills, and the depth of experience of our personnel. These are all differentiators that further describe our reputation as a nationally-recognized firm that specializes in library planning and design.

...

Architectural Design
Interior Design / Comprehensive FF&E Services
Library Planning / Programming
Sustainable Design Management and Certification

...

Structural Engineering / C2AE
MEP Engineering / C2AE
Civil Engineering / C2AE
Landscape Architecture / C2AE
Cost Estimating / DCM
Technology Design / NV5

...

Peter J. Bolek, AIA, NCARB, President & Director of Design – Michigan Registration # 1301051537

James C. Shook, RA, NCARB, LEED AP BD+C, Principal & Project Manager – Ohio Registration #914827

PAGE 8

Peter Bolek, AIA, NCARB, President & Director of Design
James Shook, RA, NCARB, LEED AP BD+C, Principal & Project Manager (main point of contact)
Emily Dallmeyer, AIA, NCARB
Lou Trostel, RA, Project Architect
Jennifer Dort, RA, NCARB, Project Architect
Stephanie Shook, IIDA, NCIDQ, Associate & Director of Interior Design
Brooke Breiner, NCIDQ, LEED AP ID+C, Associate & Interior Designer
Katie Gaukin, NCIDQ, Associate & Interior Designer
Mackenzie Marinelli, Interior Designer
Renee Downing, LEED AP, Associate & Library Planner

Please Refer to Section C – Qualifications of Project Team

...

Please Refer to Section B – Positive References for the Firm

...

Please Refer to Section B – Positive References for the Firm

...

Please Refer to Section A – Experience & Knowledge of Libraries and Design

PAGE 10

Cover Letter

Section A – Experience & Knowledge of Libraries and Design

Section B – Positive References for the Firm

Section C – Qualifications of Project Team

Section D – Work Plan & Approach

Section E – Vendor Questionnaire

Section F – Pricing Proposal

Section G – Schematic Design Package

Section H – Forms & Addenda

...



December 19, 2024

...

Peter J. Bolek, AIA, NCARB President



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/27/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER DesignPro Insurance Group 5991 Chandler Court, Suite A Westerville OH 43082	CONTACT NAME: Tracey Heise PHONE (A/C, No, Ext): (614) 426-9043 FAX (A/C, No): (614) 794-4961 E-MAIL ADDRESS: tracey.designproins@wichert.com <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: none;">INSURER(S) AFFORDING COVERAGE</td> <td style="text-align: center; border: none;">NAIC #</td> </tr> <tr> <td style="border: none;">INSURER A : Sentinel Insurance Co Ltd</td> <td style="border: none;">11000</td> </tr> <tr> <td style="border: none;">INSURER B : Arch Insurance Co.</td> <td style="border: none;">11150</td> </tr> <tr> <td style="border: none;">INSURER C :</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER D :</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER E :</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER F :</td> <td style="border: none;"></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Sentinel Insurance Co Ltd	11000	INSURER B : Arch Insurance Co.	11150	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : Sentinel Insurance Co Ltd	11000														
INSURER B : Arch Insurance Co.	11150														
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															
INSURED HBM Architects, LLC 1382 W. 9th Street #300 Cleveland OH 44113															

COVERAGES CERTIFICATE NUMBER: CL2462760416 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			33SBAAF1257	06/25/2024	06/25/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			33SBAAF1257	06/25/2024	06/25/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			33SBAAF1257	06/25/2024	06/25/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	33SBAAF1257	06/25/2024	06/25/2025	<input type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTHER Ohio Stop Gap E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional Liability			PAAEP0149702	06/25/2024	06/25/2025	Each Claim \$2,000,000 Aggregate \$4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER For Proposal Purposes Only	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--



INSURANCE REQUIREMENTS

Insurance requirements shall be in accordance with the attached **SAMPLE INSURANCE CERTIFICATE** and **ENDORSEMENT**. The required Insurance Certificate and Endorsement must be submitted to the city within 5 days of the verbal/ electronic request after the bid award. The Insurance Certificate and Endorsement may be faxed to the Purchasing Office at (248) 619-7608, and is the only bid document accepted in this format.

The contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to business in the State of Michigan and acceptable to the City of Troy. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and self-insured retentions (SIR's) are the responsibility of the Contractor.

- () We can meet the specified insurance requirements.
- () We cannot meet the specified insurance requirements.
- () We do not carry the specified limits but can obtain the additional insurance coverage of \$ _____, at the cost of \$ _____.
NOTE: Please note the amendments on a sample insurance certificate and attach it to your bid proposal.
- () Our proposal is reduced by \$ _____ if we lower the requirement to \$ _____.
NOTE: Please note the amendments on a sample insurance certificate and attach it to your bid proposal.

IMPORTANT: A Certificate of Insurance on an ACORD Form showing present coverage as well as the required endorsements SHALL be attached to the proposal document at the time of submission of the proposal to the Office of the City Clerk.

NOTE: Failure on the part of any bidder to contact his/her insurance carrier to verify that the insurance carried by the bidder meets City of Troy specifications may result in this proposal being completed incorrectly.

OTHER: Sole proprietors must execute a certificate of exemption from Worker's Compensation requirements or provide proof of Worker's Compensation Insurance. All coverage shall be with insurance carriers licensed and admitted to do business in Michigan in accordance with all applicable statutes of the State of Michigan and acceptable to the City of Troy.

INSURANCE VERIFICATION:

A bidder shall complete the above portion, which details additional costs that may be incurred for specified coverage without purchasing the additional coverage prior to bid submission.

WORKERS' COMPENSATION INSURANCE, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

COMMERCIAL GENERAL LIABILITY INSURANCE on an "Occurrence Basis" with limits of liability not less than \$1,000,000.00 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.

FIRM NAME: HBM Architects, LLC



Request for Proposal
Architectural Services - Troy Library Building
Insurance Requirements (*continued*)
Page 12 of 23

AUTOMOBILE LIABILITY, including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000.00 per occurrence combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

ADDITIONAL INSURED:

Commercial General Liability and Automobile Liability, as described in the attached SAMPLE shall include an Additional Insured Endorsement stating the following shall be ***Additional Insureds***: The City of Troy including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and council members, including employees and volunteers thereof. It is understood and agreed by naming the City of Troy as additional insured, coverage afforded is considered to be primary and any other insurance the City of Troy may have in effect shall be considered secondary and/or excess.

CANCELLATION NOTICE:

All policies, as described above, shall include an endorsement stating that it is understood and agreed that Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be mailed to:

City of Troy
Purchasing Manager
500 West Big Beaver
Troy, MI 48084

PROOF OF INSURANCE COVERAGE:

The Contractor shall provide the City of Troy, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above all shall be furnished, if so requested.

If any of the applicable coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the City of Troy at least ten (10) days prior to the expiration date.

LETTER VERIFICATION:

The recommended bidder will be notified to submit a letter from the *insurance agent or carrier* that the insurance to be supplied will meet specifications. As an alternative, the recommended bidder may submit the certificate of insurance meeting specifications at this time at his/her option. ***The City must receive this letter or certificate within 5 business days after verbal / electronic notification has been delivered to the recommended bidder or the bidder will be considered non-responsive and the bid un-awardable.*** This process will occur before presentation of the award recommendation to the Troy City Council.

FINAL INSURANCE CERTIFICATE SUBMISSION:

After approval by Troy City Council, the City's Purchasing Manager will review the insurance certificates and endorsements to ensure all acceptable documents have been received and allow (5) business additional days after verbal / electronic notification to submit final insurance certificate(s) in accordance with specifications. The City of Troy reserves the right to WITHHOLD AND KEEP any bid surety for failure to comply. The company will be considered in default of contract and will be barred from doing business with the City of Troy for a minimum of three (3) years for failing to meet insurance requirements.

FIRM NAME: HBM Architects, LLC

F

Pricing Proposal





Request for Proposal
 Architectural Services - Troy Library Building
 Page 13 of 23

PROPOSAL PRICING

**ARCHITECTURAL/ENGINEERING SERVICES
 TROY PUBLIC LIBRARY BUILDING SCHEMATIC and OPINION OF COST**

The cost for the Scope of Work as stated in the Request for Proposal documents shall be a lump sum, as follows:

Phase I Schematic Design and Opinion of Cost **Not to Exceed: \$** 280,000
Please see attached

SCHEDULE OF VALUES:

A Schedule of Values of hourly rates for personnel that will be involved in the project and reimbursable expenses should be included below. These rates will be used to determine costs for any additional services required.

SERVICES /STAFF TITLE	HOURLY RATE
<i>Please see attached</i>	\$
	\$
	\$
	\$
	\$
	\$
POTENTIAL ADDITIONAL SERVICES:	
<i>Please see attached</i>	\$
	\$
	\$
	\$
	\$
REIMBURSEABLES:	
<i>Please see attached</i>	\$
	\$
	\$
	\$

Note: If more space is required, attach additional sheets if needed but use the format established above.

Please include prices for additional services such as any clerical charges, copy charges, etc. necessary if additional work results from a change to the Scope of Work. Services with a Minimum Charge Also Need to Be Noted As Such.

FIRM NAME: HBM Architects, LLC

F / Pricing Proposal

Phase I Schematic Design and Opinion of Probable Cost Fee:

In our experience with Public Library Clients who are seeking document design and development sufficient for securing funding for a project, a 25- 30% level Schematic Design (SD) effort would provide an appropriate level of planning. Therefore, our proposed not to exceed fee is based on a +/- 100,000 sf building and a 30% SD A&E fee. The A&E fee would include program validation, concept design (site, building and floor plans), Civil 30% SD drawings, Structural, Mechanical, Electrical and Plumbing design narratives and Opinions of Probable Cost.

2024 Regular Hourly Rates:

HBM

Principal	285.00 / hr
Associate	255.00 / hr
Project Manager	225.00 / hr
Project Architect	200.00 / hr
Interior Designer	195.00 / hr
Staff Architect	175.00 / hr
Staff Interior Designer	155.00 / hr
CADD Technician	105.00 / hr
Interns	95.00 / hr
Admin. Assist.	95.00 / hr

C2AE

Project Management	221.00 / hr
Business Development	221.00 / hr
Engineering	210.00 / hr
Architecture	196.00 / hr
Information Technology / GIS	189.00 / hr
Marketing & Communications	179.00 / hr
Landscape Architecture	173.00 / hr
Field Observation	164.00 / hr
Interior Design	154.00 / hr
Project Administration	137.00 / hr

Consultants @ cost x 1.15

- The foregoing rates include employee fringe benefits, computer time, overhead, other indirect costs, and profit.
- Rates are effective through December 31, 2025

Potential Additional Services:

Additional Service fees would be established utilizing the above hourly rates. Potential Additional Services if needed could include Community Engagement, Multiple Design Solutions on the identified site, Additional Design Solutions on an alternate site, etc.

Reimbursable Expenses:

A reimbursable budget of \$10,000 should be ear marked for travel, printing / plotting / delivery.

- Reimbursable expenses will be invoiced at cost plus 10% administrative fee.



Request for Proposal
Architectural Services - Troy Library Building
Page 14 of 23

PROPOSAL TERMS AND CONDITIONS

PRE-PROPOSAL MEETING: (Mandatory) All bidders are requested to attend the **Pre-Proposal Meeting scheduled for Wednesday, December 4, 2024 at 2:00PM**. Prospective bidders may attend in person at the Troy Public Library, 510 W. Big Beaver Road, Troy, Michigan or virtually via Zoom. The meeting will be held to answer and clarify questions regarding bid specifications and RFP.

Mandatory Pre-Proposal Meeting: Wednesday December 4, 2023, 2:00PM

Zoom Meeting Link:

<https://us02web.zoom.us/j/81342152735?pwd=AYuWMiwBhpEegsfd2nWbbznd6XynNe.1>

Meeting ID: 813 4215 2735

Passcode: 437442

Find your local number: <https://us02web.zoom.us/j/81342152735?pwd=AYuWMiwBhpEegsfd2nWbbznd6XynNe.1>

PROPOSAL SIGNATURES:

Each authorized representative of the Firm must sign the proposal with their usual signature and shall give their full business address. Proposals submitted by partnerships shall be signed with the partnership name by one of the members or by an authorized representative. Proposals by corporations shall be signed with the name of the corporation followed by the signature and designation of the President, Secretary, or other person authorized to bind it in the matter. Each signature represents binding commitment upon the Respondent to provide the services offered to the City if the Respondent is determined to be the most responsive and responsible Respondent.

WITHDRAWAL:

Proposals may only be withdrawn by written notice prior to the date and time set for the opening of the Proposals. No Proposal may be withdrawn after the deadline for submission.

NO RFP RESPONSE:

For those business who receive this RFP but who do not submit a response, it would help the City if you complete the Statement of No Bid Form.

PROCUREMENT POLICY:

Procurement for the City will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality as determined to be in the best interest of the City. The Purchasing Manager has the vested authority to execute a contract, subject to Mayoral and/or Council approval where required.

AIA DOCUMENT B305-2021:

() A completed Architect's Qualification Statement (AIA B305-2021) is attached.

RETAIN PROPOSALS:

The City reserves the right to retain all proposals submitted and to use any ideas in the proposals regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Consultant of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed between the City of Troy and the consultant selected.

LAWS:

All applicable State of Michigan and Federal laws, City and County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the award throughout and incorporated herein by reference. The Firm will comply with all federal, state, or local laws, rules, ordinances, regulations, licenses and permits. The firm, including its employees and agents, shall be responsible for knowing the City of Troy policies concerning appropriate behavior of persons on City property and shall comply with all applicable policies.

FIRM NAME: HBM Architects, LLC



Request for Proposal
Architectural Services - Troy Library Building
Terms and Conditions (*continued*)
Page 15 of 23

PERMITS:

All work performed shall meet City and State Code. If applicable, the contracted firm shall be responsible for submitting all plans for review to the City of Troy Building Department and/or Planning Commission, and securing all necessary approvals. The City will be responsible for all Building Department Fees.

ADDITIONAL INFORMATION:

For additional information/questions concerning this project, contact Emily Frontera, Purchasing Manager, at (248) 524-3375 or e.frontera@troymi.gov.

CONTRACT AWARD:

The evaluation and award of this proposal shall be a combination of factors including, but not limited to: the completion of all information requested and detailed in the RFP, evaluation of the fee proposals, professional competence, references that include evidence of schematic design completion of at least five (5) library build or renovation projects, understanding of the project, ability to meet deadlines, and the correlation of the proposal submitted to the needs of the City of Troy and all criteria selection factors considered to be in the best interest of the City of Troy. The intent of the award is to contract with one firm for this project.

The City of Troy reserves the right to award to the firm providing the best value proposal, in whatever manner is deemed to be in the City's best interest; to award the proposal which matches the City's needs; to reject a proposal which contains major deviations from specifications; to accept a proposal which has only minor deviations from specifications; or whatever is deemed to be in the City's best interest.

ERRORS AND OMISSIONS:

Proposers are not permitted to take advantage of any errors and omissions in the specifications since full instructions will be given should they be called to the attention of the Purchasing Office on or before the deadline specified in the Instructions to Bidders, item # 7 Pre-Proposal Information and Questions.

DOWN PAYMENTS OR PRE-PAYMENTS:

All proposals submitted with terms or any provisions in the proposal, which requires a down payment or pre-payment of any kind will not be considered for an award. The designated City Representative will make payment approval of all items upon acceptance of the work being invoiced.

CONTRACT FORMS:

Bidders should complete the Legal Status of Bidder, Non-Collusion Affidavit, Certification Regarding Debarment and the Certification Regarding "Iran Linked Business" and the Familial Disclosure forms and return with your bid proposal.

INVOICING AND PAYMENT:

The City of Troy reserves the right to select the invoicing option deemed to be in its best interest at the time of implementation of the contract. No additional costs will be incurred for the invoicing option selected. Detailed billing will be required which minimally includes the project name, service(s) provided, hours worked, cost per hour, and a detailed breakdown of additional allowable expenses.

Termination of service will be unacceptable for non-payment of a bill without the successful bidder contacting the designated City representative to resolve the problem. The City will have 45 days to resolve any billing problem from written notice to terminate services.

FIRM NAME: HBM Architects, LLC



Request for Proposal
Architectural Services - Troy Library Building
Terms and Conditions (continued)
Page 16 of 23

PURCHASE ORDER:

After the Troy City Council has approved the award, the City of Troy Purchasing Department will issue an award letter to the successful proposer. The successful proposer once notified, will be required to sign the Contract Form. The purchase order issued in conjunction with the Contract Form from the City of Troy will create a bilateral Contract between the parties, and the successful bidder shall commit to perform the Contract in accordance with the Specifications and Scope of Work.

COMPLETION DATE: A work schedule shall be provided to the designated City Representative, and shall be approved prior to the start of the project.

The project must be completed by May 30, 2025.

(X) Our Firm can meet the completion date

PROGRESS PAYMENTS:

Partial payments shall be made at the discretion of the designated City Representative. The City of Troy reserves the right to withhold payments until acceptance for that portion of work completed which is being invoiced.

RIGHT TO REQUEST ADDITIONAL INFORMATION:

The City reserves the right to request any additional information it deems necessary from any firm responding to this RFP after the documents have been received.

QUALIFICATIONS OF BIDDERS:

The bidder may be required before the award of any contract to show to the complete satisfaction of the City of Troy that it has the necessary facilities, abilities, and financial resources to provide the services specified herein. The bidder may also be required to give a past history in order to satisfy the City of Troy in regard to the bidder's qualifications. The City of Troy may make reasonable investigations deemed necessary and proper to determine the ability of the bidder to perform the work, and the bidder shall furnish to the City of Troy all information for this purpose that may be requested.

ASSIGNMENTS:

The proposer agrees not to assign or transfer this service or any part thereof without the written consent of the City of Troy, acting through the Purchasing Manager or authorized representatives. Any unauthorized assignment may subject the proposer to immediate termination.

TERMINATION OF AWARD:

Should the proposer fail, neglect or refuse to perform his duties under the proposal, the City shall have the right to terminate award of the proposal upon seven (7) days written notice given to the proposer and his surety and to proceed to complete the work. The proposer shall pay any additional costs incurred by the City. The proposal shall provide that the City reserves the right to cancel award of the proposal at any time upon thirty (30) days prior written notice of its intent to terminate any award. The selected proposer shall provide the City at least ninety (90) days prior written notice of its intent to terminate any services, which will give the City time to find a new service provider. No service charge, handling fees or other penalties for cancellation will be assessed by either party.

FIRM NAME: HBM Architects, LLC



Request for Proposal
Architect/Engineer Services - Troy Library Building
Page 17 of 23

SIGNATURE PAGE

PRICES

Price quoted shall remain firm for 60 days or bid award, whichever comes first, except the successful bidder whose prices shall remain firm until successful completion of all specified requirements for this project.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: 

NOTE: The undersigned has checked carefully the bid figures and understands that he/she shall be responsible for any error or omission in this offer and is in receipt of all addendum as issued.

COMPANY HBM Architects, LLC

ADDRESS 1382 West 9th St., Suite 300 CITY Cleveland STATE OH ZIP 44113

TELEPHONE NUMBER (216) 241-1100 FAX NUMBER (216) 241-1101

REPRESENTATIVE'S NAME Peter J. Bolek, AIA, NCARB, President

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:  (Print)

TERMS: _____ EMAIL: pbolek@HBMArchitects.com

COMPLETION: AS SPECIFIED IN SCOPE OF WORK

EXCEPTIONS:

Any exceptions, substitutions, deviations, etc. from City specifications and this proposal must be stated below. The reason(s) for the exception, substitution, and/or deviation are an integral part of this proposal offer: In general, we are in agreement with the terms included within your request for proposal but would request the opportunity to review this further once the scope of work is fully defined.

ACKNOWLEDGEMENT: I, Peter Bolek, certify that I have read the **Instructions to Bidders** (4 Pages) and that the proposal documents contained herein were obtained directly from the City's Purchasing Department or MITN Purchasing Group website, www.bidnetdirect.com/city-of-troy-mi and is an official copy of the Authorized Version.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: 

IMPORTANT: All City of Troy purchases require a **SAFETY DATA SHEET**, where applicable, in compliance with the **MIOSHA "Right to Know" Law**.

NOTE: The City of Troy, at their discretion, may require the bidder(s) to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

U.S. FUNDS: PRICES QUOTED SHALL BE IN U.S. CURRENCY.



G

Schematic Design
Package

STARK COUNTY DISTRICT LIBRARY / Main Library

**This Schematic Design Package is
for informational purposes only.**

**No transfer of ownership is being
provided to the City of Troy or the
Troy Public Library.**

Example Schematic Design Package

Williamsburg Public Library A New Main Library Williamsburg, Virginia



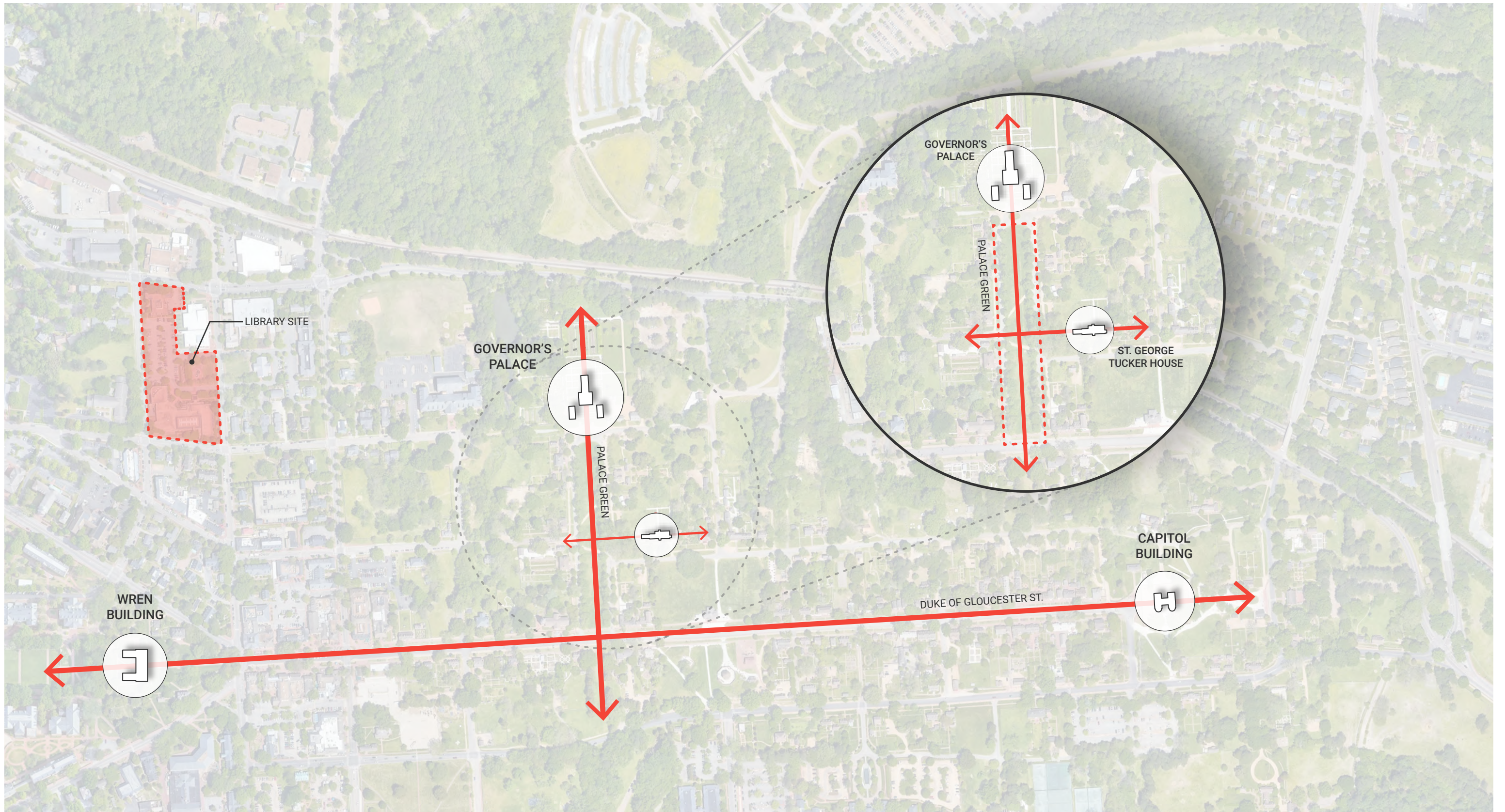
3.2A

Project Design





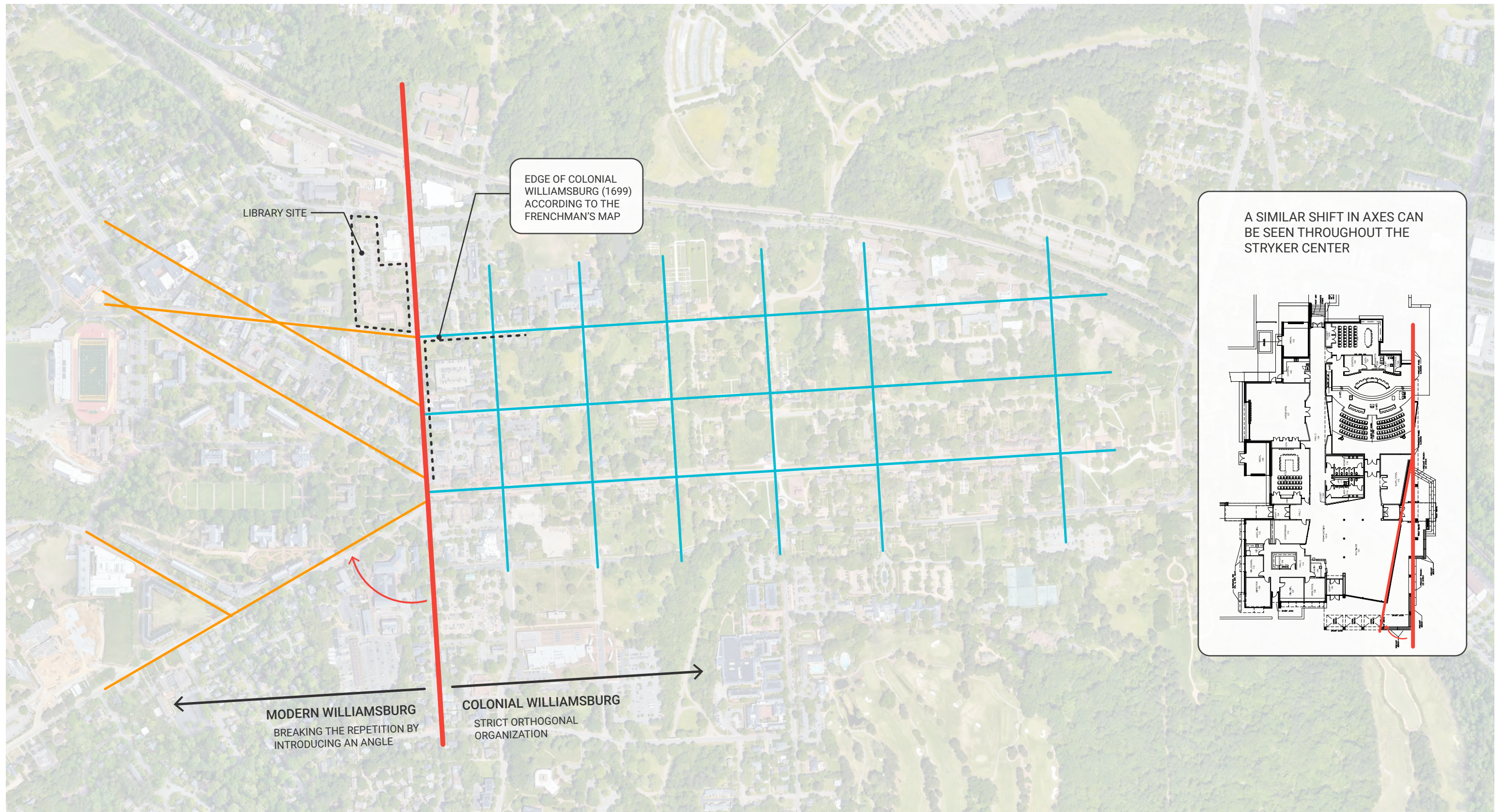
DESIGN CONCEPT



AXIAL ORGANIZATION - CITY

DESIGN ORIGINS

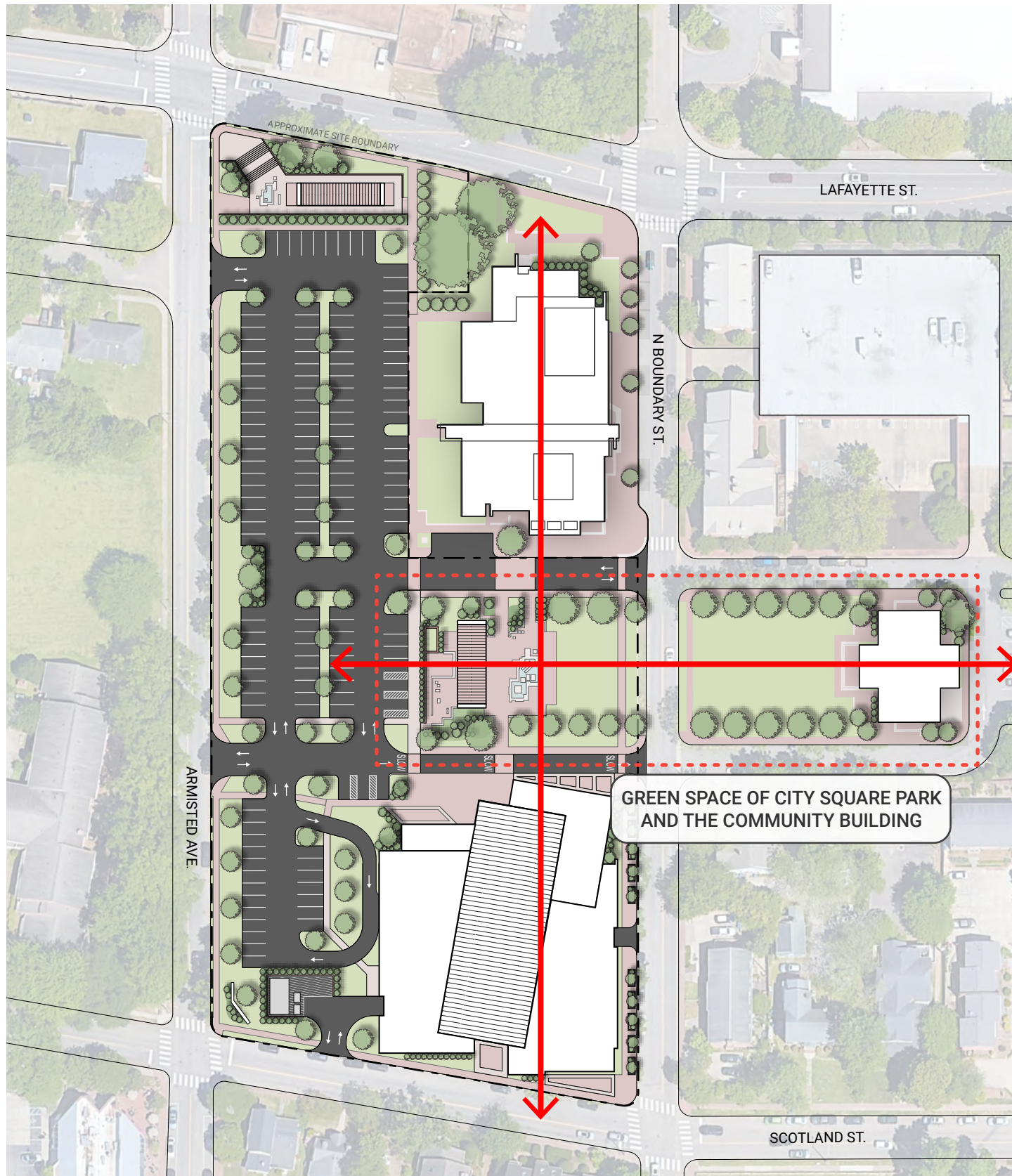
3.2 / Project Characteristics



SHIFTING GRID DIAGRAM

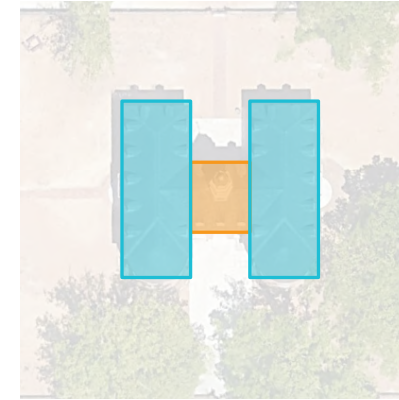
DESIGN ORIGINS

3.2 / Project Characteristics

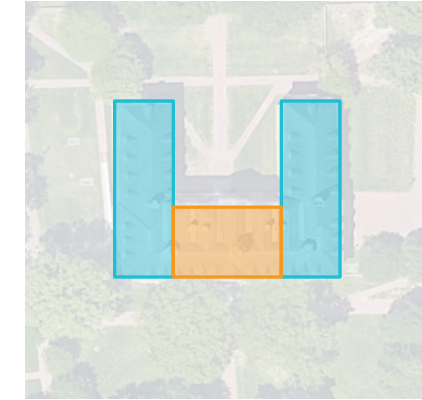


AXIAL ORGANIZATION - SITE

"H"-LAYOUT IN WILLIAMSBURG:

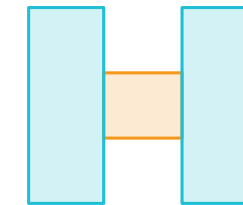


CAPITOL BUILDING

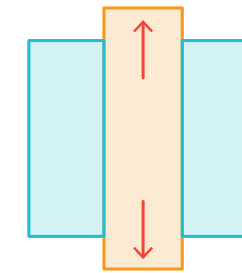


WREN BUILDING

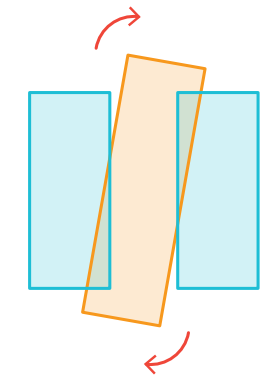
"H"-LAYOUT IN THE NEW LIBRARY DESIGN:



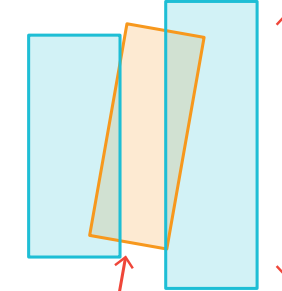
1. INITIAL "H" LAYOUT



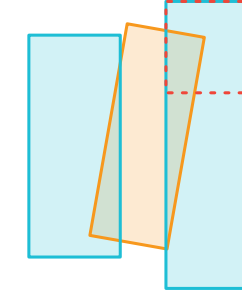
2. CONNECTOR EXPANDS TO CREATE A CENTRAL ATRIUM SPACE



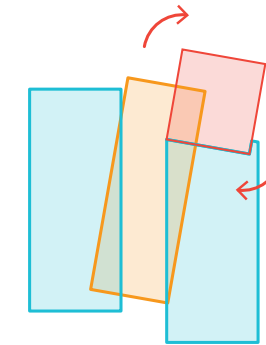
3. CONNECTOR ROTATES TO MATCH THE SHIFT ANGLE OF THE CITY AND IN STRYKER



4. FORMS SHIFT AND GROW TO ACCOMMODATE PROGRAM REQUIREMENTS

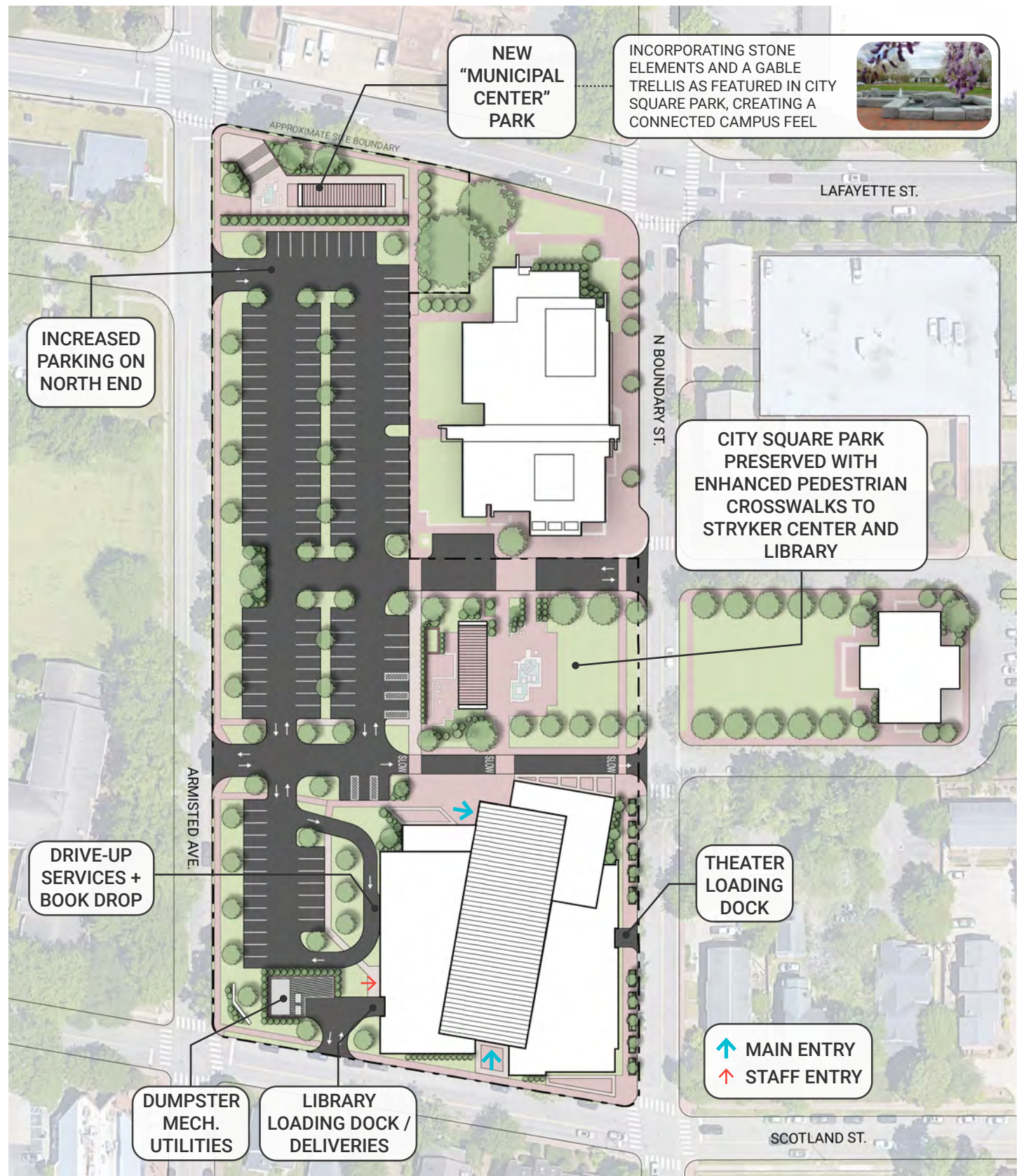


5. AN AREA IS IDENTIFIED FOR THE THEATER SPACE ON THE NORTHEAST CORNER, PROVIDING CONNECTIONS TO THE GREEN SPACE AND STRYKER CENTER

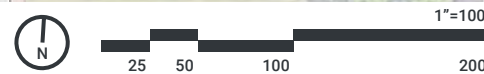


6. THE THEATER IS ROTATED TO MATCH THE GLASS ATRIUM

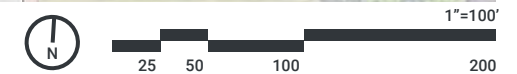
FORMAL DIAGRAM



SITE FEATURES



CIRCULATION CONSIDERATION



SITE PLAN



EXTERIOR RENDERING NORTH ENTRY



EXTERIOR RENDERING NORTH ENTRY



EXTERIOR RENDERING SOUTHEAST CORNER

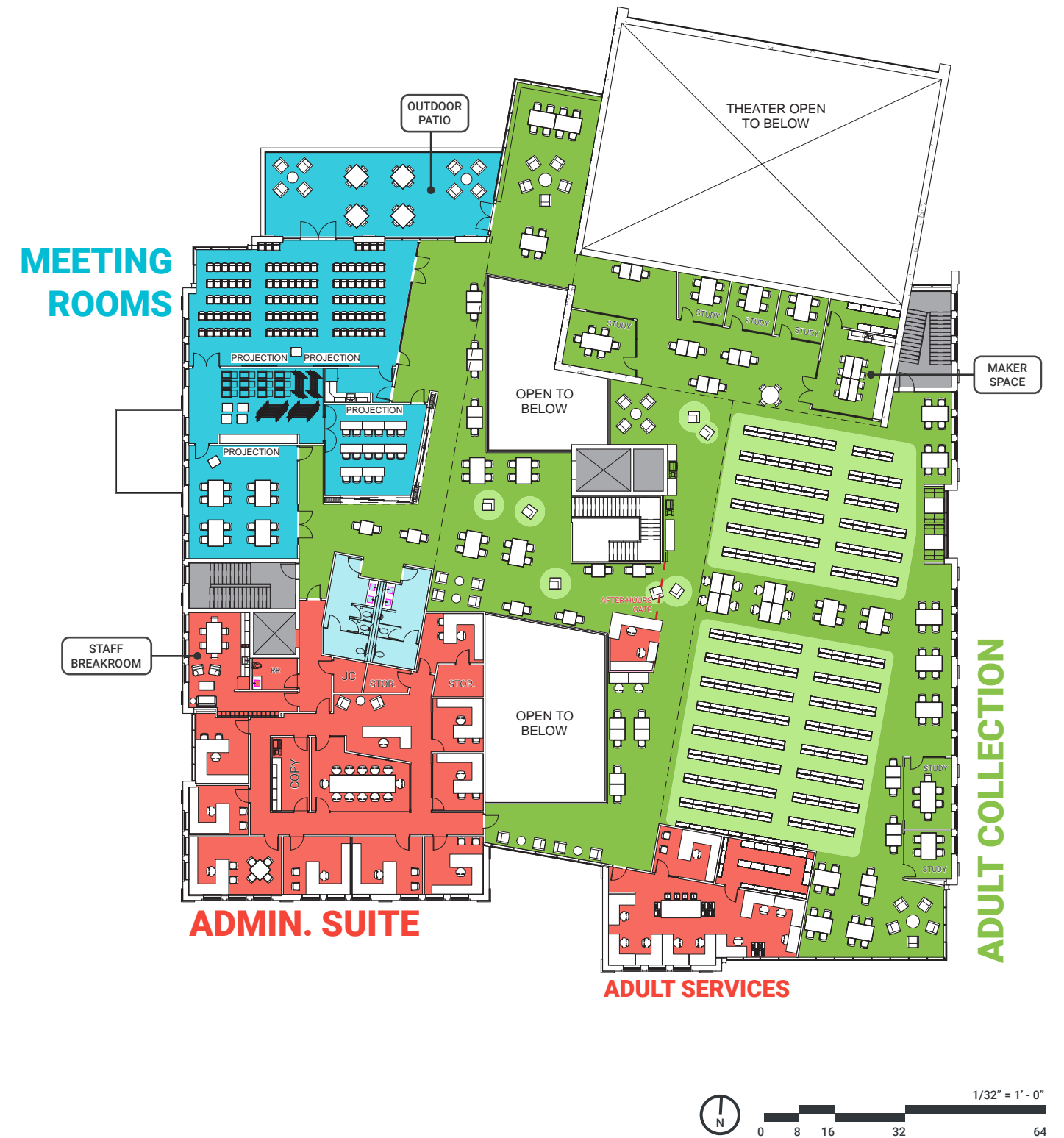
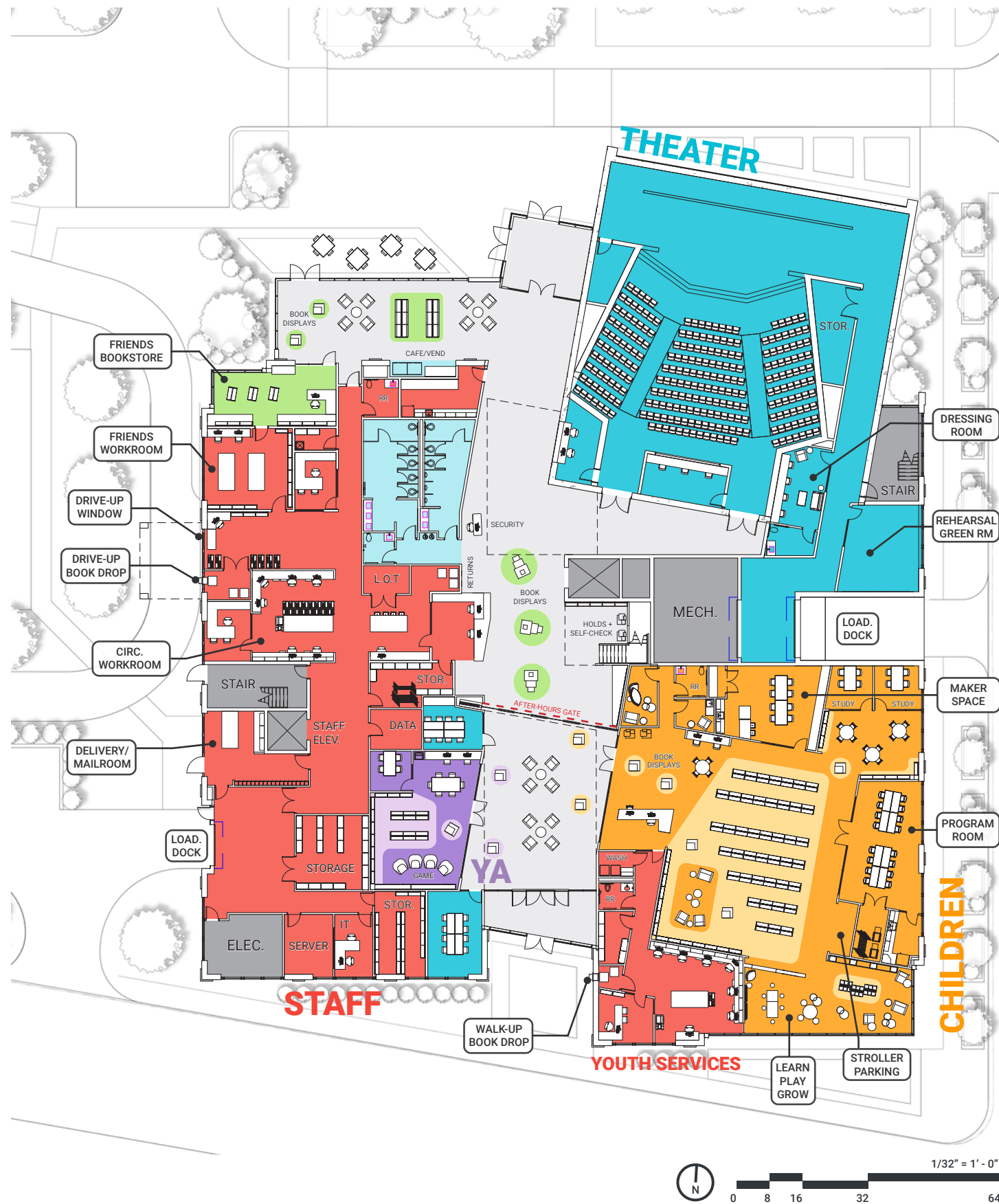
3.2 / Project Characteristics



EXTERIOR RENDERING NORTHERN APPROACH



EXTERIOR RENDERING ROOF TERRACE



FLOOR PLAN LEVEL 1

3.2 / Project Characteristics

FLOOR PLAN LEVEL 2



INTERIOR RENDERINGS NORTH LOBBY

3.2 / Project Characteristics



INTERIOR RENDERINGS THEATER ENTRY



INTERIOR RENDERINGS SOUTH LOBBY



INTERIOR RENDERINGS CHILDREN'S AREA

3.2 / Project Characteristics

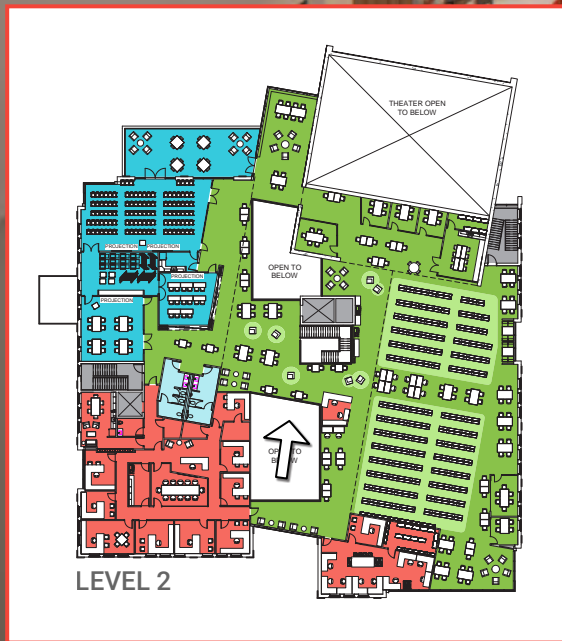


INTERIOR RENDERINGS CHILDREN'S AREA

3.2 / Project Characteristics

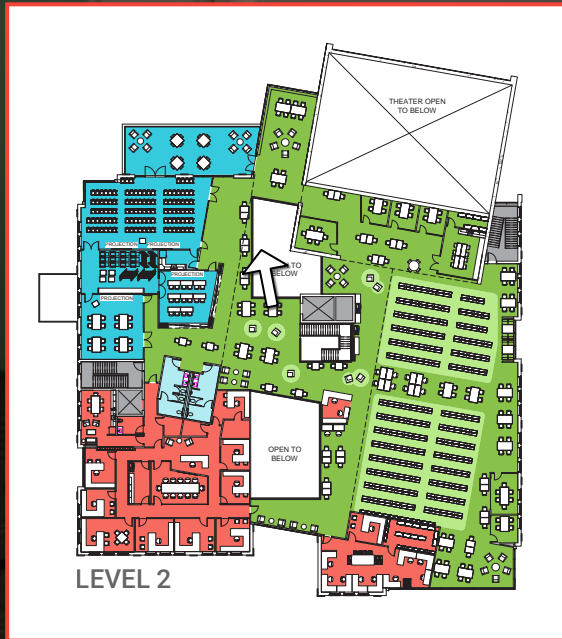


INTERIOR RENDERINGS YOUNG ADULT AREA



INTERIOR RENDERINGS ADULT COLLECTION

3.2 / Project Characteristics



INTERIOR RENDERINGS MEETING ROOMS

3.2 / Project Characteristics

3.3 / Project Financing

3.3.1 *Provide a preliminary estimate and estimating methodology of the cost of the work by phase, segment, or both (e.g. design, construction, and operation).*

SECTION	RANGE	
Division 01: General Requirements	\$ 1,475,775.60	\$ 1,553,448.00
Division 02: Existing Conditions	\$ 581,757.50	\$ 599,750.00
Division 03: Concrete	\$ 775,894.80	\$ 825,420.00
Division 04: Masonry	\$ 2,284,024.26	\$ 2,330,637.00
Division 05: Metals	\$ 4,837,152.00	\$ 5,038,700.00
Division 06: Wood, Plastics, and Composites	\$ 1,924,519.50	\$ 2,025,810.00
Division 07: Thermal and Moisture Protection	\$ 2,099,140.14	\$ 2,164,062.00
Division 08: Openings	\$ 3,177,873.98	\$ 3,380,717.00
Division 09: Finishes	\$ 2,790,253.28	\$ 3,032,884.00
Division 10: Specialties	\$ 213,114.72	\$ 217,464.00
Division 11: Equipment	\$ 49,752.27	\$ 51,291.00
Division 12: Furnishings	FF&E Separate Contract	
Division 14: Conveying Equipment	\$ 184,992.00	\$ 196,800.00
Division 21: Fire Suppression	\$ 329,074.20	\$ 335,790.00
Division 22: Plumbing	\$ 269,225.60	\$ 274,720.00
Division 23: Heating, Ventilating, and Air Conditioning (HVAC)	\$ 5,242,481.40	\$ 5,404,620.00
Division 26: Electrical	\$ 3,154,000.80	\$ 3,355,320.00
Division 27: Communications	\$ 542,430.00	\$ 553,500.00
Division 28: Electronic Safety and Security	\$ 313,404.00	\$ 319,800.00
Division 31: Earthwork	\$ 850,250.00	\$ 895,000.00
Division 32: Exterior Improvements	\$ 1,782,900.00	\$ 1,981,000.00
Division 33: Utilities	\$ 1,209,600.00	\$ 1,260,000.00

Architectural and Engineering Fees	\$ 3,333,582.00	\$ 3,500,349.00
Payment & Performance Bonds	\$ 179,727.00	\$ 188,718.00

Total Estimated Budget	\$ 37,600,925.05	\$ 39,485,800.00
Cost / SF (50,000 SF)	\$752.02	\$789.72



Tab 3.3 Price Breakdown - Rev. 1/4/2021

Solicitation No. 01-3201-21

Tab 3.3 PRICE BREAKDOWN

Budget Schedule of Values	Original Option 1	1/4/2021	1/4/2021	1/4/2021	Comments
General Conditions	\$182,771.89	\$182,771.89	\$182,771.89	\$182,771.89	
Project Job Site Supervision	\$168,000.00	\$168,000.00	\$168,000.00	\$168,000.00	
Foreman / General Labor	\$66,000.00	\$66,000.00	\$66,000.00	\$66,000.00	
Relocation of Fire Department Allowance	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	
Hazmat Abatement	\$50,000.01	\$50,000.01	\$50,000.01	\$50,000.01	
Site Preconstruction (Engineering, Stakeout, Permits)	\$19,800.00	\$19,800.00	\$19,800.00	\$19,800.00	
Site Mobilization	\$4,428.00	\$4,428.00	\$4,428.00	\$4,428.00	
E&S Controls	\$29,121.47	\$29,121.47	\$29,121.47	\$29,121.47	
Demolition	\$155,088.00	\$155,088.00	\$155,088.00	\$155,088.00	
Earthwork	\$112,026.00	\$112,026.00	\$112,026.00	\$112,026.00	
Waterworks	\$27,369.00	\$27,369.00	\$27,369.00	\$27,369.00	
Sanitary	\$13,245.00	\$13,245.00	\$13,245.00	\$13,245.00	
Storm	\$28,796.00	\$28,796.00	\$28,796.00	\$28,796.00	
Fine Grading & Landscaping	\$76,654.00	\$76,654.00	\$76,654.00	\$76,654.00	
Site Concrete	\$283,980.00	\$283,980.00	\$283,980.00	\$283,980.00	
Asphalt Paving & Lot Striping	\$95,057.00	\$95,057.00	\$95,057.00	\$95,057.00	
Site Management	\$14,760.00	\$14,760.00	\$14,760.00	\$14,760.00	
Retaining Walls	\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00	
Traffic Control/VDOT ROW work	\$120,000.00	\$120,000.00	\$120,000.00	\$120,000.00	
Cast-in-place Concrete	\$314,241.90	\$314,241.90	\$314,241.90	\$314,241.90	
Precast Concrete	\$606,610.36	\$38,610.36	\$38,610.36	\$38,610.36	Current design has less precast, more brick
Masonry	\$389,488.92	\$589,488.92	\$589,488.92	\$589,488.92	Current design has less precast, more brick
Structural Steel, Metal Fabrications	\$1,039,276.00	\$941,374.00	\$941,374.00	\$941,374.00	Current design does not have steel precast supports
Metal Awnings	\$0.00	\$125,000.00	\$125,000.00	\$125,000.00	Original design did not have metal awnings
Carpentry, Millwork	\$424,500.00	\$424,500.00	\$424,500.00	\$424,500.00	
Insulation, Roofing, Sealants, Weather Barriers	\$655,145.00	\$655,145.00	\$655,145.00	\$655,145.00	
Doors/Windows	\$546,700.00	\$526,700.00	\$526,700.00	\$526,700.00	Current design has different storefront windows
Framing/Drywall	\$382,320.00	\$382,320.00	\$382,320.00	\$382,320.00	
Floor Finishes	\$201,950.00	\$201,950.00	\$201,950.00	\$201,950.00	
Wall Finishes	\$86,550.00	\$86,550.00	\$86,550.00	\$86,550.00	
Ceiling Finishes	\$73,560.00	\$73,560.00	\$73,560.00	\$73,560.00	
Restroom Accessories, Wall Protection, Signage, Flag Poles	\$43,000.00	\$43,000.00	\$43,000.00	\$43,000.00	
Lockers, Shelving Systems	\$34,740.02	\$34,740.02	\$34,740.02	\$34,740.02	
Elevator	\$98,000.00	\$98,000.00	\$98,000.00	\$98,000.00	
Mechanical	\$1,341,162.01	\$1,341,162.01	\$1,701,162.01	\$1,538,797.01	Various HVAC systems options
Electrical	\$1,250,000.00	\$1,250,000.00	\$1,250,000.00	\$1,250,000.00	
Construction Total	\$9,174,340.58	\$8,813,438.58	\$9,173,438.58	\$9,011,073.58	
A/E Fees	\$710,600.00	\$710,600.00	\$710,600.00	\$710,600.00	
Contractor Fee	\$690,258.67	\$690,258.67	\$690,258.67	\$690,258.67	
P&P Bond	\$76,951.12	\$74,324.99	\$76,944.55	\$75,763.09	
Contingency	\$745,649.63	\$720,203.56	\$745,586.93	\$734,138.67	
Project Total	\$11,397,800.00	\$11,008,825.79	\$11,396,828.73	\$11,221,834.02	
Cost/SF	\$368.74	\$356.16	\$368.71	\$363.05	
	Mini-Split	Mini-Split HVAC	VRF HVAC	VAV HVAC	



Mini-Split HVAC System option includes the following

Split System Heat pumps & DOAS unit:

Up to sixteen individual zones of heating and cooling, using high efficiency (16 SEER) heat pumps.

Four (4) ductless mini-split heat pumps.

One (1) dedicated outside air unit, with digital scroll compressor; hot gas re-heat; stainless steel heat exchanger; and energy recovery wheel.

Twelve (12) natural gas fired infra-red radiant tube heaters.

Three (3) electric unit heaters (for spot heating).

Twelve (12) HVLS air circulating fans, with wall mounted control.

One (1) Emergency purge system, with roof mounted exhaust fan and wall mounted intake louvers (with motorized dampers). This system is controlled by V.O.C. sensors, and can also be used for ventilation.

Installation of customer supplied air filtration units (allowance of up to eight (8)).

Allowance for one (1) kitchen ventilation system including; exhaust hood, exhaust ducting, and make up air.

Overhead air distribution systems, including ducted return systems.

Commercial quality air distribution devices.

Necessary controls and control wiring (no centralized controls are included).

Natural gas piping (allowance up to 355').

Independent test and balance.

Factory start up and first year labor warranty.

Mechanical permits (figured at no cost, for City building).

VRF HVAC System option includes the following:

Three (3) Trane / Mitsubishi Variable Refrigerant Flow heating and cooling systems, with fifty (50) indoor units (ducted and ductless). This energy efficient system allows individual room control.

Three (3) Trane / Mitsubishi dedicated Ductless mini split units.

One (1) dedicated outside air unit, with digital scroll compressor; hot gas re-heat; stainless steel heat exchanger; and energy recovery wheel.

Twelve (12) natural gas fired infra-red radiant tube heaters.

Three (3) gas units heaters (for spot heating).

Three (3) electric unit heaters (for spot heating).

Twelve (12) HVLS air circulating fans, with wall mounted control.

Installation of customer supplied air filtration units (allowance of up to eight (8)).

One (1) Emergency purge system, with roof mounted exhaust fan and wall mounted intake louvers (with motorized dampers). This system is controlled by V.O.C. sensors, and can also be used for ventilation.

Allowance for one (1) kitchen ventilation system including; exhaust hood, exhaust ducting, and make up air.

Overhead air distribution systems, including ducted return systems.

Commercial quality air distribution devices.

One (1) Trane Summit System controller with local Ethernet and system web-accessibility, and custom-building graphics.

Necessary controls and control wiring.

Natural gas piping (allowance up to 355').

Independent test and balance.

Factory start up and first year labor warranty.

Mechanical permits (figured at no cost, for City building).



VAV HVAC System Option includes the following:

one (1) Trane packaged rooftop heating and cooling unit, with modulating natural gas heating, VAV supply and return, stainless steel condensate drain pan, economizer.

One (1) flat roof curb, with vibration isolation rail.

Thirty-three (33) VAV boxes.

Four (4) ductless mini-split heat pumps.

Twelve (12) natural gas fired infra-red radiant tube heaters.

Three (3) electric unit heaters (for spot heating).

Twelve (12) HVLS air circulating fans, with wall mounted control.

One (1) Emergency purge system, with roof mounted exhaust fan and wall mounted intake louvers (with motorized dampers). This *Installation of customer supplied air filtration units (allowance of up to eight (8)).*

Allowance for one (1) kitchen ventilation system including: exhaust hood, exhaust ducting, and make up air.

Overhead air distribution systems, ***with ceiling plenum return system (non ducted returns).***

Commercial quality air distribution devices.

One (1) Trane Summit System controller with local Ethernet and system web-accessibility, and custom-building graphics.

Natural gas piping (allowance up to 355').

Independent test and balance.

Factory start up and first year labor warranty.

Mechanical permits (figured at no cost, for City building).

Example Schematic Design Package

Portage District Library Master Plan Portage, Michigan



Master Plan

Portage District Library

December 16, 2019



211 E. Water St. Suite 213L
Kalamazoo, MI 49007

TABLE OF CONTENTS

EXECUTIVE SUMMARY 1

 Building Assessment 1

 Master Plan 1

SITE / CIVIL 4

 Asphalt Parking Lots 4

 Concrete Surfaces (curb and gutter and sidewalks)..... 4

 Miscellaneous Site 5

ARCHITECTURAL SYSTEMS 6

 Exterior Envelope – 1995 Addition..... 6

 Exterior Envelope – Original 1976 Building 8

 Roofing 9

 Interior - Finishes..... 9

 Interior – Furnishings..... 9

 Interior – Accessibility 9

STRUCTURAL 10

MECHANICAL..... 11

 Fire Protection / Sprinklers..... 11

 Plumbing..... 12

 Heating, Ventilation, and Air Conditioning (HVAC) 14

 Temperature Controls / Building Management System 16

ELECTRICAL..... 17

 Electrical Service & Distribution 17

 Lighting 17

APPENDIX

Appendix A Space Needs Assessment

Appendix B 2040 Building Program

Appendix C Charrettes

Appendix D Plan Concepts

Appendix E Master Plan Phase 1 Furniture Costs and Concepts

Appendix F Master Plan Cost Opinions

EXECUTIVE SUMMARY

C2AE was commissioned to develop a facility Master Plan study for the Portage District Library (PDL) and to assess the existing building and site to identify existing problem areas needing attention to include in the Master Plan document. The Master Plan document is a graphic plan that illustrates logical and sequential improvements to the current library facility and site. The Master Plan identifies realistic facility improvement phases, usually broken down by achievable costs and realistic time schedules.

The original 2-story library (main and lower floors) was constructed in 1975 and expanded in 1995 on both levels to the west. In 2012 a small covered drive-up materials drop-off addition was constructed on the south side of the building. The current total floor area is 47,955 sq. ft. on both levels. The building had a refresh (new finishes) in 2005 which is the predominant color palate to this day.

Building Assessment

C2AE visually observed the current facilities systems for condition, age and operational reliability. The architectural (building materials), structural, mechanical (HVAC, plumbing and fire protection), electrical (power distribution and lighting), and site (primarily concrete and asphalt paving, and drainage) systems were reviewed. Overall, the building is in fine health and very well maintained. There are few minor issues with the building, aside from typical maintenance items, that need immediate attention. The site paving (concrete walks and asphalt paving) are showing more age and distress and repair work has taken place this summer (concrete walk replacement and seal-coating the asphalt). Each system assessment and recommendations can be found further in the report.

Master Plan

The Master Planning process began with interviewing the design committee (key staff and several board members) to determine current and future issues and needs. Concurrently, a **space needs assessment** based on current and future population demographics/projections and modern library trends was developed as a guideline for discussion and to compare PDL statistically to other similar Class VI libraries in Michigan and overall Class VI averages. From this data a **building program** was created identifying space needs, size, proximities, and special amenities that would serve as the foundation for planning and concept development. A **design charrette** was initiated for the design committee to strategize overall planning concepts for discussion, dissection, selection, and evolution.

Several Master Plan concepts were tested and the favored concept was chosen for further development and costing. All concepts are included in this report to show the process of evaluation and prioritization that led the committees thinking.

- Concept A – Responded to Program Needs that included new 2-story building additions at the south recessed courtyard and along the east side; and a small upper level addition at the existing receiving/delivery room. The new additions total 22,325 sq. ft. The site was redesigned to allow entry at main floor level (eliminating the internal ramp) and expanded the parking area into the neighboring south church property. Total cost was \$13.23M.
- Concept B – Explored reducing overall costs of Concept A by simplifying the south courtyard addition and modifying the existing entry, thereby eliminating any major site work. The east addition didn't change. The new additions total 14,425 sq. ft. The total cost was \$10.05M.
- Concept C – Explored the idea of moving the Friends storage and book sale to the neighboring Portage Senior Center building and maximizing the east addition to match the entire length of the east wall (182'). The recessed south courtyard addition was largely unchanged from Concept B, except for a different interior layout which included new public elevators and stairs. This concept wasn't explored any further than the attached sketches as the costs would be well over \$11M, which was deemed too much to sustain without going to the voters for a bond vote.
- Concept D – Maintains the full length east addition on 2 levels, but eliminates the south recessed courtyard addition. The existing main entry is modified to have a two entry points on the north and south sides to improve patron safety. The site layout is modified by revising traffic flow and the bus stop location to reduce traffic conflicts and pinch points. The new additions total 15,300 sq. ft. The total cost is \$9.33M.

The final Master Plan Concept D has three (3) prime phases;

- Phase 1 (38,800 sq. ft. affected area) - Replacing dated finishes and furniture/furnishings in the public areas, creating 11 smaller (3-4 person) Study/Tutoring rooms, and adding a new emergency egress stair (400 sq. ft.) from the Preschool area directly outdoors. FFE plans were created that illustrate new furniture with costs to most of the public spaces. (\$1,999,800)

- Phase 2 (15,400 sq. ft. affected area) - Building a new 2-story (main and lower level) 14,600 sq. ft. addition that adds much needed staff support space and storage on the main floor along with the associated remodeling of the office area where the addition ties in (new lower level unfinished this phase). The site layout is modified by revising traffic flow and the bus stop location to reduce traffic conflicts and pinch points. (\$4,369,700)
- Phase 3 (15,300 sq. ft. affected floor area) - Reconfiguring the main entry to improve public wayfinding and creating logical traffic flow past a new Circulation/Service Desk (instead of bypassing it); reconfiguring the upper staff area; reorganizing the lower level Preschool, Children’s, and Teens departments; and moving lower level staff into the new addition. (\$2,953,900)
- Existing HVAC Replacement – In light of the findings of the current HVAC system in the Building Assessment, C2AE recommends the replacement of the three (3) air handling units (2-1975 era, 1-1995 era), the three (3) air cooled condensing units (2-1998 era, 1- 1995 era), and the temperature and building management system controls. A separate cost opinion was developed for the replacement and can be found in the Phase II cost opinion. (\$1,885,800)

(Note: The ‘affected floor areas’ listed in each phase are not additive as there is some reworking of the previous phases work from phase to phase.)

Detailed Preliminary Cost Opinions were developed for each phase of the Master Plan (Concept D) along with further detailed cost breakdowns of Phase I (13 cost groups).

The final Master Plan document is a tool to assist the PDL board as it addresses the physical needs and required improvements to the library facility over the next 10 years. The process and final results endeavor to elevate the PDL to be a 21st century facility addressing the latest trends while maintaining the flexibility to adapt to future technologies and services.

SITE / CIVIL

Asphalt Parking Lots

The asphalt parking lots appear to be regularly maintained. Some minor fatigue cracking has occurred primarily in the public parking lots to the west of the library building. It is recommended that the existing cracks be cleaned out to remove dirt and debris and then filled with an asphalt crack sealant. It is also recommended that the asphalt parking areas be seal-coated every few years to protect the pavement from UV radiation and water intrusion. In addition, it appears that the pavement paint striping has faded over time. It is recommended that the asphalt be restriped in 2018 after asphalt crack sealing and seal-coating has been completed.

A few concrete parking blocks have been dislodged within the north public parking lot near the building. It is recommended that the parking blocks be reset to ensure vehicles do not overhang the sidewalk significantly and obstruct the sidewalk for pedestrians.

Concrete Surfaces (curb and gutter and sidewalks)

The concrete around the site appears to be in mostly good condition. On the west side of the building south of the main entrance there are some meandering cracks which may have been caused in part by differential settlement. See photo 1.

The cracks appear to have been sealed with caulk in the recent past. It is recommended that any vertical displacement of concrete greater than $\frac{1}{4}$ " but less than 2" be ground down to eliminate trip hazards. Concrete slabs should be replaced if vertical displacements are greater than 2".



Photo 1: Concrete cracking and vertical displacement

In the north public parking lot, there is a section of curb and gutter in which the curb has been broken off. See photo 2.

It is recommended that the section of curb and gutter from the catch basin to the next control joint be replaced.



Photo 2: Broken section of concrete curb and gutter

There are a few sections of concrete sidewalk around the south side of the building where the control joints have deteriorated significantly to the point of creating trip hazards. See photo 3.

For a temporary fix, the joint may be cleaned out full-depth and filled and compacted with asphalt cold-patch. A longer-lasting fix would involve removing the concrete walk full depth to the nearest joint on both sides of the failed joint and re-pouring the concrete walk.



Photo 3: Deteriorated concrete sidewalk joint

Miscellaneous Site

The courtyard south of the building contains a pond with non-functioning pump equipment. The water within the pond has turned green with algae. It is possible that the pond could be repurposed as a garden, or removed completely to eliminate the nuisance of algae growth.

A few building roof downspouts discharge rain water at grade along the building exterior wall. It is recommended that downspouts be extended to discharge a minimum of ten-feet away from the building where possible, to reduce the opportunity for water intrusion into the building.

The building delivery area could be improved from a safety standpoint by installing bollards at key locations along the exterior of the overhead door. The bollards will protect the building from damage that can be caused by delivery truck drivers backing up too close to the building.

ARCHITECTURAL SYSTEMS

Exterior Envelope – 1995 Addition

A walk-around the building revealed a structure that has few issues and appears to be very well maintained over the years with most repairs made that were identified since the last building audit was performed in 2012. The few issues discovered that will require attention in the near future are primarily with the EIFS (Exterior Finish Insulating System) cladding the 1995 addition. The areas of concern include the bottom edge along the north wall of the Entry (at the ramp) where the EIFS cladding has broken off exposing the EPS (expanded polystyrene) insulation is and the plastic starter edging (see picture #1). There are many cracks in the EIFS coating on the west (front) wall in various locations (from grade to roof), apparently from the lack of expansion joints (see pictures #2 & 3). The upper EIFS edge at the Entry Atrium glass looks to be pitted and rough and should be inspected more closely to determine if refinish work needs to occur (see picture #4). The northerly Entry wall has mildew growing on the surface due to the lack of direct sunlight and needs to be cleaned regularly (see picture #5).

It was observed that the front Entry steel columns were rusting at their bases (see pictures #6 & 7) as well as the ends of the curved steel tube beams at the canopy (see picture #8).

The insulated glass and framing look to be in good condition with minimal condensation in the air spaces.



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8

Exterior Envelope – Original 1976 Building

There are several areas of concern that need to be noted regarding the original 40-year-old building. Many of the face-brick steel lintels are rusting and need to be sandblasted, primed, and repainted to prevent further deterioration (see picture #9). Many of the existing windows incorporate a deep face-brick sill that exhibit water/ice damage (spalling, cracking, and joint deterioration; see picture #10) which should be disassembled and reconstructed or have a new prefinished metal flashing cover installed over the brick. Additionally, the original storefront glazing systems (glass and framing) are discoloring, showing chalking from oxidation, and have gasket failure allowing condensation to form in the airspace (see picture #11).

Metal flashings between the upper precast concrete panel and the face-brick below are bent up in various areas, potentially exposing the wall cavity and interior to moisture damage (see picture #12). These flashings need to be reshaped to cover the brick and sealant added to prevent water from blowing up underneath the flashing. Power washing (moderate pressure) is recommended for the upper textured limestone concrete panels and face-brick to remove stains and dirt from pollution and rain (see picture #13).



Photo 9



Photo 10



Photo 11



Photo 12



Photo 13

Roofing

The roofing was not inspected, but was reported to be in good condition with proper maintenance being performed with no immediate leaks or problems known at the time. Major roofing work was completed in 2011 and those warranties are still in effect.

Interior - Finishes

While somewhat dated in terms of the color pallet, the finish materials (flooring, wall treatments, and ceilings) are all well-kept and clean. Minimal water damage to ceiling tiles was evident primarily from condensation from piping and not roof leaks. The lower floor basement walls all appear dry with minimal water infiltration in the mechanical rooms where wall penetrations for plumbing and piping exists. The flooring is showing wear and soiling at the 'whale' graphic flooring as it is a high traffic area.

Interior – Furnishings

The furnishings and furniture are of various ages and in good condition. Much of the Adult collection shelving ranges are in the order of 7 shelves high (96") with the top canopies removed to improve light distribution to the lower shelves. The aisle width is 42" to 48" on average and exceeds minimum dimensions for wheelchair accessibility. The lower level Children's and Teen areas furnishings are in good condition and age appropriate.

Interior – Accessibility

The building approach meets the ADA requirements for accessibility, however, the interior ramp is too wide (10') for handrail separation (5' maximum), thus, has 'grandfathered' approval. The floor layout is barrier free in regards to travel, exit access, aisle widths, door width, and door approach and pull side clearances. Much of the older built-in cabinetry is 36" tall vs. the 34" maximum requirement in the latest codes (also 'grandfathered'). The restrooms meet the ADA and Michigan Barrier Free Codes for clearances, except the original staff restrooms where several infractions are legacy issues (door widths and clearances, grab bars, etc.). Two elevators service both floors in near proximity to each other, the older one (1976) not meeting the ADA cab clearance dimensions while the newer (1996) does. Signage appears to be compliant with current requirements where it exists. New compliant signage will be required where remodeling occurs.

STRUCTURAL

The original 1976 structural system is a combination of a cast-in-place 9" two-way concrete floor system and precast concrete 'T's' with a 3" concrete topping supported by cast-in-place concrete beams and 18" square concrete columns at 20' x 20' and 20' x 40' bays for main level floor support. The roof is a structural steel roof framing system with similar bay sizes as the floor system (beams, open web steel joists, and columns).

The 1996 addition main floor structure consists of 4-1/2" concrete pour on 1-1/2" steel deck flooring supported by steel beams and columns (16' x 32' bays). The roof framing is a majority of custom dramatic curved open web steel trusses supported on steel beams and columns with a small portion of low slope (flat) roofs that tie into the existing roof structure.

Both floor systems are designed support the required 150 psf live loading for libraries and no abnormal settlement, damage, or failures was observed.

MECHANICAL

Fire Protection / Sprinklers

The entire building is fully-sprinkled by a single wet-pipe riser located in the basement mechanical room. In 2016, the fire service main piping was reworked to allow for the Book Drop Addition, which included a new fire department connection. The original double-check detector assembly, located in the basement boiler room was replaced with a new 4-inch RPZ detector assembly in 2015. The pressure gauge at the FP riser indicated a steady pressure of 75 psi which is a good pressure (pressures below 50 psi can often require the use of a fire pump).

Sprinkler heads in the building are semi-recessed where there are ceilings; upright sprinkler heads are in areas that do not have ceilings. Previous 2007 and 2012 maintenance reports noted small leaks at several grooved-pipe fittings, however, there were no leaks observed or reported by the library staff during this assessment.

A concern noted by library staff was a possibility of insufficient sprinkler coverage in the basement Breakroom area. This was due to some minor wall revisions that were done in the past, therefore, this area should be evaluated to determine if additional sprinkler heads need to be added to ensure proper coverage.



FRP 1



FRP 2



FRP 3 – Typical Semi-Recessed Sprinkler Head

Plumbing

Previous maintenance reports noted that the building is served by a 3" water service main, however, based on our visual review the building is currently served by a 2" domestic water service main that enters the building in the SE corner of the basement boiler room (with a 2" water meter). Although the original 1975 drawings show a 3" domestic water service line, this had later been changed to a 2". It is assumed that the main tap-in to the public water main is still 3".

- Further evaluation should be conducted to determine if the smaller 2" water service is sufficiently sized to serve the needs of the existing building, and any future additions.



PLMB #1 Existing 2" water service with filters



PLMB #2 Main Building & Irrigation Risers

Two in-line cartridge type filters on the 2" domestic water service aid in the reduction of any possible sediment and water-borne particulates. The filters are located at the point of service entry into the mechanical room (upstream of the 2" water meter). Downstream of the meter, the water main splits into two risers. One riser serves the building; the second riser is labeled as "sprinkler water" and serves only the landscape irrigation. There is an isolation/shut-off valve at the base of each riser. Outdoor sprinkler water pipe exits the East foundation wall of the AHU-1 mechanical room.

A Kinetico water softening system was installed in 2010 that serves the entire building (it doesn't serve the sprinkler water riser for irrigation though). A 1-1/4" dual-check backflow preventer is installed upstream of the water softener. The water softener can be bypassed, though the ball valve on the bypass is normally closed.

- Further evaluation should be conducted to determine if the 1-1/4" softened water line is sufficiently sized to serve the needs of the existing building, and any future additions.

An electric water heater (Lochinvar Model ETX050KD) located in the basement boiler room provides domestic hot water to the facility (50-gallon storage tank with two 4,500W heating elements). Installed in 2013, this electric water heater replaced the older 1998 natural-gas water heater that was in the same location. A small Bell & Gossett (Model NBF-22) in-line pump recirculates domestic hot water throughout the building. This recirculation pump has an ON/OFF switch (no timer or aqua stat).



PLMB #3 Kinetico Water Softener



PLMB #4 Electric Water Heater

The sanitary sewer system for the building consists of 4" main sanitary lines that run to the west side of the building. Two 4" building drains exit the building, and then increase to a 6" sewer line that connects to the City of Portage's sanitary sewer system. The storm drainage system collects rainwater from the roof and yard areas and is connected into the City's storm water system. There are no reported blockages or backups with either the sanitary sewer or storm drainage systems.

- There is a small storage room in the basement that used to be a toilet room. Plumbing rough-ins were capped; abandoned piping should be removed in future renovations.

Heating, Ventilation, and Air Conditioning (HVAC)

The original 1975 building is served by two (2) air handling units for heating, cooling, and ventilation. A third air handling unit was added during the 1995 building expansion. Each unit has a hot water heating coil and a direct expansion (DX – refrigerant) cooling coil with remote air-cooled condensing unit. Outdoor condensing units for AHU-1 and AHU-2 are grade-mounted on the east side of the building. Outdoor condensing unit for AHU-3 is located on the roof.

AHU-1 (approx. 6,800 cfm) is located in the mechanical room at the SE corner of the lower level. AHU-1 is a variable speed system that serves a portion of the lower level. AHU-2 (approx. 28,000 cfm) is located in an adjacent lower level mechanical room. AHU-2 is a variable speed system that serves the majority of the upper level.

- Both AHU-1 and AHU-2 have been in service for 44 years and should be replaced to avoid ongoing maintenance and repair costs, and to improve performance and efficiency.
- The two (2) outdoor condensing units that serve the AHU-1 and AHU-2 cooling coils should also be replaced. Both of these units were installed in 1998 and have required ongoing maintenance and repairs. Also, the type of refrigerant used by these units has been discontinued due to environmental concerns.

AHU-3 (approx. 21,000 cfm) is located in the mechanical room at the NW corner of the lower level. AHU-3 is a constant speed multi-zone system that serves a majority of the lower level as well as the upper level collection area that was added in 1995. AHU-3 has been in service for 24 years and is in reasonably good condition. However, this type of multi-zone system is very inefficient. It has also experienced many issues with zone dampers/actuators and ventilation control that requires continuous monitoring and manual adjustments by the Library's maintenance staff to respond to space temperature complaints.

- AHU-3 should be replaced with a new variable speed unit to avoid ongoing maintenance and to improve performance and efficiency.

- The outdoor condensing unit that serves the AHU-3 cooling coil should also be replaced. This unit was installed in 1995 and will require increased maintenance and repair. This roof-mounted unit has also been a source of noise complaints within the library.

All three of the air handling units have electronically generated steam humidifiers that were installed in 1995. However, neither of these humidifiers have been operational for several years. Previous maintenance reports indicated that the relative humidity in the Library during the dry winter season has been acceptable from a comfort standpoint, and for this reason no action has been taken to repair or replace the humidifiers.

Dehumidification has been reported to be problematic in some parts to the Library during the summer months when the outdoor air humidity levels are high. Portable dehumidifiers are often used in the lower level to help reduce the humidity levels. Replacement of the air handling units and their associated condensing units will be required to provide better control for dehumidification.

All of the heating system components that serve the entire building, were replaced in 2013/14, and are located in the lower level boiler room. Two (2) Aerco Benchmark fire tube boilers generate heating hot water that is distributed throughout the building. Each boiler has an input capacity of 1,500 Mbh and can generate up to 185°F heating water. The variable-primary system includes two (2) base-mounted distribution pumps. All heating system components in the boiler room are in good condition and with proper maintenance should last for another 10-15 years.

- Further evaluation should be conducted to determine if the two 1,500 Mbh boilers are of sufficient capacity to serve the heating and ventilation needs of the Library. Any future building additions will require additional boiler(s).
- Each boiler has manual isolation valves. These isolation valves should be motorized valves that automatically isolate the second boiler when it's not energized.
- Condensate was observed dripping from the horizontal section of the boiler vent piping.
- Boiler control programming and sequencing should be evaluated and adjusted. It was observed that the lead boiler cycled on/off about every 4-5 minutes. This type of boiler should not cycle that frequently.

Temperature Controls / Building Management System

The existing system is comprised of older legacy *Soladine* building automation and temperature control components that were installed in 1994. *Soladine* components are no longer available, and the Library has had to utilize a service contract with a sole proprietor contractor to keep the existing temperature control systems working. This system cannot be expanded for any future building additions.

The existing DDC/BMS system also lacks many of the critical features that are necessary to allow building and maintenance staff to properly monitor and control the building HVAC operation and equipment. Any upgrade should also include replacement of all modulating temperature control valves and dampers.

A total replacement and upgrade of the building's temperature controls is highly recommended.

Recommendations

In light of the findings of the current HVAC system in the Building Assessment, C2AE recommends the replacement of the three (3) air handling units (2-1975 era, 1-1995 era), the three (3) air cooled condensing units (2-1998 era, 1-1995 era), and the temperature and building management system controls. A separate cost opinion was developed for the replacement and can be found in the Phase II cost opinion.

ELECTRICAL

Electrical Service & Distribution

A new electrical service was installed when the library was expanded in 1995. This service is 277/480V, 3-phase, 4-wire and is rated 1000Amp. The main electrical distribution panel is the main lug only type with four circuits in use and two spare circuits. One of the circuits is 800 Amp and back feeds the old service from the original building. The existing electrical service has ample capacity and is in good working order.

New electrical distribution panels were added as part of the 1995 project. These panels have ample spare capacity for additional circuits.

In general, the existing electrical system is in good condition. It was noted during the site investigation that existing elevator no. 1 is scheduled to be replaced in early 2018.

It was also noted during the facility investigation that the existing fountain is no longer usable. The existing electrical connections for the fountain should be removed to free these circuits up for alternative use.

Lighting

Some of the facility lighting and emergency lighting has been upgraded to LED. Maintenance staff should continue replacing the emergency two-head units with LED type and also continue replacing exterior wall-pack fixtures with LED type.

Areas with existing fluorescent and metal halide lighting should be upgraded to LED fixtures.

Where these areas are upgraded to LED fixtures, upgraded lighting controls will also be required to comply with the 2015 Michigan Energy Code. Specifically, controls upgrades would include the installation of occupancy/vacancy sensors to turn lighting off when a space is not occupied and also installation of day lighting controls to reduce light fixture output when sufficient exterior ambient light is available.

One area where appreciable energy savings could be realized is replacement of the existing 400Watt metal-halide up lighting fixtures with LED fixtures. The new LED fixtures could be dimmable with day lighting controls provided to reduce fixture output thereby saving appreciable energy on sunny days.

It was noted during the facility investigation that the fixtures on the lower level garden wall are not adequate for emergency/egress lighting. Wall mounted fixtures should be added for this purpose.

APPENDIX A

SPACE NEEDS ASSESSMENT



Portage District Library Space Needs Assessment

October 12, 2017

Utilizing Wisconsin Library Building Project Handbook - 2009, by Anders C. Dahlgren:

(Based on a 2040 Service Population Projection of 60,000 people)

	New Requirements:	Existing PDL Quantities or Areas:	Class VI Comparisons: ***
	Service Population: 60,000	52,170	56,800
	Active Registered Borrowers: 50,000 (83.3%)	43,454 (83.3%)	24,703 (43.5%)
Library Collection:	Volumes = 60,000 x 3.40 = 204,000 Vol.	177,000 Vol.	127,000 Vol.
	Audio/Visual = 60,000 x .67 = 40,200 Rec.	33,000 Rec.	21,335 Rec.
	Periodicals = 60,000 x 3.33/1000 = 200 Per.	185 Per.	230 Per.
	Back Issues = 200 x 24 mo. = 4,800 Per.	(???) Per.)	(???) Per.)
	Total Collection Subtotal: 249,200 Items	208,000 Items	148,335 Items
Collection Space:	Volumes = 204,000/10 = 20,400 sq ft		
	Audio/Visual = 40,200/20 = 2,010 sq ft		
	Periodicals = 200/1.0 = 200 sq ft		
	Back Issue Storage (2 yrs) 200 x 5/2 = 500 sq ft		
	Library Collection Floor Area: 23,110 sq ft	19,300 sq ft	
	(Includes designated Adult, Teen, Children's, New Materials, etc. areas)		
Library Seating:	3.33 seats per 1,000 population = 3.33 x 60,000/1,000 = 200 seats	212 Seats	
	200 seats x 30 sq ft = 6,000 sq ft	6,360 sq ft	
	(Includes small group meeting/collaboration rooms)		
Public Computers:	1.33 stations per 1,000 population = 1.33 x 60,000/1,000 = 80 stations	57 Stations	62 Stations
	80 stations x 35 sq ft = 2,800 sq ft	1,995 sq ft	
Staff Work Area:	Public:		
	Circulation Desk: 3 at 150 sq ft ea = 450 sq ft	2 at 150 sq ft	
	Info/Tech Desk: 2 at 150 sq ft = 300 sq ft	2 at 200 sq ft	
	Children's/YA Desk: 2 at 150 sq ft = 300 sq ft	2 at 150 sq ft	
	Copy/Business Center: 400 sq ft	<u>300 sq ft</u>	
	On Floor (Public) Desks: 1,450 sq ft	1,300 sq ft	

<u>Private Work Area:</u>	Staffing:	40 FTE's	31.24 FTE's	23.21 FTE's
	Director's Office:	175 sq ft	154 sq ft	
	Private Offices: 9 at 125 sq ft ea =	1,125 sq ft	8 Offices = 646 sq ft	
	30 - Work Stations (Cubicles) at 100 sq ft ea:	3,000 sq ft	25 Stations = 2,600 sq ft	
	Book/Sorting/Mending Work Areas:	1,200 sq ft	1,458 sq ft	
	Staff Lounge:	400 sq ft	294 sq ft	
	Storage/Book Drops/Receiving:	1,250 sq ft	1,166 sq ft	
	IT Office/Work/Server Room:	250 sq ft	190 sq ft	
	<u>Staff Restrooms (2):</u>	<u>100 sq ft</u>	<u>100 sq ft</u>	
	Work Area Subtotal:	7,500 sq ft	7,508 sq ft	
	Total Staff Work Areas (Public & Private):	8,950 sq ft	8,008 sq ft	
<u>Meeting Rooms:</u>	General: 300 people at 11 sq ft /per =	3,300 sq ft	2,110 sq ft	
	Storage/Kitchenette =	600 sq ft	200 sq ft	
	Children's Program Room: 75 seats x 10 sq ft /per =	750 sq ft	700 sq ft	
	Family Restroom (2):	200 sq ft	(--0-- sq ft)	
	<u>Collaboration/Small Group Rooms: 10 x 120 sq ft =</u>	<u>1,200 sq ft</u>	<u>1,220 sq ft</u>	
	Subtotal:	6,050 sq ft	4,230 sq ft	
<u>Special Use Space:</u>	Local History/Genealogy:	1,200 sq ft	700 sq ft	
	Friends Room:	750 sq ft	450 sq ft	
	Maker Space:	1,200 sq ft	620 sq ft (Long Lake Room?)	
	<u>Cyber Café:</u>	<u>500 sq ft</u>	<u>200 sq ft (Vending area)</u>	
	Subtotal:	3,650 sq ft	1,970 sq ft	
	Floor Area Subtotal:	50,560 sq ft	41,863 sq ft	
	<u>Non-Assignable Space at 30% of Subtotal:</u>	<u>15,168 sq ft</u>	<u>6,092 sq ft</u>	
	Total Estimated Floor Area Required:	65,728 sq ft	47,955 sq ft	39,700 sq ft avg.
		say: 66,000 sq ft	say: 48,000 sq ft	say: 40,000 sq ft avg.
		(1.10 sq ft/cap.)	(0.920 sq ft/cap.)	(0.704 sq ft/cap.)

***Class VI comparison libraries with similar Service Population /Total Collection/Square Footage are:

• Chippewa River	51,640 pop.	153,309 items	41,300 sq ft
• Dearborn Heights	57,774 pop.	158,495 items	44,000 sq ft
• Gross Pointe	51,133 pop.	236,551 items	61,000 sq ft
• Howell Carnegie	52,529 pop.	193,945 items	30,100 sq ft
• Lapeer	60,006 pop.	116,181 items	15,715 sq ft
• Novi	55,374 pop.	207,415 items	59,314 sq ft
• Pontiac	59,515 pop.	209,025 items	20,250 sq ft
• Royal Oak	57,236 pop.	192,452 items	42,000 sq ft
• Saint Clair Shores	59,715 pop.	153,891 items	30,000 sq ft
• Taylor Community	63,131 pop.	160,611 items	24,950 sq ft
• Portage District Library	52,170 pop.	208,000 items	48,000 sq ft (0.920 sq ft/cap.)
• Kalamazoo Public Library District	124,000 pop.	454,000 items	138,000 sq ft (1.113 sq ft/cap.)

APPENDIX B

2040 BUILDING PROGRAM



December 2017

Portage District Library 2040 Building Program

Name of Area	Existing Area Sq. Ft.	New Area Sq. ft.	Comments
Entry/Lobby Core	5,210 sq. ft.	7,000 sq. ft.	
Entry Lobby/Gallery /	1,540 sq. ft.	1,500 sq. ft.	Art Work Displays, Café seating, Comm. Bull. Bd.
Café/Vending/Prep (20 seating) vs. 0 current	--- sq. ft.	400 sq. ft.	Potential Coffee Shop Lease Space
Maintenance Room	--- sq. ft.	100 sq. ft.	Near Main Entry for Entry maintenance items
Main Large Group Meeting Room	2,110 sq. ft.	3,000 sq. ft.	300 seating (60/40 split with folding wall) Upper Floor
Kitchenette(s?)	140 sq. ft.	300 sq. ft.	(Two – one for each Main & Secondary?)
Table & Chair Storage Rooms	100 sq. ft.	600 sq. ft.	(Two – one for each Main & Secondary?)
Men's Restrooms (2)	300 sq. ft.	500 sq. ft.	(Located on both floors)
Women's Restrooms (2)	300 sq. ft.	500 sq. ft.	(Located on both floors)
Material Return	50 sq. ft.	--- sq. ft.	At/near Circulation Desk
Holds Shelving	50 sq. ft.	100 sq. ft.	At/near Circulation Desk
Gender Neutral Restroom	--- sq. ft.	100 sq. ft.	
Staff (Public) Core	1,300 sq. ft.	1,750 sq. ft.	
Circulation Desk (3 stations @ 150 sq. ft. ea.)	150 sq. ft.	450 sq. ft.	Near Entry/Lobby Core (Holds shelving)
Self-Checkouts (6 stations @ 50 sq. ft. ea.)	150 sq. ft.	300 sq. ft.	Near or at Circulation Desk (Both floors)
Adult Info Desk (2 stations @ 150 sq. ft. ea.)	300 sq. ft.	300 sq. ft.	Near Copy/Business Center (Combine w/ Circ. Desk?)
Copy/Business Center	400 sq. ft.	400 sq. ft.	Retail look and lighting (Rethink purpose & sharing space)
Children's/Youth Desk (2 stations @ 150 sq. ft. ea.)	300 sq. ft.	300 sq. ft.	Near Children/Teen areas
Item Storage	--- sq. ft.	--- sq. ft.	Cabinet Storage at Info Desk

Name of Area	Existing Area Sq. Ft.	New Area Sq. ft.	Comments
Staff (Private) Core	7,340 sq. ft.	9,530 sq. ft.	
30 Work Stations @ 100 sq. ft. each vs. 25 current	1,875 sq. ft.	3,000 sq. ft.	Clustered that makes sense for functionality
1 Director's Office	150 sq. ft.	150 sq. ft.	
8 Private Offices @ 120 sq. ft. each vs. 8 current	950 sq. ft.	1,125 sq. ft.	Located as required
Work Areas (Circ/Tech/Adult Services)	1,955 sq. ft.	1,875 sq. ft.	Locate adjacent to each other (15 work stations)
Staff Entrance/Receiving/Deliveries	200 sq. ft.	550 sq. ft.	Existing?
Staff Break Room	290 sq. ft.	290 sq. ft.	Existing?
Material Return	--- sq. ft.	100 sq. ft.	At/near Circulation Desk
Staff Restrooms (2)	140 sq. ft.	140 sq. ft.	Existing (updated) or new relocated
Drive-up Materials Drop Room	(580 sq. ft.)	500 sq. ft.	Existing - Future Automated Sorter
General Storage	1000 sq. ft.	1,200 sq. ft.	Located/Divided as required
Staff Training Room	--- sq. ft.	--- sq. ft.	Shared with Conference/Vendor Meeting Room???
Conference/Vendor Meeting Room	200 sq. ft.	300 sq. ft.	Located near Service Door/Staff Entry
Marketing Production Studio/Storage	--- sq. ft.	300 sq. ft.	Located away from staff & mechanical noise

Special Use Core	1,200 sq. ft.	2,400 sq. ft.	Near Entry, Circulation and Adult Cores
Friends Room (Book Storage)	450 sq. ft.	800 sq. ft.	Adjacent to Book Sale Area
Friends Display Alcove/Donations	50 sq. ft.	100 sq. ft.	Upper Floor in prime area
Local History/Genealogy /Storage	700 sq. ft.	1,500 sq. ft.	Prefer Main (Upper) Floor Location
Maker Space	--- sq. ft.	--- sq. ft.	See Children/Youth Core
Popular Materials	--- sq. ft.	--- sq. ft.	Adult AV/Subscriptions/New Materials Displays/ Seating/Grab & Go Items/sq. ft. from Adult Core (Atrium)

Information Technology Core	300 sq. ft.	1,300 sq. ft.	
Computer Training (12 stations)	--- sq. ft.	800 sq. ft.	Capability in Meeting Rooms? Dbl. as Maker Space?
Office/Work Room (3 stations)	200 sq. ft.	300 sq. ft.	Centrally Located Preferred
Server (MDF) Room	100 sq. ft.	100 sq. ft.	Centrally Located Preferred
Storage	--- sq. ft.	100 sq. ft.	Adjacent to Office/Work Room

Name of Area	Existing Area Sq. Ft.	New Area Sq. ft.	Comments
Adult Services Core	15,230 sq. ft.	17,870 sq. ft.	
Collection (120,000 items current)	10,085 sq. ft.	12,000 sq. ft.	(includes 21,000 A/V collection)
Seating (120 – variety) vs. 100 current	3,000 sq. ft.	3,600 sq. ft.	Includes variety of Seating types – more individual
Study/Small Group Rooms (10 - variety) vs. 3 now	725 sq. ft.	1,000 sq. ft.	Scattered clusters in high visibility areas (2, 4, 6-8 occupancy)
Public Computers (24 – current) no change	840 sq. ft.	840 sq. ft.	Doesn't include laptops on carts (loaners)
PAC Terminals (8 - current) no change	230 sq. ft.	230 sq. ft.	
Adult Info Desk (2 staff)	200 sq. ft.	--- sq. ft.	See Staff (Public) Core
Adult Office/Work Rm	--- sq. ft.	--- sq. ft.	See Staff (Private) Core
Service Storage	--- sq. ft.	--- sq. ft.	See Staff (Private) Core
Permanent Collection Displays	100 sq. ft.	200 sq. ft.	

Teen (YA) Services Core	2,300 sq. ft.	2,790 sq. ft.	Adjacent to Children's Services Core
Collection (12,000 items) vs. 8,000 current	720 sq. ft.	1,200 sq. ft.	
Seating (36 – variety) vs. 28 current	840 sq. ft.	1,080 sq. ft.	(includes 5 public & 1 PAC computers)
Office/Work Rm	--- sq. ft.	--- sq. ft.	See Staff (Private) Core
Service Storage	--- sq. ft.	--- sq. ft.	See Staff (Private) Core
Meeting/Tutoring Rooms (3 vs. 2 current)	530 sq. ft.	300 sq. ft.	2 - Tutoring, 1- Small Group (4-6 seats)
Public Computers (5 – current)	175 sq. ft.	175 sq. ft.	
PAC Terminals (1 – current)	35 sq. ft.	35 sq. ft.	

Children's Services Core	6,090 sq. ft.	14,720 sq. ft.	Adjacent to Teen/YA Services Core
Collection (84,000 items) vs. 80,000 current	4,000 sq. ft.	8,400 sq. ft.	(includes 16,200 A/V collection)
Seating (60 - variety) vs. 33 current	990 sq. ft.	1,800 sq. ft.	
Children's Computers (14) vs. 10 current	350 sq. ft.	500 sq. ft.	Includes 4 PAC Terminals
Service Desk	--- sq. ft.	--- sq. ft.	See Staff (Public) Core
Office/Work Rm	--- sq. ft.	--- sq. ft.	See Staff (Private) Core
Service Storage	--- sq. ft.	--- sq. ft.	See Staff (Private) Core

Name of Area	Existing Area Sq. Ft.	New Area Sq. ft.	Comments
Story Telling Rm (50 seats)	435 sq. ft.	900 sq. ft.	
Story Telling Storage	--- sq. ft.	200 sq. ft.	
Family Restrooms (2)	--- sq. ft.	200 sq. ft.	New
Mother's Room (1)	--- sq. ft.	100 sq. ft.	New
Children's Staff Lounge	--- sq. ft.	200 sq. ft.	
PAC Terminals (8 – current)	280 sq. ft.	280 sq. ft.	
Self-Check Stations 4 vs. 2 current	70 sq. ft.	140 sq. ft.	
Children's Program Room (150 people)	--- sq. ft.	2,000 sq. ft.	(includes 400 sq. ft. storage & 100 sq. ft. counter w/sink)

9 Utility Core	2,650 sq. ft.	3,400 sq. ft.	
HVAC Rooms	2,456 sq. ft.	2,800 sq. ft.	Existing & New
Janitor Closets (2) vs. 1 current	80 sq. ft.	100 sq. ft.	On each floor
Electrical Room	200 sq. ft.	200 sq. ft.	Existing
Fire Prot. Riser Rm	--- sq. ft.	100 sq. ft.	Existing
Maintenance Work Room	--- sq. ft.	200 sq. ft.	In Electrical Room
Outdoor Equipment Storage	--- sq. ft.	--- sq. ft.	Separate Outdoor Storage Shed (600 sq. ft., 24'x24')

Subtotal **41,620 sq. ft.** **60,860 sq. ft.**

Unassigned Space **6,335 sq. ft.** **9,130 sq. ft.**

15% Factor of Subtotal 6,335 sq. ft. 9,130 sq. ft.

Total Floor Area **47,955 sq. ft.** **69,990 sq. ft.**

APPENDIX C

CHARRETTES



Group 1

LOWER LEVEL

Group 1

03-23-15





LOWER LEVEL

Group 2

03-23-15

Group 2



Group 2
Group 2

CONS

PROJ
Por
Lib

Port
Port
DRAW
First

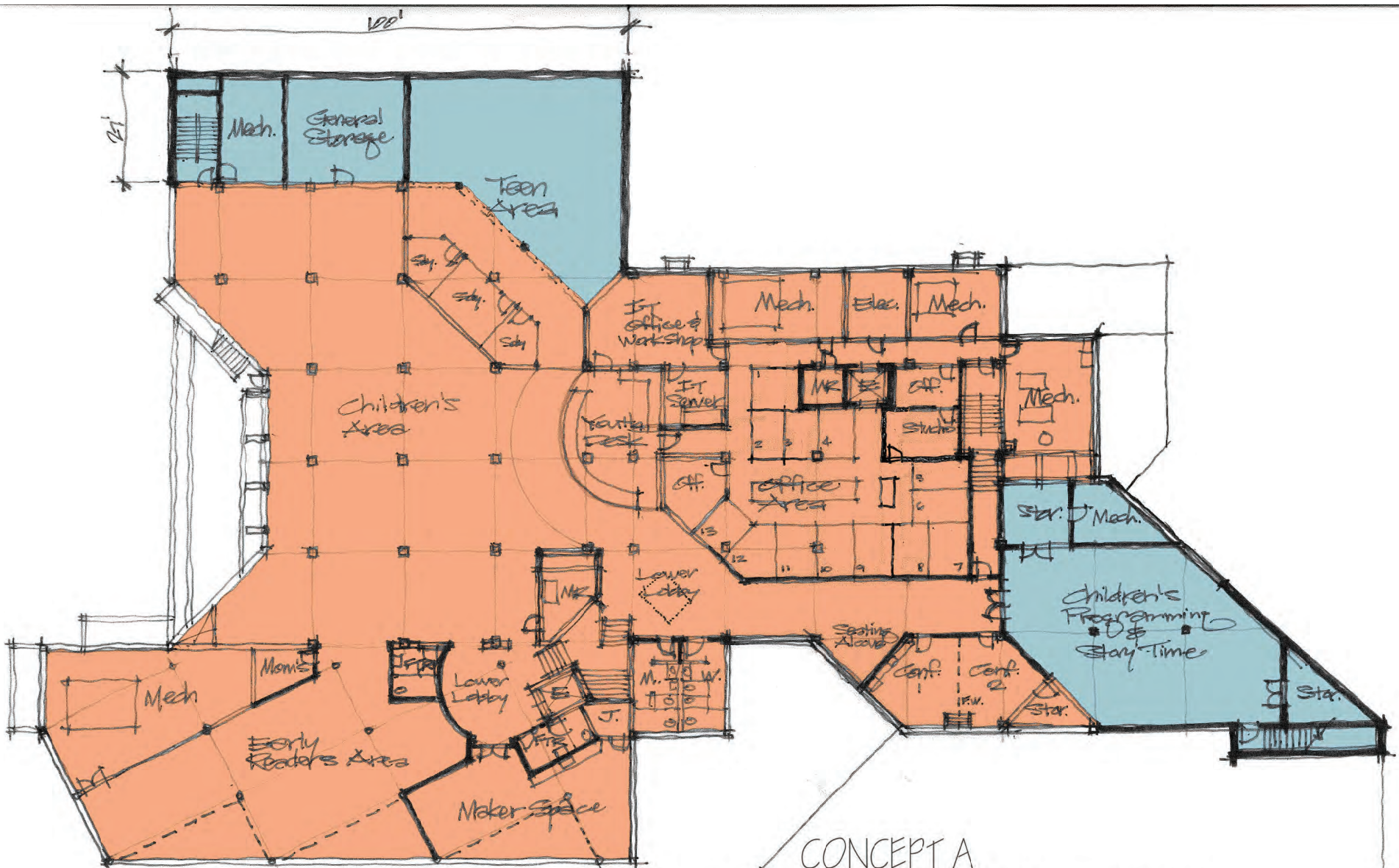
ISSUE D

03-19-11
10-02-11
09-24-11
06-30-11
DATE
DRAWN



APPENDIX D

PLAN CONCEPTS



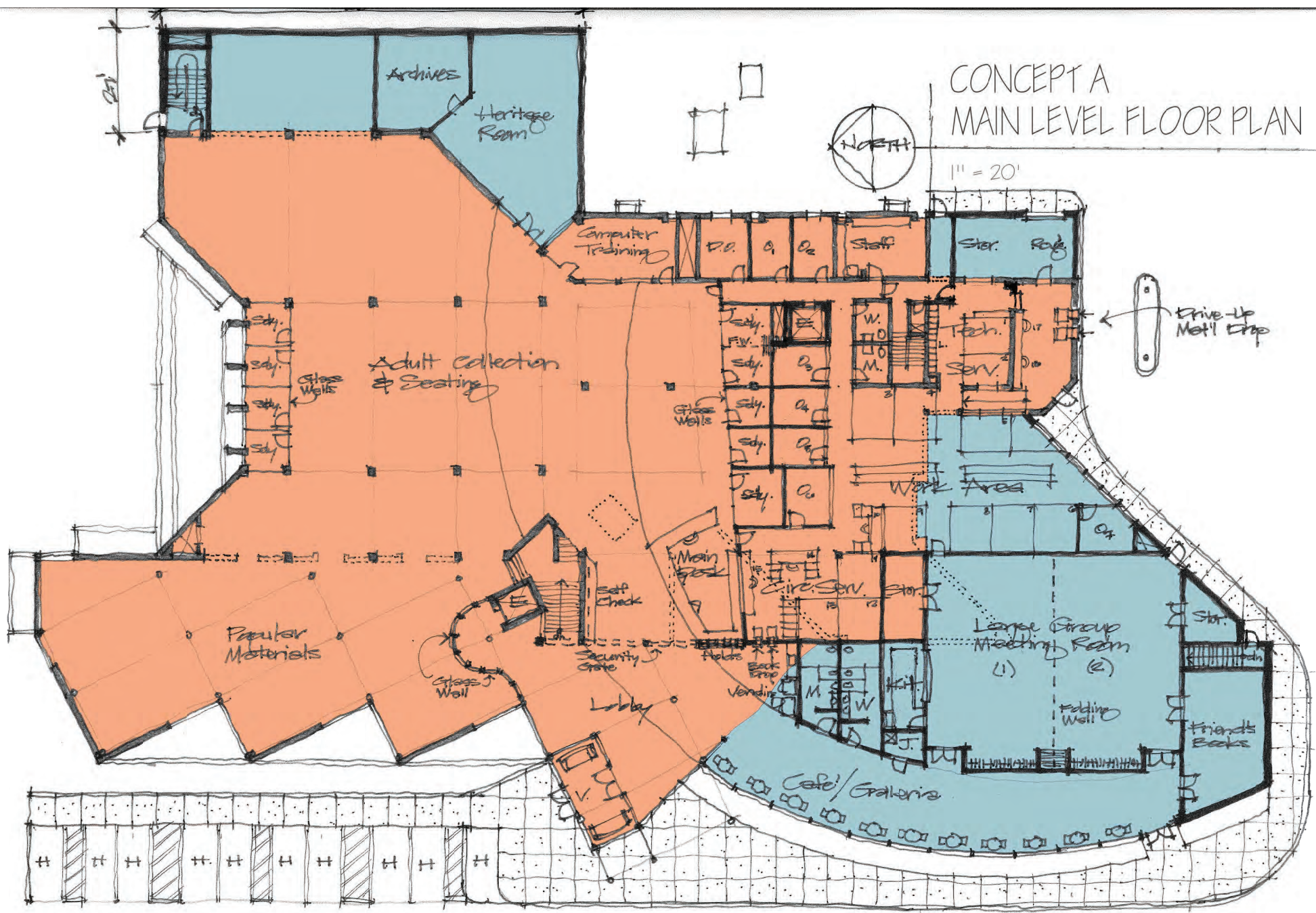
CONCEPT A
LOWER LEVEL FLOOR PLAN

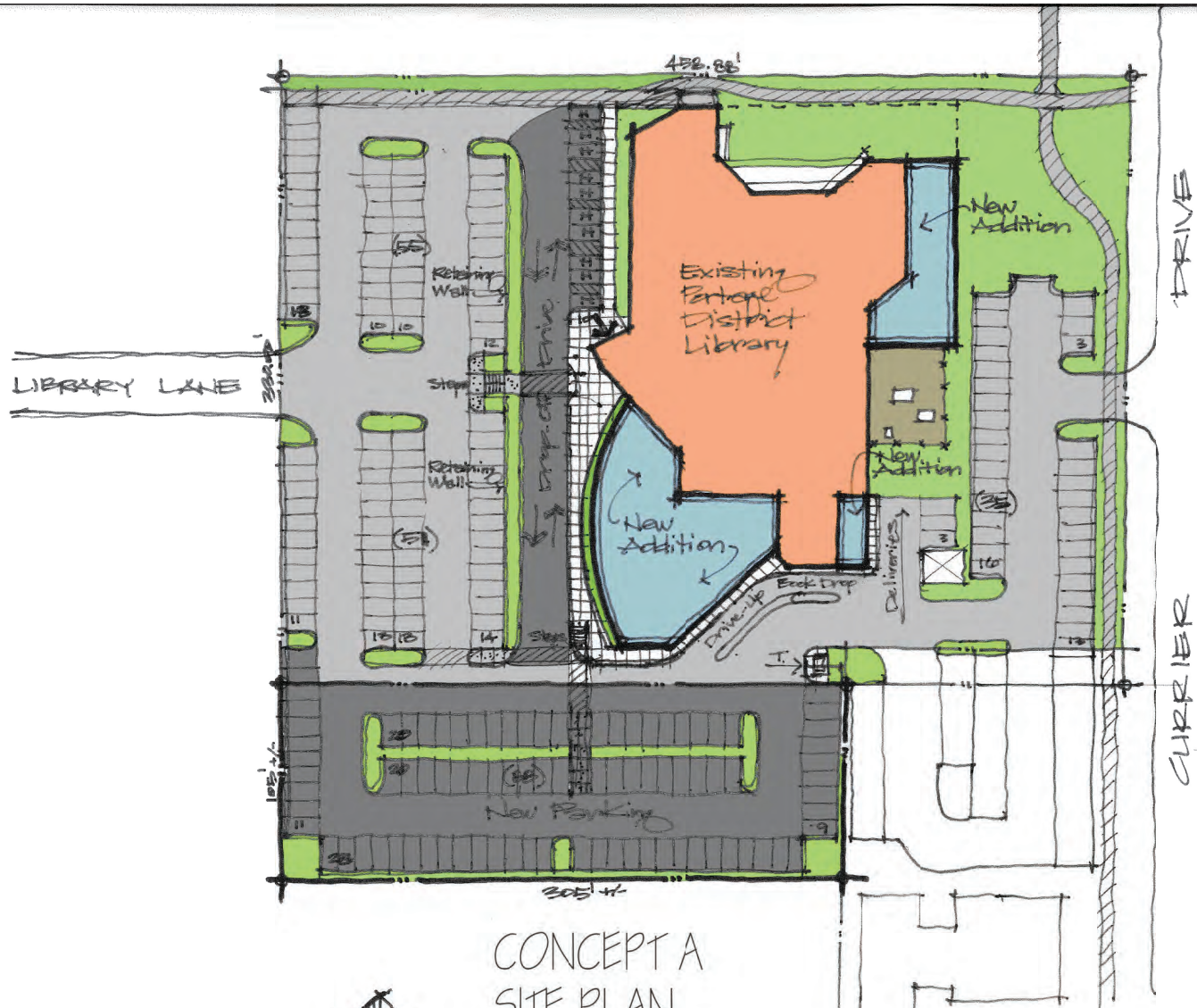


1" = 20'

CONCEPT A MAIN LEVEL FLOOR PLAN

1" = 20'



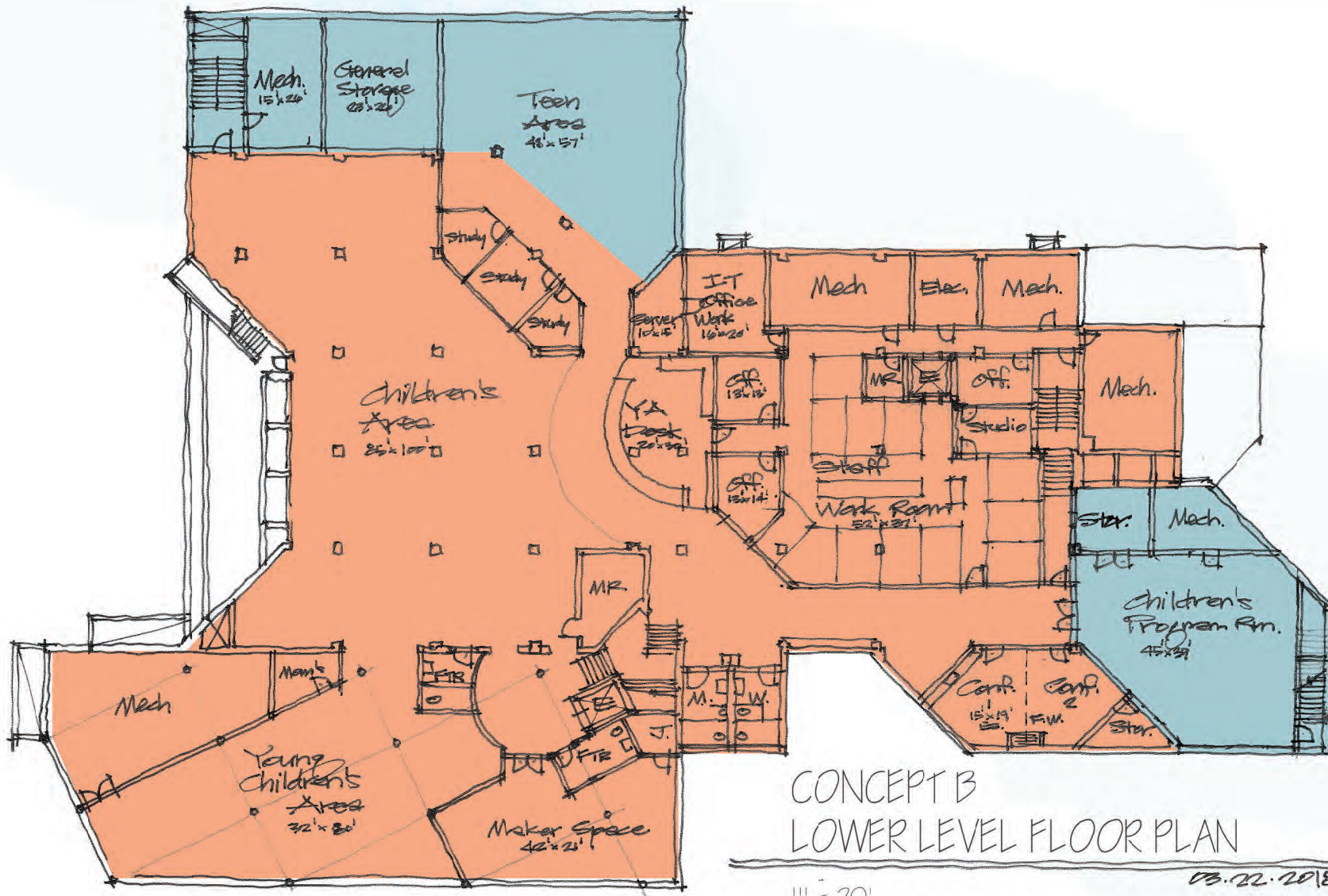


CONCEPT A
SITE PLAN



1" = 60'

PARKING - EXISTING:	100 SPACES
NEW:	91 SPACES
TOTAL:	229 SPACES

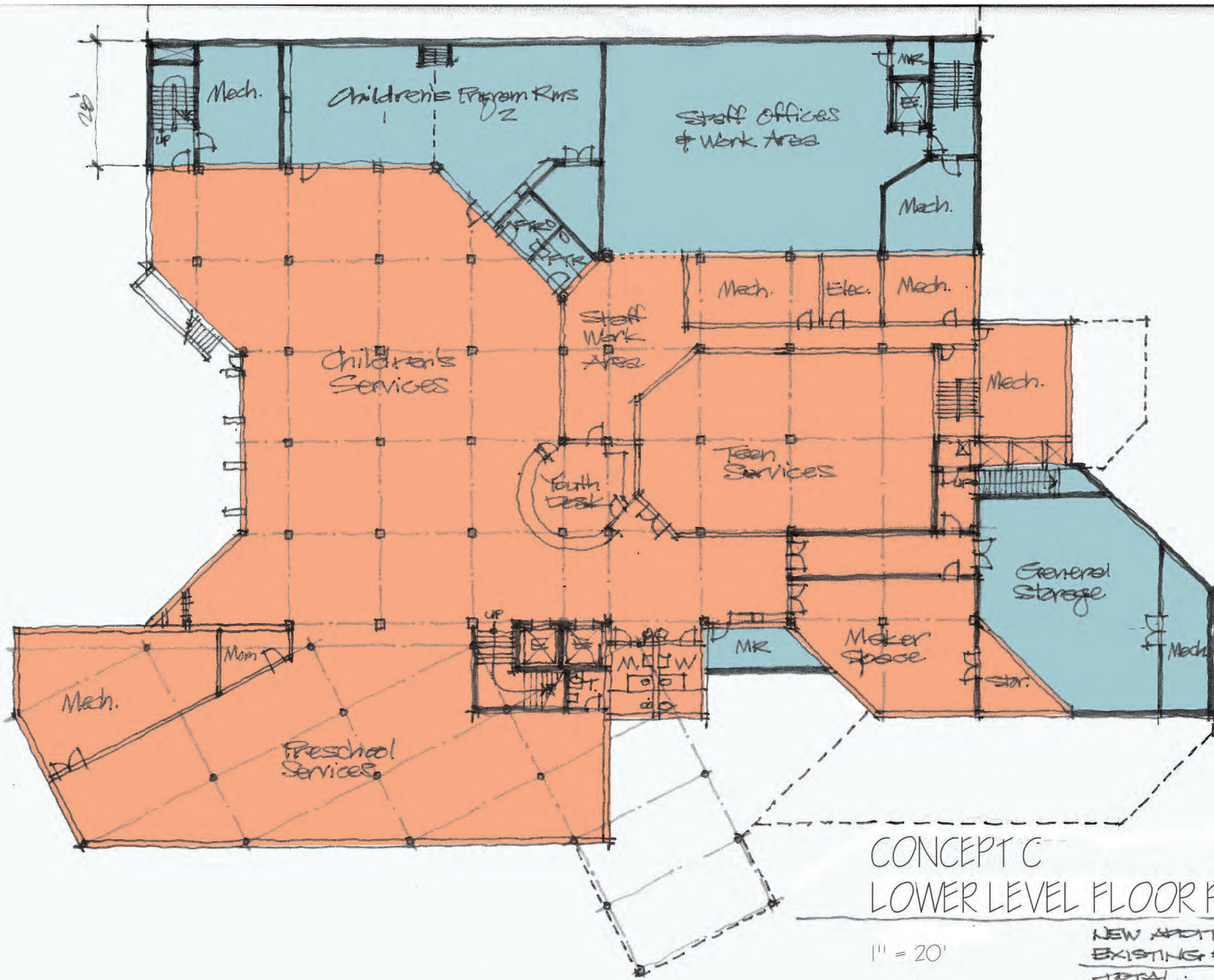


CONCEPT B
LOWER LEVEL FLOOR PLAN

03.22.2018

1" = 20'

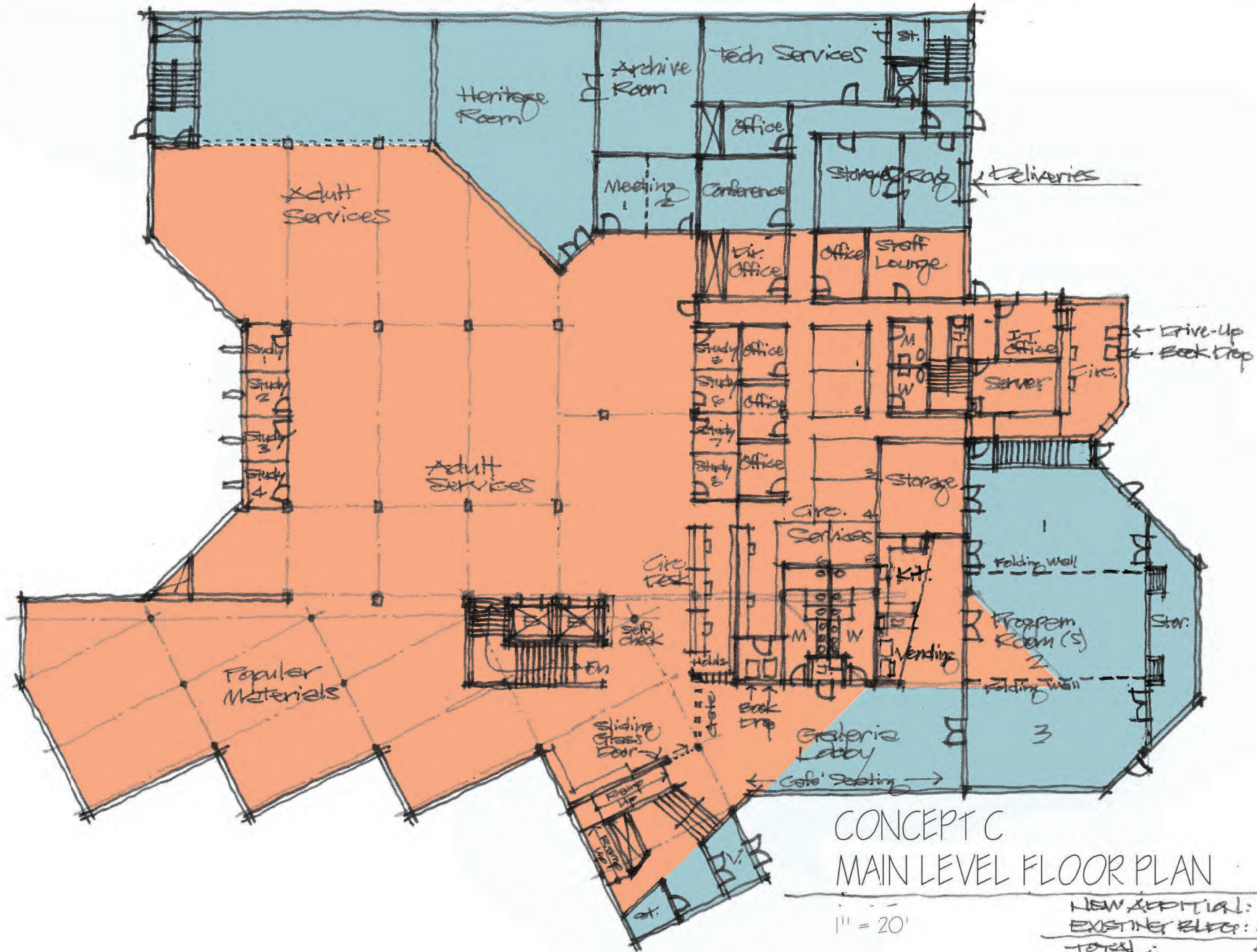
New Addition: 2250 SF
Remodeled Area: 8150 SF



CONCEPT C
LOWER LEVEL FLOOR PLAN

1" = 20'

NEW ADDITION:	9,575 SF
EXISTING BLDG:	23,225 SF
TOTAL:	32,800 SF



CONCEPT C
MAIN LEVEL FLOOR PLAN

1" = 20'

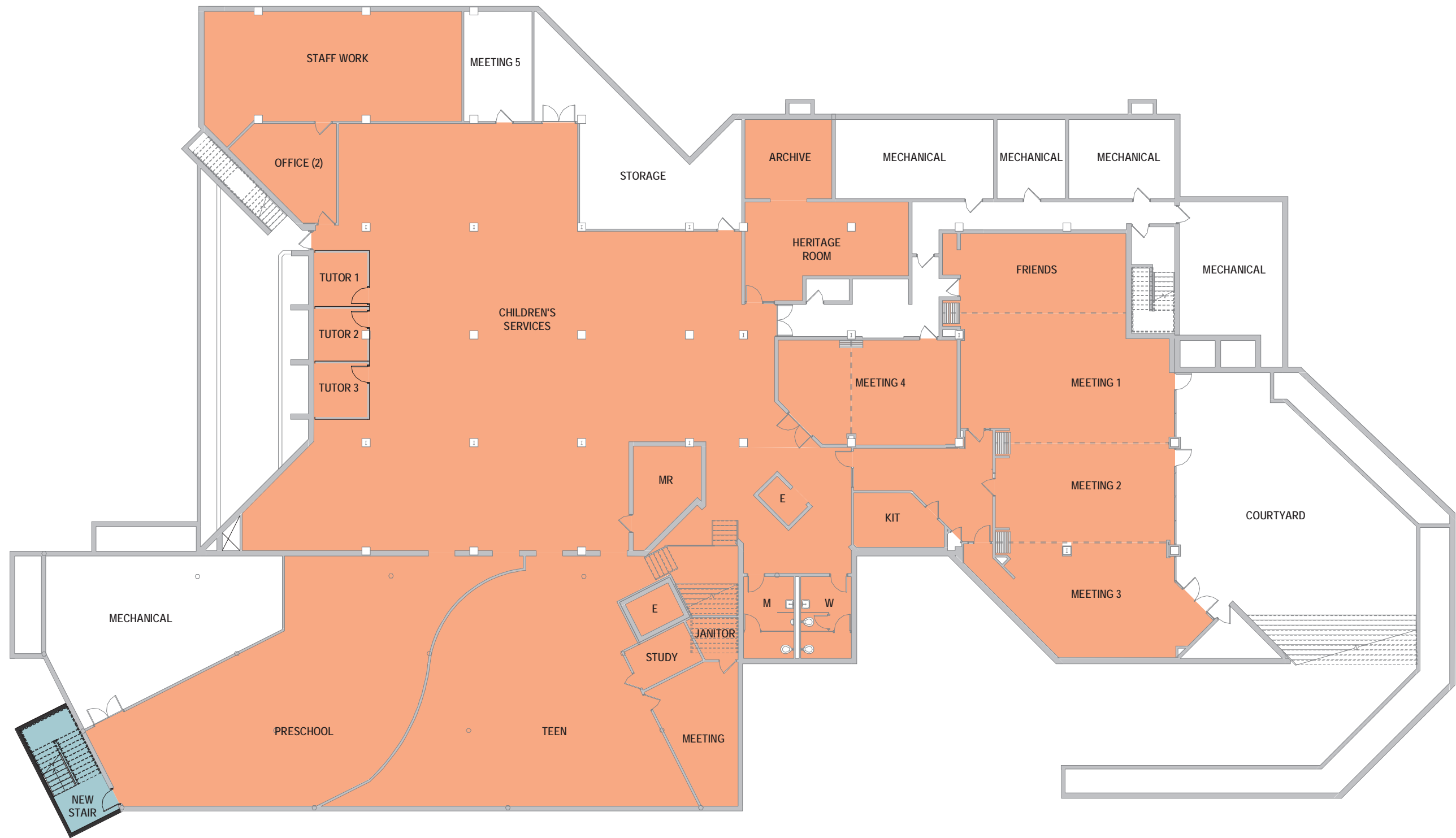
NEW ADDITIONAL:	11,265 SF
EXISTING RELOC:	24,960 SF
TOTAL:	36,225 SF



MASTER PLAN - CONCEPT D MAIN FLOOR

PHASE I

REMODEL		21,480sf
NEW ADDITION		200sf



MASTER PLAN - CONCEPT D LOWER FLOOR

PHASE I

REMODEL



16,920sf

NEW ADDITION



200sf



MASTER PLAN - CONCEPT D MAIN FLOOR

PHASE II		
REMODEL		472sf
NEW ADDITION		7,115sf



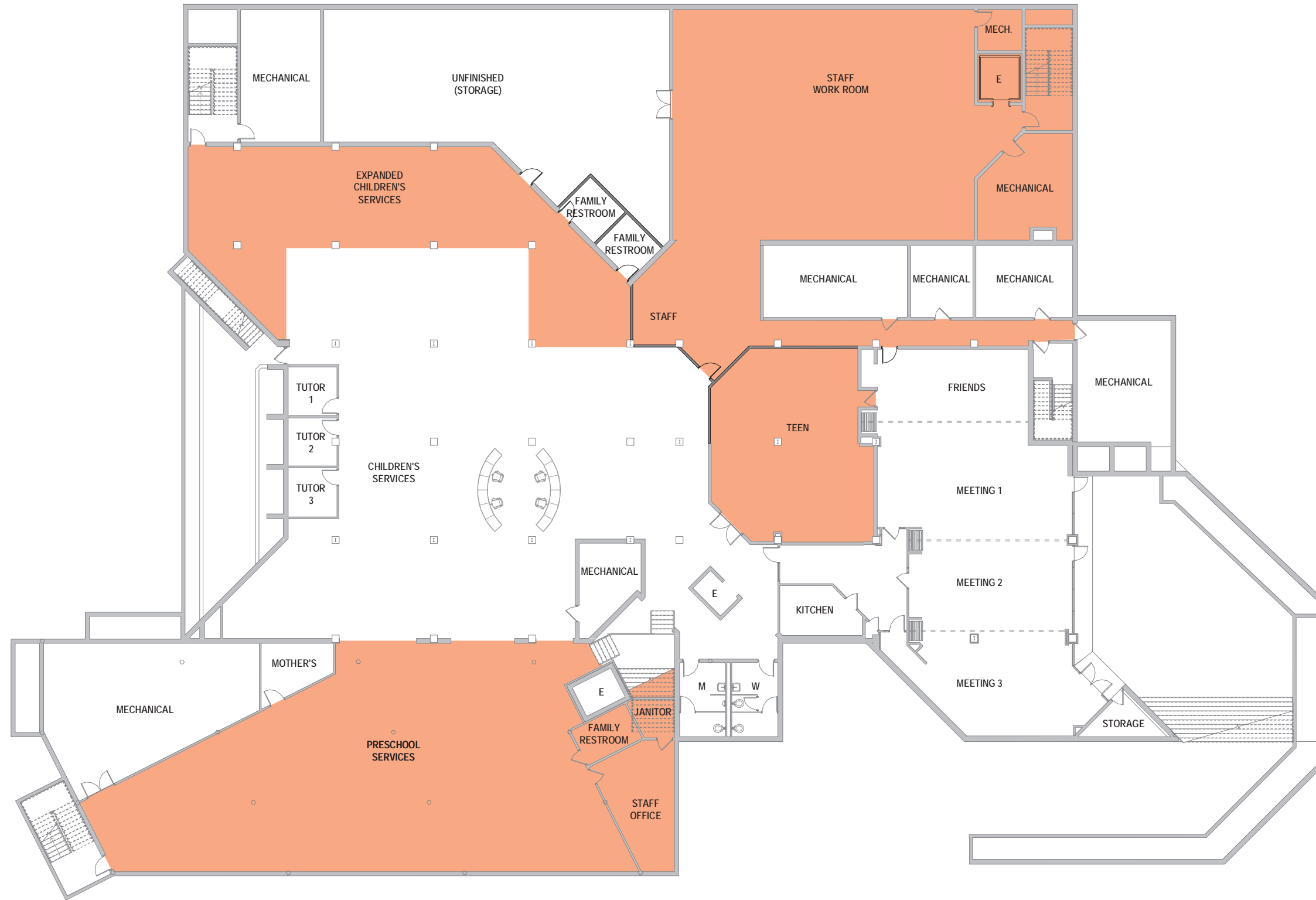
MASTER PLAN - CONCEPT D LOWER FLOOR

PHASE II		
REMODEL		142sf
NEW ADDITION		7,000sf



MASTER PLAN - CONCEPT D MAIN FLOOR

PHASE III		
REMODEL		3,175sf
NEW ADDITION		225sf



MASTER PLAN - CONCEPT D LOWER FLOOR

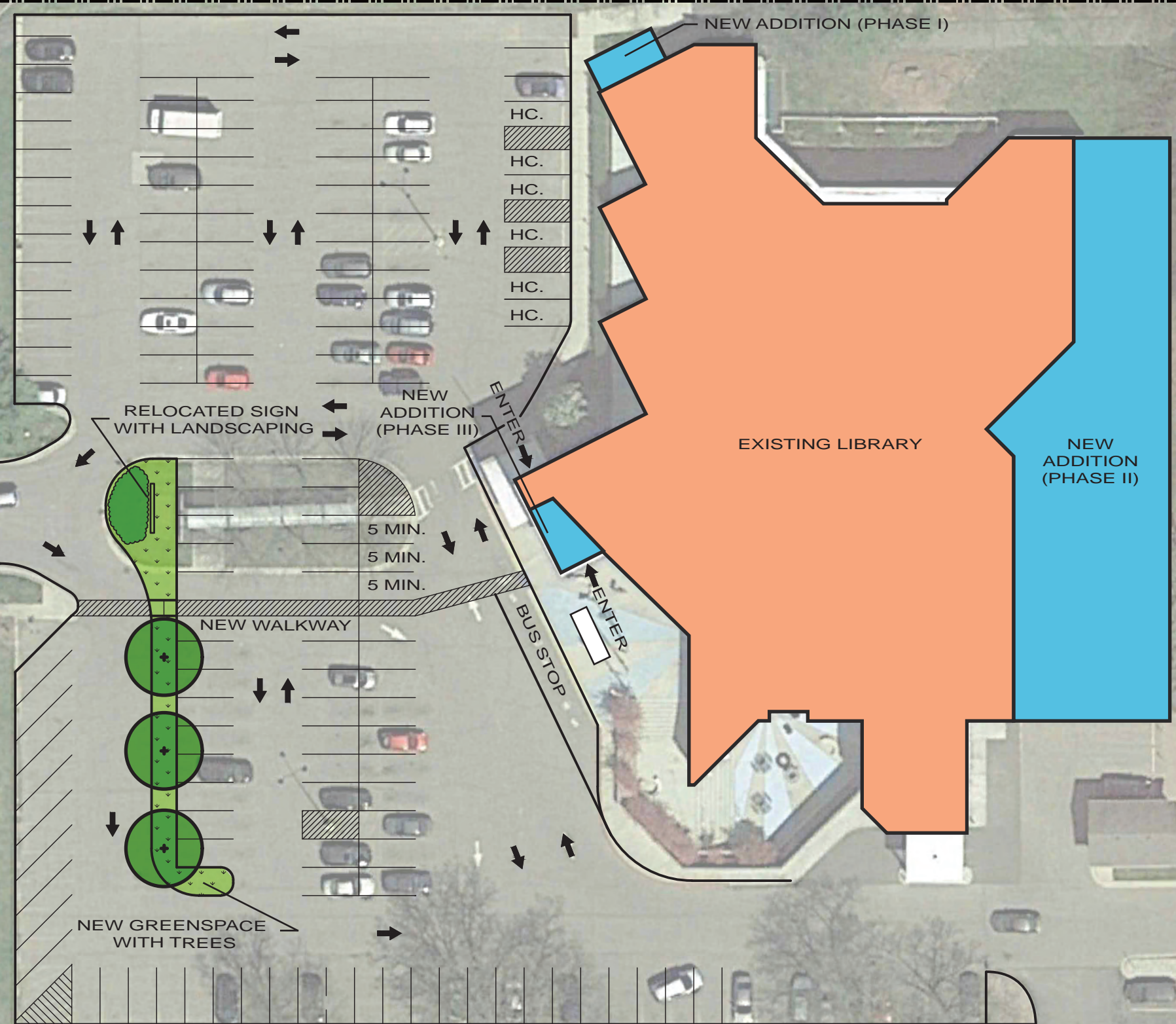
PHASE III		
REMODEL		15,435sf
NEW ADDITION		0sf

APPENDIX E

MASTER PLAN PHASE 1

FURNITURE COSTS AND CONCEPTS





SITE PLAN





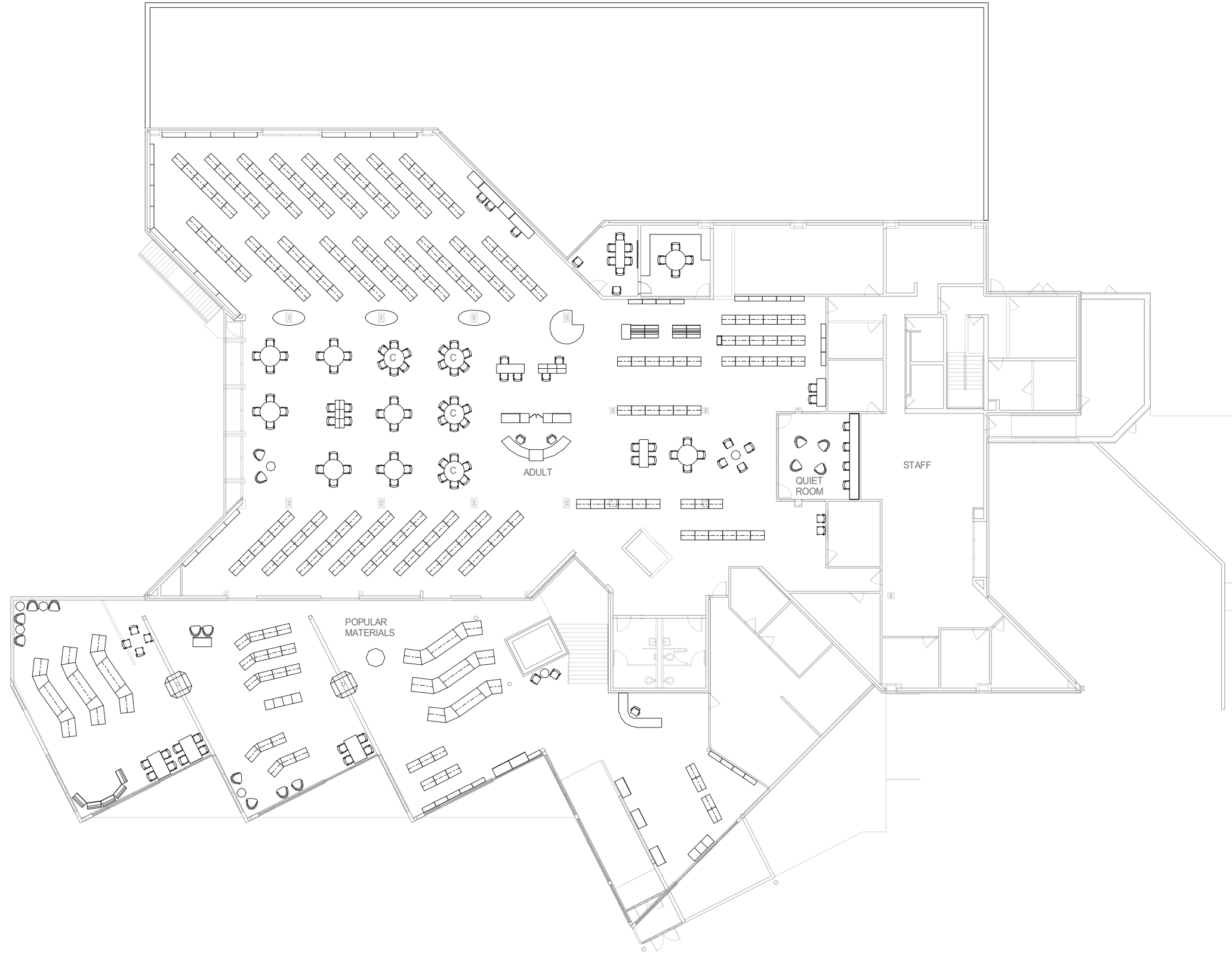
FURNITURE COST ESTIMATE

CONCEPT D - PHASE I

SEPTEMBER 13, 2019



EXISTING FLOOR PLAN | MAIN LEVEL



PHASE 1 | STUDY ROOMS MAIN LEVEL

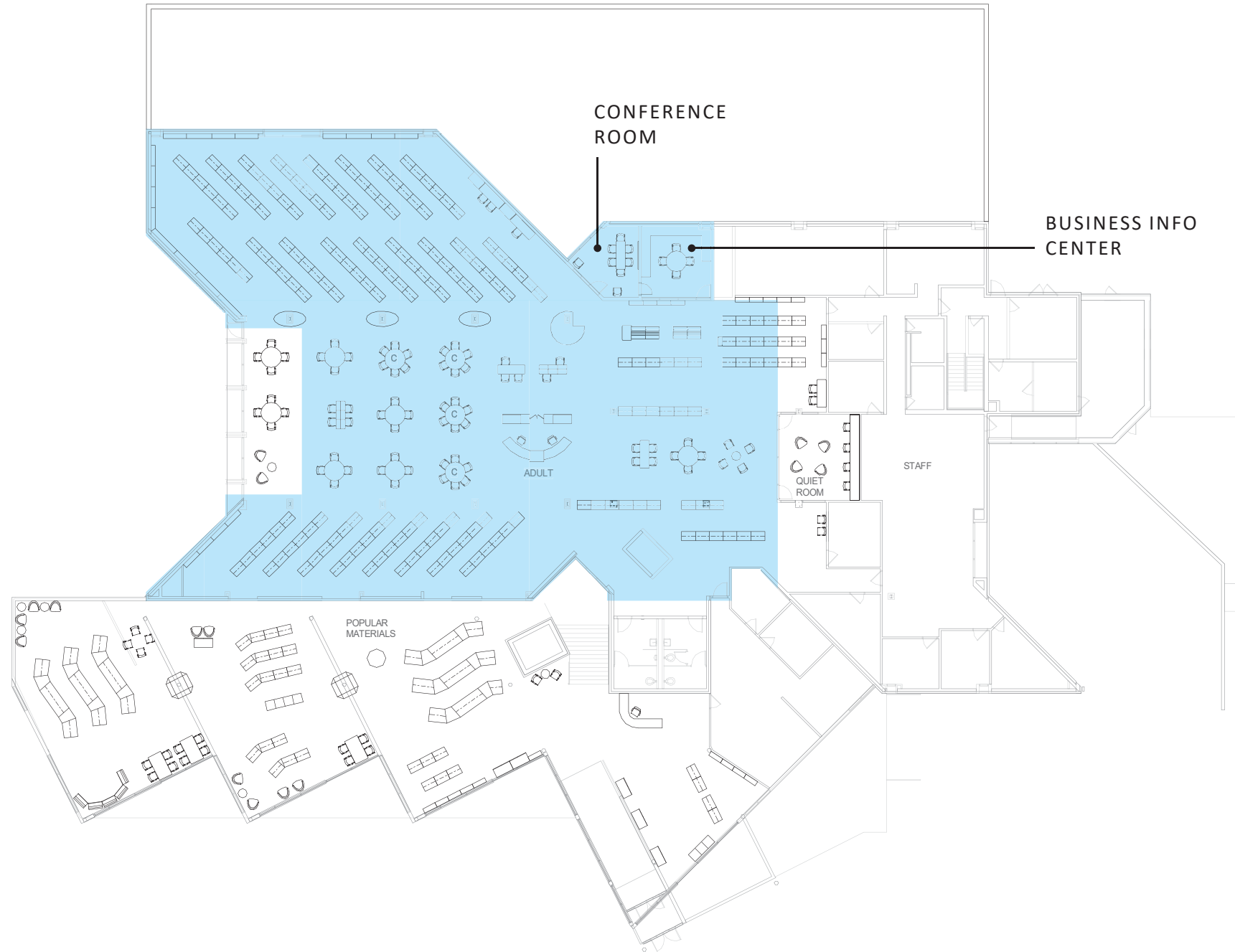


STUDY ROOMS MAIN LEVEL

AFFECTED FLOOR AREA 1,050 SQ. FT.

STUDY ROOM	
2 CHAIRS	\$875
1 TABLE	\$875
1 WHITE BOARD	\$350
SUBTOTAL:	\$2,100
GRAND TOTAL FOR 8 ROOMS:	\$16,800

PHASE 1 | ADULT SERVICES MAIN LEVEL



ADULT SERVICES

AFFECTED FLOOR AREA 10,560 SQ. FT.

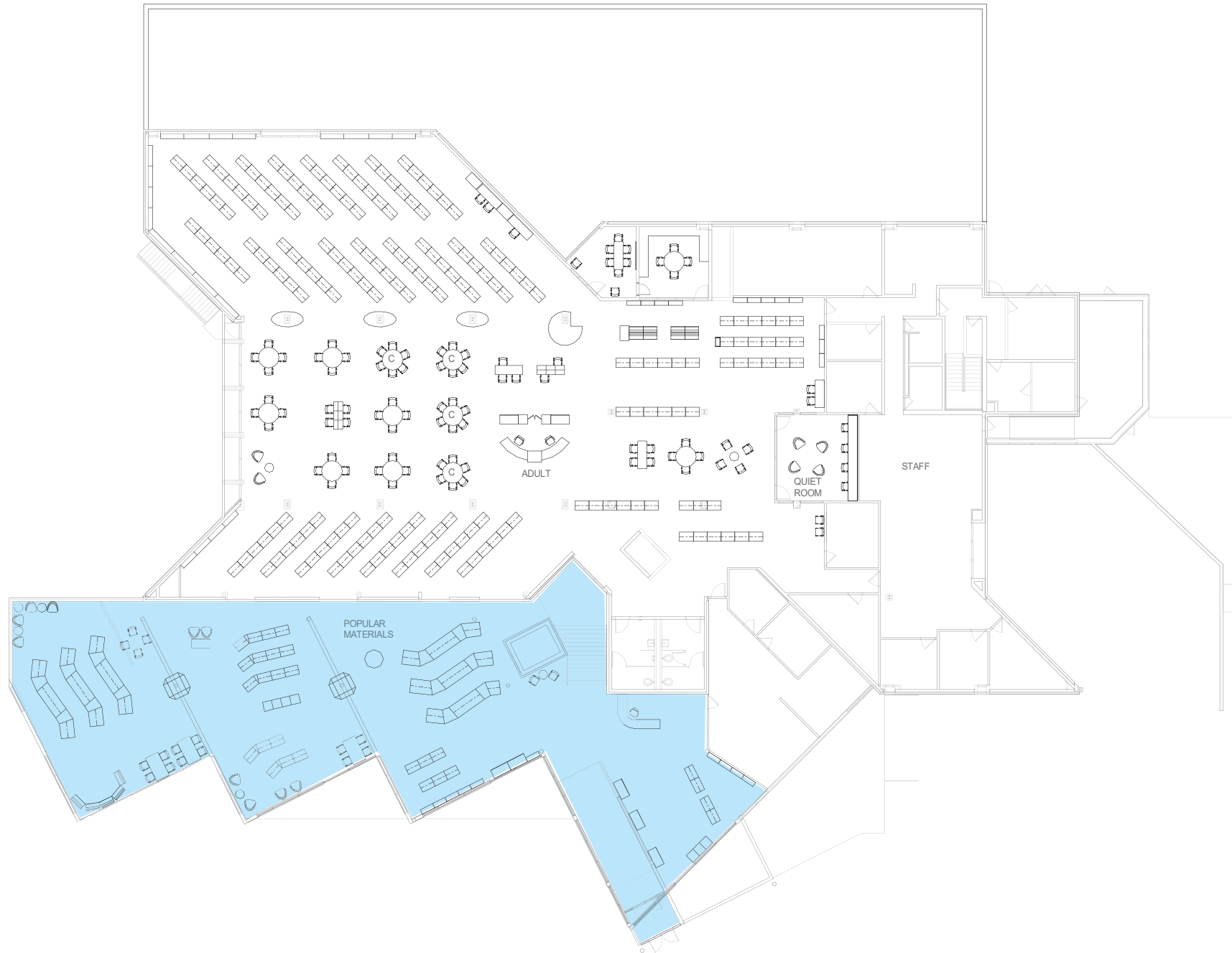
1 NEW INFO COUNTER	\$14,000
1 NEW PRINT/COPY CENTER	\$12,000
4 MOBILE COMPUTER CARRELS	\$5,500
4 POWER INTEGRATED TABLES	\$8,500
4 INDIVIDUAL USE TABLES	\$3,500
4 STUDY BOOTH/LOUNGE	\$25,500
8 CHAIRS W/ CASTERS	\$4,500
40 NEW CHAIRS	\$17,000
CONNECTRAC	\$_____
SUBTOTAL:	\$90,500

CONFERENCE ROOM	
1 CONFERENCE TABLE	\$1,150
8 NEW CHAIRS	\$3,400
1 WHITE BOARD	\$350
1 TV MONITOR	\$1,600
SUBTOTAL:	\$6,500

BUSINESS INFO CENTER	
1 NEW TABLE	\$850
4 NEW CHAIRS	\$1,750
SUBTOTAL:	\$2,600

GRAND TOTAL \$99,600

PHASE 1 | POPULAR MATERIALS MAIN LEVEL

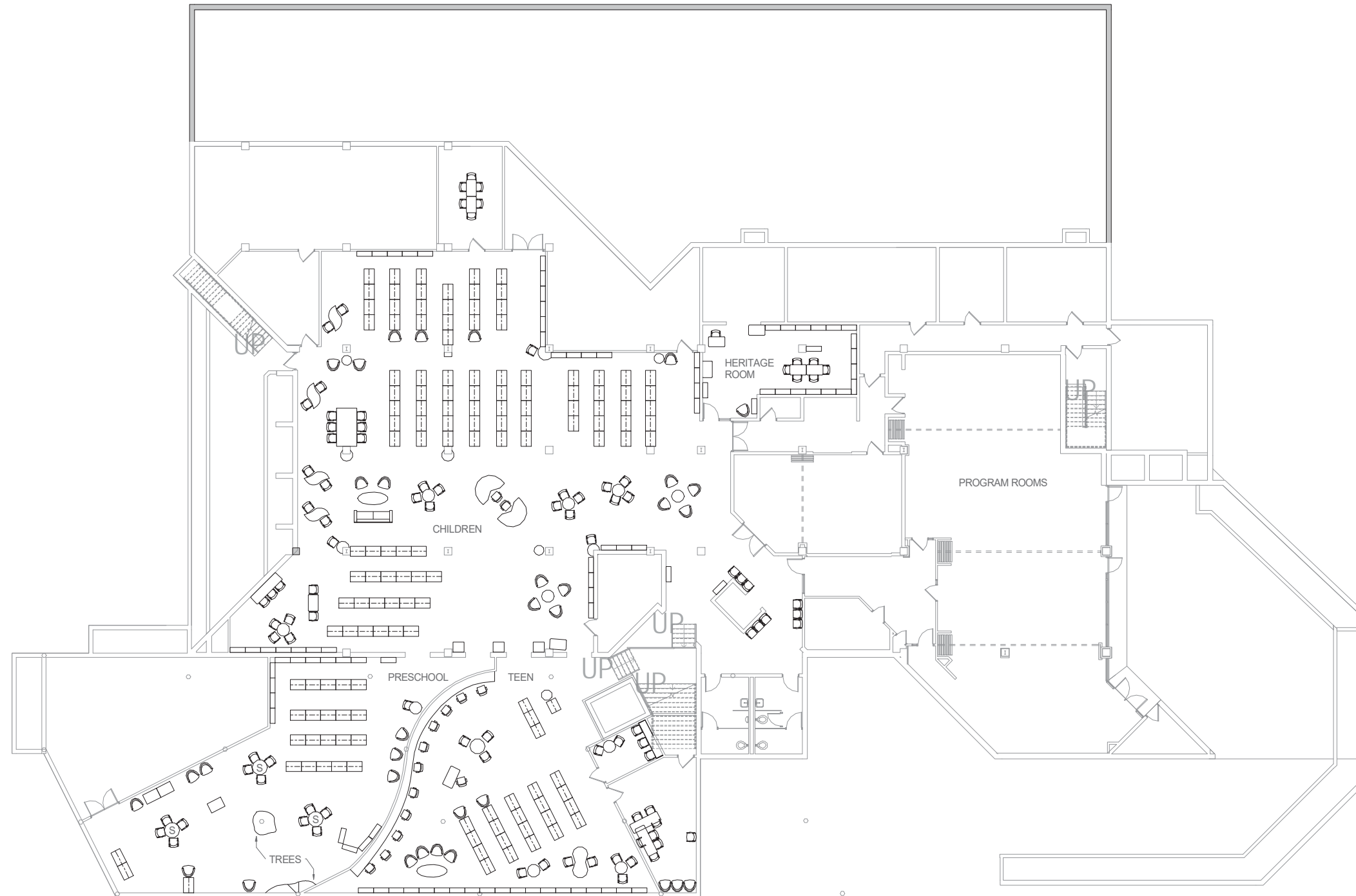


POPULAR MATERIALS

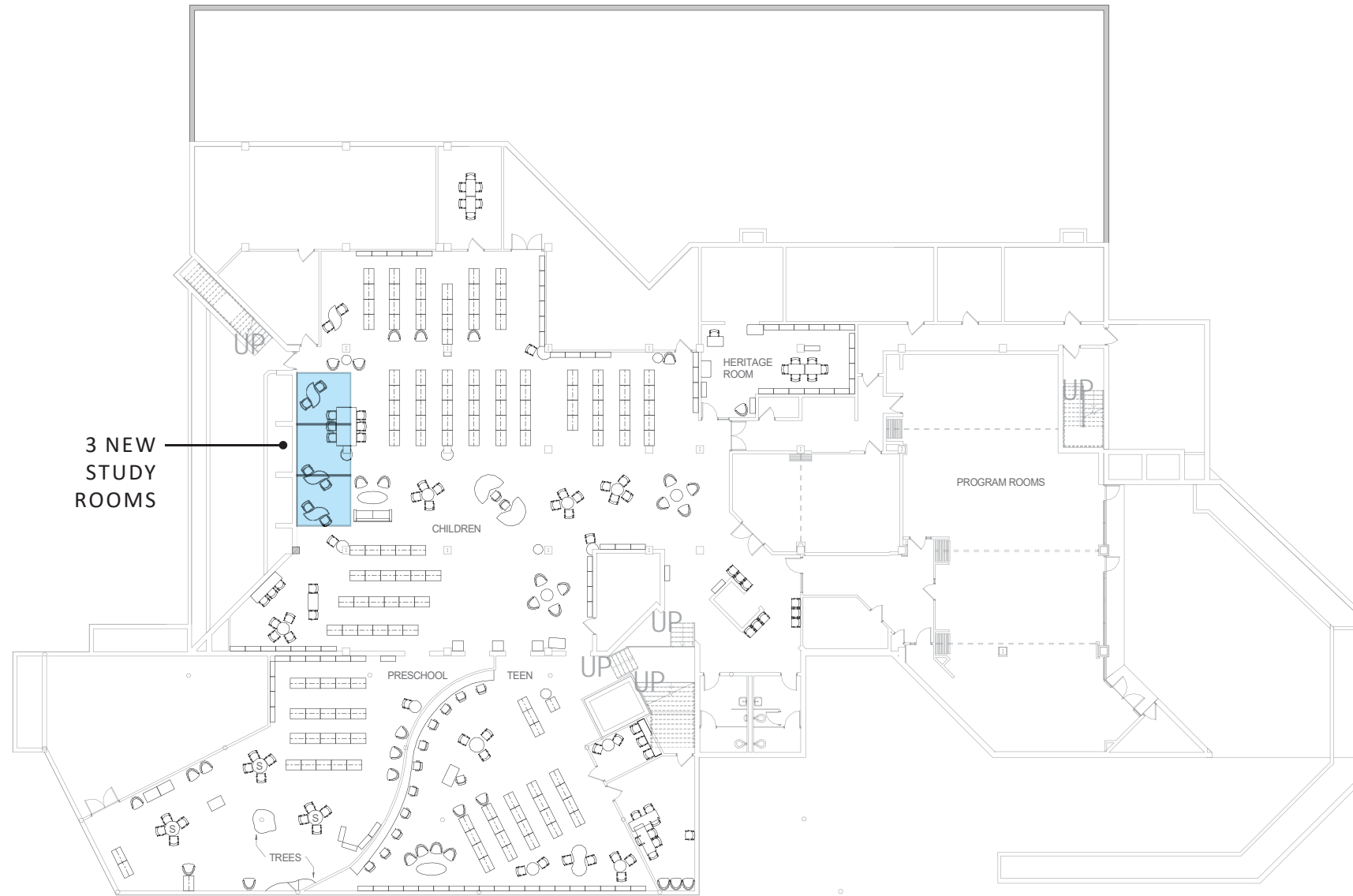
AFFECTED FLOOR AREA 6,350 SQ. FT.

1 NEW FRONT DESK	\$13,000
5 LIGHT WEIGHT TABLES	\$4,300
8 INDIVIDUAL LOUNGE PIECES	\$14,000
8 TABLET ARM LOUNGE PIECES	\$16,700
20 LIGHT WEIGHT CHAIRS	\$8,500
CONNECTRAC	\$_____
TOTAL	\$56,500

EXISTING PLAN | LOWER LEVEL



PHASE 1 | STUDY ROOMS LOWER LEVEL



STUDY ROOMS LOWER LEVEL

AFFECTED FLOOR AREA 300 SQ. FT.

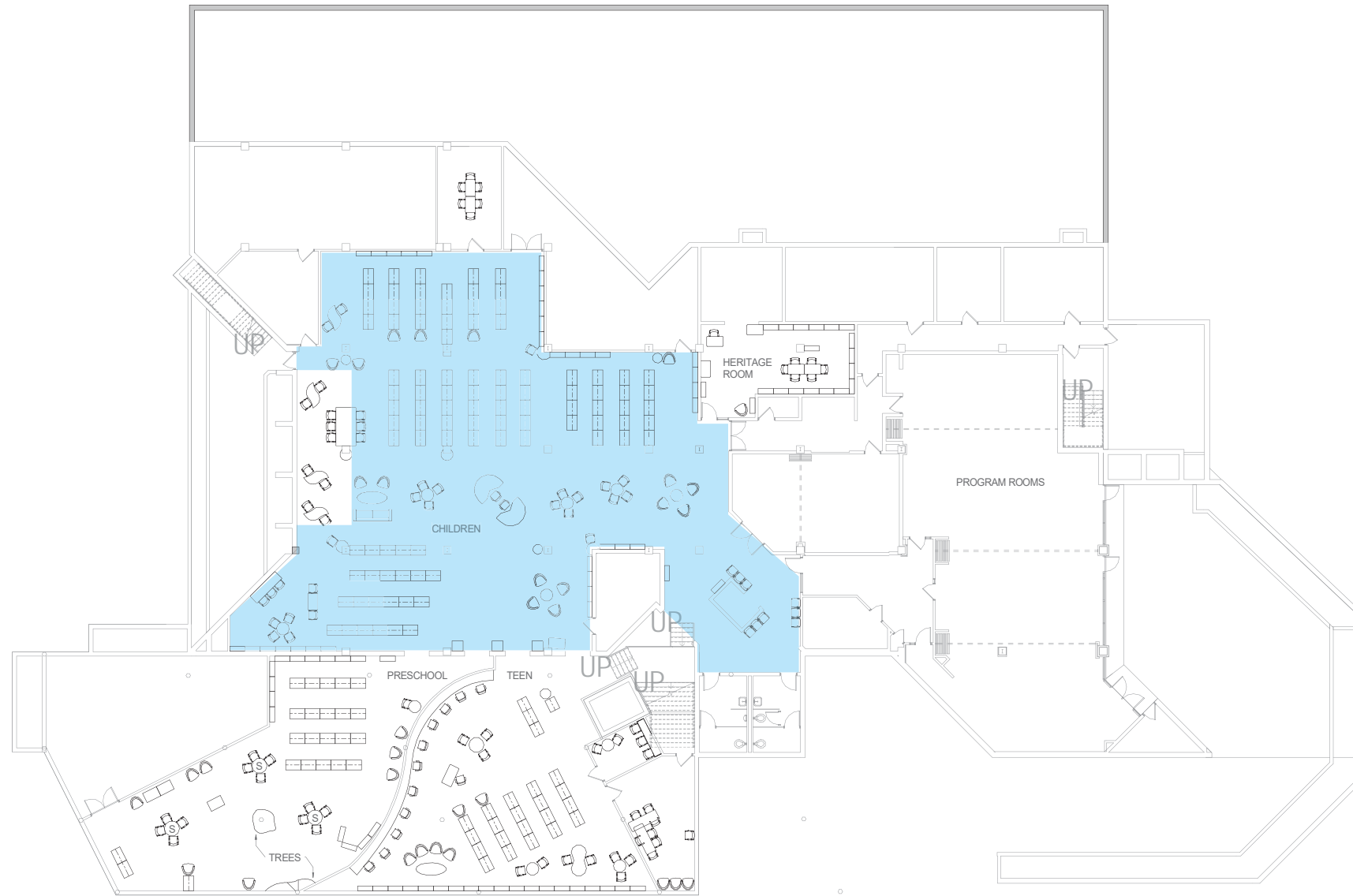
STUDY ROOM

1 TABLE	\$875
2 CHAIRS	\$875
1 WHITE BOARD	\$350
SUBTOTAL:	\$2,100

GRAND TOTAL
FOR 3 ROOMS:

\$6,300

PHASE 1 | CHILDREN'S AREA LOWER LEVEL

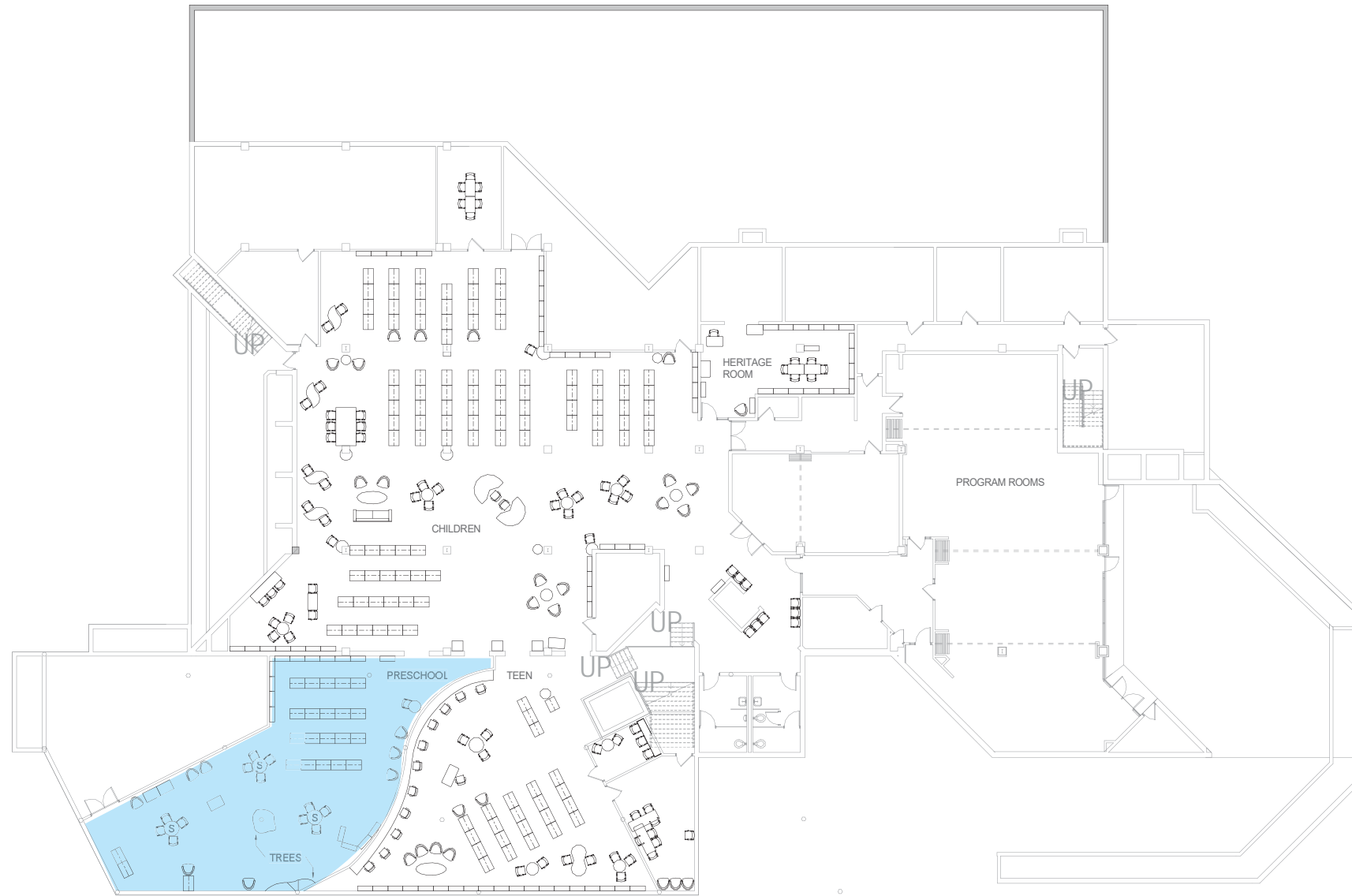


CHILDREN'S AREA

AFFECTED FLOOR AREA 6,130 SQ. FT.

1 NEW INFO DESK	\$13,000
6 NEW COMPUTER STATIONS	\$5,500
6 NEW CHILDREN'S CHAIRS	\$2,500
TOTAL	\$21,000

PHASE 1 | PRESCHOOL AREA LOWER LEVEL

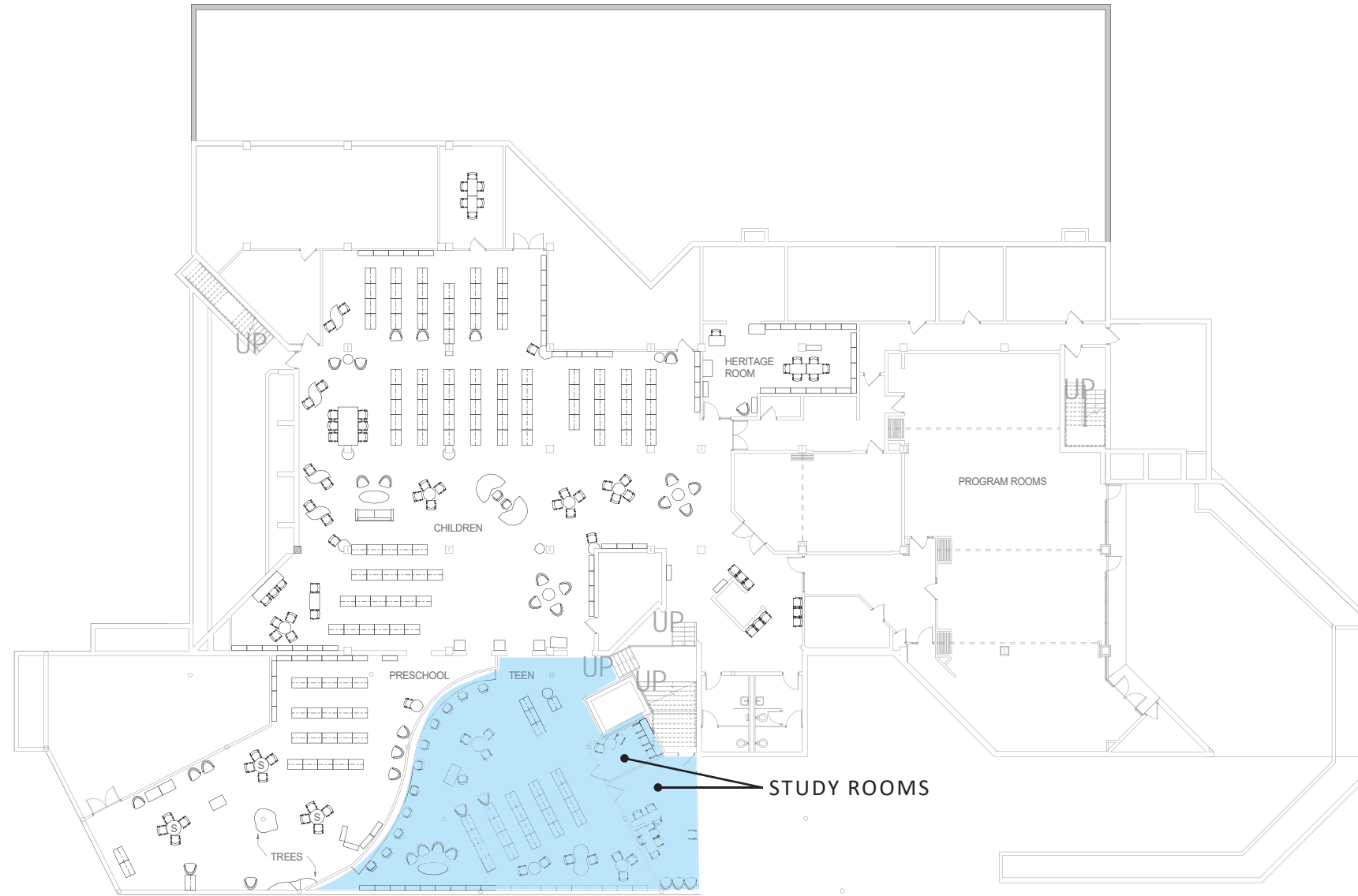


PRESCHOOL AREA

AFFECTED FLOOR AREA 2,000 SQ. FT.

1 NEW COMPUTER STATION	\$1,300
4 SMALL TABLES	\$3,400
2 ACTIVITY WALLS	\$850
8 LOUNGE PIECES	\$16,450
16 SMALL CHAIRS	\$6,000
TOTAL	\$28,000

PHASE 1 | TEEN AREA LOWER LEVEL



TEEN AREA

AFFECTED FLOOR AREA 2,400 SQ. FT.

1 NEW CUSTOM SHELVING	\$5,500
3 ACOUSTIC BOOTHS	\$16,000
8 TABLET ARM LOUNGE PIECES	\$16,500
SUBTOTAL:	\$38,000

STUDY ROOMS

2 WHITE BOARDS	\$875
4 TRAINING TABLES	\$2,500
16 CHAIRS	\$7,000
SUBTOTAL:	\$10,375

GRAND TOTAL \$48,375

APPENDIX F

MASTER PLAN

COST OPINIONS



Portage District Library
Schematic Design
Phase I Cost Opinion

Adult Services (Affected Floor Area - 10,560 sq. ft.)

Demolition	42,200
Painting	21,100
Flooring	52,800
Finished Ceilings	0
Interior ADA Signage Allowance	0
Book Drops, Chutes & Hoods	0
Building Subtotal	116,100

MEP

HVAC - Main Floor	0
Fire Protection System	0
Electrical Distribution - Main Floor	0
Data Distribution - Main Floor	0
LED Lighting - Main Floor	0
Building Security System	0
MEP Subtotal	0

CM Costs & General Conditions	17,400
-------------------------------	--------

Construction Total	133,500
	(\$12.64/sf)

Other Costs

FF&E Allowance	99,600
Technology Allowance	63,400
15% Contingency	20,000
5% Misc. Owner Costs	6,700
11% A/E/I Fee (DD - CA Phases)	34,800

Total Project Costs	358,000
	(\$33.90/sf)



Children's Area (Affected Floor Area - 6,130 sq. ft.)

Demolition	24,500
Painting	12,300
Flooring	30,700
Finished Ceilings	0
Millwork (Circ. Desk)	0
Interior ADA Signage Allowance	0
Book Drops, Chutes & Hoods	0
Building Subtotal	67,500

MEP

Electrical Distribution - Basement	0
Data Distribution - Basement	0
LED Lighting - Basement	0
Building Security System	0
MEP Subtotal	0

CM Costs & General Conditions	10,100
-------------------------------	--------

Construction Total	77,600
	(\$12.66/sf)

Other Costs

FF&E	21,000
Technology	0
15% Contingency	11,600
5% Misc. Owner Costs	3,900
11% A/E/I Fee (DD - CA Phases)	12,100

Total Project Costs	126,200
	(\$20.59/sf)



Heritage Room (Affected Floor Area - 720 sq. ft.)

Demolition	2,900
Painting	1,400
Flooring	3,600
Finished Ceilings	0
Interior ADA Signage Allowance	0
Book Drops, Chutes & Hoods	0
Building Subtotal	7,900

MEP

Electrical Distribution - Basement	0
Data Distribution - Basement	0
LED Lighting - Basement	0
Building Security System	0
MEP Subtotal	0

CM Costs & General Conditions	1,200
-------------------------------	-------

Construction Total	9,100
	(\$12.64/sf)

Other Costs

FF&E	0
Technology	0
15% Contingency	1,400
5% Misc. Owner Costs	500
11% A/E/I Fee (DD - CA Phases)	1,200

Total Project Costs	12,200
	(\$16.94/sf)



New Egress Stair (Affected Floor Area - 400 sq. ft.)

Demolition	1,600
Excavation - deep	5,000
Concrete	
Strip Footings	2,000
Foundation Walls - Deep	6,000
Floor Slab 4"	1,200
Foundation Waterproofing	20,000
Roof Structural Steel	3,000
Exterior Walls - EIFS on CMU	32,000
Exterior HM Doors	3,000
New Exterior Windows & SS Sills	0
Roofing & Insulation	3,000
Roof Edges & Parapet Copings	1,800
Interior Gyp Bd Walls	0
Interior Doors & Hardware	3,000
Steel Stairs & Railings	30,000
Painting	800
Flooring	2,000
Finished Ceilings	2,000
Interior ADA Signage Allowance	500
Book Drops, Chutes & Hoods	0
Building Subtotal	116,900

MEP

HVAC - New Addition	8,000
Plumbing - Roof Drains	0
Fire Protection System	1,200
Electrical Distribution - New Addition	4,000
LED Lighting - New Addition	4,000
Building Security System	400
MEP Subtotal	17,600

Site Work

Clearing & Grubbing	400
Grading	400
Landscaping & Irrigation Allowance	0
Site & Directional Signage	0
Site Amenities Allowance	0
Dumpster Enclosure	0
Hot Mix Asphalt - Hvy. Duty	0
Concrete Drive Approach	0
Concrete Walks	1,600



Portage District Library
Schematic Design
Phase I Cost Opinion

Concrete Patios	0
Concrete Curb & Gutter	0
Storm Water Control	0
Gas & Power Connections	0
Water & Sewer Connection	0
Site Work Subtotal	2,400
CM Costs & General Conditions	20,500
Construction Total	157,400
	(\$393.50/sf)
Other Costs	
FF&E	0
Technology	0
15% Contingency	23,600
5% Misc. Owner Costs	7,900
11% A/E/I Fee (DD - CA Phases)	19,900
Total Project Costs	208,800
	(\$522.00/sf)



Portage District Library
Schematic Design
Phase I Cost Opinion

Popular Materials (Affected Floor Area - 6,350 sq. ft.)

Demolition	25,400
Painting	12,700
Flooring	31,800
Finished Ceilings	0
Acoustical Panels	85,700
Interior ADA Signage Allowance	0
Book Drops, Chutes & Hoods	0
Building Subtotal	155,600

MEP

HVAC - Main Floor	0
Fire Protection System	0
Electrical Distribution - Main Floor	0
Data Distribution - Main Floor	0
LED Lighting - Main Floor	0
Building Security System	0
MEP Subtotal	0

CM Costs & General Conditions	23,300
-------------------------------	--------

Construction Total	178,900
	(\$28.17/sf)

Other Costs

FF&E	56,500
Technology	38,100
15% Contingency	26,800
5% Misc. Owner Costs	8,900
11% A/E/I Fee (DD - CA Phases)	33,000

Total Project Costs	342,200
	(\$53.89/sf)



Preschool (Affected Floor Area - 2,000 sq. ft.)

Demolition	8,000
Painting	4,000
Flooring	10,000
Finished Ceilings	0
Interior ADA Signage Allowance	0
Book Drops, Chutes & Hoods	0
Building Subtotal	22,000

MEP

Electrical Distribution - Basement	0
LED Lighting - Basement	0
Building Security System	0
MEP Subtotal	0

CM Costs & General Conditions	3,300
-------------------------------	-------

Construction Total	25,300
	(\$12.65/sf)

Other Costs

FF&E	28,000
Technology	0
15% Contingency	3,800
5% Misc. Owner Costs	1,300
11% A/E/I Fee (DD - CA Phases)	6,300

Total Project Costs	64,700
	(\$32.35/sf)



Portage District Library
Schematic Design
Phase I Cost Opinion

Program Rooms (Affected Floor Area - 3,800 sq. ft.)

Demolition	15,200
Painting	7,600
Flooring	19,000
Finished Ceilings	0
Folding Wall Finishes	0
Millwork	0
Interior ADA Signage Allowance	0
Book Drops, Chutes & Hoods	0
Building Subtotal	41,800

MEP

Plumbing - Basement	0
Electrical Distribution - Basement	0
Data Distribution - Basement	0
LED Lighting - Basement	0
Building Security System	0
MEP Subtotal	0

CM Costs & General Conditions 6,300

Construction Total **48,100**
(\$12.66/sf)

Other Costs

FF&E	0
Technology	0
15% Contingency	7,200
5% Misc. Owner Costs	2,400
11% A/E/I Fee (DD - CA Phases)	6,100

Total Project Costs **63,800**
(\$16.79/sf)



Restrooms (Affected Floor Area - 600 sq. ft.)

Demolition	2,400
Interior Gyp Bd Walls Repair	0
Ceramic Wall Tile	0
Restroom Partitions & Hardware	12,800
Painting	1,200
Ceramic Tile Flooring Repair	3,000
Finished Ceilings	0
Interior ADA Signage Allowance	0
Book Drops, Chutes & Hoods	0
Building Subtotal	19,400

MEP

HVAC - Main Floor	0
HVAC - Basement	0
Plumbing - Main Floor	21,000
Plumbing - Basement	21,000
Fire Protection System	0
Electrical Distribution - Main Floor	0
Electrical Distribution - Basement	0
LED Lighting - Main Floor	0
LED Lighting - Basement	0
Building Security System	0
MEP Subtotal	42,000

CM Costs & General Conditions	9,200
-------------------------------	-------

Construction Total	70,600
	(\$117.67/sf)

Other Costs

FF&E	0
Technology	0
15% Contingency	10,600
5% Misc. Owner Costs	3,500
11% A/E/I Fee (DD - CA Phases)	8,900

Total Project Costs	93,600
	(\$156.00/sf)



Staff Rooms Lower Level (Affected Floor Area - 1,270 sq. ft.)

Demolition	5,100
Painting	2,500
Flooring	6,400
Finished Ceilings	0
Interior ADA Signage Allowance	0
Book Drops, Chutes & Hoods	0
Building Subtotal	14,000

MEP

Fire Protection System	0
Electrical Distribution - Basement	0
Data Distribution - Basement	0
LED Lighting - Basement	0
Building Security System	0
MEP Subtotal	0

CM Costs & General Conditions	2,100
-------------------------------	-------

Construction Total	16,100
	(\$12.67/sf)

Other Costs

FF&E	0
Technology	0
15% Contingency	2,400
5% Misc. Owner Costs	800
11% A/E/I Fee (DD - CA Phases)	2,000

Total Project Costs	21,300
	(\$16.77/sf)



Staff Area Main Level (Affected Floor Area - 3,000 sq. ft.)

Demolition	12,000
Painting	6,000
Flooring	15,000
Finished Ceilings	0
Interior ADA Signage Allowance	0
Book Drops, Chutes & Hoods	0
Building Subtotal	33,000

MEP

HVAC - Main Floor	0
Fire Protection System	0
Electrical Distribution - Main Floor	0
Data Distribution - Main Floor	0
LED Lighting - Main Floor	0
Building Security System	0
MEP Subtotal	0

CM Costs & General Conditions	5,000
-------------------------------	-------

Construction Total	38,000
	(\$12.67/sf)

Other Costs

FF&E	0
Technology	0
15% Contingency	5,700
5% Misc. Owner Costs	1,900
11% A/E/I Fee (DD - CA Phases)	4,800

Total Project Costs	50,400
	(\$16.80/sf)



Portage District Library
Schematic Design
Phase I Cost Opinion

Study Rooms Lower Level (Affected Floor Area - 300 sq. ft.)

Demolition	1,200
Interior Gyp Bd Walls	3,800
High Int. Gyp Bd Walls & Blkhds	1,400
Interior Glass Walls	24,000
Interior Glass Doors & Hardware	9,000
Painting	600
Flooring	1,500
Finished Ceilings	1,500
Interior ADA Signage Allowance	500
Book Drops, Chutes & Hoods	0
Building Subtotal	43,500

MEP

HVAC - Main Floor	5,100
Fire Protection System	900
Electrical Distribution - Basement	3,600
Data Distribution - Basement	0
LED Lighting - Basement	3,000
Building Security System	900
MEP Subtotal	13,500

CM Costs & General Conditions	8,600
-------------------------------	-------

Construction Total	65,600
	(\$218.67/sf)

Other Costs

FF&E	6,300
Technology	1,800
15% Contingency	9,800
5% Misc. Owner Costs	3,300
11% A/E/I Fee (DD - CA Phases)	9,200

Total Project Costs	96,000
	(\$320.00/sf)



Study Rooms Main Level (Affected Floor Area - 1,270 sq. ft.)

Demolition	5,100
Interior Gyp Bd Walls	5,700
High Int. Gyp Bd Walls & Blkhds	13,500
Interior Glass Walls	148,000
Interior Doors & Hardware	7,200
Interior Glass Doors & Hardware	24,000
Painting	2,500
Flooring	6,400
Finished Ceilings	6,400
Interior ADA Signage Allowance	500
Book Drops, Chutes & Hoods	0
Building Subtotal	219,300

MEP

HVAC - Main Floor	19,100
Fire Protection System	3,800
Electrical Distribution - Main Floor	12,700
Data Distribution - Main Floor	6,400
LED Lighting - Main Floor	12,700
Building Security System	3,800
MEP Subtotal	58,500

CM Costs & General Conditions	41,700
-------------------------------	--------

Construction Total	319,500
	(\$251.57/sf)

Other Costs

FF&E	16,800
Technology	7,600
15% Contingency	47,900
5% Misc. Owner Costs	16,000
11% A/E/I Fee (DD - CA Phases)	43,100

Total Project Costs	450,900
	(\$355.04/sf)



Portage District Library
Schematic Design
Phase I Cost Opinion

Teens (Affected Floor Area - 2,400 sq. ft.)

Demolition	9,600
Painting	4,800
Flooring	12,000
Finished Ceilings	0
Millwork	0
Interior ADA Signage Allowance	0
Book Drops, Chutes & Hoods	0
Building Subtotal	26,400

MEP

Electrical Distribution - Basement	0
Data Distribution - Basement	0
LED Lighting - Basement	0
Building Security System	0
MEP Subtotal	0

CM Costs & General Conditions	4,000
-------------------------------	-------

Construction Total	30,400
	(\$12.67/sf)

Other Costs

FF&E	48,000
Technology	14,400
15% Contingency	4,600
5% Misc. Owner Costs	1,500
11% A/E/I Fee (DD - CA Phases)	10,700

Total Project Costs	109,600
	(\$45.67/sf)



Building (Affected Floor Area - 38,800 sq. ft.)

Demolition	155,200
Excavation - deep	5,000
Concrete	
Strip Footings	2,000
Foundation Walls - Deep	6,000
Floor Slab 4"	1,200
Foundation Waterproofing	20,000
Roof Structural Steel	3,000
Exterior Walls - EIFS on CMU	32,000
Exterior HM Doors	3,000
New Exterior Windows & SS Sills	0
Exterior Garage Door (Power)	0
Exterior Delivery Awning	0
Roofing & Insulation	3,000
Roof Edges & Parapet Copings	1,800
Interior Gyp Bd Walls	9,900
High Int. Gyp Bd Walls & Blkhds	12,200
Interior CMU Walls	0
Interior Glass Walls	172,000
Interior Sliding Glass Walls	0
Wet Wall & Chimney Ceramic Tile	0
Restroom Partitions & Hardware	12,800
Interior Doors & Hardware	3,000
Interior Glass Doors & Hardware	36,000
Steel Stairs & Railings	30,000
Painting	77,600
Flooring	194,000
Finished Ceilings	18,000
Acoustical Panels	85,500
Millwork & Window Sills	0
Display Cabinets	0
Lockers - Staff	0
Lockers - After Hour Holds	0
Digital Fireplace	0
Interior ADA Signage Allowance	500
Book Drops, Chutes & Hoods	0
Building Subtotal	883,700

MEP

HVAC - New Addition	8,000
HVAC - Main Floor	21,000
HVAC - Basement	5,300



Portage District Library
Schematic Design
Phase I Cost Opinion

Plumbing - Main Floor	21,000
Plumbing - Basement	21,000
Plumbing - Roof Drains	0
Fire Protection System	6,500
Electrical Distribution - New Addition	4,000
Electrical Distribution - Main Floor	14,000
Electrical Distribution - Basement	3,500
LED Lighting - New Addition	4,000
LED Lighting - Main Floor	14,000
LED Lighting - Basement	3,500
LED Parking/Site Lot Lighting	0
Building Security System	6,500
MEP Subtotal	132,300

Site Work

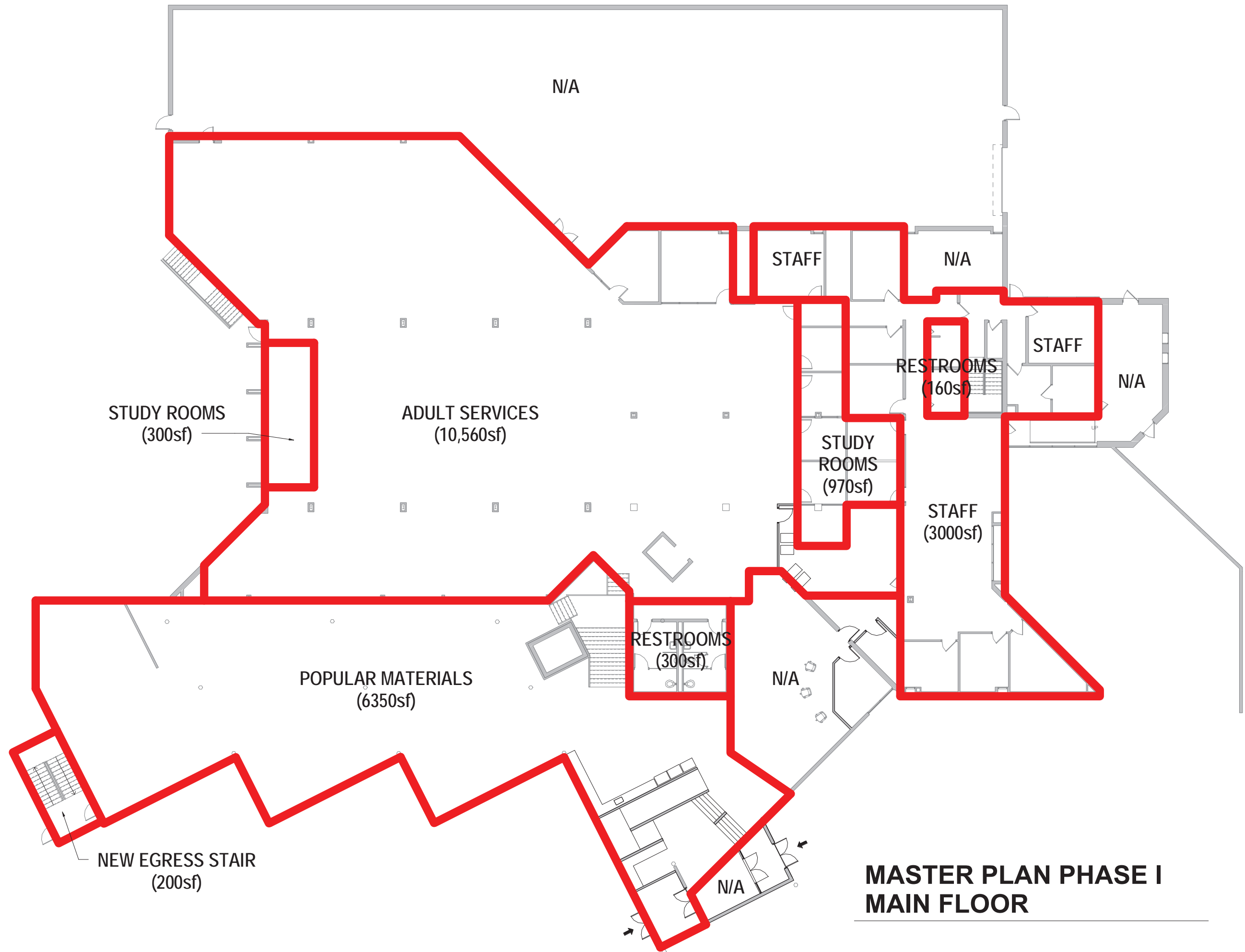
Clearing & Grubbing	400
Grading	400
Landscaping & Irrigation Allowance	0
Site & Directional Signage	0
Site Amenities Allowance	0
Dumpster Enclosure	0
Hot Mix Asphalt - Hvy. Duty	0
Concrete Drive Approach	0
Concrete Walks	1,600
Concrete Patios	0
Concrete Curb & Gutter	0
Storm Water Control	0
Gas & Power Connections	0
Water & Sewer Connection	0
Site Work Subtotal	2,400

CM Costs & General Conditions	152,800
-------------------------------	---------

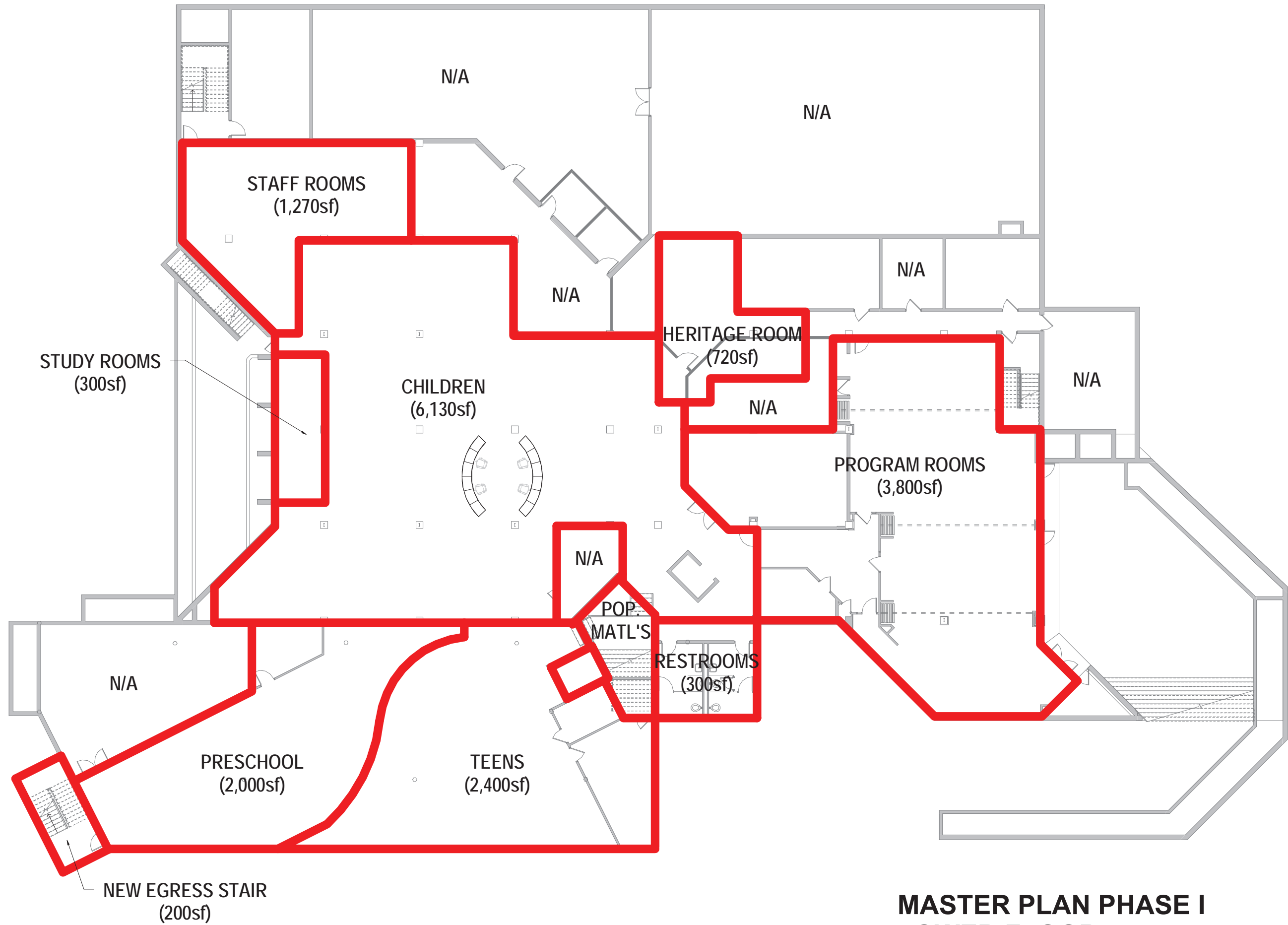
Construction Total	1,171,200
	(\$30.19/sf)

Other Costs

FF&E	276,600
Technology	125,300
15% Contingency	175,700
5% Misc. Owner Costs	58,600
11% A/E/I Fee (DD - CA Phases)	192,400
Total Project Costs	1,999,800
	(\$51.54/sf)



**MASTER PLAN PHASE I
MAIN FLOOR**



**MASTER PLAN PHASE I
LOWER FLOOR**



Building (Affected Floor Area - 15,400 sq. ft.)

Demolition	20,000
Excavation - Basement	109,500
Concrete	
Strip Footings	24,800
Spread Footings	26,000
Foundation Piers	36,000
Foundation Walls - Basement	157,500
Floor Slab 4"	43,800
Foundation Waterproofing	58,500
Floor Slab Waterproofing	91,200
Precast Concrete Plank Floor	262,800
Structural Steel	175,200
Exterior Walls - Facebrick on CMU	175,500
Exterior Windows	65,000
Exterior Doors	3,000
Exterior Overhead Door	5,000
Roofing & Insulation	109,500
Roof Edges & Parapet Copings	20,300
Interior Gyp Bd Walls	15,600
High Int. Gyp Bd Walls & Blkhds	3,000
Interior CMU Walls	121,700
Interior Wall Glass	15,000
Wet Wall & Chimney Ceramic Tile	0
Restroom Partitions & Hardware	6,400
Interior Doors & Hardware	33,000
Interior Glass Doors & Hardware	6,000
Painting	16,200
Flooring	40,500
Stairs	50,000
Service Elevator	80,000
Finished Ceilings	40,500
Window Treatments (Limited)	12,000
Millwork & Window Sills	80,000
Display Cabinets	0
Digital Fireplace	0
Interior ADA Signage Allowance	8,100
Book Drops, Chutes & Hoods	0
Building Subtotal	1,911,600

MEP

HVAC - New Addition Main	255,500
HVAC - New Addition Basement	109,500



Portage District Library
Schematic Design
Phase II Cost Opinion

HVAC - Remodeled Area	12,000
Plumbing - Main	14,000
Plumbing - Basement	10,000
Plumbing - Roof Drains	28,000
Fire Protection System	61,600
Electrical Distribution - New Addition Main	87,600
Electrical Distribution - New Addition Basement	58,400
Electrical Distribution - Remodel	9,600
LED Lighting - New Addition Main	73,000
LED Lighting - New Addition Basement	43,800
LED Lighting - Remodel	9,600
LED Parking/Site Lot Lighting	0
Building Security System	46,200
MEP Subtotal	818,800

Site Work

Clearing & Demolition	5,000
Grading	1,700
Lawn Restoration & Irrigation Allowance	10,000
Site & Directional Signage	0
Site Amenities Allowance	5,000
Dumpster Enclosure	0
Hot Mix Asphalt - Hvy. Duty	0
Concrete Drive Approach	0
Concrete Walks	1,200
Concrete Patios	2,000
Concrete Curb & Gutter	0
Storm Water Control	0
Gas & Power Connections	0
Water & Sewer Connection	0
Site Work Subtotal	24,900

CM Costs & General Conditions	275,500
-------------------------------	---------

Construction Total	3,030,800 (\$196.81/sf)
---------------------------	-----------------------------------

Other Costs

FF&E	219,000
Technology	58,400
10% Contingency	303,100
5% Misc. Owner Costs	151,500
8.5% A/E/I Fee (DD - CA Phases)	307,000

Total Project Costs	4,069,800 (\$264.27/sf)
----------------------------	-----------------------------------



Portage District Library
Schematic Design
Phase II Cost Opinion

Replace HVAC in Existing Library

HVAC - New Air Handling Units	576,000
HVAC - New Condensing Units	240,000
HVAC - New VAV Units in Lower Level	300,000
HVAC - New BMS Controls	240,000
Site Work Subtotal	1,356,000

CM Costs & General Conditions	135,600
-------------------------------	---------

Construction Total	1,516,500
	(\$31.59/sf)

Other Costs

10% Contingency	151,700
5% Misc. Owner Costs	75,800
8.5% A/E/I Fee (DD - CA Phases)	141,800

Total Project Costs	1,885,800
	(\$39.29/sf)



Building (Affected Floor Area - 15,300 sq. ft.)

Demolition	98,400
Excavation - Shallow	9,000
Excavation - Basement	0
Clean Sand Fill	0
Concrete	
Strip Footings	2,400
Spread Footings	3,000
Foundation Piers	1,000
Foundation Walls - Shallow	6,000
Foundation Walls - Basement	0
Floor Slab 4"	1,800
Foundation Waterproofing	0
Floor Slab Waterproofing	0
Precast Concrete Plank Floor	3,800
Structural Frame	35,000
Exterior Walls - Facebrick Veneer	0
Clerestory Exterior Walls	0
Exterior Windows	45,500
Exterior Glass Doors	25,600
Exterior Garage Door (Power)	0
Exterior Window Sun Screens	7,000
Roofing & Insulation	8,000
Fascias & Soffits	50,000
Roof Edges & Parapet Copings	1,800
Roof Hatches & Wall Ladders	0
Interior Gyp Bd Walls	21,100
High Int. Gyp Bd Walls & Blkhds	4,000
Interior CMU Walls	17,300
Folding Walls	0
Sliding Glass Walls	0
Interior Glass	30,000
Wet Wall & Chimney Ceramic Tile	10,000
Restroom Partitions & Hardware	4,800
Interior Doors & Hardware	18,000
Interior Glass Doors & Hardware	0
Glass Garage Doors	0
Roll-up Security Gate (Powered)	0
Kitchen Rolling Counter Shutter	0
Painting	30,600
Flooring	76,500
Stairs	0
Elevator	0



Portage District Library
Schematic Design
Phase III Cost Opinion

Finished Ceilings	76,500
Window Treatments (Limited)	6,000
Millwork & Window Sills	120,000
Display Cabinets	10,000
Lockers - Staff	9,600
Lockers - After Hour Holds	9,600
Digital Fireplace	5,000
Projection Equipment Allowance	0
Interior ADA Signage Allowance	15,300
Book Drops, Chutes & Hoods	6,000
<hr/> Building Subtotal	<hr/> 768,600

MEP

HVAC - New Addition	12,000
HVAC - Remodeled	225,000
Plumbing - Main Floor	7,000
Plumbing - Basement	40,000
Plumbing - Roof Drains	7,000
Fire Protection System	61,200
Electrical Distribution - New Addition	4,500
Electrical Distribution - Remodeled	120,000
LED Lighting - New Addition	6,000
LED Lighting - Remodeled	150,000
Building Security System	45,900
<hr/> MEP Subtotal	<hr/> 678,600

Site Work

Demolition	50,000
Grading	20,000
Clean Sand Fill	0
Landscaping & Irrigation Allowance	10,000
Site & Directional Signage	5,000
Site Amenities Allowance	15,000
Dumpster Enclosure	0
Hot Mix Asphalt - Hvy. Duty	20,000
Concrete Drive Approach	0
Concrete Retaining Walls w/Railing	0
Concrete Walks	30,000
Concrete Steps	0
Concrete Curb & Gutter	3,600
LED Parking/Site Lot Lighting	16,000
Storm Water Control	20,000
Gas & Power Connections	0



Portage District Library
Schematic Design
Phase III Cost Opinion

Water & Sewer Connection	0
Site Work Subtotal	189,600
CM Costs & General Conditions	163,700
Construction Total	1,800,500
	(\$117.68/sf)
Other Costs	
Land Purchase	0
FF&E	459,000
Technology	122,400
15% Contingency	270,100
5% Misc. Owner Costs	90,000
9.5% A/E/I Fee (DD - CA Phases)	251,900
Total Project Costs	2,993,900
	(\$195.68/sf)



Portage District Library
Schematic Design
One Project Cost Opinion

Building (Affected Floor Area - 62,200 sq. ft.)

Demolition		53,100 sf	x	5.00	=	265,500
Excavation - Shallow		300 sf	x	15.00	=	4,500
Excavation - Basement		7,500 sf	x	15.00	=	112,500
Concrete						
Strip Footings		530 lf	x	55.00	=	29,200
Spread Footings		28 ea	x	1,000.00	=	28,000
Foundation Piers		248 lf	x	150.00	=	37,200
Foundation Walls - Shallow		40 lf	x	150.00	=	6,000
Foundation Walls - Basement		490 lf	x	335.00	=	164,200
Floor Slab 4"		7,800 sf	x	6.00	=	46,800
Foundation Waterproofing		4,700 sf	x	15.00	=	70,500
Floor Slab Waterproofing		7,800 sf	x	12.00	=	93,600
Precast Concrete Plank Floor w/2" Conc. Topping		14,750 sf	x	18.00	=	265,500
Structural Steel		15,500 sf	x	15.00	=	232,500
Exterior Walls - Facebrick on CMU	260 lf	x	15 ft	x	45.00	= 175,500
Exterior Walls - EIFS on CMU	40 lf	x	20 ft	x	40.00	= 32,000
Exterior Windows		1,700 sf	x	65.00	=	110,500
Exterior Windows Sun Screens		40 lf	x	175.00	=	7,000
Exterior Doors		11 ea	x	3,000.00	=	33,000
Exterior Overhead Door		1 ea	x	5,000.00	=	5,000
Roofing & Insulation		8,500 sf	x	20.00	=	170,000
Roof Edges & Parapet Copings		530 lf	x	45.00	=	23,900
Fascias & Soffits		1,000 sf	x	50.00	=	50,000
Interior Gyp Bd Walls	465 lf	x	13 ft	x	8.00	= 48,400
High Int. Gyp Bd Walls & Blkhds	395 lf	x	5 ft	x	10.00	= 19,800
Interior CMU Walls	600 lf	x	13 ft	x	18.00	= 140,400
Interior Glass Walls	505 lf	x	8 ft	x	54.00	= 218,200
Wet Wall & Chimney Ceramic Tile		500 sf	x	20.00	=	10,000
Restroom Partitions & Hardware		15 ea	x	1,600.00	=	24,000
Interior Doors & Hardware		36 ea	x	1,500.00	=	54,000
Interior Glass Doors & Hardware		14 ea	x	3,000.00	=	42,000
Painting		62,200 sf	x	2.00	=	124,400
Flooring		62,200 sf	x	5.00	=	311,000
Stairs		3 ea	x	25,000.00	=	75,000
Service Elevator		1 ea	x	80,000.00	=	80,000
Finished Ceilings		27,000 sf	x	5.00	=	135,000
Acoustical Panels		5,700 sf	x	15.00	=	85,500
Window Treatments (Limited)		1,200 sf	x	15.00	=	18,000
Millwork & Window Sills		300 lf	x	665.00	=	199,500
Display Cabinets		2 ea	x	5,000.00	=	10,000
Digital Fireplace		1 ea	x	5,000.00	=	5,000
Lockers - Staff		24 ea	x	400.00	=	9,600



Portage District Library
Schematic Design
One Project Cost Opinion

Lockers - After Hours Holds	24 ea	x	400.00	=	9,600
Projection Equipment Allowance	3 ea	x	5,000.00	=	15,000
Interior ADA Signage Allowance	62,200 ea	x	0.35	=	21,800
Book Drops, Chutes & Hoods	2 ea	x	3,000.00	=	6,000
Building Subtotal					3,625,100

MEP

HVAC - New Addition Main	8,000 sf	x	35.00	=	280,000
HVAC - New Addition Basement	7,300 sf	x	15.00	=	109,500
HVAC - Remodeled Area	17,550 sf	x	15.00	=	263,300
HVAC - New Air Handling Units	48,000 ea	x	12.00	=	576,000
HVAC - New Condensing Units	48,000 sf	x	5.00	=	240,000
HVAC - New VAV Units in Lower Level	20,000 sf	x	15.00	=	300,000
HVAC - New BMS Controls	48,000 sf	x	5.00	=	240,000
Plumbing - Main	12 ea	x	3,500.00	=	42,000
Plumbing - Basement	16 ea	x	4,500.00	=	72,000
Plumbing - Roof Drains	10 ea	x	3,500.00	=	35,000
Fire Protection System	32,800 sf	x	4.00	=	131,200
Electrical Distribution - New Addition Main	8,000 sf	x	12.00	=	96,000
Electrical Distribution - New Addition Basement	7,300 sf	x	8.00	=	58,400
Electrical Distribution - Remodel	17,550 sf	x	8.40	=	147,400
LED Lighting - New Addition Main	8,000 sf	x	10.00	=	80,000
LED Lighting - New Addition Basement	7,300 sf	x	10.00	=	73,000
LED Lighting - Remodel	17,550 sf	x	12.00	=	210,600
LED Lighting - Parking	4 ea	x	4,000.00	=	16,000
Building Security System	32,800 sf	x	3.00	=	98,400
MEP Subtotal					3,068,800

Site Work

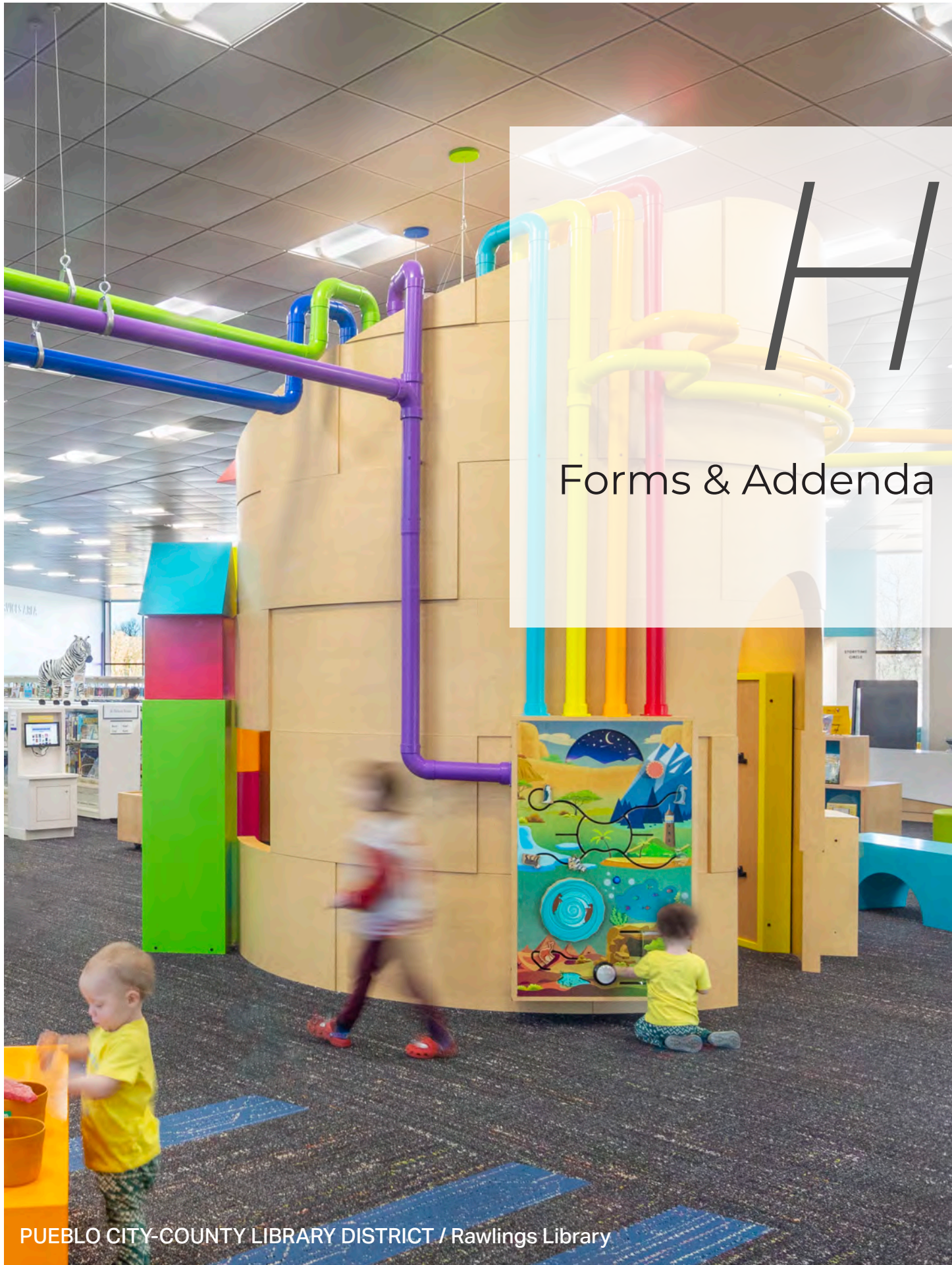
Demolition	11,000 sf	x	5.00	=	55,000
Clearing & Grubbing	5,000 sf	x	1.00	=	5,000
Grading	13,600 sf	x	1.50	=	20,400
Lawn Restoration & Irrigation Allowance	2 ea	x	10,000.00	=	20,000
Site & Directional Signage	1 ea	x	5,000.00	=	5,000
Site Amenities Allowance	1 ea	x	20,000.00	=	20,000
Hot Mix Asphalt - Hvy. Duty	5,000 sf	x	4.00	=	20,000
Concrete Walks	5,800 sf	x	6.00	=	34,800
Concrete Patio Modifications	400 sf	x	6.00	=	2,400
Concrete Curb & Gutter	200 lf	x	18.00	=	3,600
Storm Water Control	10,000 sf	x	2.00	=	20,000
Gas & Power Connections	2 ea	x	6,000.00	=	12,000
Water & Sewer Connection	2 ea	x	10,000.00	=	20,000
Site Work Subtotal					238,200



Portage District Library
Schematic Design
One Project Cost Opinion

CM Costs & General Conditions	6,932,100 ls	x	0.10 =	717,900
Construction Total				7,650,000
Other Costs (FFE/T and Soft Costs)				
FF&E	61,400 sf	x	15.00 =	921,000
Technology	61,400 sf	x	5.00 =	307,000
10% Contingency	7,650,000 ls	x	0.10 =	765,000
5% Misc. Owner Costs	7,650,000 ls	x	0.05 =	382,500
8.5% A/E/I Fee (DD - CA Phases)	9,643,000 ls	x	0.09 =	819,700
Total Other Costs				3,195,200
Total Building & Site Work Costs				10,845,200

Costs based on Nov./Dec. 2020 Bidding and Spring 2021 Construction.



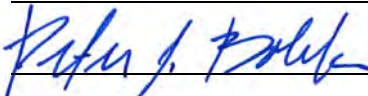
H

Forms & Addenda

I, the undersigned bidder, have read this Addendum 1 and have integrated the clarification(s) and or change(s) into the *Bid Proposal* and *Specifications* for **RFP-COT 24-29 Troy Library Architectural Engineering Services**. All other items in the original bid proposal remain the same. This Addendum 1 should be attached to the electronic bid submission, on or before **Thursday, December 19, 2024 at 10:00 AM EST** on www.bidnetdirect.com/city-of-troy-mi website.

COMPANY: HBM Architects, LLC

NAME OF AUTHORIZED COMPANY REPRESENTATIVE: Peter J. Bolek, AIA, NCARB

SIGNATURE/TITLE:  / President

ADDRESS: 1382 West 9th Street, Suite 300
Cleveland, OH 44113

DATE: 12/19/2024

QUESTION: Is there a preferred process or platform for submitting progress updates or drafts for review?

ANSWER: No

QUESTION: Will the selected firm have access to stakeholder feedback from the strategic planning phase, and can they directly engage with these stakeholders?

ANSWER: Information will be provided to the awarded consultant and further engagement will be evaluated during the design process.

QUESTION: Has a target budget been established for the new facility? If so, is this inclusive of all construction, soft costs, and contingencies?

ANSWER: There is no budget currently and the opinion of cost will be used for a referendum for a bond proposal.

QUESTION: Are there funding constraints or phasing requirements that could affect the scope of work?

ANSWER: Nothing that would impact the SD and opinion of cost phase. The construction of a new facility will be dependent on the results of a referendum for a new millage.

QUESTION: Does the city anticipate any significant changes in funding or priorities that might affect the project?

ANSWER: No

QUESTION: Are there expectations for continuity between the team selected for Phase I (schematic design) and future phases, including detailed design and construction administration?

ANSWER: We are hopeful the awarded consultant will carry the project into DD and CA.

QUESTION: Will this RFP process prioritize firms with experience in managing the full lifecycle of similar projects?

ANSWER: Experience is an evaluation factor.

QUESTION: Will the city allow or encourage public engagement events during the schematic design phase, and should this be accounted for in our proposal?

ANSWER: It is likely there would be some level of public engagement during SD and should be included in the proposal.

I, the undersigned Bidder, have read this Addendum 2 and have integrated the changes into the Bid Proposal documents for RFP-COT 24-29, Library Architect/Engineer Services. All other items in the original proposal document remain the same. This Addendum 2 should be attached to the electronic bid submission on or before Thursday, December 19, 2024 at 10:00 A.M., **EST** on the MITN website; www.bidnetdirect.com/city-of-troy-mi.

COMPANY: HBM Architects, LLC

NAME OF REPRESENTATIVE: Peter J. Bolek, AIA, NCARB, President

SIGNATURE OF AUTHORIZED REPRESENTATIVE:  (Print)

ADDRESS: 1382 West 9th Street, Suite 300

Cleveland, OH 44113

DATE: 12 / 19 / 2024



December 16, 2024

**Addendum 3
RFP-COT 24-29
Library Architect/Engineer Services
Page 1 of 1**

To All Bidders:

Please be advised that the City of Troy Purchasing Department has authorized the following ANSWERS TO QUESTIONS regarding Bid Solicitation RFP-COT 24-29, Library Architect/Engineer Services. The CHANGES will be considered an integral part of the original proposal documents.

Regarding Question #14 on Page 10 of the RFP, which requests a Schematic Design and Opinion of Cost for a similar project completed by the assigned PM, it also states that these materials will become the property of the City of Troy.

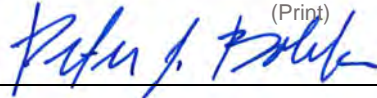
QUESTION: Can the Schematic Design include renderings and presentation drawings with a cost estimate, or is the City specifically requesting working drawings?

ANSWER: Yes, renderings, presentation drawings, and cost estimates from another project would satisfy the request to show the firm has experience in this area.

QUESTION: Additionally, as the schematic design pertains to another public library project, we cannot assign ownership of the drawings for another library to the City of Troy. Would this pose an issue?

ANSWER: The intent with this statement is to ensure the firm providing the drawing understands that the information becomes public and is subject to the Freedom of Information Act.

I, the undersigned Bidder, have read this Addendum 3 and have integrated the changes into the Bid Proposal documents for RFP-COT 24-29, Library Architect/Engineer Services. All other items in the original proposal document remain the same. This Addendum 3 should be attached to the electronic bid submission on or before Thursday, December 19, 2024 at 10:00 A.M., **EST** on the MITN website; www.bidnetdirect.com/city-of-troy-mi.

COMPANY:	HBM Architects, LLC
NAME OF REPRESENTATIVE:	Peter J. Bolek, AIA, NCARB, President
SIGNATURE OF AUTHORIZED REPRESENTATIVE:	 (Print)
ADDRESS:	1382 West 9th Street, Suite 300
	Cleveland, OH 44113
DATE:	12 / 19 / 2024



It does not seem as though this form applies to the scope of work defined in the RFP. Therefore, we are electing to leave it blank at this time.

City of Troy
Oakland County, Michigan
Contract Form

ARTICLES OF AGREEMENT, made and entered into this _____ day of _____ 20__ by and between _____ of _____
(Name) (City and State)

herein after called the Contractor and the City of Troy, Troy, Michigan hereinafter called the Owner,

WITNESSETH, that the Contractor and the Owner for the considerations hereinafter named, agree as follows:

1. That all *Contract Documents* hereto attached or herein referred to shall be and are hereby made a part of the agreement and contract.
2. The Contractor shall furnish all labor, materials, and equipment necessary and perform all of the work as set forth in his/her *Proposal* in strict accordance with the specifications and other documents which have been made a part of this contract in the manner, time, and place as therein set forth.
3. In consideration whereof, the Owner agrees to pay to the Contractor the amounts provided in the attached *Proposal*, being the product of the unit prices therein set forth, multiplied by the number of units actually constructed, all in the time and manner as set forth in the *Contract Documents*.
4. IN WITNESS whereof said parties have hereunto set their hands and seals, the day and year first above written.

SIGNED BY:

Signature of Authorized Representative

Contractor (Company Name)

Printed Name of Authorized Representative

Title of Authorized Representative

WITNESS:

Signature of Witness

Printed Name of Witness

APPROVED BY (THE OWNER, CITY OF TROY):

Purchasing Manager – Emily Frontera

City Manager – Robert J. Bruner

Mayor – Ethan Baker

RESOLUTION NUMBER: _____

APPROVED AS TO FORM AND LEGALITY:

BY: _____
City Attorney – Lori Grigg Bluhm

ATTEST: _____
City Clerk – M. Aileen Dickson



Legal Status of Bidder:

The Bidder shall fill out the appropriate form and strike out the other two:

A **corporation** duly organized and doing business under the laws of the State of Ohio
for whom Peter J. Bolek, AIA, NCARB, bearing the office title of President,
whose signature is affixed to this proposal, is duly authorized to execute contracts.

~~A **partnership**, all members of which, with addresses, is:~~

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

~~AN **INDIVIDUAL**, WHOSE SIGNATURE IS AFFIXED TO THE PROPOSAL:~~

<hr/>	<hr/>
-------	-------



CITY OF TROY
OAKLAND COUNTY, MICHIGAN
NON-COLLUSION AFFIDAVIT

TO WHOM IT MAY CONCERN:

PETER POLK, being duly sworn deposed, says that he/she
(Print Full Name)

is PRESIDENT OF HPM. The party making the foregoing proposal or bid,
(State Official Capacity in Firm)

that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agree, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or that of any other bidder, or to secure the advantage against the City of Troy or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

P. Polk
SIGNATURE OF PERSON SUBMITTING BID

Russ Druig
NOTARY'S SIGNATURE

Subscribed and sworn to before me this 16TH day of DECEMBER, 20 24

in and for CUYAHOGA County.

My commission expires:
5/22/2026





**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
2. Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
 - a. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
 - b. For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - c. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City’s Charter, Chapter 12, Section 12.2- Contracts.

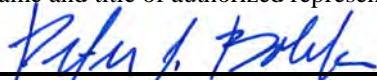
I am able to certify to the above statements.

HBM Architects, LLC

Name of Agency/Company/Firm *(Please Print)*

Peter J. Bolek, AIA, NCARB, President

Name and title of authorized representative *(Please Print)*



Signature of authorized representative

12 / 19 / 2024

Date

I am unable to certify to the above statements. Attached is my explanation.



**VENDOR CERTIFICATION
THAT IT IS NOT AN
"IRAN LINKED BUSINESS"**


Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS", as defined by law.

Vendor	
Legal Name	HBM Architects, LLC
Street Address	1382 West 9th Street, Suite 300
City	Cleveland
State, Zip	OH 44113
Corporate I.D. Number/State	802006351 / Michigan
Taxpayer I.D. #	20-3456218

The undersigned, with: 1.)full knowledge of all of Vendors business activities, 2.)full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. and 3.) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an "IRAN LINKED BUSINESS" as require by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the City of Troy.

Signature of Vendor's Authorized Agent: 

Printed Name of Vendor's Authorized Agent: Peter J. Bolek, AIA, NCARB, President

Witness Signature: 

Printed Name of Witness: Renee M. Downing



Proposer's Sworn and Notarized Familial Disclosure

(To be provided by the Proposer)

The undersigned, the owner or authorized officer of HFM ARCHITECTS (the "Proposer"), pursuant to the familial disclosure requirement provided in the Request for Proposal, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employees of HFM ARCHITECTS and any member of the City of Troy City Council or City of Troy management.

List any Familial Relationships: NONE.

BIDDER: HFM ARCHITECTS, LLC.

By: [Signature]

Its: PRESIDENT

STATE OF ~~MICHIGAN~~ OHIO

) ss.

COUNTY OF CUYAHOGA)

This instrument was acknowledged before me on the 16TH day of DECEMBER, 2024, by

[Signature]





Thank You
for reviewing this material

www.HBMArchitects.com

216.241.1100

1382 West Ninth Street, Suite 300
Cleveland, Ohio 44113

HBM
ARCHITECTURE
INTERIOR DESIGN

Reference Check Questionnaire
Troy Library Architecture Engineering Services
HBM -RFP-COT 24-29

Date: 1/23/25

Bidder: HBM

Referenced Agency: Johnson County Public Library (IN)

Contact and Title: Lisa Lintner, Director

Phone: 317-346-1501

Email: llintner@jcplin.org

What service did this Firm provide your Company? HMB designed a new construction library building for us.

Please describe the overall performance of the Firm: I was extremely pleased with the communication, design skills and highly professionally led meetings.

Describe the Firm's qualifications for this project: They are one of the top library design firms in the country with many library projects of new construction and renovation among their portfolio.

Were you satisfied with the performance of the personnel assigned to this project? Very much so; Kevin Kennedy and Katie Gaukin were fantastic, as were the rest of the team.

Was the Firm able to meet the agreed upon schedule? Yes

Was the Firm able to complete the project within cost projections? Yes, surprisingly so – as we started at the beginning of the pandemic.

Were there any disputes or claims? No

Additional Comments:

**Reference Check Questionnaire
Troy Library Architecture Engineering Services
HBM -RFP-COT 24-29**

Date: 1/27/2025

Bidder: _____

Referenced Agency: Stark County District Library

Contact and Title: Mary Ellen Icaza, CEO & Executive Director

Phone: 330-458-27072

Email: micaza@starklibrary.org

What service did this Firm provide your Company?

HBM provided design and architectural services for library locations, including 1 new branch location and 8 renovations. They are currently working on interior design and architectural plans for a new Main Library campus – the Main Library, as well as an Operations Center facility.

Please describe the overall performance of the Firm:

We have been pleased with the overall performance of HBM. They are collaborative, listening to feedback, and providing solutions and ideas for our buildings. They also stay on timeline and work well with project partners, such as the construction company and City officials. They are knowledgeable about top trends and practices in libraries.

Describe the Firm’s qualifications for this project:

They have a long history and specialization on library buildings. This is something I appreciate about them – they have a vast knowledge of library design and commitment to libraries as customers. They are regular speakers at conferences and participate actively in professional associations. They are well connected with other vendors in the industry.

Were you satisfied with the performance of the personnel assigned to this project?

Yes, Stark County District Library has had a long relationship with HBM Architects, and we have been very pleased with the staff working on their projects. We have enjoyed having Jamie Shook as project manager and Brooke Breiner as the lead interior designer. There has been minimal to no turnover, and they interact well with our other project partners, staff, community stakeholders, and Board members.

Was the Firm able to meet the agreed upon schedule? _

Yes, they have met the agreed upon schedules.

Was the Firm able to complete the project within cost projections? ____

Yes, we have had to value engineer some of our project components due to rising costs of materials and supplies. However, HBM has been willing to look at alternatives and provide other ways of doing things so that we could accomplish our budget goals.

Were there any disputes or claims?

NO

Additional Comments:

Working with HBM has been a positive experience for my library system. When I started here, we were already engaged with them to work on the branch locations. They completed that work in 2024, and we have received a lot of positive response to these updated spaces from our patrons. We did put the Main Library architecture design out for RFQ, and we did decide to pick HBM for this significant project. I do highly recommend them.

Reference Check Questionnaire
Troy Library Architecture Engineering Services
HBM -RFP-COT 24-29

Date: 1-22-25

Bidder: HBM Architects

Referenced Agency: Pueblo City-County Library District (PCCLD)

Contact and Title: Sherri Baca, Executive Director

Phone: 719-562-5652

Email: sherri.baca@pueblolibrary.org

What service did this Firm provide your Company? As per the contract for the Robert Hoag Rawlings library renovation project, HBM Architects provided library planning and design/interior design services for the project. HBM worked with Anderson Mason Dale Architects on the project. The Rawlings Library renovation project wholly wrapped up in 2022. PCCLD then contracted with HBM Architects to provide architectural services for the renovation of the Barkman Library and the Patrick A. Lucero Library. The Barkman Library renovation ended in September 2024. The Lucero Library renovation is currently underway.

Please describe the overall performance of the Firm: HBM Architects has done a great job meeting the needs of PCCLD. The projects that we have engaged their firm for are varied in size and scope. The HBM team has been responsive, professional and very effective in their work on our projects.

Describe the Firm's qualifications for this project: HBM Architects has a vast history and experience of working with public libraries across the country. The firm remained a viable bidder on our future projects (after the Rawlings Library renovation) and was chosen to work with us on our current two-library renovation project.

Were you satisfied with the performance of the personnel assigned to this project? Yes, the HBM team has been great.

Was the Firm able to meet the agreed upon schedule? Yes, the HBM work was/has been delivered on time.

Was the Firm able to complete the project within cost projections? Yes, the contract was adhered to.

Were there any disputes or claims? No disputes.

Additional Comments:

HBM is a great firm to work with. I highly recommend them.

Reference Check Questionnaire
Troy Library Architecture Engineering Services
HBM -RFP-COT 24-29

Date: January 23, 2025

Bidder: HBM Architects

Referenced Agency: Manchester (CT) Public Library

Contact and Title: Douglas McDonough, Library Director

Phone: 860-643-2471 Email: dmcdonough@manchesterct.gov

What service did this Firm provide your Company? Full design services for a new 80,000 sq.ft.

building, including public input sessions, exterior design, interior design, with cost estimation throughout the process

Please describe the overall performance of the Firm: Fabulous firm to work with. There is a

12-person Building Committee for our project appointed by our Town Council which has frankly been a challenge but HBM staff have navigated it with grace, giving us a design that is beautiful, functional, and energy efficient

Describe the Firm's qualifications for this project: While there might be another architectural firm which has designed more American public libraries in the past few decades than what HBM has done, I am not aware of any. The depth and background knowledge of their staff allows them to provide a full range of interior and exterior design for libraries in urban, rural, and suburban settings nationwide. They're fully aware of contemporary trends in public libraries.

Were you satisfied with the performance of the personnel assigned to this project? Yes, they have been totally responsive and each person has been great to work with.

Was the Firm able to meet the agreed upon schedule? Yes, which has not been easy for them since the 12-person building committee kept adding functions to the scope of work (for example a sudden decision was made by the committee to add a substantial cellar, well into the schematic design phase of work)

Was the Firm able to complete the project within cost projections? Some portions of the project are still out to bid since construction is just beginning, but we believe that the budget will be met.

Were there any disputes or claims? Since the scope of the building program expanded greatly after their initial retention, there may be a request for an increase in design services.... to be determined.

Additional Comments:

I highly recommend the services of HBM Architects, without reservation.

Nellie A Bert

From: Doug McDonough <dmcdonough@manchesterct.gov>
Sent: Thursday, January 23, 2025 11:50 AM
To: Nellie A Bert
Subject: Re: HBM Architecture Interior Design - Reference
Attachments: RFP-COT 24-29 - HBM REFERENCES.docx

CAUTION: This email did not originate from within the City of Troy. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you for sending me this request for a reference for the firm of HBM Architects. My responses are attached. Although our project is not yet completed, HBM has been wonderful to work with throughout our process and I'm sure that Troy will be pleased if you retain that firm.

Best of luck!

Doug McDonough

Douglas McDonough
(he/him)

Library Director

Manchester Public Library

586 Main St. Manchester, CT 06040 860-643-2471

Main: Mon-Thur 9-9; Fri & Sat. 9-5; Sun 1-5

www.manchesterct.gov/library

Branch: Mon-Thur 10-8:30; Fri 9-5

From: Nellie A Bert <Nellie.Bert@troy.mi.gov>
Sent: Thursday, January 23, 2025 11:14 AM
To: Doug McDonough <dmcdonough@manchesterct.gov>
Subject: HBM Architecture Interior Design - Reference

You don't often get email from nellie.bert@troy.mi.gov. [Learn why this is important](#)

EXTERNAL MESSAGE - Think Before You Click!

Hi Doug,

The City of Troy, MI is currently looking for an Architecture Firm to provide schematics for our new Library.

We were given your name as a reference from HBM Architecture Interior Design. We understand that they provided engineering services for building/renovations to the library in your city. Would you be so kind to provide feedback for the services they provided by filling out the attached document and returning to us within the next few days? Any information provided would be greatly appreciated. Thank you in advance for your help.

Warm regards,



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Date: January 22, 2025

To: Frank Nastasi, City Manager

From: Robert J. Bruner, Deputy City Manager
Rob Maleszyk, Chief Financial Officer
Kyle Vieth, Controller
Kurt Bovensiep, Public Works Director
Dennis Trantham, Deputy Public Works Director
Emily Dumas, Library Director
Phillip Kwik, Library Assistant Director
Emily Frontera, Purchasing Manager

Subject: Budget Amendment and Standard Purchasing Resolution 8: Best Value Award – Architectural and Engineering Services for Schematic Design and Opinion of Cost for a New Troy Public Library Building (*Introduced by: Emily Dumas, Library Director*)

History

In 1971, the Troy Public Library was built on its current site in the Troy Civic Center. The original building was 10,000 square feet, and the population of Troy was 39,000. In 1984, the Library building was expanded to 50,000, square feet, as the population of Troy grew to 67,000.

In April 2023, the Troy City Council contracted with ReThinking Libraries to assist the Library Administration in a five year strategic planning process (Resolution #2023-04-061-J-4a). The Library's 2024-2028 Strategic Plan was delivered to Council on June 10, 2024, and discussed at a special meeting of Council on June 24, 2024.

The main finding of the Strategic Plan was that, at the current 50,000 square feet, the Library facility is at least 50% undersized for the community's current population of 88,000. The building is 0.57 square feet per capital, compared to a Metro Detroit average of 0.9 square feet per capita. This space shortage limits the Library in serving segments of the population, including: families with young children; students with no study space; residents with challenges who don't have an easy-to-access building; and remote workers and telecommuters. This shortage is made more challenging by the very high usage level daily at the Library.

Despite substantial investment over the past 10 years, the Strategic Plan continued, the facility is highly flawed with numerous ongoing issues, and functionally obsolete for a contemporary library. The building footprint does not allow for layout changes through modest renovations. Modern improvements around technology, accessibility, sustainability, and safety can only be met at significant cost.

The Plan concluded that Library staff are delivering exceptional value and resources for the community with high expectations. However, building limitations are taking their toll. Overall lack of space is a large limiter for the effectiveness of the Library to serve the community.

The Council gave consensus to move forward on exploring expanded space for the Troy Library, by contracting with an architectural firm for an initial design, square footage determination, and cost estimate for a new facility.

On November 18, 2024, the City's Purchasing Department issued a Request for Proposal through the MITN Purchasing Group website. The scope of work in the Request required the awarded firm to return a Schematic Design and an Opinion of Probable Cost for a new Troy Public Library by May 30, 2025.



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Purchasing

- November 18, 2024 a Request for Proposal was issued and posted on the MITN Purchasing Group website: www.bidnetdirect.com//city-of-troy-mi
- 1039 firms were notified of this bid opportunity.
- December 4, 2024 a Mandatory Pre-Proposal meeting was held at the Troy Public Library and via Zoom. The Request for Proposal document and the project timeline was reviewed. Clarifications were discussed and questions answered which necessitated the issuance of an Addendum summarizing the meeting.
- Thirty-eight (38) companies attended the Pre-Proposal meeting.
- December 19, 2024, a bid opening was conducted and Proposals were received as required by City Charter and Code for Architectural/Engineering Services for the Troy Library Building Project. Below is a summary of potential firms:

Companies notified via MITN	1039
Troy Companies notified via MITN	17
Troy Companies - Active email Notification	17
Troy Companies - Active Free	0
Companies that viewed the bid	219
Troy Companies that viewed the bid	5

MITN provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy.

Active MITN members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City.

Active MITN non-paying members are responsible to monitor and check the MITN website for opportunities to do business with the City.

Inactive MITN member status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.

- Thirteen (13) Proposal responses were received:

- | | |
|------------------------------------|------------------|
| ▪ Albert Kahn Associates | Detroit, MI |
| ▪ krM Architecture | Indianapolis, IN |
| ▪ Richard Kennedy Architects | Phoenix, AZ |
| ▪ Studio GC, Inc. | Chicago, IL |
| ▪ Marble Fairbanks Architects | New York, NY |
| ▪ Quinn Evans Architects | Ann Arbor, MI |
| ▪ Gensler | Detroit, MI |
| ▪ HBM Architects, LLC | Cleveland, OH |
| ▪ MCD Architects | Farmington, MI |
| ▪ Anderson Eckstein Westrick, Inc. | Shelby Twp, MI |
| ▪ Integrated Design Solutions | Troy, MI |
| ▪ OPN Architects | Cedar Rapids, IA |
| ▪ Daniels & Zermack Architects | Ann Arbor, MI |

- Qualifying Conditions of the Architecture/Engineer Firm were:

- Experience and knowledge of Libraries and Design. Each firm submitting a proposal was required to describe their experience with similar public library projects and including studies, and provide a *minimum* of five (5) relevant and similar schematic design/construction project examples comparable in size, scope, complexity and population to Troy.
- Positive References for the Firm
- Qualifications of Firm to manage the contract as specified detailing personnel and project team.
- Work plan, methodology, approach, technology, and completion schedule.
- Overall response to questionnaire and completeness of the Proposal.



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Purchasing (continued)

- Scoring criteria was as follows:
 - 40% Proposal Score
 - 20% Price Score
 - 40% Interview Score
- Four (4) Committee Members reviewed and evaluated the proposals. The Committee Members were as follows:
 - Emily Dumas, Library Director
 - Phillip Kwik, Assistant Library Director
 - Kurt Bovensiep, Public Works Director
 - Dennis Trantham, Deputy Public Works Director
- Based on the Firm's qualifying conditions and scores for proposal and price; the top six (6) Firms were interviewed by the Committee on Tuesday, January 14, 2025 and Wednesday, January 15, 2025.
 - Marble Fairbanks Architects
 - Daniels & Zermack Architects
 - Quinn Evans
 - krM Architecture
 - HBM Architects, LLC
 - Anderson, Eckstein & Westrick, Inc
- Based on the scoring criteria, the Selection Committee unanimously recommends awarding a contract to the highest rated proposer; *HBM Architects, LLC of Cleveland, OH*.
- It is in the best interest of the City to award a contract to HBM Architects, LLC.
- HBM is focused exclusively on public libraries, with several award-winning designed buildings across the country; and with a demonstrated history of designing for urban, suburban, and rural areas.
- The firm works closely with the American Library Association, participating in library profession conferences, guaranteeing that forward looking library ideas are incorporated in new building designs.
- HBM's design philosophy matches with the mission and vision of the Troy Public Library: "We [HBM] know the library has gone from being book centric to people centric; from book storage centered to book use centered. Libraries are no longer places to only search and discover existing information but to generate information and create content in a variety of digital and physical forms.
- HBM has worked with the Troy Library's consultant, ReThinking Libraries, ensuring that the Library's past 18 months of community engagement will be reflected in any new building.
- HBM's references were checked and were positive and the Bid Tabulation is attached.

Financial

Partial funding for this project in the amount of \$100,000 has been budgeted in the Library's FY2025 Operational Budget, account number 271.790.816.010. This project will require a budget amendment for an amount not to exceed \$222,000 (balance of proposed contract cost plus 15% contingency) from the Library Fund balance to the Library's Operational Fund, account number 271.790.816.010.

Recommendation

City Management recommends awarding a contract to *HBM Architects, LLC of Cleveland, OH*, the highest rated firm as a result of a best value process for Architectural and Engineering Services to Provide Schematic Design and Opinion of Cost for a New Public Library, in the amount of \$280,000 plus a 15% contingency of



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

\$42,000, for an estimated total project cost of \$322,000; at prices contained in the bid tabulation opened December 19, 2025.

City Management further recommends that City Council approve a budget amendment from the Library Fund Balance to the Library Operational Fund account 271.790.816.010 in the amount of \$222,000.

The award is contingent upon the Firm's submission of properly executed bid documents including insurance certificates and all specified requirements.

CITY OF TROY
 BID TABULATION
 ARCHITECTURAL/ENGINEERING SERVICES

VENDOR NAME:	Daniels & Zermack Architects	Anderson, Eckstein & Westrick, Inc.	HBM Architects, LLC	Integrated Design Solutions	krM Architecture
CITY:	Ann Arbor, MI	Shelby Twp., MI	Cleveland, OH	Troy, MI	Indianapolis, IN

PROPOSAL PRICING: ARCHITECTURAL/ENGINEERING SERVICES

SCOPE OF WORK:

Phase I - Schematic Design and Opinion of Cost

Not to Exceed:		\$166,260.00	\$250,800.00	\$280,000.00	\$284,500.00	\$310,000.00
Reimbursables		\$1,900.00	N/A	\$10,000.00	None	\$10,000.00
Other Fees		\$19,800.00	N/A		None	
Schedule of Values Provided:	Y or N	Y	Y	Y	Y	Y
Attended Pre-Proposal Meeting:	Y or N	Y	Y	Y	Y	Y
Library & Design Experience:		Y	Y	Y	Y	Y
Work Plan & Approach:		Y	Y	Y	Y	Y
Project Team Experience:		Y	Y	Y	Y	Y
Questionnaire Provided:		Y	Y	Y	Y	Y
References:		Y	Y	Y	Y	Y
Insurance can be met:	Y or N	Y		Y	Y	Y
Can meet Completion Date:	Y or N	Y	Not Specified	Y	Y	Y
Terms:	Y or N	See Proposal	Not Specified	Not Specified	Not Specified	Not Specified
Exceptions:	Y or N	None	None	In general, we are in agreement with the terms included within your request for proposal but would request the opportunity to review this further once the scope of work is fully defined.	None	None
Acknowledgement:	Y or N	Y	Y	Y	Y	Y
3 Addendums Signed:	Y or N	Y	Missing Addendums 1-3 Signatures	Y	N	N
Forms:	Y or N	Y	Y	Y	Missing Legal Status of Bidder	Y

Attest:
 (*Bid Opening conducted via Zoom)

 Emily Duma

 Phillip Kwik

 Dennis Trantham

 Andrew Chambliss

 Nellie Bert

 Dina Gates

 Emily Frontera
 Purchasing Manager

CITY OF TROY
 BID TABULATION
 ARCHITECTURAL/ENGINEERING SERVICES

VENDOR NAME:	Marble Fairbanks Architects	Albert Kahn Associates	MCD Architects	OPN Architects
CITY:	New York, NY	Detroit, MI	Farmington, MI	Cedar Rapids, IA

PROPOSAL PRICING: ARCHITECTURAL/ENGINEERING SERVICES

SCOPE OF WORK:

Phase I - Schematic Design and Opinion of Cost

		\$336,980*	\$455,000.00	\$475,000.00	\$489,000.00
		*Total Expenses \$6,920			
Reimburseables Travel		\$9,450.00		None Anticipated	\$3,250.00
Other Fees		\$6,920.00			
Schedule of Values Provided:	Y or N	Y	Y	Y	Y
Attended Pre-Proposal Meeting:	Y or N	Y	Y	Y	Y
Library & Design Experience:		Y	Y	Y	Y
Work Plan & Approach:		Y	Y	Y	Y
Project Team Experience:		Y	Y	Y	Y
Questionnaire Provided:		Y	Y	Y	Y
References:		Y	Y	Y	Y
Insurance can be met:	Y or N	Not Specified	Y	Y	Not Specified
Can meet Completion Date:	Y or N	Y	Y	Y	Y
Terms:	Y or N	Not Specified	30 Days	Monthly, based on percentage complete	Not Specified
Exceptions:	Y or N	None	None	None	None
Acknowledgement:	Y or N	Y	Y	Y	Y
3 Addendums Signed:	Y or N	Y	Y	Missing Addendum 1 Signature	N
Forms:	Y or N	Y	Y	Y	Y

CITY OF TROY
 BID TABULATION
 ARCHITECTURAL/ENGINEERING SERVICES

	Richard & Kennedy		
VENDOR NAME:	Quinn Evans Architects, LLC	Gensler	Studio GC, Inc.
CITY:	Ann Arbor, MI	Phoenix, AZ	Detroit, MI
			Chicago, IL

PROPOSAL PRICING: ARCHITECTURAL/ENGINEERING SERVICES				
SCOPE OF WORK:				
Phase I - Schematic Design and Opinion of Cost				
Not to Exceed:	\$495,450.00	\$557,590.00	\$588,111.00	\$775,000.00
Reimburseables		\$880.67	NTE is all inclusive	None
Other Fees	\$1,500.00			
Schedule of Values Provided:	Y or N	Y	Y	Y
Attended Pre-Proposal Meeting:	Y or N	Y	Y	Y
Library & Design Experience:		Y	Y	Y
Work Plan & Approach:		Y	Y	Y
Project Team Experience:		Y	Y	Y
Questionnaire Provided:		Y	Y	Y
References:		Y	Y	Y
Insurance can be met:	Y or N	Not Specified	Y	Y
Can meet Completion Date:	Y or N	Y	Not Specified	Y
Terms:	Y or N	Not Specified	Not Specified	Not Specified
Exceptions:	Y or N	None	None	None
			Gensler has made some slight modification to the "indemnification Clause". Redlines can be found directly on the Indemnification form.	
Acknowledgement:	Y or N	Y	2 of 3 Signed	Y
3 Addendums Signed:	Y or N	Y	Y	Y
Forms:	Y or N	Y	Missing Debarment Form	Y



ARTICLES OF AGREEMENT, made and entered into this 27th day of January 2025 by and between HBM Architects, LLC of Cleveland, OH
(Name) (City and State)

herein after called the Contractor and the City of Troy, Troy, Michigan hereinafter called the Owner,

WITNESSETH, that the Contractor and the Owner for the considerations hereinafter named, agree as follows:

1. That all *Contract Documents*, as defined in the **“RFP-COT 24-29 Architectural/Engineering Services for the Troy Public Library”** hereto attached or herein referred to shall be and are hereby made a part of the agreement and contract.
2. The Contractor shall furnish all labor, materials, and equipment necessary and perform all of the work as set forth in his/her *Proposal* in strict accordance with the specifications and other documents which have been made a part of this contract in the manner, time, and place as therein set forth.
3. In consideration whereof, the Owner agrees to pay to the Contractor the amounts provided in the attached *Proposal*, being the product of the unit prices therein set forth, multiplied by the number of units actually constructed, all in the time and manner as set forth in the *Contract Documents*.
4. IN WITNESS whereof said parties have hereunto set their hands and seals, the day and year first above written.

SIGNED BY:

Signature of Authorized Representative

Contractor (Company Name)

Printed Name of Authorized Representative

Title of Authorized Representative

WITNESS:

Signature of Witness

Printed Name of Witness

APPROVED BY (THE OWNER, CITY OF TROY):

Purchasing Manager – Emily Frontera

City Manager – Frank Nastasi

Mayor – Ethan Baker

RESOLUTION NUMBER: _____

APPROVED AS TO FORM AND LEGALITY:

BY: _____
City Attorney – Lori Grigg Bluhm

ATTEST: _____
City Clerk – M. Aileen Dickson



November 18, 2024

TO: All Prospective Bidders
FROM: The City of Troy Purchasing Department
RE: RFP-COT 24-29 - Architectural/Engineering Services for the Troy Public Library

The City of Troy Purchasing Department invites Firms to review the attached Request for Proposal (RFP) documents for Architectural/Engineering Services to provide Schematic Design Services and Opinion of Cost for a new Troy Public Library Building. The attached documents will be used to determine the most qualified Firm(s) with the ability to provide these services.

The effective date of the resulting contract will be February 3, 2025 or upon City Council approval whichever is later. A Committee will make the decision as to the selection of the most qualified firm. Their decision will be deemed in the City of Troy's best interest and will be final.

There will be a Mandatory Pre-Proposal Meeting for Wednesday, December 4, 2024 at 2:00PM EST at the Troy Public Library, 510 W Big Beaver Rd., Troy MI 48084 – Meeting Room. All interested parties are encouraged to attend the meeting either in-person or virtually via Zoom. The City of Troy urges all interested parties to submit the enclosed Request for Proposal documents.

Sincerely,

Emily Frontera,
Purchasing Manager



**REQUEST FOR PROPOSALS
Architectural/Engineering Services
for the Troy Public Library Building Project**

INSTRUCTIONS TO BIDDERS

Sealed Proposals for **ARCHITECTURAL/ENGINEERING SERVICES** will be *electronically* received by the City of Troy, 500 W. Big Beaver Road, Troy, MI 48084 until **THURSDAY, DECEMBER 19, 2024 at 10:00 AM E.S.T.**, after which time they will be publicly opened in the specified Zoom Meeting listed in the Special Instructions on page 4. **Late bid submittals will not be accepted. Electronic Bid Submission only; hard copy, emailed or faxed copies will not be accepted.**

**ELECTRONIC PROPOSALS MUST BE ENTERED INTO BIDNET (MITN) PROCUREMENT SYSTEM
ON OR BEFORE 10:00 A.M. THURSDAY, DECEMBER 19, 2024**

1. The following pages include a questionnaire and proposal pricing section to be completed by each firm submitting a proposal. Each item must be completed with a response. Firms not responding to the questions may be classified as unresponsive. The questionnaire and proposal are to be completed in legible form, preferably typewritten.
2. The response must follow this format. Supplemental information should be provided in additional sections following the same numbering scheme. The response should be concise and complete.
3. Any additional written material such as professional records, certifications, etc. your firm may think important should be attached and submitted to augment the data included in the questionnaire and proposal. It is not necessary to include expensive custom binders, displays, or other materials unless the firm believes such materials are necessary to the proposal. All costs incurred in the preparation and presentation of the proposal shall be wholly borne by the prospective bidder.
4. *NO FAXED DOCUMENTS WILL BE ACCEPTED; EXCEPT AS NOTED.* (Insurance Certificate)
5. **Opening of Proposals:** At the specified time and date stated above, all submitted Proposals shall be opened. The names only of Firms submitting a proposal will be publicly read aloud. All Proposal information received will be held confidential until after final action by the City of Troy, except as required by law. Any interested parties may attend. No immediate decision will be rendered.
6. **Proprietary Information:** The information provided in the RFP is intended solely for internal use by the Proposer in its Proposal preparation. All information contained herein is proprietary and shall not be distributed to any third party, except as required by law.
7. **PRE-PROPOSAL INFORMATION AND QUESTIONS:** Each proposal that is received by the deadline will be evaluated on its merit and completeness of all requested information. In preparing proposals, Respondents are advised to rely only upon the contents of this RFP and accompanying documents and any written clarifications or addenda issued by the City of Troy Purchasing Department. If a Respondent finds a discrepancy, error, or omission in the RFP documents, or requires any written addendum thereto, the Respondent is requested to notify the Purchasing contact so that written clarification may be sent to all prospective Respondents. **THE CITY IS NOT RESPONSIBLE FOR ANY ORAL INSTRUCTIONS.**

For additional information or questions concerning this project, please contact Emily Frontera, Purchasing Manager at e.frontera@troymi.gov. All questions must be submitted in writing prior to THURSDAY, DECEMBER 12, 2024 end of business day. All answers will be issued in the form of an Addendum and posted to the MITN website.

- a. No communication is permitted between Proposers and other City Departments, Divisions or Committee members prior to the award of the bid unless sanctioned by the Troy Purchasing Department.



8. **PRE-PROPOSAL MEETING (Mandatory):** A Pre-Proposal Meeting will be held on **WEDNESDAY, DECEMBER 4, 2024**, at 2:00 P.M. Prospective bidders may attend in person at the Troy Public Library, 510 W. Big Beaver Road, Troy, Michigan or virtually via Zoom. Staff will be available at this meeting to answer questions and provide clarification regarding the RFP, specifications and projection expectations. **Attendance at the meeting is mandatory.** Zoom Meeting Link is provided below:

Mandatory Pre-Proposal Meeting: Wednesday December 4, 2023, 2:00PM

Zoom Meeting Link:

<https://us02web.zoom.us/j/81342152735?pwd=AYuWMiwBhpEegsf2nWbbznd6XynNe.1>

Meeting ID: 813 4215 2735

Passcode: 437442

Find your local number: <https://us02web.zoom.us/u/keit7Mvtpb>

9. **Pre-Proposal Question Deadline:** Prospective Proposers may request that the City of Troy clarify information contained in the RFP. All such requests must be made in writing and emailed to Emily Frontera, e.frontera@troymi.gov. The City of Troy will provide a written response to all written questions and requests for clarification within three (3) business days after the receipt of such request. The City of Troy will not respond to any questions or requests for clarification received after the close of business on **DECEMBER 12, 2024**. The City of Troy response to any request for clarification will be provided to all in the form of an Addendum and posted to the MITN website.
10. **Restrictions on Communication:** From the issue date of the RFP until a contract is awarded, Proposers shall not communicate about the subject of the RFP or a Proposer's Proposal with the City of Troy City Council members, Committee members, management or employees, except for Requests for Clarification.
11. **Addenda to the RFP:** If it becomes necessary to revise any part of the RFP, notice of the revision will be posted to the MITN website in the form of an addendum and emailed to all active participants. All addenda shall become a part of the RFP. Each Proposer should in its Proposal, to avoid any miscommunication, acknowledge all addenda which it has received, but the failure of a Proposer to receive, or acknowledge receipt of any addendum will not relieve the Proposer of the responsibility for complying with the terms thereof. Acknowledgment by the Proposer should consist of including a signed PDF copy verifying receipt of the addenda, as part of the Proposal.
12. **RFP/Proposal Information Controlling:** The City of Troy intends that all Proposers have equal access to information relative to the RFP, and that the RFP contains adequate information. Part of the RFP preparation has included discussions with selected prospective Proposers; however, each Proposer shall prepare its Proposal based only on the information contained in the RFP, notwithstanding any information that may have been previously provided. A prospective Proposer noting any inconsistency between the information contained in the RFP and any information previously provided to it should request clarification prior to the Pre-Proposal Question Deadline. No information communicated, either verbally or in writing, to or from a Proposer shall be effective unless confirmed by written communication contained in the RFP, an addendum to the RFP, a request for clarification or written response thereto, or in the Proposal.
13. **City of Troy Reservation of Rights:** The City of Troy reserves the right in its sole discretion (for this and the other provisions of this RFP) to accept or reject any or all Proposals with or without cause. The City of Troy reserves the right to waive any irregularity or informality in the RFP process, and the right to award the Contract to other than the Proposer submitting the best financial Proposal. The City of Troy reserves the right to request additional information from any or all Proposers. The City of Troy reserves the right to negotiate with the Proposers concerning their Proposals.
14. **Finality of Decision:** Any decision made by the City of Troy, including the Firm selection, shall be final.



Request for Proposal
Architectural Services - Troy Library Building
Instructions to Bidders (*continued*)
Page 3 of 23

15. All information requested herein shall be submitted with the Request for Proposal (RFP); failure to do so may result in rejection of the RFP as non-responsive and/or incomplete.
16. Any and all proposals submitted must be on the City of Troy request for proposal forms. If more than one proposal is submitted, a separate proposal form must be used for each. Forms are enclosed, or obtainable at the Purchasing Department, City of Troy or on the MITN Purchasing Group website at www.BidnetDirect.com/city-of-troy-mi
17. Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The City will furnish the successful bidder with tax exemption certificates when requested.
18. If further information regarding this proposal is required, please contact the Purchasing Manager and submit questions in writing to Emily Frontera, Purchasing Manager; E.Frontera@troymi.gov.
19. VENDOR CHANGES OR ALTERATIONS TO RFP DOCUMENTS INCLUDING SPECIFICATIONS MAY RESULT IN AN RFP BEING CONSIDERED NON-RESPONSIVE. The only authorized vendor changes to an RFP document will be in the areas provided for a bidder's response, including the "Exceptions" section of the proposal. If a change or alteration to the documents is undetected and the bidder is awarded a contract, the original terms, conditions, and specifications in the Authorized Version of the RFP document will be applicable during the term of the contract. The City of Troy shall accept NO CHANGES to the RFP document made by the Vendor unless those changes are set out in the "Exceptions" provision of the Authorized Version of the RFP document. It is the Vendor's responsibility to acquire knowledge of any changes, modifications or additions to the Authorized Version of the RFP document. Any Vendor who submits a proposal and later claims it had no knowledge of any changes, modifications or additions made by the City of Troy to the Authorized Version of the RFP document, shall be bound by the proposal, including any changes, modifications or additions to the Authorized Version.

If a proposal is awarded to a Vendor who claims that it had no knowledge of any changes, modifications or additions made by the City of Troy to the Authorized Version of the RFP, and that Vendor fails to accept the award, the City of Troy may pursue costs and expenses to re-bid the item from that Vendor. The Authorized Version of the RFP document shall be that document appearing on the MITN website with any amendments and updates.

The City of Troy officially distributes RFP documents from the Purchasing Department or through the MITN Purchasing Group website (MITN). Copies of RFP documents obtained from any other source are not considered official copies. Only those vendors who obtain RFP documents from either the Purchasing Department or the MITN system are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the sources indicated, it is recommended that you register on the MITN site, www.BidnetDirect.com/city-of-troy-mi, and obtain an official copy.

20. A successful bidder furnishing labor on City/public premises does agree to have his workers covered by Workers' Compensation, and furnish a Certificate of Insurance showing coverage for bodily injury and property damage and Workers' Compensation to the Purchasing Manager within 5 days of a verbal request. The "Firm Representative" does warrant that by signing the RFP document, the "additional insured endorsement" will be included in the Insurance Coverage supplied to the City as part of the specified requirements.
21. To the fullest extent permitted by law, the successful bidder agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Troy, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Troy against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Troy, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Troy, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.



22. To the extent permitted by law, the City of Troy and the successful bidder waive all rights against each other and any of their subcontractors, sub-subcontractors, agents and employees, and the architect, architect's consultants, separate contractors, if any, and any of their subcontracts, subcontractors, sub-subcontractors, agents and employees, for damages caused by fire or other perils to the extent covered by property insurance obtained pursuant to this agreement or other property insurance applicable to the work. The policies shall provide such waivers of subrogation by endorsement or otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged for this contract.

SPECIAL INSTRUCTIONS

- All bidders are held to Proposal prices for 60 days or Proposal award, whichever comes first, except the successful firm whose prices shall remain firm through project completion.
- Final bid results will be posted on the MITN website after award. Please register to see results – www.bidnetdirect.com/city-of-troy-mi.

IMPORTANT: Bids are received *electronically* on the MITN Purchasing Group website (www.bidnetdirect.com/city-of-troy-mi). Bid openings are being conducted in accordance with City Charter and Code utilizing Zoom. If interested, Bidders can attend bid openings utilizing the Zoom information and meeting code below. Please contact Emily Frontera, Purchasing Manager at e.frontera@troymi.gov with any questions regarding the bid opening.

BID OPENING

Date & Time: Dec 19, 2024 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89442929551?pwd=JK6wd74UGBZQ5AkboUPSudrguC1CVO.1>

Meeting ID: 894 4292 9551

Passcode: 454635

One tap mobile

+16469313860,,89442929551#,,,,*454635# US

+13017158592,,89442929551#,,,,*454635# US (Washington DC)

Dial by your location

Meeting ID: 894 4292 9551

Passcode: 454635

Find your local number: <https://us02web.zoom.us/u/kbrva4SSfj>



VENDOR QUALIFYING CONDITIONS PROPOSAL CONTENT

The City of Troy is requesting that all bidders complete the Request for Proposal documents attached for Architectural/Engineering Services to provide Schematic Design and Opinion of Cost for the Troy Public Library Building Project. Please read the Background and Scope of Work section of this Request for Proposal document.

1. QUALIFYING CONDITIONS OF THE ARCHITECTURAL/ENGINEERING FIRM WHO WILL BE RESPONSIBLE FOR THE TROY PUBLIC LIBRARY BUILDING PROJECT:

A. EXPERIENCE AND KNOWLEDGE OF LIBRARIES AND DESIGN

Firms submitting a Request for Proposal will be required to enclose with their proposal, information describing their experience as described in the scope of work, including studies for public libraries. Provide a minimum of five (5) relevant and similar schematic design/construction project examples that are similar in size, scope, complexity and population to the Troy Library Project. Include agency or municipality, project title, contact name, address, phone number and email for whom the service was provided, as well as details of the project, services provided, contract dollar amount and date of performance.

B. POSITIVE REFERENCES FOR THE FIRM

Each Firm will be required to submit verifiable positive references, which may include but are not limited to ability, performance of previous contracts and services of similar projects, integrity, character, reputation, judgment, experience, efficiency, delivery, professionalism of product, and timeliness.

C. QUALIFICATIONS OF PROJECT TEAM

Firms must submit a list of personnel, including project manager, to be assigned to the City project. Include resumes for all key team members, highlighting recent and relevant experience, expertise and responsibilities. Each firm will be required to describe capabilities specific to the scope of work as specified.

D. WORK PLAN AND APPROACH

Firms will be required to provide a work plan that outlines how the company intends to prepare and complete the project including understanding of the project, communication methods and plans for meeting deadlines. Identify key factors such as methodologies, technologies, milestones, processes and completion schedule with expected final deliverables as provided in the Scope of Work.

E. RESPONSE TO ATTACHED QUESTIONNAIRE

Provide detailed responses to questions asked in the enclosed vendor questionnaire pages 7 - 10. In addition, each firm is required to complete an AIA document B305-2021 Architect's Qualification Statement.

2. FINANCIAL INFORMATION

The City of Troy reserves the right to require a bidder to show to the complete satisfaction of City staff that it has the necessary facilities, abilities, and financial resources to provide the service specified herein. The bidder may also be required to give a past history in order to satisfy the City of Troy in regard to the bidder's qualifications. The City of Troy may make a reasonable investigation deemed necessary and proper to determine the ability of the bidder to perform the work, and the bidder shall furnish to the City of Troy all information for this purpose that may be requested.



SELECTION PROCESS

CRITERIA FOR SELECTION

The identified Committee will review the proposals. The City of Troy reserves the right to award this Proposal to the firm considered the most qualified based upon a combination of factors including but not limited to the following:

- b. Completeness of the proposal
- c. Financial strength and capacity of the firm
- d. Correlation of the proposals submitted to the needs of the City of Troy
- e. Any other factors which may be deemed to be in the City's best interest
- f. Evaluation Process

Phase 1: Evaluation of Proposals

Each committee member will independently use a weighted score sheet to evaluate the proposals; each committee member will calculate a weighted score. The scores of the committee members will be averaged into one score for each firm for this phase of the process.

Phase 2: Interview Score

The City, at their option, will invite at least the top three (3) rated firms to participate in an interview. If less than three (3) candidates remain in the process, all will be interviewed. Each committee member will independently use a weighted score sheet to evaluate the interview; each committee member will calculate a weighted score. The scores of the committee members will be averaged into one score for each firm for this phase of the process. Those being interviewed may be supplied with further instructions and requests prior to the interview. Persons representing the firm at the interview must be the personnel who will be assigned to this project.

Phase 3: Price

Points for price will be calculated as follows:

$$\text{FORMULA: } \{1 - (\text{Proposal Price} - \text{Low Price}) / \text{low price}\} \times \text{available points}$$

Phase 4: Final Scoring and Selection

The firm with the highest final weighted score will be recommended to the Troy City Council for Award.

- 40% Proposal Score (100 point base)
- 40% Interview Score (100 point base)
- 20% Price Score (100 point base)
- 100%

SELECTION COMMITTEE

The City of Troy has organized a committee to review and assess the individual proposals generated from this RFP and to make a recommendation to the Troy City Council effectively recommending a Firm that is most qualified by the committee at the **January 27, 2025 City Council Meeting**. The committee members are:

- | | |
|-----------------|------------------------------|
| Emily Dumas | Library Director |
| Phillip Kwik | Assistant Library Director |
| Kurt Bovensiep | Public Works Director |
| Dennis Trantham | Deputy Public Works Director |

Note: The City of Troy reserves the right to change the order or eliminate an evaluation phase if deemed in the City's best interest to do so.



QUESTIONNAIRE

DATE: _____
Month/Date/Year

FIRM NAME: _____

ESTABLISHED: _____ 19____ / 20__ STATE: _____ YEARS in BUSINESS _____

TYPE OF ORGANIZATION: (Circle One)

- a. Individual
- b. Partnership
- c. Corporation
- d. Joint Venture
- e. Other _____

If applicable:

FORMER FIRM NAME(S)

NOTE: If additional space is needed throughout the questionnaire, please attach additional sheets numbered appropriately for identification.

1. What is your firm’s experience relative to architectural services for library structures? Provide specific library schematic and design project experience detailing the type of project involved and the type of services your firm provided. Include a brief history of your firm. A minimum of five (5) library build or renovation project examples most similar to the scope of this project are required. Examples provided should be projects that have been completed in the last ten (10) years.

2. Describe your firm’s background and its organizational structure along with the roles and background of the Project Manager and key team members to be assigned to this project. Describe capabilities specific to the scope of work within this RFP. Describe the Project Manager’s experience in the development of schematic designs and knowledge of modern public library services, trends and functions.



Request for Proposal
 Architectural Services - Troy Library Building
 Questionnaire (continued)
 Page 8 of 23

3. Provide a list of the firm's in-house professional disciplines and the number of employees in each.

4. If a joint venture or association of firms, how will the work on this project be handled? Please be specific.

5. List all library schematic or design work your firm has completed.

6. List all other municipalities with whom the firm has worked.

7. **Personnel of the firm who would be assigned to this account.**

Please provide resumes, copies of certifications, degrees, qualifications and/or list any additional training classes taken to increase expertise in this field for the people listed in this section who will be assigned to the City of Troy account along with project responsibilities. Firm must identify Project Manager that will be assigned to the account and will act as the primary contact for this contract.

TITLE	NAME	DEGREE/CERTIFICATION	EXPERIENCE/ YEARS	ROLE

Note: Please provide copies of all resumes, certifications and licenses, etc. submitted for individuals in this section with the titles listed above.

FIRM NAME: _____



Request for Proposal
Architectural Services - Troy Library Building
Questionnaire (*continued*)
Page 9 of 23

8. Identify services provided in-house and what services are subcontracted to outside consultants as it relates to this project. If outside consultants will be used, include their resumes, stating experience and qualifications. Please also indicate your firm's experience working with these professionals.

9. Describe your proposed work plan model and outline how your business intends to complete the Schematic Design and Opinion of Cost as provided in the Scope of Work. Break down the planning model into its component parts and explain how each part will contribute to the development of a plan that will assist Troy Public Library in creating a vision for a new and/or improved facility.

10. Describe the methodology that you will use to accomplish the scope of work as specified in this Request for Proposal. Include communication methods that will be employed to keep the City updated during each phase of the project.

11. Present a detailed timeline that provides an overview of when each major step of the project is scheduled for completion.

12. Describe the process that will be used to involve both internal staff and the City's Strategic Planning Consultant ReThinking Libraries in the Schematic Design and Opinion of Cost process. Describe how your business will collect the data and how it will be processed.

FIRM NAME: _____



13. Provide details explaining how your firm has worked with organizations to provide enhanced building security.

14. **SAMPLE DOCUMENT:** Include a completed Schematic Design and Opinion of Cost with your submitted proposal. This document needs to be a project completed by the Project Manager assigned to this project which has a similar project scope, preferably a public library. This document will be reviewed as part of the evaluation process and will become the property of the City of Troy.

15. **PROFESSIONAL REFERENCES:** Proposals shall include a minimum of five (5) library build or library renovation clients with whom you have provided architectural services for, within the past ten (10) years that are similar in scope to the type of work described in this proposal. Please provide company name and address, contact name, phone number and email address.

16. List all contract commitments your firm has been engaged to perform for 2025/2026. Give the organization name, name of contract and value of contract.

ORGANIZATION	CONTRACT	VALUE

17. **AIA DOCUMENT B305-2021:**
A completed Architect’s Qualification Statement (AIA Document B305-2021) is required to be included with submitted proposals. Include a brief description of years in business, services provided, values and accomplishments. Description of projects and related work should include examples of fire station projects, City and/or government contracts, and design and construction experience.

Attached and identified as: _____

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Firm Representative: _____

Printed Representative's Name: _____

Firm Name: _____

Address: _____

Phone Number: _____ E-mail: _____

Date: _____



INSURANCE REQUIREMENTS

Insurance requirements shall be in accordance with the attached **SAMPLE INSURANCE CERTIFICATE and ENDORSEMENT**. The required Insurance Certificate and Endorsement must be submitted to the city within 5 days of the verbal/ electronic request after the bid award. The Insurance Certificate and Endorsement may be faxed to the Purchasing Office at (248) 619-7608, and is the only bid document accepted in this format.

The contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to business in the State of Michigan and acceptable to the City of Troy. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and self-insured retentions (SIR's) are the responsibility of the Contractor.

- We can meet the specified insurance requirements.
- We cannot meet the specified insurance requirements.
- We do not carry the specified limits but can obtain the additional insurance coverage of \$ _____, at the cost of \$ _____.
NOTE: Please note the amendments on a sample insurance certificate and attach it to your bid proposal.
- Our proposal is reduced by \$ _____ if we lower the requirement to \$ _____.
NOTE: Please note the amendments on a sample insurance certificate and attach it to your bid proposal.

IMPORTANT: A Certificate of Insurance on an ACORD Form showing present coverage as well as the required endorsements SHALL be attached to the proposal document at the time of submission of the proposal to the Office of the City Clerk.

NOTE: Failure on the part of any bidder to contact his/her insurance carrier to verify that the insurance carried by the bidder meets City of Troy specifications may result in this proposal being completed incorrectly.

OTHER: Sole proprietors must execute a certificate of exemption from Worker's Compensation requirements or provide proof of Worker's Compensation Insurance. All coverage shall be with insurance carriers licensed and admitted to do business in Michigan in accordance with all applicable statutes of the State of Michigan and acceptable to the City of Troy.

INSURANCE VERIFICATION:

A bidder shall complete the above portion, which details additional costs that may be incurred for specified coverage without purchasing the additional coverage prior to bid submission.

WORKERS' COMPENSATION INSURANCE, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

COMMERCIAL GENERAL LIABILITY INSURANCE on an "Occurrence Basis" with limits of liability not less than \$1,000,000.00 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.

FIRM NAME: _____



Request for Proposal
Architectural Services - Troy Library Building
Insurance Requirements (*continued*)
Page 12 of 23

AUTOMOBILE LIABILITY, including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000.00 per occurrence combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

ADDITIONAL INSURED:

Commercial General Liability and Automobile Liability, as described in the attached SAMPLE shall include an Additional Insured Endorsement stating the following shall be ***Additional Insureds***: The City of Troy including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and council members, including employees and volunteers thereof. It is understood and agreed by naming the City of Troy as additional insured, coverage afforded is considered to be primary and any other insurance the City of Troy may have in effect shall be considered secondary and/or excess.

CANCELLATION NOTICE:

All policies, as described above, shall include an endorsement stating that it is understood and agreed that Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be mailed to:

City of Troy
Purchasing Manager
500 West Big Beaver
Troy, MI 48084

PROOF OF INSURANCE COVERAGE:

The Contractor shall provide the City of Troy, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above all shall be furnished, if so requested.

If any of the applicable coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the City of Troy at least ten (10) days prior to the expiration date.

LETTER VERIFICATION:

The recommended bidder will be notified to submit a letter from the *insurance agent or carrier* that the insurance to be supplied will meet specifications. As an alternative, the recommended bidder may submit the certificate of insurance meeting specifications at this time at his/her option. ***The City must receive this letter or certificate within 5 business days after verbal / electronic notification has been delivered to the recommended bidder or the bidder will be considered non-responsive and the bid un-awardable.*** This process will occur before presentation of the award recommendation to the Troy City Council.

FINAL INSURANCE CERTIFICATE SUBMISSION:

After approval by Troy City Council, the City's Purchasing Manager will review the insurance certificates and endorsements to ensure all acceptable documents have been received and allow (5) business additional days after verbal / electronic notification to submit final insurance certificate(s) in accordance with specifications. The City of Troy reserves the right to WITHHOLD AND KEEP any bid surety for failure to comply. The company will be considered in default of contract and will be barred from doing business with the City of Troy for a minimum of three (3) years for failing to meet insurance requirements.

FIRM NAME: _____



PROPOSAL PRICING



**ARCHITECTURAL/ENGINEERING SERVICES
 TROY PUBLIC LIBRARY BUILDING SCHEMATIC and OPINION OF COST**

The cost for the Scope of Work as stated in the Request for Proposal documents shall be a lump sum, as follows:

Phase I Schematic Design and Opinion of Cost **Not to Exceed: \$ _____**



SCHEDULE OF VALUES:

A Schedule of Values of hourly rates for personnel that will be involved in the project and reimbursable expenses should be included below. These rates will be used to determine costs for any additional services required.

SERVICES /STAFF TITLE	HOURLY RATE
	\$
	\$
	\$
	\$
	\$
	\$
POTENTIAL ADDITIONAL SERVICES:	
	\$
	\$
	\$
	\$
	\$
REIMBURSEABLES:	
	\$
	\$
	\$
	\$

Note: If more space is required, attach additional sheets if needed but use the format established above.

Please include prices for additional services such as any clerical charges, copy charges, etc. necessary if additional work results from a change to the Scope of Work. Services with a Minimum Charge Also Need to Be Noted As Such.

FIRM NAME: _____



Request for Proposal
Architectural Services - Troy Library Building
Page 14 of 23

PROPOSAL TERMS AND CONDITIONS

PRE-PROPOSAL MEETING: (Mandatory) All bidders are requested to attend the **Pre-Proposal Meeting scheduled for Wednesday, December 4, 2024 at 2:00PM**. Prospective bidders may attend in person at the Troy Public Library, 510 W. Big Beaver Road, Troy, Michigan or virtually via Zoom. The meeting will be held to answer and clarify questions regarding bid specifications and RFP.

Mandatory Pre-Proposal Meeting: Wednesday December 4, 2023, 2:00PM

Zoom Meeting Link:

<https://us02web.zoom.us/j/81342152735?pwd=AYuWMiwBhpEegsf2nWbbznd6XynNe.1>

Meeting ID: 813 4215 2735

Passcode: 437442

Find your local number: <https://us02web.zoom.us/j/81342152735?pwd=AYuWMiwBhpEegsf2nWbbznd6XynNe.1>

PROPOSAL SIGNATURES:

Each authorized representative of the Firm must sign the proposal with their usual signature and shall give their full business address. Proposals submitted by partnerships shall be signed with the partnership name by one of the members or by an authorized representative. Proposals by corporations shall be signed with the name of the corporation followed by the signature and designation of the President, Secretary, or other person authorized to bind it in the matter. Each signature represents binding commitment upon the Respondent to provide the services offered to the City if the Respondent is determined to be the most responsive and responsible Respondent.

WITHDRAWAL:

Proposals may only be withdrawn by written notice prior to the date and time set for the opening of the Proposals. No Proposal may be withdrawn after the deadline for submission.

NO RFP RESPONSE:

For those business who receive this RFP but who do not submit a response, it would help the City if you complete the Statement of No Bid Form.

PROCUREMENT POLICY:

Procurement for the City will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality as determined to be in the best interest of the City. The Purchasing Manager has the vested authority to execute a contract, subject to Mayoral and/or Council approval where required.

AIA DOCUMENT B305-2021:

() A completed Architect's Qualification Statement (AIA B305-2021) is attached.

RETAIN PROPOSALS:

The City reserves the right to retain all proposals submitted and to use any ideas in the proposals regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Consultant of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed between the City of Troy and the consultant selected.

LAWS:

All applicable State of Michigan and Federal laws, City and County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the award throughout and incorporated herein by reference. The Firm will comply with all federal, state, or local laws, rules, ordinances, regulations, licenses and permits. The firm, including its employees and agents, shall be responsible for knowing the City of Troy policies concerning appropriate behavior of persons on City property and shall comply with all applicable policies.

FIRM NAME: _____



Request for Proposal
Architectural Services - Troy Library Building
Terms and Conditions (*continued*)
Page 15 of 23

PERMITS:

All work performed shall meet City and State Code. If applicable, the contracted firm shall be responsible for submitting all plans for review to the City of Troy Building Department and/or Planning Commission, and securing all necessary approvals. The City will be responsible for all Building Department Fees.

ADDITIONAL INFORMATION:

For additional information/questions concerning this project, contact Emily Frontera, Purchasing Manager, at (248) 524-3375 or e.frontera@troymi.gov.

CONTRACT AWARD:

The evaluation and award of this proposal shall be a combination of factors including, but not limited to: the completion of all information requested and detailed in the RFP, evaluation of the fee proposals, professional competence, references that include evidence of schematic design completion of at least five (5) library build or renovation projects, understanding of the project, ability to meet deadlines, and the correlation of the proposal submitted to the needs of the City of Troy and all criteria selection factors considered to be in the best interest of the City of Troy. The intent of the award is to contract with one firm for this project.

The City of Troy reserves the right to award to the firm providing the best value proposal, in whatever manner is deemed to be in the City's best interest; to award the proposal which matches the City's needs; to reject a proposal which contains major deviations from specifications; to accept a proposal which has only minor deviations from specifications; or whatever is deemed to be in the City's best interest.

ERRORS AND OMISSIONS:

Proposers are not permitted to take advantage of any errors and omissions in the specifications since full instructions will be given should they be called to the attention of the Purchasing Office on or before the deadline specified in the Instructions to Bidders, item # 7 Pre-Proposal Information and Questions.

DOWN PAYMENTS OR PRE-PAYMENTS:

All proposals submitted with terms or any provisions in the proposal, which requires a down payment or pre-payment of any kind will not be considered for an award. The designated City Representative will make payment approval of all items upon acceptance of the work being invoiced.

CONTRACT FORMS:

Bidders should complete the Legal Status of Bidder, Non-Collusion Affidavit, Certification Regarding Debarment and the Certification Regarding "Iran Linked Business" and the Familial Disclosure forms and return with your bid proposal.

INVOICING AND PAYMENT:

The City of Troy reserves the right to select the invoicing option deemed to be in its best interest at the time of implementation of the contract. No additional costs will be incurred for the invoicing option selected. Detailed billing will be required which minimally includes the project name, service(s) provided, hours worked, cost per hour, and a detailed breakdown of additional allowable expenses.

Termination of service will be unacceptable for non-payment of a bill without the successful bidder contacting the designated City representative to resolve the problem. The City will have 45 days to resolve any billing problem from written notice to terminate services.

FIRM NAME: _____



Request for Proposal
Architectural Services - Troy Library Building
Terms and Conditions (continued)
Page 16 of 23

PURCHASE ORDER:

After the Troy City Council has approved the award, the City of Troy Purchasing Department will issue an award letter to the successful proposer. The successful proposer once notified, will be required to sign the Contract Form. The purchase order issued in conjunction with the Contract Form from the City of Troy will create a bilateral Contract between the parties, and the successful bidder shall commit to perform the Contract in accordance with the Specifications and Scope of Work.

COMPLETION DATE: A work schedule shall be provided to the designated City Representative, and shall be approved prior to the start of the project.

The project must be completed by May 30, 2025.

() Our Firm can meet the completion date

PROGRESS PAYMENTS:

Partial payments shall be made at the discretion of the designated City Representative. The City of Troy reserves the right to withhold payments until acceptance for that portion of work completed which is being invoiced.

RIGHT TO REQUEST ADDITIONAL INFORMATION:

The City reserves the right to request any additional information it deems necessary from any firm responding to this RFP after the documents have been received.

QUALIFICATIONS OF BIDDERS:

The bidder may be required before the award of any contract to show to the complete satisfaction of the City of Troy that it has the necessary facilities, abilities, and financial resources to provide the services specified herein. The bidder may also be required to give a past history in order to satisfy the City of Troy in regard to the bidder's qualifications. The City of Troy may make reasonable investigations deemed necessary and proper to determine the ability of the bidder to perform the work, and the bidder shall furnish to the City of Troy all information for this purpose that may be requested.

ASSIGNMENTS:

The proposer agrees not to assign or transfer this service or any part thereof without the written consent of the City of Troy, acting through the Purchasing Manager or authorized representatives. Any unauthorized assignment may subject the proposer to immediate termination.

TERMINATION OF AWARD:

Should the proposer fail, neglect or refuse to perform his duties under the proposal, the City shall have the right to terminate award of the proposal upon seven (7) days written notice given to the proposer and his surety and to proceed to complete the work. The proposer shall pay any additional costs incurred by the City. The proposal shall provide that the City reserves the right to cancel award of the proposal at any time upon thirty (30) days prior written notice of its intent to terminate any award. The selected proposer shall provide the City at least ninety (90) days prior written notice of its intent to terminate any services, which will give the City time to find a new service provider. No service charge, handling fees or other penalties for cancellation will be assessed by either party.

FIRM NAME: _____



SIGNATURE PAGE

PRICES

Price quoted shall remain firm for 60 days or bid award, whichever comes first, except the successful bidder whose prices shall remain firm until successful completion of all specified requirements for this project.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: _____

NOTE: The undersigned has checked carefully the bid figures and understands that he/she shall be responsible for any error or omission in this offer and is in receipt of all addendum as issued.

COMPANY _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

TELEPHONE NUMBER (____) _____ FAX NUMBER (____) _____

REPRESENTATIVE'S NAME _____
(Print)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: _____

TERMS: _____ EMAIL: _____

COMPLETION: **AS SPECIFIED IN SCOPE OF WORK**

EXCEPTIONS:

Any exceptions, substitutions, deviations, etc. from City specifications and this proposal must be stated below. The reason(s) for the exception, substitution, and/or deviation are an integral part of this proposal offer:

ACKNOWLEDGEMENT: I, _____, certify that I have read the **Instructions to Bidders** (4 Pages) and that the proposal documents contained herein were obtained directly from the City's Purchasing Department or MITN Purchasing Group website, www.bidnetdirect.com/city-of-troy-mi and is an official copy of the Authorized Version.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: _____

IMPORTANT: All City of Troy purchases require a **SAFETY DATA SHEET**, where applicable, in compliance with the **MIOSHA "Right to Know" Law**.

NOTE: The City of Troy, at their discretion, may require the bidder(s) to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

U.S. FUNDS: PRICES QUOTED SHALL BE IN U.S. CURRENCY.



ARCHITECTURAL SERVICES FOR THE TROY LIBRARY BUILDING

OBJECTIVE:

The City of Troy is soliciting the services of an experienced architect and/or engineering firm for architectural consulting and design services for a new Public Library Building. The qualified firm will be required to prepare a Schematic Design and Opinion of Cost for a future facility for the Troy Public Library.

COMMUNITY CHARACTERISTICS:

The City of Troy, comprising 34.3 square miles in Oakland County, Michigan, is approximately 20 miles north of downtown Detroit. Troy shares borders with Auburn Hills, Birmingham, Bloomfield Hills, Bloomfield Township, Clawson, Madison Heights, Rochester Hills, Royal Oak, Sterling Heights, and Warren.

In 2020, the City's population was 87,294, up 8% from 80,980 in 2010. Twenty-one percent of the population is under 18 years old, and 18% is over 65 years old. Whites make up 66% of the population; Asians 26%; African-Americans 3.6%; Latino 2.2%; and others 2.5%. Over 33% of Troy residents speak a language other than English at home.

The median value of owner-occupied homes in 2020 was \$335,000. Seventy-five percent of homes are owner-occupied. Ninety-two percent of the households in Troy have a broadband internet connection.

Five K-12 school districts are located within Troy's boundaries. There are also several higher education institutions, including Walsh College; satellite campuses of Eastern Michigan and Central Michigan Universities; Michigan State University Management Education Center; and a variety of technical and trade schools. Sixty-three percent of Troy residents hold a bachelor's degree or higher.

Many residents are employed by Stellantis, Ford, General Motors, and related automotive industry suppliers. Other large businesses in and around Troy's service area are Corewell Health Beaumont Troy Hospital, the Somerset Collection, and PNC Bank. The median household income in Troy is \$107,550. Five percent of the population lives below the poverty line.

HISTORY:

The Troy Public Library was built on its current site in 1971. The library building was expanded and renovated in 1984 to its current approximately 50,000 square feet. Throughout the decades, the library has undergone small renovations to help accommodate and adapt to evolving library user demands. These changes were limited by the core layout of the facility and the outdated architecture that is not conducive to modern library needs.

GENERAL INFORMATION:

The library is a department of the City of Troy. It has no governing or advisory board. The Library Director reports to the Deputy City Manager, who reports to the City Manager, who in turn reports to the Troy City Council. The library employs 31 full-time and 37 part-time employees, divided into eight departments. The library is open seven days a week, for a total of 65 hours. Troy is a member of the Suburban Library Cooperative also enjoys reciprocal borrowing agreements with other neighboring libraries such as the Baldwin Public Library; the Bloomfield Twp.



GENERAL INFORMATION (continued)

Public Library; the Clawson Public Library; the Rochester Hills Public Library; and the Royal Oak Public Library. The library has 74,124 cardholders, with 90% of those having Troy addresses. Over 66% of Troy residents live in households with at least one library card.

The library houses a collection of over 300,000 physical items, including books, audiovisual material, and magazines; and has an extensive collection of downloadable eBooks and audiobooks, and electronic resources. The library is very busy, welcoming 350,000 visitors yearly. Dwell times are notably high as well, with many patrons visiting for hours at a time and utilizing all available study spaces.

The library circulates over one million items annually, reaching its pre-COVID checkout rates once again. Dozens of programs are held each month for adults and children, and the library has a very active Community Engagement Department that delivers library materials with its bookmobile and provides library programming and services outside of the building's four walls.

In November 2020, voters in Troy approved a 10-year, 1.1 mil tax levy with a 65% margin. This millage is dedicated to fund the operations of the Library. The millage currently brings in approximately \$6.3 million, and the library's budget for the current year is \$6.9 million.

In 2023, the library collaborated with the consulting firm ReThinking Libraries to develop a strategic plan for the next five years. A key finding from this process was that the current facility no longer meets the needs of Troy's growing population or the demands of a modern library. Unlike traditional strategic plans that focus on collections or services, this plan emphasized the necessity for significant improvements to the physical space. The facility was found to be vastly undersized for the population it serves, at only 0.57 square feet per capita, compared to a national average of 0.8 to 1.2 square feet per capita. The building also lacks adequate staff offices and is unable to accommodate modern library services. The architecture is dated and often described as drab and uninviting. Furthermore, issues like ADA accessibility, technology integration, safety, and sustainability were not adequately addressed in the building's original design.

The aging infrastructure presents additional challenges, including persistent leaks, broken doors, mold identified in the vents, poor ventilation, subpar thermal performance, and other structural concerns. Staff have expressed frustration with these conditions, feeling that they hinder their ability to provide optimal services. The strategic plan identified the library's physical deficiencies as the most significant obstacle to achieving future goals.

The City of Troy is now seeking a schematic plan to reimagine the Troy Public Library, addressing the needs of its large and growing community. This design should account for necessary space, location, and essential library features as recommended from the Strategic Plan. Along with the design, applicants will provide an Opinion of Cost for constructing a new facility of the determined size and functionality as defined in the Schematic Design.



Request for Proposal
Architectural Services - Troy Library Building
Scope of Work
Page 20 of 23

CURRENT VISION AND VALUES:

Vision:

A vibrant and nurturing place that inspires and cultivates learning, diversity, collaboration, and enjoyment.

Values:

Innovation, evolving as community needs change.

Learning, to inspire people to discover and cultivate their passions.

Community Focus, by building relationships within our community by reflecting their expectations.

Inclusion, creating a welcoming environment, embracing differences and diverse perspectives.

SCOPE OF WORK:

The Troy Public Library is seeking an experienced, professional architecture/engineering firm that will create a schematic plan that will address the following goals:

- Working with the Library's Strategic Planning Consultant, define the appropriate size and building design for the population of Troy, Michigan.
- Produce a Schematic Design for a new library facility.
- Provide an Opinion of Cost for a new library facility.
- Present a report on Schematic Design and Opinion of Cost to City Council.
- In the event the project moves forward, develop a detailed design, construction documents, specifications, bidding assistance, and construction administration.

PHASE I: SCHEMATIC DESIGN, OPINION of COST, CITY COUNCIL PRESENTATION

1: Programing of Future Facility

1. Working with the Library's Strategic Planning Consultant, evaluate the programming components for a future library facility and exterior spaces, including parking. Identify and define both physical and operational needs for space, layout, and detail.
2. Conduct interviews with Library staff and representatives to determine space requirements, discuss current and future staffing projections, and confirm organizational structure. Additional progress meetings with the city staff shall also be considered.
3. Consultants shall use a nationally recognized system of space evaluation for a public library. The consultant is to utilize their own experience and expertise to determine the space required for each programming component.
4. A total space needs program shall be comprehensive with square foot tabulations of individual spaces, sub-totals, circulation factors, and overall gross square footage.
5. Provide site requirements, including lot size recommendations, and required site elements, including but not limited to parking, security, lighting, access, etc.



2: Schematic Design

1. As defined by the needs for space and desired/essential library features identified in Task 1, prepare spatial and architectural designs and specifications for a new library facility. Include:
 - a. Relocation site identification
 - b. Floor plans
 - c. Site plans
 - d. Location of building, streets, trees, other natural features, walks, ramps, curbs, and parking, related to site improvement
 - e. Floor elevations
 - f. Floor, walls, and ceiling finishes
 - g. Proposed surface and subsurface drainage system (on and offsite)
 - h. Existing site utilities underground (on and off site)
 - i. Adjacent land use and building locations, flood plains, sight distances at streets, etc.
 - j. Indicate existing rights-of-way and easements
 - k. 3D rendering of proposed building on site
 - l. Provide other promotional material for the building and site

This Phase of the Project shall be completed by May 30, 2025.

3: Opinion of Costs

- Provide a conceptual Opinion of Probable Costs based on the Schematic Design.
- In estimates, please include the following factors:
 - Building construction (including fixed equipment)
 - Site development
 - Movable equipment: Furnishings, fixtures, and equipment
 - Landscaping
 - General Conditions
 - Profit
 - Contingency
 - Bonds/Insurance
 - Detail Design
 - Construction Administration
 - Total of all above

4: Formal Presentation

Prepare, coordinate and provide a formal presentation of the study and recommended solution(s) to the City Council, City Staff and Library Staff.



Request for Proposal
Architect/Engineer Services - Troy Library Building
Scope of Work (*continued*)
Page 22 of 23

Consultant Qualifications

The City and Library staff, and qualified professionals from the community, will review all statements of proposals received timely. The candidates will be evaluated on the following criteria:

- Experience in the design and construction of libraries servicing similar populations as Troy.
- Ability to understand and perform the tasks efficiently and in accordance with the requirements of City and State codes.
- Cost to perform the required service as stated in the Scope of Work.
- Oral and written communication abilities.
- References.
- Attendance at a mandatory pre-bid meeting.

Consultant must satisfy the City of its ability to perform the services required. Consultant must demonstrate and document a history of timely and satisfactory performance of similar projects in a manner which addresses the stated evaluation criteria. Consultant shall be responsible for the accuracy of the information supplied concerning references. In addition, the City may consider evidence of untimely and unsatisfactory performance on prior similar projects or litigation by the Consultant on previous contacts to disqualify any Consultant.



Request for Proposal
Architect/Engineer Services - Troy Library Building
Page 23 of 23

PROJECT TIMELINE

The following is the *tentative schedule* for the Firm selection:

- **Request for Proposal issued & posted on MITN**, week of **November 18, 2024**

- **Pre-Proposal Mandatory Meeting** **December 4, 2024, 2:00 PM**
In Person or Zoom
 - **In Person:** Troy Public Library – Meeting Room
510 Big Beaver Road, Troy, MI
 - **Zoom:** <https://us02web.zoom.us/j/81342152735?pwd=AYuWMiwBhpEegsf2nWbbznd6XynNe.1>
Meeting ID: 813 4215 2735
Passcode: 437442
Find your local number: <https://us02web.zoom.us/j/81342152735?pwd=AYuWMiwBhpEegsf2nWbbznd6XynNe.1>

- **Pre-Proposal Question Deadline** **December 12, 2024**

- **Proposal Due Date** **December 19, 2024, 10:00 AM**
*Proposals will be received **electronically** by the City of Troy on the MITN Purchasing Group website until Thursday, December 19, 2024; 10:00 AM E.S.T.*

Bid Opening Zoom Meeting URL:
<https://us02web.zoom.us/j/89442929551?pwd=JK6wd74UGBZQ5AkboUPSudrguC1CVO.1>

Meeting ID: 894 4292 9551
Passcode: 454635

Find your local number: <https://us02web.zoom.us/j/89442929551?pwd=JK6wd74UGBZQ5AkboUPSudrguC1CVO.1>

- **Conduct interviews with highest rated Firms**, week of **January 5, 2025**

- **Architectural Services Recommendation to City Council** **January 27, 2025**

- **Completion Date** **May 30, 2025**
Phase I – Schematic Design and Opinion of Cost



ARTICLES OF AGREEMENT, made and entered into this _____ day of _____ 20__ by and
between _____ of _____
(Name) (City and State)

herein after called the Contractor and the City of Troy, Troy, Michigan hereinafter called the Owner,

WITNESSETH, that the Contractor and the Owner for the considerations hereinafter named, agree as follows:

1. That all *Contract Documents* hereto attached or herein referred to shall be and are hereby made a part of the agreement and contract.
2. The Contractor shall furnish all labor, materials, and equipment necessary and perform all of the work as set forth in his/her *Proposal* in strict accordance with the specifications and other documents which have been made a part of this contract in the manner, time, and place as therein set forth.
3. In consideration whereof, the Owner agrees to pay to the Contractor the amounts provided in the attached *Proposal*, being the product of the unit prices therein set forth, multiplied by the number of units actually constructed, all in the time and manner as set forth in the *Contract Documents*.
4. IN WITNESS whereof said parties have hereunto set their hands and seals, the day and year first above written.

SIGNED BY:

Signature of Authorized Representative

Contractor (Company Name)

Printed Name of Authorized Representative

Title of Authorized Representative

WITNESS:

Signature of Witness

Printed Name of Witness

APPROVED BY (THE OWNER, CITY OF TROY):

Purchasing Manager – Emily Frontera

City Manager – Robert J. Bruner

Mayor – Ethan Baker

RESOLUTION NUMBER: _____

APPROVED AS TO FORM AND LEGALITY:

BY: _____
City Attorney – Lori Grigg Bluhm

ATTEST: _____
City Clerk – M. Aileen Dickson



Legal Status of Bidder:

The Bidder shall fill out the appropriate form and strike out the other two:

A **corporation** duly organized and doing business under the laws of the State of _____
for whom _____, bearing the office title of _____,
whose signature is affixed to this proposal, is duly authorized to execute contracts.

A **partnership**, all members of which, with addresses, is:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

AN INDIVIDUAL, WHOSE SIGNATURE IS AFFIXED TO THE PROPOSAL:



**CITY OF TROY
OAKLAND COUNTY, MICHIGAN
NON-COLLUSION AFFIDAVIT**

TO WHOM IT MAY CONCERN:

_____, being duly sworn deposed, says that he/she
(Print Full Name)

is _____. The party making the foregoing proposal or bid,
(State Official Capacity in Firm)

that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agree, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or that of any other bidder, or to secure the advantage against the City of Troy or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

SIGNATURE OF PERSON SUBMITTING BID

NOTARY'S SIGNATURE

Subscribed and sworn to before me this _____ day of _____, 20____

in and for _____ County.

My commission expires:



**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
2. Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
 - a. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
 - b. For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - c. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Charter, Chapter 12, Section 12.2- Contracts.

[] I am able to certify to the above statements.

Name of Agency/Company/Firm *(Please Print)*

Name and title of authorized representative *(Please Print)*

Signature of authorized representative

Date

[] I am unable to certify to the above statements. Attached is my explanation.



**VENDOR CERTIFICATION
THAT IT IS NOT AN
“IRAN LINKED BUSINESS”**

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an “IRAN LINKED BUSINESS”, as defined by law.

Vendor	
Legal Name	
Street Address	
City	
State, Zip	
Corporate I.D. Number/State	
Taxpayer I.D. #	

The undersigned, with: 1.)full knowledge of all of Vendors business activities, 2.)full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. and 3.) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an “IRAN LINKED BUSINESS” as require by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the City of Troy.

Signature of Vendor’s Authorized Agent: _____

Printed Name of Vendor’s Authorized Agent: _____

Witness Signature: _____

Printed Name of Witness: _____



Proposer’s Sworn and Notarized Familial Disclosure

(To be provided by the Proposer)

The undersigned, the owner or authorized officer of _____ (the “Proposer”), pursuant to the familial disclosure requirement provided in the Request for Proposal, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employees of _____ and any member of the City of Troy City Council or City of Troy management.

List any Familial Relationships:

BIDDER:

By: _____

Its: _____

STATE OF MICHIGAN

) ss.

COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____, 2024, by



CITY OF TROY
INDEMNIFICATION (Hold Harmless) CLAUSE

To the fullest extent permitted by law, _____
(Name of the Contractor/Vendor)

agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Troy, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Troy against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Troy, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Troy, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the execution of activities by the Contractor/Vendor as outlined in this Agreement or as relating to or resulting from those activities.

Contract / Agreement

CONTRACTOR

Contractor/Vendor representative signature/date

Witness

CITY OF TROY

City of Troy representative signature/date

Witness

(Please complete and return at time of proposal submittal)

Sample Additional Insured / Completed Operations Endorsement

POLICY NUMBER: 00-00-00-00

COMMERCIAL GENERAL LIABILITY
CG 2037 0413

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - OWNERS, LESSEES OR
CONTRACTORS- COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations

Information required to complete this Schedule if not shown above, **will** be shown in the Declarations.

A. Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The Insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III - Limits Of Insurance**:

If coverage provided to the additional insured is required by a contract or agreement, the most we **will** pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED
PRIMARY AND NON-CONTRIBUTORY INSURANCE**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Effective Date: 00/00/00

Name of Person or Organization (Additional Insured):

The Member, all elected and appointed officials, all employees and volunteers, agents, all boards, commissions, and/or authorities and board members, including employees and volunteers

SECTION II - WHO IS AN INSURED is amended to include as an additional insured the person(s) or organization(s) shown in the endorsement Schedule, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" arising out of or relating to your negligence in the performance of "your work" for such person(s) or organization(s) that occurs on or after the effective date shown in the endorsement Schedule.

This insurance is primary to and non-contributory with any other insurance maintained by the person or organization (Additional Insured), except for loss resulting from the sole negligence of that person or organization.

This condition applies even if other valid and collectible insurance is available to the Additional Insured for a loss or "occurrence" we cover for this Additional Insured.

The Additional Insured's limits of insurance do not increase our limits of insurance, as described in **SECTION III - LIMITS OF INSURANCE.**

All other terms, conditions, and exclusions under the policy are applicable to this endorsement and remain unchanged.

Sample Cancellation Endorsement

**INTERLINE
ILD 90 07 03 11**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

NOTICE OF CANCELLATION TO THIRD PARTY

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS POLICY
COMMERCIAL AUTOMOBILE COVERAGE PART
COMMERCIAL GENERAL LIABILITY COVERAGE PART
COMMERCIAL INLAND MARINE COVERAGE PART
COMMERCIAL LIABILITY UMBRELLA COVERAGE PART
COMMERCIAL PROPERTY COVERAGE PART
CRIME AND FIDELITY COVERAGE PART
OWNERS AND CONTRACTORS PROTECTIVE LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART
TRADEMAN'S ADVANTAGE CONTRACTORS' POLICY

SCHEDULE

Name of Person or Organization and Mailing Address	Number of Days Notice
Member Name	30

The following is added:

If we cancel this policy, we will endeavor to mail written notice of cancellation:

1. At least 10 days before the effective date of cancellation for nonpayment of premium; or
 2. The number of days shown in the Schedule before the effective date of cancellation for any other reason;
- to the person or organization shown in the Schedule above, but failure to do so shall impose no obligation or liability of any kind upon us.

We will mail the notice of cancellation to the mailing address shown in the Schedule above by regular mail.



**STATEMENT OF NO BID
CITY OF TROY**

BID NUMBER: RFP-COT 24-29
TITLE: Architect/Engineer Services - Troy Library Building

Please Send or Fax To:
 City of Troy Purchasing Department
 500 W. Big Beaver Rd.
 Troy, MI 48084

FAX NUMBER: (248) 619-7608

We, the undersigned, have declined to bid on the subject bid for the following reasons:

Check All That Apply	REASON
	Our firm does not handle the type of product / service
	We cannot meet the specifications nor provide an approved alternate – please explain below
	Our firm is not interested in bidding at this time
	Job is too small
	Job is too large
	Cannot be competitive
	Liability Issues such as insurance, bonding, indemnification, hold harmless
	Insufficient time to respond – please explain below
	Our firm’s schedule would not permit performance of the specifications
	Other – describe below

REMARKS: _____

COMPANY INFORMATION:

Please retain _____ on the bid list for the item described above.

(COMPANY NAME)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

FAX NUMBER: _____ TELEPHONE NUMBER: _____

IMPORTANT NOTE:

To qualify as a respondent to the proposal, the vendor must submit a proposal or return this completed form.

VENDOR REGISTRATION: The City of Troy uses the MITN Purchasing Group website for vendor registration, bid and tabulation posting, award information and other processes. Final bid results will be posted on the MITN website after award. Please register to see results – www.bidnetdirect.com/city-of-troy-mi



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/24/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER DesignPro Insurance Group 5991 Chandler Court, Suite A Westerville OH 43082		CONTACT NAME: Tracey Heise PHONE (A/C, No, Ext): (614) 426-9043 FAX (A/C, No): (614) 794-4961 E-MAIL ADDRESS: tracey.designproins@wichert.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Sentinel Insurance Co Ltd	NAIC # 11000
		INSURER B: Arch Insurance Co.	11150
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	
INSURED HBM Architects, LLC 1382 W. 9th Street #300 Cleveland OH 44113			

COVERAGES**CERTIFICATE NUMBER:** CL2462760416**REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y		33SBAAF1257	06/25/2024	06/25/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y		33SBAAF1257	06/25/2024	06/25/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			33SBAAF1257	06/25/2024	06/25/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		33SBAAF1257	06/25/2024	06/25/2025	<input type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER Ohio Stop Gap E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional Liability		Y	PAAEP0149702	06/25/2024	06/25/2025	Each Claim \$2,000,000 Aggregate \$4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Troy including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and council members, including employees and volunteers thereof are named as Additional Insured on General Liability (Form SS 00 08 04 05) and Auto Liability (Form SS 04 38 09 09) as required by written agreement. The General Liability coverage is primary and non-contributory.

CERTIFICATE HOLDER**CANCELLATION**

City of Troy 500 W. Big Beaver Road Troy MI 48084	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---

© 1988-2015 ACORD CORPORATION. All rights reserved.

**QUICK REFERENCE
BUSINESS LIABILITY COVERAGE FORM
READ YOUR POLICY CAREFULLY**

BUSINESS LIABILITY COVERAGE FORM	Beginning on Page
A. COVERAGES	1
Business Liability	1
Medical Expenses	2
Coverage Extension - Supplementary Payments	2
B. EXCLUSIONS	3
C. WHO IS AN INSURED	10
D. LIABILITY AND MEDICAL EXPENSES LIMITS OF INSURANCE	14
E. LIABILITY AND MEDICAL EXPENSES GENERAL CONDITIONS	15
1. Bankruptcy	15
2. Duties In The Event Of Occurrence, Offense, Claim Or Suit	15
3. Financial Responsibility Laws	16
4. Legal Action Against Us	16
5. Separation Of Insureds	16
6. Representations	16
7. Other Insurance	16
8. Transfer Of Rights Of Recovery Against Others To Us	17
F. OPTIONAL ADDITIONAL INSURED COVERAGES	18
Additional Insureds	18
G. LIABILITY AND MEDICAL EXPENSES DEFINITIONS	20



BUSINESS LIABILITY COVERAGE FORM

Various provisions in this policy restrict coverage. Read the entire policy carefully to determine rights, duties and what is and is not covered.

Throughout this policy the words "you" and "your" refer to the Named Insured shown in the Declarations. The words "we", "us" and "our" refer to the stock insurance company member of The Hartford providing this insurance.

The word "insured" means any person or organization qualifying as such under Section **C.** - Who Is An Insured.

Other words and phrases that appear in quotation marks have special meaning. Refer to Section **G.** - Liability And Medical Expenses Definitions.

A. COVERAGES

1. BUSINESS LIABILITY COVERAGE (BODILY INJURY, PROPERTY DAMAGE, PERSONAL AND ADVERTISING INJURY)

Insuring Agreement

- a. We will pay those sums that the insured becomes legally obligated to pay as damages because of "bodily injury", "property damage" or "personal and advertising injury" to which this insurance applies. We will have the right and duty to defend the insured against any "suit" seeking those damages. However, we will have no duty to defend the insured against any "suit" seeking damages for "bodily injury", "property damage" or "personal and advertising injury" to which this insurance does not apply.

We may, at our discretion, investigate any "occurrence" or offense and settle any claim or "suit" that may result. But:

- (1) The amount we will pay for damages is limited as described in Section **D.** - Liability And Medical Expenses Limits Of Insurance; and
- (2) Our right and duty to defend ends when we have used up the applicable limit of insurance in the payment of judgments, settlements or medical expenses to which this insurance applies.

No other obligation or liability to pay sums or perform acts or services is covered unless explicitly provided for under Coverage Extension - Supplementary Payments.

- b. This insurance applies:

- (1) To "bodily injury" and "property damage" only if:

(a) The "bodily injury" or "property damage" is caused by an "occurrence" that takes place in the "coverage territory";

(b) The "bodily injury" or "property damage" occurs during the policy period; and

(c) Prior to the policy period, no insured listed under Paragraph 1. of Section **C.** - Who Is An Insured and no "employee" authorized by you to give or receive notice of an "occurrence" or claim, knew that the "bodily injury" or "property damage" had occurred, in whole or in part. If such a listed insured or authorized "employee" knew, prior to the policy period, that the "bodily injury" or "property damage" occurred, then any continuation, change or resumption of such "bodily injury" or "property damage" during or after the policy period will be deemed to have been known prior to the policy period.

(2) To "personal and advertising injury" caused by an offense arising out of your business, but only if the offense was committed in the "coverage territory" during the policy period.

c. "Bodily injury" or "property damage" will be deemed to have been known to have occurred at the earliest time when any insured listed under Paragraph 1. of Section **C.** - Who Is An Insured or any "employee" authorized by you to give or receive notice of an "occurrence" or claim:

(1) Reports all, or any part, of the "bodily injury" or "property damage" to us or any other insurer;

BUSINESS LIABILITY COVERAGE FORM

- (2) Receives a written or verbal demand or claim for damages because of the "bodily injury" or "property damage"; or
 - (3) Becomes aware by any other means that "bodily injury" or "property damage" has occurred or has begun to occur.
- d. Damages because of "bodily injury" include damages claimed by any person or organization for care, loss of services or death resulting at any time from the "bodily injury".

e. Incidental Medical Malpractice

- (1) "Bodily injury" arising out of the rendering of or failure to render professional health care services as a physician, dentist, nurse, emergency medical technician or paramedic shall be deemed to be caused by an "occurrence", but only if:
 - (a) The physician, dentist, nurse, emergency medical technician or paramedic is employed by you to provide such services; and
 - (b) You are not engaged in the business or occupation of providing such services.
- (2) For the purpose of determining the limits of insurance for incidental medical malpractice, any act or omission together with all related acts or omissions in the furnishing of these services to any one person will be considered one "occurrence".

2. MEDICAL EXPENSES

Insuring Agreement

- a. We will pay medical expenses as described below for "bodily injury" caused by an accident:
 - (1) On premises you own or rent;
 - (2) On ways next to premises you own or rent; or
 - (3) Because of your operations;provided that:
 - (1) The accident takes place in the "coverage territory" and during the policy period;
 - (2) The expenses are incurred and reported to us within three years of the date of the accident; and
 - (3) The injured person submits to examination, at our expense, by physicians of our choice as often as we reasonably require.

- b. We will make these payments regardless of fault. These payments will not exceed the applicable limit of insurance. We will pay reasonable expenses for:

- (1) First aid administered at the time of an accident;
- (2) Necessary medical, surgical, x-ray and dental services, including prosthetic devices; and
- (3) Necessary ambulance, hospital, professional nursing and funeral services.

3. COVERAGE EXTENSION - SUPPLEMENTARY PAYMENTS

- a. We will pay, with respect to any claim or "suit" we investigate or settle, or any "suit" against an insured we defend:
 - (1) All expenses we incur.
 - (2) Up to \$1,000 for the cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which Business Liability Coverage for "bodily injury" applies. We do not have to furnish these bonds.
 - (3) The cost of appeal bonds or bonds to release attachments, but only for bond amounts within the applicable limit of insurance. We do not have to furnish these bonds.
 - (4) All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit", including actual loss of earnings up to \$500 a day because of time off from work.
 - (5) All costs taxed against the insured in the "suit".
 - (6) Prejudgment interest awarded against the insured on that part of the judgment we pay. If we make an offer to pay the applicable limit of insurance, we will not pay any prejudgment interest based on that period of time after the offer.
 - (7) All interest on the full amount of any judgment that accrues after entry of the judgment and before we have paid, offered to pay, or deposited in court the part of the judgment that is within the applicable limit of insurance.

Any amounts paid under (1) through (7) above will not reduce the limits of insurance.

- b. If we defend an insured against a "suit" and an indemnitee of the insured is also named as a party to the "suit", we will defend that indemnitee if all of the following conditions are met:
- (1) The "suit" against the indemnitee seeks damages for which the insured has assumed the liability of the indemnitee in a contract or agreement that is an "insured contract";
 - (2) This insurance applies to such liability assumed by the insured;
 - (3) The obligation to defend, or the cost of the defense of, that indemnitee, has also been assumed by the insured in the same "insured contract";
 - (4) The allegations in the "suit" and the information we know about the "occurrence" are such that no conflict appears to exist between the interests of the insured and the interest of the indemnitee;
 - (5) The indemnitee and the insured ask us to conduct and control the defense of that indemnitee against such "suit" and agree that we can assign the same counsel to defend the insured and the indemnitee; and
 - (6) The indemnitee:
 - (a) Agrees in writing to:
 - (i) Cooperate with us in the investigation, settlement or defense of the "suit";
 - (ii) Immediately send us copies of any demands, notices, summonses or legal papers received in connection with the "suit";
 - (iii) Notify any other insurer whose coverage is available to the indemnitee; and
 - (iv) Cooperate with us with respect to coordinating other applicable insurance available to the indemnitee; and
 - (b) Provides us with written authorization to:
 - (i) Obtain records and other information related to the "suit"; and
 - (ii) Conduct and control the defense of the indemnitee in such "suit".

So long as the above conditions are met, attorneys' fees incurred by us in the defense of that indemnitee, necessary litigation expenses incurred by us and necessary litigation expenses incurred by the indemnitee at our request will be paid as Supplementary Payments.

Notwithstanding the provisions of Paragraph **1.b.(b)** of Section **B.** – Exclusions, such payments will not be deemed to be damages for "bodily injury" and "property damage" and will not reduce the Limits of Insurance.

Our obligation to defend an insured's indemnitee and to pay for attorneys' fees and necessary litigation expenses as Supplementary Payments ends when:

- (1) We have used up the applicable limit of insurance in the payment of judgments or settlements; or
- (2) The conditions set forth above, or the terms of the agreement described in Paragraph **(6)** above, are no longer met.

B. EXCLUSIONS

1. Applicable To Business Liability Coverage

This insurance does not apply to:

a. Expected Or Intended Injury

- (1) "Bodily injury" or "property damage" expected or intended from the standpoint of the insured. This exclusion does not apply to "bodily injury" or "property damage" resulting from the use of reasonable force to protect persons or property; or
- (2) "Personal and advertising injury" arising out of an offense committed by, at the direction of or with the consent or acquiescence of the insured with the expectation of inflicting "personal and advertising injury".

b. Contractual Liability

- (1) "Bodily injury" or "property damage"; or
- (2) "Personal and advertising injury"

for which the insured is obligated to pay damages by reason of the assumption of liability in a contract or agreement.

This exclusion does not apply to liability for damages because of:

- (a) "Bodily injury", "property damage" or "personal and advertising injury" that the insured would have in the absence of the contract or agreement; or

BUSINESS LIABILITY COVERAGE FORM

(b) "Bodily injury" or "property damage" assumed in a contract or agreement that is an "insured contract", provided the "bodily injury" or "property damage" occurs subsequent to the execution of the contract or agreement. Solely for the purpose of liability assumed in an "insured contract", reasonable attorneys' fees and necessary litigation expenses incurred by or for a party other than an insured are deemed to be damages because of "bodily injury" or "property damage" provided:

- (i) Liability to such party for, or for the cost of, that party's defense has also been assumed in the same "insured contract", and
- (ii) Such attorneys' fees and litigation expenses are for defense of that party against a civil or alternative dispute resolution proceeding in which damages to which this insurance applies are alleged.

c. Liquor Liability

"Bodily injury" or "property damage" for which any insured may be held liable by reason of:

- (1) Causing or contributing to the intoxication of any person;
- (2) The furnishing of alcoholic beverages to a person under the legal drinking age or under the influence of alcohol; or
- (3) Any statute, ordinance or regulation relating to the sale, gift, distribution or use of alcoholic beverages.

This exclusion applies only if you are in the business of manufacturing, distributing, selling, serving or furnishing alcoholic beverages.

d. Workers' Compensation And Similar Laws

Any obligation of the insured under a workers' compensation, disability benefits or unemployment compensation law or any similar law.

e. Employer's Liability

"Bodily injury" to:

- (1) An "employee" of the insured arising out of and in the course of:
 - (a) Employment by the insured; or

(b) Performing duties related to the conduct of the insured's business, or

- (2) The spouse, child, parent, brother or sister of that "employee" as a consequence of (1) above.

This exclusion applies:

- (1) Whether the insured may be liable as an employer or in any other capacity; and
- (2) To any obligation to share damages with or repay someone else who must pay damages because of the injury.

This exclusion does not apply to liability assumed by the insured under an "insured contract".

f. Pollution

- (1) "Bodily injury", "property damage" or "personal and advertising injury" arising out of the actual, alleged or threatened discharge, dispersal, seepage, migration, release or escape of "pollutants":

(a) At or from any premises, site or location which is or was at any time owned or occupied by, or rented or loaned to any insured. However, this subparagraph does not apply to:

- (i) "Bodily injury" if sustained within a building and caused by smoke, fumes, vapor or soot produced by or originating from equipment that is used to heat, cool or dehumidify the building, or equipment that is used to heat water for personal use, by the building's occupants or their guests;

- (ii) "Bodily injury" or "property damage" for which you may be held liable, if you are a contractor and the owner or lessee of such premises, site or location has been added to your policy as an additional insured with respect to your ongoing operations performed for that additional insured at that premises, site or location and such premises, site or location is not and never was owned or occupied by, or rented or loaned to, any insured, other than that additional insured; or

- (iii) "Bodily injury" or "property damage" arising out of heat, smoke or fumes from a "hostile fire";
 - (b) At or from any premises, site or location which is or was at any time used by or for any insured or others for the handling, storage, disposal, processing or treatment of waste;
 - (c) Which are or were at any time transported, handled, stored, treated, disposed of, or processed as waste by or for:
 - (i) Any insured; or
 - (ii) Any person or organization for whom you may be legally responsible;
 - (d) At or from any premises, site or location on which any insured or any contractors or subcontractors working directly or indirectly on any insured's behalf are performing operations if the "pollutants" are brought on or to the premises, site or location in connection with such operations by such insured, contractor or subcontractor. However, this subparagraph does not apply to:
 - (i) "Bodily injury" or "property damage" arising out of the escape of fuels, lubricants or other operating fluids which are needed to perform the normal electrical, hydraulic or mechanical functions necessary for the operation of "mobile equipment" or its parts, if such fuels, lubricants or other operating fluids escape from a vehicle part designed to hold, store or receive them. This exception does not apply if the "bodily injury" or "property damage" arises out of the intentional discharge, dispersal or release of the fuels, lubricants or other operating fluids, or if such fuels, lubricants or other operating fluids are brought on or to the premises, site or location with the intent that they be discharged, dispersed or released as part of the operations being performed by such insured, contractor or subcontractor;
 - (ii) "Bodily injury" or "property damage" sustained within a building and caused by the release of gases, fumes or vapors from materials brought into that building in connection with operations being performed by you or on your behalf by a contractor or subcontractor; or
 - (iii) "Bodily injury" or "property damage" arising out of heat, smoke or fumes from a "hostile fire"; or
 - (e) At or from any premises, site or location on which any insured or any contractors or subcontractors working directly or indirectly on any insured's behalf are performing operations if the operations are to test for, monitor, clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to, or assess the effects of, "pollutants".
- (2) Any loss, cost or expense arising out of any:
- (a) Request, demand, order or statutory or regulatory requirement that any insured or others test for, monitor, clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to, or assess the effects of, "pollutants"; or
 - (b) Claim or suit by or on behalf of a governmental authority for damages because of testing for, monitoring, cleaning up, removing, containing, treating, detoxifying or neutralizing, or in any way responding to, or assessing the effects of, "pollutants".
- However, this paragraph does not apply to liability for damages because of "property damage" that the insured would have in the absence of such request, demand, order or statutory or regulatory requirement, or such claim or "suit" by or on behalf of a governmental authority.

BUSINESS LIABILITY COVERAGE FORM

g. Aircraft, Auto Or Watercraft

"Bodily injury" or "property damage" arising out of the ownership, maintenance, use or entrustment to others of any aircraft, "auto" or watercraft owned or operated by or rented or loaned to any insured. Use includes operation and "loading or unloading".

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage" involved the ownership, maintenance, use or entrustment to others of any aircraft, "auto" or watercraft that is owned or operated by or rented or loaned to any insured.

This exclusion does not apply to:

- (1) A watercraft while ashore on premises you own or rent;
- (2) A watercraft you do not own that is:
 - (a) Less than 51 feet long; and
 - (b) Not being used to carry persons for a charge;
- (3) Parking an "auto" on, or on the ways next to, premises you own or rent, provided the "auto" is not owned by or rented or loaned to you or the insured;
- (4) Liability assumed under any "insured contract" for the ownership, maintenance or use of aircraft or watercraft;
- (5) "Bodily injury" or "property damage" arising out of the operation of any of the equipment listed in Paragraph **f.(2)** or **f.(3)** of the definition of "mobile equipment"; or
- (6) An aircraft that is not owned by any insured and is hired, chartered or loaned with a paid crew. However, this exception does not apply if the insured has any other insurance for such "bodily injury" or "property damage", whether the other insurance is primary, excess, contingent or on any other basis.

h. Mobile Equipment

"Bodily injury" or "property damage" arising out of:

- (1) The transportation of "mobile equipment" by an "auto" owned or operated by or rented or loaned to any insured; or

- (2) The use of "mobile equipment" in, or while in practice or preparation for, a prearranged racing, speed or demolition contest or in any stunting activity.

i. War

"Bodily injury", "property damage" or "personal and advertising injury", however caused, arising, directly or indirectly, out of:

- (1) War, including undeclared or civil war;
- (2) Warlike action by a military force, including action in hindering or defending against an actual or expected attack, by any government, sovereign or other authority using military personnel or other agents; or
- (3) Insurrection, rebellion, revolution, usurped power, or action taken by governmental authority in hindering or defending against any of these.

j. Professional Services

"Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of or failure to render any professional service. This includes but is not limited to:

- (1) Legal, accounting or advertising services;
- (2) Preparing, approving, or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications;
- (3) Supervisory, inspection, architectural or engineering activities;
- (4) Medical, surgical, dental, x-ray or nursing services treatment, advice or instruction;
- (5) Any health or therapeutic service treatment, advice or instruction;
- (6) Any service, treatment, advice or instruction for the purpose of appearance or skin enhancement, hair removal or replacement or personal grooming;
- (7) Optical or hearing aid services including the prescribing, preparation, fitting, demonstration or distribution of ophthalmic lenses and similar products or hearing aid devices;

- (8) Optometry or optometric services including but not limited to examination of the eyes and the prescribing, preparation, fitting, demonstration or distribution of ophthalmic lenses and similar products;
- (9) Any:
 - (a) Body piercing (not including ear piercing);
 - (b) Tattooing, including but not limited to the insertion of pigments into or under the skin; and
 - (c) Similar services;
- (10) Services in the practice of pharmacy; and
- (11) Computer consulting, design or programming services, including web site design.

Paragraphs (4) and (5) of this exclusion do not apply to the Incidental Medical Malpractice coverage afforded under Paragraph 1.e. in Section A. - Coverages.

k. Damage To Property

"Property damage" to:

- (1) Property you own, rent or occupy, including any costs or expenses incurred by you, or any other person, organization or entity, for repair, replacement, enhancement, restoration or maintenance of such property for any reason, including prevention of injury to a person or damage to another's property;
- (2) Premises you sell, give away or abandon, if the "property damage" arises out of any part of those premises;
- (3) Property loaned to you;
- (4) Personal property in the care, custody or control of the insured;
- (5) That particular part of real property on which you or any contractors or subcontractors working directly or indirectly on your behalf are performing operations, if the "property damage" arises out of those operations; or
- (6) That particular part of any property that must be restored, repaired or replaced because "your work" was incorrectly performed on it.

Paragraphs (1), (3) and (4) of this exclusion do not apply to "property damage" (other than damage by fire) to premises, including the contents of such premises, rented to you for a period of 7 or fewer consecutive days. A separate Limit of Insurance applies to Damage To Premises Rented To You as described in Section D. - Limits Of Insurance.

Paragraph (2) of this exclusion does not apply if the premises are "your work" and were never occupied, rented or held for rental by you.

Paragraphs (3) and (4) of this exclusion do not apply to the use of elevators.

Paragraphs (3), (4), (5) and (6) of this exclusion do not apply to liability assumed under a sidetrack agreement.

Paragraphs (3) and (4) of this exclusion do not apply to "property damage" to borrowed equipment while not being used to perform operations at a job site.

Paragraph (6) of this exclusion does not apply to "property damage" included in the "products-completed operations hazard".

l. Damage To Your Product

"Property damage" to "your product" arising out of it or any part of it.

m. Damage To Your Work

"Property damage" to "your work" arising out of it or any part of it and included in the "products-completed operations hazard".

This exclusion does not apply if the damaged work or the work out of which the damage arises was performed on your behalf by a subcontractor.

n. Damage To Impaired Property Or Property Not Physically Injured

"Property damage" to "impaired property" or property that has not been physically injured, arising out of:

- (1) A defect, deficiency, inadequacy or dangerous condition in "your product" or "your work"; or
- (2) A delay or failure by you or anyone acting on your behalf to perform a contract or agreement in accordance with its terms.

This exclusion does not apply to the loss of use of other property arising out of sudden and accidental physical injury to "your product" or "your work" after it has been put to its intended use.

BUSINESS LIABILITY COVERAGE FORM

o. Recall Of Products, Work Or Impaired Property

Damages claimed for any loss, cost or expense incurred by you or others for the loss of use, withdrawal, recall, inspection, repair, replacement, adjustment, removal or disposal of:

- (1) "Your product";
- (2) "Your work"; or
- (3) "Impaired property";

if such product, work or property is withdrawn or recalled from the market or from use by any person or organization because of a known or suspected defect, deficiency, inadequacy or dangerous condition in it.

p. Personal And Advertising Injury

"Personal and advertising injury":

- (1) Arising out of oral, written or electronic publication of material, if done by or at the direction of the insured with knowledge of its falsity;
- (2) Arising out of oral, written or electronic publication of material whose first publication took place before the beginning of the policy period;
- (3) Arising out of a criminal act committed by or at the direction of the insured;
- (4) Arising out of any breach of contract, except an implied contract to use another's "advertising idea" in your "advertisement";
- (5) Arising out of the failure of goods, products or services to conform with any statement of quality or performance made in your "advertisement";
- (6) Arising out of the wrong description of the price of goods, products or services;
- (7) Arising out of any violation of any intellectual property rights such as copyright, patent, trademark, trade name, trade secret, service mark or other designation of origin or authenticity.

However, this exclusion does not apply to infringement, in your "advertisement", of

- (a) Copyright;
- (b) Slogan, unless the slogan is also a trademark, trade name, service mark or other designation of origin or authenticity; or

(c) Title of any literary or artistic work;

- (8) Arising out of an offense committed by an insured whose business is:
 - (a) Advertising, broadcasting, publishing or telecasting;
 - (b) Designing or determining content of web sites for others; or
 - (c) An Internet search, access, content or service provider.

However, this exclusion does not apply to Paragraphs **a.**, **b.** and **c.** under the definition of "personal and advertising injury" in Section **G.** – Liability And Medical Expenses Definitions.

For the purposes of this exclusion, placing an "advertisement" for or linking to others on your web site, by itself, is not considered the business of advertising, broadcasting, publishing or telecasting;

- (9) Arising out of an electronic chat room or bulletin board the insured hosts, owns, or over which the insured exercises control;
- (10) Arising out of the unauthorized use of another's name or product in your e-mail address, domain name or metatags, or any other similar tactics to mislead another's potential customers;
- (11) Arising out of the violation of a person's right of privacy created by any state or federal act.

However, this exclusion does not apply to liability for damages that the insured would have in the absence of such state or federal act;

- (12) Arising out of:
 - (a) An "advertisement" for others on your web site;
 - (b) Placing a link to a web site of others on your web site;
 - (c) Content from a web site of others displayed within a frame or border on your web site. Content includes information, code, sounds, text, graphics or images; or
 - (d) Computer code, software or programming used to enable:
 - (i) Your web site; or
 - (ii) The presentation or functionality of an "advertisement" or other content on your web site;

- (13) Arising out of a violation of any anti-trust law;
- (14) Arising out of the fluctuation in price or value of any stocks, bonds or other securities; or
- (15) Arising out of discrimination or humiliation committed by or at the direction of any "executive officer", director, stockholder, partner or member of the insured.

q. Electronic Data

Damages arising out of the loss of, loss of use of, damage to, corruption of, inability to access, or inability to manipulate "electronic data".

r. Employment-Related Practices

"Bodily injury" or "personal and advertising injury" to:

- (1) A person arising out of any:
 - (a) Refusal to employ that person;
 - (b) Termination of that person's employment; or
 - (c) Employment-related practices, policies, acts or omissions, such as coercion, demotion, evaluation, reassignment, discipline, defamation, harassment, humiliation or discrimination directed at that person; or
- (2) The spouse, child, parent, brother or sister of that person as a consequence of "bodily injury" or "personal and advertising injury" to the person at whom any of the employment-related practices described in Paragraphs (a), (b), or (c) above is directed.

This exclusion applies:

- (1) Whether the insured may be liable as an employer or in any other capacity; and
- (2) To any obligation to share damages with or repay someone else who must pay damages because of the injury.

s. Asbestos

- (1) "Bodily injury", "property damage" or "personal and advertising injury" arising out of the "asbestos hazard".
- (2) Any damages, judgments, settlements, loss, costs or expenses that:

- (a) May be awarded or incurred by reason of any claim or suit alleging actual or threatened injury or damage of any nature or kind to persons or property which would not have occurred in whole or in part but for the "asbestos hazard";
- (b) Arise out of any request, demand, order or statutory or regulatory requirement that any insured or others test for, monitor, clean up, remove, encapsulate, contain, treat, detoxify or neutralize or in any way respond to or assess the effects of an "asbestos hazard"; or
- (c) Arise out of any claim or suit for damages because of testing for, monitoring, cleaning up, removing, encapsulating, containing, treating, detoxifying or neutralizing or in any way responding to or assessing the effects of an "asbestos hazard".

t. Violation Of Statutes That Govern E-Mails, Fax, Phone Calls Or Other Methods Of Sending Material Or Information

"Bodily injury", "property damage", or "personal and advertising injury" arising directly or indirectly out of any action or omission that violates or is alleged to violate:

- (1) The Telephone Consumer Protection Act (TCPA), including any amendment of or addition to such law;
- (2) The CAN-SPAM Act of 2003, including any amendment of or addition to such law; or
- (3) Any statute, ordinance or regulation, other than the TCPA or CAN-SPAM Act of 2003, that prohibits or limits the sending, transmitting, communicating or distribution of material or information.

Damage To Premises Rented To You – Exception For Damage By Fire, Lightning or Explosion

Exclusions **c.** through **h.** and **k.** through **o.** do not apply to damage by fire, lightning or explosion to premises rented to you or temporarily occupied by you with permission of the owner. A separate Limit of Insurance applies to this coverage as described in Section **D.** - Liability And Medical Expenses Limits Of Insurance.

BUSINESS LIABILITY COVERAGE FORM

2. Applicable To Medical Expenses Coverage

We will not pay expenses for "bodily injury":

a. Any Insured

To any insured, except "volunteer workers".

b. Hired Person

To a person hired to do work for or on behalf of any insured or a tenant of any insured.

c. Injury On Normally Occupied Premises

To a person injured on that part of premises you own or rent that the person normally occupies.

d. Workers' Compensation And Similar Laws

To a person, whether or not an "employee" of any insured, if benefits for the "bodily injury" are payable or must be provided under a workers' compensation or disability benefits law or a similar law.

e. Athletics Activities

To a person injured while practicing, instructing or participating in any physical exercises or games, sports or athletic contests.

f. Products-Completed Operations Hazard

Included with the "products-completed operations hazard".

g. Business Liability Exclusions

Excluded under Business Liability Coverage.

C. WHO IS AN INSURED

1. If you are designated in the Declarations as:

- a. An individual, you and your spouse are insureds, but only with respect to the conduct of a business of which you are the sole owner.
- b. A partnership or joint venture, you are an insured. Your members, your partners, and their spouses are also insureds, but only with respect to the conduct of your business.
- c. A limited liability company, you are an insured. Your members are also insureds, but only with respect to the conduct of your business. Your managers are insureds, but only with respect to their duties as your managers.
- d. An organization other than a partnership, joint venture or limited liability company, you are an insured. Your "executive officers" and directors are insureds, but only with respect to their duties as your officers or directors. Your stockholders are also insureds, but only with respect to their liability as stockholders.

e. A trust, you are an insured. Your trustees are also insureds, but only with respect to their duties as trustees.

2. Each of the following is also an insured:

a. Employees And Volunteer Workers

Your "volunteer workers" only while performing duties related to the conduct of your business, or your "employees", other than either your "executive officers" (if you are an organization other than a partnership, joint venture or limited liability company) or your managers (if you are a limited liability company), but only for acts within the scope of their employment by you or while performing duties related to the conduct of your business.

However, none of these "employees" or "volunteer workers" are insureds for:

(1) "Bodily injury" or "personal and advertising injury":

(a) To you, to your partners or members (if you are a partnership or joint venture), to your members (if you are a limited liability company), or to a co-"employee" while in the course of his or her employment or performing duties related to the conduct of your business, or to your other "volunteer workers" while performing duties related to the conduct of your business;

(b) To the spouse, child, parent, brother or sister of that co-"employee" or that "volunteer worker" as a consequence of Paragraph (1)(a) above;

(c) For which there is any obligation to share damages with or repay someone else who must pay damages because of the injury described in Paragraphs (1)(a) or (b) above; or

(d) Arising out of his or her providing or failing to provide professional health care services.

If you are not in the business of providing professional health care services, Paragraph (d) does not apply to any nurse, emergency medical technician or paramedic employed by you to provide such services.

(2) "Property damage" to property:

(a) Owned, occupied or used by,

(b) Rented to, in the care, custody or control of, or over which physical control is being exercised for any purpose by you, any of your "employees", "volunteer workers", any partner or member (if you are a partnership or joint venture), or any member (if you are a limited liability company).

b. Real Estate Manager

Any person (other than your "employee" or "volunteer worker"), or any organization while acting as your real estate manager.

c. Temporary Custodians Of Your Property

Any person or organization having proper temporary custody of your property if you die, but only:

- (1) With respect to liability arising out of the maintenance or use of that property; and
- (2) Until your legal representative has been appointed.

d. Legal Representative If You Die

Your legal representative if you die, but only with respect to duties as such. That representative will have all your rights and duties under this insurance.

e. Unnamed Subsidiary

Any subsidiary and subsidiary thereof, of yours which is a legally incorporated entity of which you own a financial interest of more than 50% of the voting stock on the effective date of this Coverage Part.

The insurance afforded herein for any subsidiary not shown in the Declarations as a named insured does not apply to injury or damage with respect to which an insured under this insurance is also an insured under another policy or would be an insured under such policy but for its termination or upon the exhaustion of its limits of insurance.

3. Newly Acquired Or Formed Organization

Any organization you newly acquire or form, other than a partnership, joint venture or limited liability company, and over which you maintain financial interest of more than 50% of the voting stock, will qualify as a Named Insured if there is no other similar insurance available to that organization. However:

- a. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier; and

b. Coverage under this provision does not apply to:

- (1) "Bodily injury" or "property damage" that occurred; or
- (2) "Personal and advertising injury" arising out of an offense committed before you acquired or formed the organization.

4. Operator Of Mobile Equipment

With respect to "mobile equipment" registered in your name under any motor vehicle registration law, any person is an insured while driving such equipment along a public highway with your permission. Any other person or organization responsible for the conduct of such person is also an insured, but only with respect to liability arising out of the operation of the equipment, and only if no other insurance of any kind is available to that person or organization for this liability. However, no person or organization is an insured with respect to:

- a. "Bodily injury" to a co-"employee" of the person driving the equipment; or
- b. "Property damage" to property owned by, rented to, in the charge of or occupied by you or the employer of any person who is an insured under this provision.

5. Operator of Nonowned Watercraft

With respect to watercraft you do not own that is less than 51 feet long and is not being used to carry persons for a charge, any person is an insured while operating such watercraft with your permission. Any other person or organization responsible for the conduct of such person is also an insured, but only with respect to liability arising out of the operation of the watercraft, and only if no other insurance of any kind is available to that person or organization for this liability.

However, no person or organization is an insured with respect to:

- a. "Bodily injury" to a co-"employee" of the person operating the watercraft; or
- b. "Property damage" to property owned by, rented to, in the charge of or occupied by you or the employer of any person who is an insured under this provision.

6. Additional Insureds When Required By Written Contract, Written Agreement Or Permit

The person(s) or organization(s) identified in Paragraphs a. through f. below are additional insureds when you have agreed, in a written

BUSINESS LIABILITY COVERAGE FORM

contract, written agreement or because of a permit issued by a state or political subdivision, that such person or organization be added as an additional insured on your policy, provided the injury or damage occurs subsequent to the execution of the contract or agreement, or the issuance of the permit.

A person or organization is an additional insured under this provision only for that period of time required by the contract, agreement or permit.

However, no such person or organization is an additional insured under this provision if such person or organization is included as an additional insured by an endorsement issued by us and made a part of this Coverage Part, including all persons or organizations added as additional insureds under the specific additional insured coverage grants in Section F. – Optional Additional Insured Coverages.

a. Vendors

Any person(s) or organization(s) (referred to below as vendor), but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business and only if this Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".

- (1) The insurance afforded to the vendor is subject to the following additional exclusions:

This insurance does not apply to:

- (a) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
- (b) Any express warranty unauthorized by you;
- (c) Any physical or chemical change in the product made intentionally by the vendor;
- (d) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;

(e) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;

(f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

(g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or

(h) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

(i) The exceptions contained in Subparagraphs (d) or (f); or

(ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

- (2) This insurance does not apply to any insured person or organization from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

b. Lessors Of Equipment

- (1) Any person or organization from whom you lease equipment; but only with respect to their liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

- (2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after you cease to lease that equipment.

c. Lessors Of Land Or Premises

- (1) Any person or organization from whom you lease land or premises, but only with respect to liability arising out of the ownership, maintenance or use of that part of the land or premises leased to you.
- (2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to:
 - (a) Any "occurrence" which takes place after you cease to lease that land or be a tenant in that premises; or
 - (b) Structural alterations, new construction or demolition operations performed by or on behalf of such person or organization.

d. Architects, Engineers Or Surveyors

- (1) Any architect, engineer, or surveyor, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
 - (a) In connection with your premises; or
 - (b) In the performance of your ongoing operations performed by you or on your behalf.
- (2) With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:
 This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of or the failure to render any professional services by or for you, including:
 - (a) The preparing, approving, or failure to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or
 - (b) Supervisory, inspection, architectural or engineering activities.

e. Permits Issued By State Or Political Subdivisions

- (1) Any state or political subdivision, but only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.
- (2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to:
 - (a) "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
 - (b) "Bodily injury" or "property damage" included within the "products-completed operations hazard".

f. Any Other Party

- (1) Any other person or organization who is not an insured under Paragraphs **a.** through **e.** above, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
 - (a) In the performance of your ongoing operations;
 - (b) In connection with your premises owned by or rented to you; or
 - (c) In connection with "your work" and included within the "products-completed operations hazard", but only if
 - (i) The written contract or written agreement requires you to provide such coverage to such additional insured; and
 - (ii) This Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".
- (2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to:
 "Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

BUSINESS LIABILITY COVERAGE FORM

- (a) The preparing, approving, or failure to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or
- (b) Supervisory, inspection, architectural or engineering activities.

The limits of insurance that apply to additional insureds are described in Section **D. – Limits Of Insurance**.

How this insurance applies when other insurance is available to an additional insured is described in the Other Insurance Condition in Section **E. – Liability And Medical Expenses General Conditions**.

No person or organization is an insured with respect to the conduct of any current or past partnership, joint venture or limited liability company that is not shown as a Named Insured in the Declarations.

D. LIABILITY AND MEDICAL EXPENSES LIMITS OF INSURANCE

1. The Most We Will Pay

The Limits of Insurance shown in the Declarations and the rules below fix the most we will pay regardless of the number of:

- a. Insureds;
- b. Claims made or "suits" brought; or
- c. Persons or organizations making claims or bringing "suits".

2. Aggregate Limits

The most we will pay for:

- a. Damages because of "bodily injury" and "property damage" included in the "products-completed operations hazard" is the Products-Completed Operations Aggregate Limit shown in the Declarations.
- b. Damages because of all other "bodily injury", "property damage" or "personal and advertising injury", including medical expenses, is the General Aggregate Limit shown in the Declarations.

This General Aggregate Limit applies separately to each of your "locations" owned by or rented to you.

"Location" means premises involving the same or connecting lots, or premises whose connection is interrupted only by a street, roadway or right-of-way of a railroad.

This General Aggregate limit does not apply to "property damage" to premises while rented to you or temporarily occupied by you with permission of the owner, arising out of fire, lightning or explosion.

3. Each Occurrence Limit

Subject to **2.a.** or **2.b.** above, whichever applies, the most we will pay for the sum of all damages because of all "bodily injury", "property damage" and medical expenses arising out of any one "occurrence" is the Liability and Medical Expenses Limit shown in the Declarations.

The most we will pay for all medical expenses because of "bodily injury" sustained by any one person is the Medical Expenses Limit shown in the Declarations.

4. Personal And Advertising Injury Limit

Subject to **2.b.** above, the most we will pay for the sum of all damages because of all "personal and advertising injury" sustained by any one person or organization is the Personal and Advertising Injury Limit shown in the Declarations.

5. Damage To Premises Rented To You Limit

The Damage To Premises Rented To You Limit is the most we will pay under Business Liability Coverage for damages because of "property damage" to any one premises, while rented to you, or in the case of damage by fire, lightning or explosion, while rented to you or temporarily occupied by you with permission of the owner.

In the case of damage by fire, lightning or explosion, the Damage to Premises Rented To You Limit applies to all damage proximately caused by the same event, whether such damage results from fire, lightning or explosion or any combination of these.

6. How Limits Apply To Additional Insureds

The most we will pay on behalf of a person or organization who is an additional insured under this Coverage Part is the lesser of:

- a. The limits of insurance specified in a written contract, written agreement or permit issued by a state or political subdivision; or
- b. The Limits of Insurance shown in the Declarations.

Such amount shall be a part of and not in addition to the Limits of Insurance shown in the Declarations and described in this Section.

If more than one limit of insurance under this policy and any endorsements attached thereto applies to any claim or "suit", the most we will pay under this policy and the endorsements is the single highest limit of liability of all coverages applicable to such claim or "suit". However, this paragraph does not apply to the Medical Expenses limit set forth in Paragraph 3. above.

The Limits of Insurance of this Coverage Part apply separately to each consecutive annual period and to any remaining period of less than 12 months, starting with the beginning of the policy period shown in the Declarations, unless the policy period is extended after issuance for an additional period of less than 12 months. In that case, the additional period will be deemed part of the last preceding period for purposes of determining the Limits of Insurance.

E. LIABILITY AND MEDICAL EXPENSES GENERAL CONDITIONS

1. Bankruptcy

Bankruptcy or insolvency of the insured or of the insured's estate will not relieve us of our obligations under this Coverage Part.

2. Duties In The Event Of Occurrence, Offense, Claim Or Suit

a. Notice Of Occurrence Or Offense

You or any additional insured must see to it that we are notified as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, notice should include:

- (1) How, when and where the "occurrence" or offense took place;
- (2) The names and addresses of any injured persons and witnesses; and
- (3) The nature and location of any injury or damage arising out of the "occurrence" or offense.

b. Notice Of Claim

If a claim is made or "suit" is brought against any insured, you or any additional insured must:

- (1) Immediately record the specifics of the claim or "suit" and the date received; and
- (2) Notify us as soon as practicable.

You or any additional insured must see to it that we receive a written notice of the claim or "suit" as soon as practicable.

c. Assistance And Cooperation Of The Insured

You and any other involved insured must:

- (1) Immediately send us copies of any demands, notices, summonses or legal papers received in connection with the claim or "suit";
- (2) Authorize us to obtain records and other information;
- (3) Cooperate with us in the investigation, settlement of the claim or defense against the "suit"; and
- (4) Assist us, upon our request, in the enforcement of any right against any person or organization that may be liable to the insured because of injury or damage to which this insurance may also apply.

d. Obligations At The Insured's Own Cost

No insured will, except at that insured's own cost, voluntarily make a payment, assume any obligation, or incur any expense, other than for first aid, without our consent.

e. Additional Insured's Other Insurance

If we cover a claim or "suit" under this Coverage Part that may also be covered by other insurance available to an additional insured, such additional insured must submit such claim or "suit" to the other insurer for defense and indemnity.

However, this provision does not apply to the extent that you have agreed in a written contract, written agreement or permit that this insurance is primary and non-contributory with the additional insured's own insurance.

f. Knowledge Of An Occurrence, Offense, Claim Or Suit

Paragraphs a. and b. apply to you or to any additional insured only when such "occurrence", offense, claim or "suit" is known to:

- (1) You or any additional insured that is an individual;
- (2) Any partner, if you or an additional insured is a partnership;
- (3) Any manager, if you or an additional insured is a limited liability company;
- (4) Any "executive officer" or insurance manager, if you or an additional insured is a corporation;
- (5) Any trustee, if you or an additional insured is a trust; or
- (6) Any elected or appointed official, if you or an additional insured is a political subdivision or public entity.

BUSINESS LIABILITY COVERAGE FORM

This Paragraph **f.** applies separately to you and any additional insured.

3. Financial Responsibility Laws

- a. When this policy is certified as proof of financial responsibility for the future under the provisions of any motor vehicle financial responsibility law, the insurance provided by the policy for "bodily injury" liability and "property damage" liability will comply with the provisions of the law to the extent of the coverage and limits of insurance required by that law.
- b. With respect to "mobile equipment" to which this insurance applies, we will provide any liability, uninsured motorists, underinsured motorists, no-fault or other coverage required by any motor vehicle law. We will provide the required limits for those coverages.

4. Legal Action Against Us

No person or organization has a right under this Coverage Form:

- a. To join us as a party or otherwise bring us into a "suit" asking for damages from an insured; or
- b. To sue us on this Coverage Form unless all of its terms have been fully complied with.

A person or organization may sue us to recover on an agreed settlement or on a final judgment against an insured; but we will not be liable for damages that are not payable under the terms of this insurance or that are in excess of the applicable limit of insurance. An agreed settlement means a settlement and release of liability signed by us, the insured and the claimant or the claimant's legal representative.

5. Separation Of Insureds

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this policy to the first Named Insured, this insurance applies:

- a. As if each Named Insured were the only Named Insured; and
- b. Separately to each insured against whom a claim is made or "suit" is brought.

6. Representations

a. When You Accept This Policy

By accepting this policy, you agree:

- (1) The statements in the Declarations are accurate and complete;
- (2) Those statements are based upon representations you made to us; and

- (3) We have issued this policy in reliance upon your representations.

b. Unintentional Failure To Disclose Hazards

If unintentionally you should fail to disclose all hazards relating to the conduct of your business at the inception date of this Coverage Part, we shall not deny any coverage under this Coverage Part because of such failure.

7. Other Insurance

If other valid and collectible insurance is available for a loss we cover under this Coverage Part, our obligations are limited as follows:

a. Primary Insurance

This insurance is primary except when **b.** below applies. If other insurance is also primary, we will share with all that other insurance by the method described in **c.** below.

b. Excess Insurance

This insurance is excess over any of the other insurance, whether primary, excess, contingent or on any other basis:

(1) Your Work

That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";

(2) Premises Rented To You

That is fire, lightning or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;

(3) Tenant Liability

That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises rented to you or temporarily occupied by you with permission of the owner;

(4) Aircraft, Auto Or Watercraft

If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion **g.** of Section **A.** – Coverages.

(5) Property Damage To Borrowed Equipment Or Use Of Elevators

If the loss arises out of "property damage" to borrowed equipment or the use of elevators to the extent not subject to Exclusion **k.** of Section **A.** – Coverages.

(6) When You Are Added As An Additional Insured To Other Insurance

That is other insurance available to you covering liability for damages arising out of the premises or operations, or products and completed operations, for which you have been added as an additional insured by that insurance; or

(7) When You Add Others As An Additional Insured To This Insurance

That is other insurance available to an additional insured.

However, the following provisions apply to other insurance available to any person or organization who is an additional insured under this Coverage Part:

(a) Primary Insurance When Required By Contract

This insurance is primary if you have agreed in a written contract, written agreement or permit that this insurance be primary. If other insurance is also primary, we will share with all that other insurance by the method described in **c.** below.

(b) Primary And Non-Contributory To Other Insurance When Required By Contract

If you have agreed in a written contract, written agreement or permit that this insurance is primary and non-contributory with the additional insured's own insurance, this insurance is primary and we will not seek contribution from that other insurance.

Paragraphs **(a)** and **(b)** do not apply to other insurance to which the additional insured has been added as an additional insured.

When this insurance is excess, we will have no duty under this Coverage Part to defend the insured against any "suit" if any other insurer has a duty to defend the insured against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against all those other insurers.

When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:

- (1)** The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
- (2)** The total of all deductible and self-insured amounts under all that other insurance.

We will share the remaining loss, if any, with any other insurance that is not described in this Excess Insurance provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

c. Method Of Sharing

If all the other insurance permits contribution by equal shares, we will follow this method also. Under this approach, each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

8. Transfer Of Rights Of Recovery Against Others To Us

a. Transfer Of Rights Of Recovery

If the insured has rights to recover all or part of any payment, including Supplementary Payments, we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them. This condition does not apply to Medical Expenses Coverage.

b. Waiver Of Rights Of Recovery (Waiver Of Subrogation)

If the insured has waived any rights of recovery against any person or organization for all or part of any payment, including Supplementary Payments, we have made under this Coverage Part, we also waive that right, provided the insured waived their rights of recovery against such person or organization in a contract, agreement or permit that was executed prior to the injury or damage.

F. OPTIONAL ADDITIONAL INSURED COVERAGES

If listed or shown as applicable in the Declarations, one or more of the following Optional Additional Insured Coverages also apply. When any of these Optional Additional Insured Coverages apply, Paragraph 6. (Additional Insureds When Required by Written Contract, Written Agreement or Permit) of Section C., Who Is An Insured, does not apply to the person or organization shown in the Declarations. These coverages are subject to the terms and conditions applicable to Business Liability Coverage in this policy, except as provided below:

1. Additional Insured - Designated Person Or Organization

WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- a. In the performance of your ongoing operations; or
- b. In connection with your premises owned by or rented to you.

2. Additional Insured - Managers Or Lessors Of Premises

a. WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations as an Additional Insured - Designated Person Or Organization; but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Declarations.

b. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

- (1) Any "occurrence" which takes place after you cease to be a tenant in that premises; or
- (2) Structural alterations, new construction or demolition operations performed by or on behalf of such person or organization.

3. Additional Insured - Grantor Of Franchise

WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations as an Additional Insured - Grantor Of Franchise, but only with respect to their liability as grantor of franchise to you.

4. Additional Insured - Lessor Of Leased Equipment

a. WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations as an Additional Insured - Lessor of Leased Equipment, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person(s) or organization(s).

b. With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after you cease to lease that equipment.

5. Additional Insured - Owners Or Other Interests From Whom Land Has Been Leased

a. WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations as an Additional Insured - Owners Or Other Interests From Whom Land Has Been Leased, but only with respect to liability arising out of the ownership, maintenance or use of that part of the land leased to you and shown in the Declarations.

b. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

- (1) Any "occurrence" that takes place after you cease to lease that land; or
- (2) Structural alterations, new construction or demolition operations performed by or on behalf of such person or organization.

6. Additional Insured - State Or Political Subdivision - Permits

a. WHO IS AN INSURED under Section C. is amended to include as an additional insured the state or political subdivision shown in the Declarations as an Additional

Insured – State Or Political Subdivision - Permits, but only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.

- b. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

- (1) "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
- (2) "Bodily injury" or "property damage" included in the "product-completed operations" hazard.

7. Additional Insured – Vendors

- a. WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or organization(s) (referred to below as vendor) shown in the Declarations as an Additional Insured - Vendor, but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business and only if this Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".
- b. The insurance afforded to the vendor is subject to the following additional exclusions:

- (1) This insurance does not apply to:
 - (a) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
 - (b) Any express warranty unauthorized by you;
 - (c) Any physical or chemical change in the product made intentionally by the vendor;
 - (d) Repackaging, unless unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;

- (e) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;

- (f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

- (g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or

- (h) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

- (i) The exceptions contained in Subparagraphs (d) or (f); or

- (ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

- (2) This insurance does not apply to any insured person or organization from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

8. Additional Insured – Controlling Interest

WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations as an Additional Insured – Controlling Interest, but only with respect to their liability arising out of:

- a. Their financial control of you; or
- b. Premises they own, maintain or control while you lease or occupy these premises.

BUSINESS LIABILITY COVERAGE FORM

This insurance does not apply to structural alterations, new construction and demolition operations performed by or for that person or organization.

9. Additional Insured – Owners, Lessees Or Contractors – Scheduled Person Or Organization

a. WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations as an Additional Insured – Owner, Lessees Or Contractors, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- (1) In the performance of your ongoing operations for the additional insured(s); or
- (2) In connection with "your work" performed for that additional insured and included within the "products-completed operations hazard", but only if this Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".

b. With respect to the insurance afforded to these additional insureds, this insurance does not apply to "bodily injury", "property damage" or "personal an advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

- (1) The preparing, approving, or failure to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or
- (2) Supervisory, inspection, architectural or engineering activities.

10. Additional Insured – Co-Owner Of Insured Premises

WHO IS AN INSURED under Section C. is amended to include as an additional insured the person(s) or Organization(s) shown in the Declarations as an Additional Insured – Co-Owner Of Insured Premises, but only with respect to their liability as co-owner of the premises shown in the Declarations.

The limits of insurance that apply to additional insureds are described in Section D. – Limits Of Insurance.

How this insurance applies when other insurance is available to an additional insured is described in the Other Insurance Condition in Section E. – Liability And Medical Expenses General Conditions.

G. LIABILITY AND MEDICAL EXPENSES DEFINITIONS

1. "Advertisement" means the widespread public dissemination of information or images that has the purpose of inducing the sale of goods, products or services through:

- a. (1) Radio;
- (2) Television;
- (3) Billboard;
- (4) Magazine;
- (5) Newspaper;

b. The Internet, but only that part of a web site that is about goods, products or services for the purposes of inducing the sale of goods, products or services; or

c. Any other publication that is given widespread public distribution.

However, "advertisement" does not include:

- a. The design, printed material, information or images contained in, on or upon the packaging or labeling of any goods or products; or
- b. An interactive conversation between or among persons through a computer network.

2. "Advertising idea" means any idea for an "advertisement".

3. "Asbestos hazard" means an exposure or threat of exposure to the actual or alleged properties of asbestos and includes the mere presence of asbestos in any form.

4. "Auto" means a land motor vehicle, trailer or semi-trailer designed for travel on public roads, including any attached machinery or equipment. But "auto" does not include "mobile equipment".

5. "Bodily injury" means physical:

- a. Injury;
- b. Sickness; or
- c. Disease

sustained by a person and, if arising out of the above, mental anguish or death at any time.

6. "Coverage territory" means:

- a. The United States of America (including its territories and possessions), Puerto Rico and Canada;
- b. International waters or airspace, but only if the injury or damage occurs in the course of travel or transportation between any places included in **a.** above;
- c. All other parts of the world if the injury or damage arises out of:
 - (1) Goods or products made or sold by you in the territory described in **a.** above;
 - (2) The activities of a person whose home is in the territory described in **a.** above, but is away for a short time on your business; or
 - (3) "Personal and advertising injury" offenses that take place through the Internet or similar electronic means of communication

provided the insured's responsibility to pay damages is determined in the United States of America (including its territories and possessions), Puerto Rico or Canada, in a "suit" on the merits according to the substantive law in such territory, or in a settlement we agree to.

- 7. "Electronic data" means information, facts or programs:
 - a. Stored as or on;
 - b. Created or used on; or
 - c. Transmitted to or from computer software, including systems and applications software, hard or floppy disks, CD-ROMS, tapes, drives, cells, data processing devices or any other media which are used with electronically controlled equipment.
- 8. "Employee" includes a "leased worker". "Employee" does not include a "temporary worker".
- 9. "Executive officer" means a person holding any of the officer positions created by your charter, constitution, by-laws or any other similar governing document.
- 10. "Hostile fire" means one which becomes uncontrollable or breaks out from where it was intended to be.
- 11. "Impaired property" means tangible property, other than "your product" or "your work", that cannot be used or is less useful because:
 - a. It incorporates "your product" or "your work" that is known or thought to be defective, deficient, inadequate or dangerous; or

- b. You have failed to fulfill the terms of a contract or agreement;

if such property can be restored to use by:

- a. The repair, replacement, adjustment or removal of "your product" or "your work"; or
- b. Your fulfilling the terms of the contract or agreement.

12. "Insured contract" means:

- a. A contract for a lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for damage by fire, lightning or explosion to premises while rented to you or temporarily occupied by you with permission of the owner is subject to the Damage To Premises Rented To You limit described in Section **D.** – Liability and Medical Expenses Limits of Insurance.
- b. A sidetrack agreement;
- c. Any easement or license agreement, including an easement or license agreement in connection with construction or demolition operations on or within 50 feet of a railroad;
- d. Any obligation, as required by ordinance, to indemnify a municipality, except in connection with work for a municipality;
- e. An elevator maintenance agreement; or
- f. That part of any other contract or agreement pertaining to your business (including an indemnification of a municipality in connection with work performed for a municipality) under which you assume the tort liability of another party to pay for "bodily injury" or "property damage" to a third person or organization, provided the "bodily injury" or "property damage" is caused, in whole or in part, by you or by those acting on your behalf. Tort liability means a liability that would be imposed by law in the absence of any contract or agreement.

Paragraph **f.** includes that part of any contract or agreement that indemnifies a railroad for "bodily injury" or "property damage" arising out of construction or demolition operations within 50 feet of any railroad property and affecting any railroad bridge or trestle, tracks, road-beds, tunnel, underpass or crossing.

However, Paragraph **f.** does not include that part of any contract or agreement:

BUSINESS LIABILITY COVERAGE FORM

- (1) That indemnifies an architect, engineer or surveyor for injury or damage arising out of:
 - (a) Preparing, approving or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or
 - (b) Giving directions or instructions, or failing to give them, if that is the primary cause of the injury or damage; or
 - (2) Under which the insured, if an architect, engineer or surveyor, assumes liability for an injury or damage arising out of the insured's rendering or failure to render professional services, including those listed in (1) above and supervisory, inspection, architectural or engineering activities.
13. "Leased worker" means a person leased to you by a labor leasing firm under an agreement between you and the labor leasing firm, to perform duties related to the conduct of your business. "Leased worker" does not include a "temporary worker".
14. "Loading or unloading" means the handling of property:
 - a. After it is moved from the place where it is accepted for movement into or onto an aircraft, watercraft or "auto";
 - b. While it is in or on an aircraft, watercraft or "auto"; or
 - c. While it is being moved from an aircraft, watercraft or "auto" to the place where it is finally delivered;but "loading or unloading" does not include the movement of property by means of a mechanical device, other than a hand truck, that is not attached to the aircraft, watercraft or "auto".
15. "Mobile equipment" means any of the following types of land vehicles, including any attached machinery or equipment:
 - a. Bulldozers, farm machinery, forklifts and other vehicles designed for use principally off public roads;
 - b. Vehicles maintained for use solely on or next to premises you own or rent;
 - c. Vehicles that travel on crawler treads;
 - d. Vehicles, whether self-propelled or not, on which are permanently mounted:
 - (1) Power cranes, shovels, loaders, diggers or drills; or
 - (2) Road construction or resurfacing equipment such as graders, scrapers or rollers;
- e. Vehicles not described in a., b., c., or d. above that are not self-propelled and are maintained primarily to provide mobility to permanently attached equipment of the following types:
 - (1) Air compressors, pumps and generators, including spraying, welding, building cleaning, geophysical exploration, lighting and well servicing equipment; or
 - (2) Cherry pickers and similar devices used to raise or lower workers;
- f. Vehicles not described in a., b., c., or d. above maintained primarily for purposes other than the transportation of persons or cargo.

However, self-propelled vehicles with the following types of permanently attached equipment are not "mobile equipment" but will be considered "autos":

 - (1) Equipment, of at least 1,000 pounds gross vehicle weight, designed primarily for:
 - (a) Snow removal;
 - (b) Road maintenance, but not construction or resurfacing; or
 - (c) Street cleaning;
 - (2) Cherry pickers and similar devices mounted on automobile or truck chassis and used to raise or lower workers; and
 - (3) Air compressors, pumps and generators, including spraying, welding, building cleaning, geophysical exploration, lighting and well servicing equipment.
16. "Occurrence" means an accident, including continuous or repeated exposure to substantially the same general harmful conditions.
17. "Personal and advertising injury" means injury, including consequential "bodily injury", arising out of one or more of the following offenses:
 - a. False arrest, detention or imprisonment;
 - b. Malicious prosecution;

BUSINESS LIABILITY COVERAGE FORM

- c. The wrongful eviction from, wrongful entry into, or invasion of the right of private occupancy of a room, dwelling or premises that the person occupies, committed by or on behalf of its owner, landlord or lessor;
 - d. Oral, written or electronic publication of material that slanders or libels a person or organization or disparages a person's or organization's goods, products or services;
 - e. Oral, written or electronic publication of material that violates a person's right of privacy;
 - f. Copying, in your "advertisement", a person's or organization's "advertising idea" or style of "advertisement";
 - g. Infringement of copyright, slogan, or title of any literary or artistic work, in your "advertisement"; or
 - h. Discrimination or humiliation that results in injury to the feelings or reputation of a natural person.
- 18.** "Pollutants" means any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, fumes, acids, alkalis, chemicals and waste. Waste includes materials to be recycled, reconditioned or reclaimed.
- 19.** "Products-completed operations hazard";
- a. Includes all "bodily injury" and "property damage" occurring away from premises you own or rent and arising out of "your product" or "your work" except:
 - (1) Products that are still in your physical possession; or
 - (2) Work that has not yet been completed or abandoned. However, "your work" will be deemed to be completed at the earliest of the following times:
 - (a) When all of the work called for in your contract has been completed.
 - (b) When all of the work to be done at the job site has been completed if your contract calls for work at more than one job site.
 - (c) When that part of the work done at a job site has been put to its intended use by any person or organization other than another contractor or subcontractor working on the same project.
- Work that may need service, maintenance, correction, repair or replacement, but which is otherwise complete, will be treated as completed.
- The "bodily injury" or "property damage" must occur away from premises you own or rent, unless your business includes the selling, handling or distribution of "your product" for consumption on premises you own or rent.
- b. Does not include "bodily injury" or "property damage" arising out of:
 - (1) The transportation of property, unless the injury or damage arises out of a condition in or on a vehicle not owned or operated by you, and that condition was created by the "loading or unloading" of that vehicle by any insured; or
 - (2) The existence of tools, uninstalled equipment or abandoned or unused materials.
- 20.** "Property damage" means:
- a. Physical injury to tangible property, including all resulting loss of use of that property. All such loss of use shall be deemed to occur at the time of the physical injury that caused it; or
 - b. Loss of use of tangible property that is not physically injured. All such loss of use shall be deemed to occur at the time of "occurrence" that caused it.
- As used in this definition, "electronic data" is not tangible property.
- 21.** "Suit" means a civil proceeding in which damages because of "bodily injury", "property damage" or "personal and advertising injury" to which this insurance applies are alleged. "Suit" includes:
- a. An arbitration proceeding in which such damages are claimed and to which the insured must submit or does submit with our consent; or
 - b. Any other alternative dispute resolution proceeding in which such damages are claimed and to which the insured submits with our consent.
- 22.** "Temporary worker" means a person who is furnished to you to substitute for a permanent "employee" on leave or to meet seasonal or short-term workload conditions.
- 23.** "Volunteer worker" means a person who:
- a. Is not your "employee";

BUSINESS LIABILITY COVERAGE FORM

- b. Donates his or her work;
 - c. Acts at the direction of and within the scope of duties determined by you; and
 - d. Is not paid a fee, salary or other compensation by you or anyone else for their work performed for you.
- 24. "Your product":**
- a. Means:
 - (1) Any goods or products, other than real property, manufactured, sold, handled, distributed or disposed of by:
 - (a) You;
 - (b) Others trading under your name; or
 - (c) A person or organization whose business or assets you have acquired; and
 - (2) Containers (other than vehicles), materials, parts or equipment furnished in connection with such goods or products.
 - b. Includes:
 - (1) Warranties or representations made at any time with respect to the fitness, quality, durability, performance or use of "your product"; and

- (2) The providing of or failure to provide warnings or instructions.
 - c. Does not include vending machines or other property rented to or located for the use of others but not sold.
- 25. "Your work":**
- a. Means:
 - (1) Work or operations performed by you or on your behalf; and
 - (2) Materials, parts or equipment furnished in connection with such work or operations.
 - b. Includes:
 - (1) Warranties or representations made at any time with respect to the fitness, quality, durability, performance or use of "your work"; and
 - (2) The providing of or failure to provide warnings or instructions.



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

NOTICE OF CANCELLATION TO CERTIFICATE HOLDER(S)

This policy is subject to the following additional Conditions:

- A. If this policy is cancelled by the Company, other than for non-payment of premium, notice of such cancellation will be provided at least thirty (30) days in advance of the cancellation effective date to the certificate holder(s) with mailing addresses on file with the agent of record or the Company.
- B. If this policy is cancelled by the company for non-payment of premium, or by the insured, notice of such cancellation will be provided within ten (10) days of the cancellation effective date to the certificate holder(s) with mailing addresses on file with the agent of record or the Company.
- If notice is mailed, proof of mailing to the last known mailing address of the certificate holder(s) on file with the agent of record or the Company will be sufficient proof of notice.
- Any notification rights provided by this endorsement apply only to active certificate holder(s) who were issued a certificate of insurance applicable to this policy's term.
- Failure to provide such notice to the certificate holder(s) will not amend or extend the date the cancellation becomes effective, nor will it negate cancellation of the policy. Failure to send notice shall impose no liability of any kind upon the Company or its agents or representatives.