



CITY COUNCIL AGENDA ITEM

Date: January 24, 2022

To: Mark Miller, City Manager



From: Robert J. Bruner, Assistant City Manager
Rob Maleszyk, Chief Financial Officer
Lisa Burnham, Controller
Kurt Bovensiepe, Public Works Director
Dennis Trantham, Facilities and Grounds Operations Manager
Emily Dumas, Library Director
Phillip Kwik, Assistant Library Director
Emily Frontera, Purchasing Manager

Subject: Bid Waiver – Troy Public Library Youth Area Renovation Architectural Services

History

- The Youth Services Department of the Troy Public Library is located in what used to be the entire original Library, built in 1971. The Department was expanded to its current size when the Library addition was built in 1984.
- The Department is a busy, well-used and highly-trafficked space that serves children, birth through 13 years, their accompanying adults, and adults who work with children.
- The Youth Department area is approximately 9,500 square feet. The area houses 94,000 physical print and audiovisual items for children, on approximately 3,700 linear feet of shelving. It also houses a technology farm and a technology center for children. In addition, the department provides youth reference assistance and homework help; study and collaborative space; casual reading areas; social, cognitive, and creative play opportunities for children 0-5 years; and space to accommodate small programs.
- Unfortunately, most of the furnishings in the area are not suitable for children. Many of the tables and chairs are 20-35 years old, and were originally part of the Adult Services Department. All the furniture shows significant wear-and-tear from years of heavy use, and were not designed for young people. In addition, the area is not suited for current user demands.
- Over the last five years, the Library has undertaken several projects to improve the Youth Services area: The Story and Craft Rooms within the department were renovated with donated funds; new signs were installed; the skylights were replaced; the carpet; and a glass board and comfortable chairs were added with funds derived from the Troy Library Endowment Fund.
- However, today, pressures on the Youth Services Department and the space it occupies continue to grow. Evolving educational standards have increased demand for flexible and collaborative spaces, while the public increasingly recognizes that play opportunities are beneficial to young children, resulting in demand for these types of public spaces. All the while, requests for quiet space for reading and study are also increasing.



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History (continued)

- In order to best meet the needs of the youth of the City of Troy, their parents, caregivers, and teachers, the Library's Youth area needs to be redesigned for the 21st Century into a more modern and inviting space.
- On January 28, 2019, Troy City Council awarded a contract to Integrated Design Solutions (IDS) of Troy, MI to create a conceptual design for the Youth Department area of the Troy Library, as a result of a best value process, in accordance with RFP-COT 18-03. (Resolution #2019-01-011-J-4b)
- IDS delivered a conceptual design for the Youth area in June, 2019, on time and on budget.
- During the 2020 pandemic closing, plans for the renovation of the Youth area were put on hold.
- In July 2021, with both a new Director and a new head of Youth Services, the Library hired IDS to revise the conceptual design for the Youth area.
- In September 2021, IDS delivered a revised conceptual design for the Youth area, on time and on budget. (Attachment A)
- At this point, the Library wants to move forward to the next phase of this project. The Library is requesting that the City hire a firm to develop design and construction bid documents, and to administer the construction of the renovation of the Library's Youth Services Department.
- The renovation project is intended to be completed in FY2023.

Purchasing

- On December 17, 2021, IDS submitted a proposal to the City for design development documents, construction documents, and construction administration of the Youth Department area renovation for an estimated amount of \$107,747.51.
- The company has performed well, and has developed a strong working relationship with Library staff. IDS has developed an innovative design for the space, which meets the needs of the Library. To preserve the continuity of the Youth Area design, it is in the best interest of the City to waive the bid process and approve a contract with *Integrated Design Solutions of Troy, MI* for the development of the design documents, construction documents and construction administration.
- This project is expected to start in FY2022, and be completed in FY2023.
- The cost of the IDS services is broken down as follows:

Design Development	\$29,324.25
Construction Documents	\$43,986.38
Construction Administration	\$24,436.88
Reimbursable Expenses	\$10,000.00
10% Contingency fee	<u>\$10,774.75</u>

Total Project Cost \$118,522.26

Financial

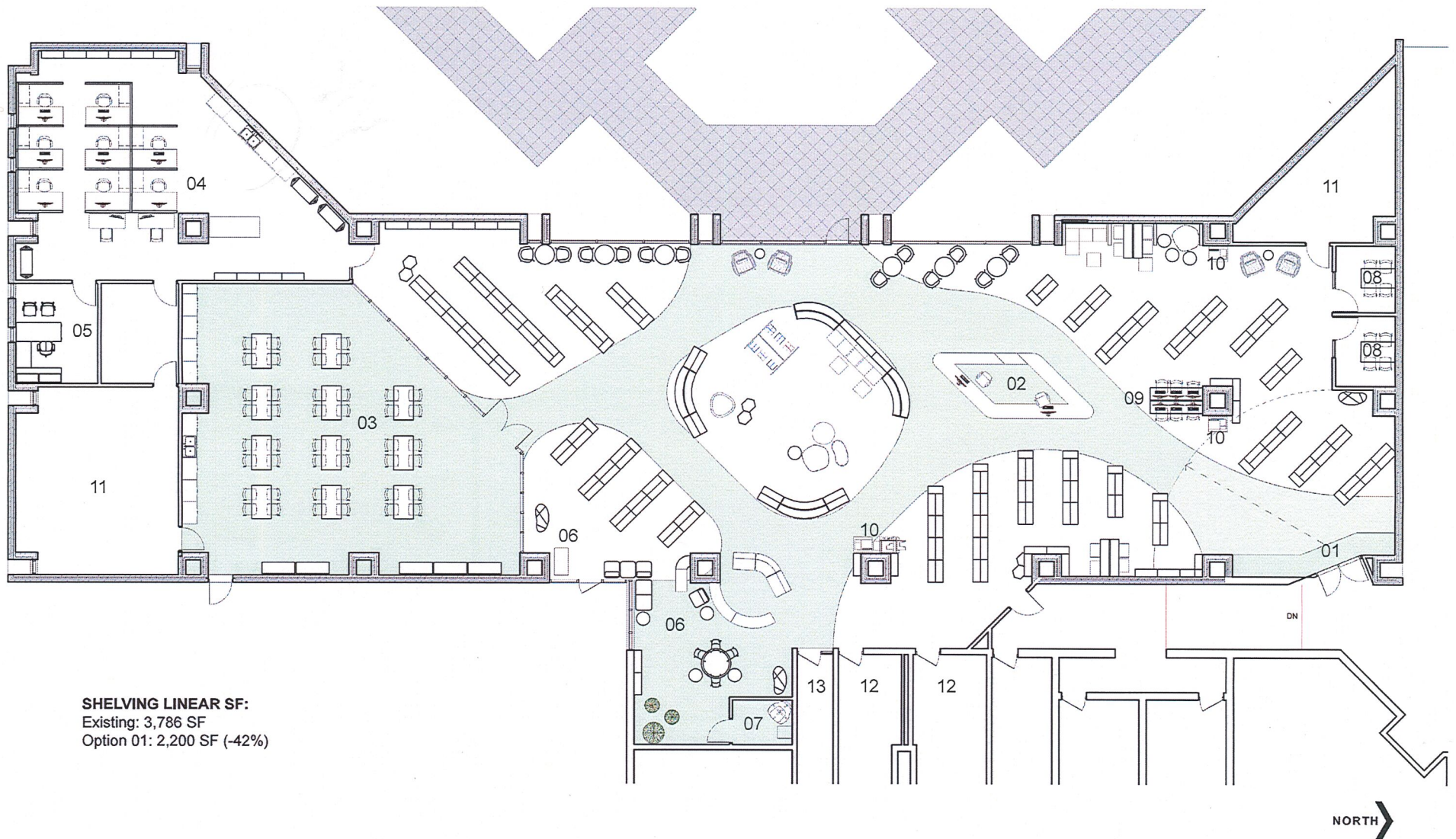
- Funds are budgeted and available in the Library Buildings and Improvements General Repairs Capital Fund under Project Number 2022C0071 for the fiscal year 2022. Expenditures will be charged to account number 401.790.7975.900.



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Recommendation

City management recommends waiving the bid process and awarding a contract for design development documents, construction documents, and construction administration, to *Integrated Design Services of Troy, MI*, for an estimated total cost of \$107,747.51. City management further recommends a 10% contingency of \$10,744.75, for a not to exceed project total of \$118,522.26.



LOCATION PLAN

Spaces:

01 ENTRY

New entry located in the northeast corner of the space and closer proximity to main library entry and checkout desk.

02 REFERENCE DESK

Central location for improved visibility and first point of contact for library visitors.

03 PROGRAM ROOM

Flexible story room / programmable space able to accommodate 50+ people with additional perimeter seating and storage. Cabinet storage with sink along south wall.

04 STAFF OFFICES

Providing 10+ workstations for all youth library staff.

05 YOUTH SERVICES DIRECTORS OFFICE

Private office for the director of youth services.

06 BABY SPACE

Designated area for babies and caregivers providing a safe space for babies to crawl and play in developmentally appropriate ways.

07 PRIVATE ROOM

Providing privacy for nursing or expecting mothers.

08 STUDY ROOMS

Providing private enclosed area for small group study.

09 COMPUTER STATIONS

(6) computer stations with close proximity to reference desk.

10 SELF CHECKOUT KIOSK

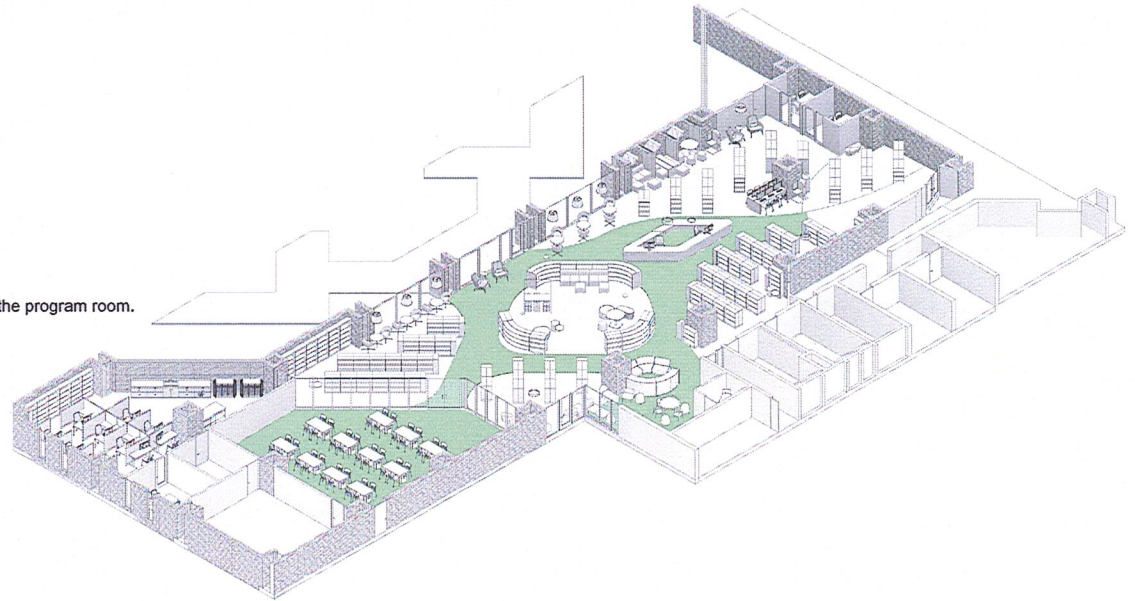
(3) Total kiosks placed throughout the space with visual proximity to reference desk.

11 STORAGE

Reorganizing existing along with providing additional space for storage, adjacent to the program room.

12 YOUTH TOILET ROOM

13 ACCESS TO STAFF LOUNGE / ELEVATOR



October 22, 2021
Revised December 17, 2021

Mr. Philip Kwik
Assistant Library Director
City of Troy
Troy Public Library
510 W. Big Beaver
Troy, Michigan 48084

Subject: Proposal for Professional Services
Troy Public Library
Youth Library Design Services – Biddable Documents

Dear Mr. Kwik:

Integrated Design Solutions, LLC (IDS) is pleased to offer the services of our staff to City of Troy for the Youth Library Renovations at Troy Public Library. The following is our understanding of the project and the services to be provided.

PROJECT DESCRIPTION

Troy Public Library wishes to renovate the Youth Library department to provide a transformative experience to support, enrich, and encourage life-long learning. IDS has completed the programming and conceptual design phase of the project and with the assistance of the Troy Public Library staff has developed the following project scope of work.

- Architectural renovations to include the following program elements; Story Room/ Multipurpose space, Reference Desk, Collections zoned by age, Technology Rich and Analog spaces, Baby and Pre-School play areas, Mothers Room, Staff offices/ work area
- Architectural building envelope improvements as well as mechanical, electrical and technology upgrades

IDS will provide architectural, structural engineering, mechanical engineering, and electrical engineering design services to complete design development, and construction documents for the implementation of the project. Additionally, IDS will provide construction administration services throughout the construction phase of the project.

This proposal addresses the Design Development, Construction Document and Construction Administration phases of the project. The Programming and Conceptual Design phases have been addressed previously by separate proposal and purchase order.

SCOPE OF PROFESSIONAL SERVICES

Services provided by IDS will include:

Design Development Phase

1. Attendance at progress and final design development phase meetings with Troy Public Library.
2. Development of design development documents to include plans and outline specifications.
3. Development of the design development phase cost estimate.
4. Review and reconciliation of the design development phase cost estimate in cooperation Troy Public Library.

Construction Documents

1. Attendance at progress and final construction document phase meetings with Troy Public Library.
2. Development of construction documents to include plans and specifications as one (1) bid package.
3. Collaboration with the Construction Manager (if utilized) who will develop the construction document phase cost estimate.
4. Review and reconciliation of the construction document phase cost estimate in cooperation with and Troy Public Library.

Construction Administration

1. Attendance at a pre-bid conference.
2. Bid evaluation in conjunction with the City of Troy and/or Construction manager if utilized.
3. Construction phase services, including:
 - a. Review of shop drawing submittals.
 - b. Review of Contractor Requests for Information (RFI's).
 - c. Preparation of field orders and change orders to clarify construction documents, if required.
 - d. Review of bulletin quotations.
 - e. Review and approval of payment applications.
 - f. Attendance at field observation and/or construction meetings.
 - g. Preparation of a final punchlist.
 - h. Preparation of as-built drawings.

CLIENT RESPONSIBILITIES

It is understood that Troy Public Library will provide the following information and/or assistance to IDS:

1. Assignment of a single Project Manager to serve as liaison between Troy Public Library and IDS.
2. Architectural, civil, structural, mechanical and electrical detailed record drawings of existing buildings and/or systems.
3. Operational personnel to be present during IDS field investigations.
4. Engage the services of qualified personnel for evaluation of the presence of hazardous materials, testing and remediation, if required.
5. Periodic on-site field observation of the construction process.

CONSULTANTS

We anticipate the use of Structural Design, Inc. as the Structural Engineering Consultant.

FEE AND EXPENSES

We propose to provide the services of our staff in accordance with our Blanket Service Agreement for the lump sum fee of \$107,747.51, plus reimbursable expenses. Refer to the following fee breakdown for additional information.

Cost of Work (Construction Cost)

Youth Library Renovation	\$	1,086,083.44
IDS Fee	\$	97,747.51 (\$1,086,083.44 x 9%)

IDS Fee Breakdown

Design Development Phases (30%)	\$	29,324.25
Construction Document Phase (45%)		43,986.38
Bidding/CA Phases (25%)	\$	24,436.88
Total Fee	\$	97,747.51

Reconciliation of final cost is +/- 5% from the original budgeted amount, provided Troy specifically asks us to increase the budget to allow for added scope or if market forces substantially drive costs up (beyond our control), otherwise it is solely IDS's responsibility to design to and maintain the budget with no impact on the design fee.

In addition to the fee, the following reimbursable expenses will be billed at 1.0 times cost:

1. State of Michigan Bureau of Fire Services Plan Review Fees (estimated cost \$2,000)
2. City of Troy Plan Review Fees (estimated cost \$4,000).
3. Reproduction of Drawings and Specifications (estimated cost \$4,000).

We estimate a total of \$10,000.00 for the above reimbursable expenses.

Total IDS Fee	\$	97,747.51
Total Reimbursable Expenses	\$	10,000.00
Total Fee including estimated Expenses	\$	107,747.51

CHANGES AND ADDITIONAL WORK

For additional work or changes in scope, we will provide the services of our staff on an hourly basis in accordance with our blanket contract hourly rate schedule plus reimbursable expenses.

OPTIONAL SERVICES

Our proposal includes the professional services necessary for the successful completion of your project. We can also provide any of the optional services listed below, if requested by Troy Public Library. Where Troy Public Library requests any of the optional services listed, our fee will be increased to become commensurate with the services requested.

1. Preparation of detailed as-built documents of existing buildings and/or systems.
2. Design of an expanded scope of work in excess of originally estimated construction cost.

3. Design Services for Furniture, Fixtures and Equipment (FF&E)
4. Design Services for Technology Equipment.

DISCLAIMER

Any assessment of assets, notes or language of any kind, related to existing equipment, material, solid, liquid and/or gas included in any deliverable provided under this proposal or any subsequent request by the Owner, or other representative personnel, is based on non-destructive visual observations and are presented solely as the educated opinion of the professional making the observation. Destructive or scientifically tested results are not provided or inferred to be provided under this proposal or any other agreement, written or verbal. IDS does not identify or make any evaluation whatsoever of hazardous materials of any kind, including but not limited to asbestos, lead, mercury, mold, etc.

Integrated Design Solutions, LLC has the resources and expertise to successfully complete this project for Troy Public Library. We truly appreciate this opportunity to serve you. If you have any questions regarding our proposal or wish to discuss any aspect of the project, please contact us.

Sincerely,

Integrated Design Solutions, LLC



Bruce J. Snyder, CEM, LEED AP
Senior Vice President, Director of Finance



Valerie L. Grant, IIDA
Senior Associate, Manager of Interior Design

ACCEPTANCE

Signature

Name (Please Print)

Title

Date

Purchase Order No. (when applicable)

Terms and conditions shall be in accordance with the attached proposal from Integrated Design Solutions, LLC dated October 22, 2021, revised December 17, 2021. This proposal will remain in effect for a period of 90 days. After that time, IDS will review and modify the proposal as required.