



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM



Date: June 12, 2024

To: Robert J. Bruner, Acting City Manager

From: Megan E. Schubert, Assistant City Manager
Rob Maleszyk, Chief Financial Officer
Dee Ann Irby, Controller
Kurt Bovensiep, Public Works Director
Dennis Trantham, Facilities and Grounds Operations Manager
Emily Dumas, Library Director
Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 5 – Approval to Expend Budgeted Funds – Troy Public Library Technology Center Interior Design Services

History

- The Troy Public Library's Technology Center was created in 2000, from the space formerly occupied by the Library's business reference collection. It originally housed 50 public computers, printers, low vision equipment, and a staffed information desk. At its height, over 100,000 people a year used the Library's Technology Center to learn everything from how to use a mouse to buying and selling on e-Bay.
- Over the last 20 years, as technology has evolved, the demands on the Technology Center have increased. While hundreds of people continue to use the Library's computers each week, the public's needs have diversified. Today, people come to the Technology Center for individual help on personal devices; to check out laptops, hotspots, and makerspace kits; for wireless printing; to digitize old media; to scan and fax personal documents; and to collaborate with others while using library-provided technology. This has resulted in a need to reorganize the public space; a need for storage; and the need for more staff areas, as the number of library staff assisting patrons continues to grow.
- While the Library staff has creatively adapted the Technology Center over the past two decades, the time has come for significant changes to the area to meet today's expectations. To that end, Library staff solicited a proposal from one of the City's existing professional service vendors, OHM Advisors, for a redesign of the Center.

Purchasing

The current contract for engineering and design services with *OHM Advisors, of Livonia, MI* was renewed by the City on May 23, 2022 (Resolution #2022-05-071-J-4b). Under the contract pricing, OHM will provide interior design services for the Library Technology Center for a fee of \$79,000, per the attached proposal dated May 8, 2024.

Financial

The Library has budgeted and available \$79,000 for this project, plus \$7,900 contingency, in Library Buildings and Improvements Capital Fund for the 2025 fiscal year under Project Number 2025C0047. Expenditures will be charged to account number 401.790.975.900.

Recommendation

City Management recommends granting the authority to expend budgeted capital funds to *OHM Advisors, of Livonia, MI* for the Troy Public Library Technology Center Interior Design Services in the amount of \$79,000 plus a \$7,900 contingency, for an estimated total project cost of \$86,900.

May 8, 2024

Mr. Phillip Kwik
Troy Public Library
Assistant Director
510 W. Big Beaver
Troy, MI 48084

RE: Proposal for Professional Services
Interior Design Services for Technology Center

Dear Mr. Kwik:

Thank you for the opportunity to submit this proposal for interior design services for the Technology Center area at Troy Public Library. This letter presents our understanding of the project and proposed scope of services, time schedule, fee, and Standard Terms and Conditions.

PROJECT UNDERSTANDING

The Troy Public Library has identified a need for re-envisioning and providing upgrades to the existing technology center. The center is roughly 1,350 SF and consists of several types of furniture systems to accommodate both public and staff. Additionally, there are floor to ceiling panelized wall systems that separate work areas that are to remain. The Library is looking to develop a modern space, taking into consideration finishes, lighting, furniture systems, and data. Existing mechanical systems will remain, and no modifications are intended. Furniture solutions will utilize the existing consortium pricing resources available to the City. Modifications to finishes and electrical/data upgrades will need to be evaluated if they can be done through existing City contractors or required to be bid out. For purposes of this proposal, we assumed they would be bid out.

SCOPE OF SERVICES

Our Scope of Services for this work will be completed as five tasks:

TASK 1: Concept Design

During Concept Design, we will review and document existing conditions, discuss and identify goals for the project, and develop the conceptual plan and final scope of project with opinion of cost. This task will consist of the following:

- ▼ Kick-off Meeting
 - Discuss and confirm overall project goals, budget, scope, and schedule.
 - Review the existing site conditions, confirm MEP system layouts and building elements that will impact the design area.
 - Discuss and review the needs of the spaces pertaining to loose furnishings, lighting, power, data, and end user needs.
 - Review precedent imagery for initial feedback and discussion.
- ▼ Progress Meeting 1
 - Develop two (2) plan concepts for organization of the area.
 - Develop an order of magnitude cost estimate for each scheme, along with refined precedent imagery.
 - Identify a single plan or combine characteristics of both schemes to advance to a more refined level.
- ▼ Progress Meeting 2
 - Review final concept plan, precedent imagery, scope narratives and opinion of probable cost.

Deliverables:

- Concept plan w/ precedent images.
- Scoping document with narratives and opinion of probable construction cost.



TASK 2: Design Development

- Develop design package including floor plans, reflected ceiling plans, interior elevations, associated schedules, finish plans, typical details, and furniture plans.
- Attend (2) owner review meetings to review package, interior finish concepts (2 options) and develop furniture package.
- Discuss lighting requirements, fixture selections, and controls.
- Prepare preliminary electrical system design including power, lighting, and data.
- Provide initial Basis of Design Cut sheets, along with final approved material selections.
- Update SD opinion of probable construction cost.
- Attend one (1) meeting for final review of DD package and approval to move into CDs.

Deliverables:

- Design Development Drawings.
- Product cut sheets
- Materials/finishes basis of design.
- Furniture drawing layout.
- Updated opinion of probable cost.

TASK 3: Construction Documents

- Prepare final architectural and engineering drawings including architectural, furniture, and electrical drawings.
- Prepare final product specification documents.
- Attend one (1) design review meeting for 95% plans with owner for final comments and review and select final furniture finishes coordinating with the architectural package.
- Update plans from final comments.
- Provide 100% plans and specifications to incorporate into final bidding set.
- Provide permit set.

Deliverables:

- Final Drawings and specifications for bids and permit issuance.
- Final furniture drawings and specifications for quoting.

TASK 4: Bidding Assistance (Non-Furniture)

- Assist the City in the construction bidding/contracting process including coordination of bid package with City of Troy procurement staff, assisting in conducting one (1) pre-bid meeting, and issuing pre-construction addenda as required.
- Respond to contractor questions and Request for Information (RFIs) in writing during the bidding process.
- Review all received bid packages for completeness.

TASK 5: Furniture Procurement and Installation

- ▼ Procurement
 - Assist the City with the furniture procurement process. Contact furniture vendors to provide quotes utilizing consortium pricing for final furniture selections.
 - Receive and evaluate quotes
 - Submit recommendation package for City approval
 - Assist Owner in submitting purchase orders to awarded vendors
- ▼ Installation
 - Coordinate installation with furniture vendors and Owner via email and phone calls.
 - Punchlist all furnishings by providing (1) punchlist visit and (1) follow up visit.



COMPENSATION AND SCHEDULE

OHM Advisors will perform the outlined services above based on hourly basis, in accordance with our current contract with the City. The following are the estimated costs for the project:

Task	Estimated Fee	Schedule
Task 1: Concept Design	\$ 18,000	7/1/2024 – 8/16/2024
Task 2: Design Development	\$ 27,000	8/19/2024 – 10/11/2024
Task 3: Construction Documents	\$ 23,000	10/14/2024 – 11/15/2024
Task 4: Bidding Assistance (Non-Furniture)	\$ 4,000	11/18/2024 – 12/20/2024
Task 5: Furniture Procurement	\$ 7,000	11/18/2024 – 01/31/2025
Total	\$ 79,000	7/1/2024-01/31/2025

All costs are included, and no reimbursable expenses are expected.

ASSUMPTIONS, EXCLUSIONS & OWNER RESPONSIBILITIES

OHM Advisors is prepared to complete the work as outlined above per our understanding of the project, which includes the following assumptions, exclusions and identified Owner responsibilities.

- ▼ OHM Advisors point of contact for this project is Philip Kwick
- ▼ Additional services can be provided on an hourly basis:
 - Specialty renderings
 - Furniture fairs and off-site tours
 - Onsite furniture installation coordination
 - Construction administration phase services
 - Existing furniture inventory
 - Furniture and equipment move plans
 - Specialty consultants

ACCEPTANCE

Work will be done in accordance with the terms and conditions of the Continuing Services Agreement between OHM and the City. If this proposal is acceptable to you, please provide signature below or e-mail confirming us to proceed on the project.

Thank you for giving us the opportunity to be of service. We look forward to working with you on this project.

Orchard, Hiltz, & McCliment, Inc.
 CONSULTANT

City of Troy
 OWNER

 (Signature)

 (Signature)

Christopher Ozog
 (Name)

 (Name)

Senior Project Manager
 (Title)

 (Title)

May 8, 2024
 (Date)

 (Date)

Cc: Rhett Gronevelt