JACKSONVILLE
PUBLIC LIBRARY

MEMORANDUM

May 30, 2017

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Aubrey Winship, Asst. Director, Facilities Management and Planning
Jacksonville Public Library

Barbara A. B Gubbin, Library Director
Jacksonville Public Library

SUBJECT: P-44-16 Children's Area Renovations at Charles Webb Wesconnett & Highlands Regional Libraries

The Jacksonville Public Library has negotiated with the only consultant that submitted a proposal and was selected to provide the services resulting in the attached Scope of Services, Exhibit A and Fee Schedule, Exhibit B.

Accordingly, this is to recommend that the City of Jacksonville enter into a contract with VRL Architects, to provide the **Children's Area Renovations at Charles Webb Wesconnett and Highlands Regional Libraries** that incorporates the attached Scope of Services identified as Exhibit A, and the Fee Schedule identified as Exhibit B. The initial contract period will be for one year from date of execution of contract through May 30, 2018, with two (2) one-year renewals at terms mutually agreeable. The maximum indebtedness is a not-to-exceed amount of $167,644.58. All other terms and conditions of the Contract are per the City's standard contract language and as provided in the Request for Proposals.

Attachments: Exhibit A Scope of Services
Exhibit B Fee Schedule

cc: Alex Baker, PSEC Specialist
Mark Merritt, Deputy Director, Finance

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Architects, Inc.
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Stephen F. Lazar, AIA, LEED®AP

1449 Palm Avenue
Jacksonville, Florida 32207

Phone 904-723-3895

14 March 2017

Jacksonville Main Public Library
303 North Laura Street
Jacksonville, Florida, 32202

Attn: Aubrey Winship
Assistant Director for Facilities

Re: RFP: P-44-16
Children's Area Renovations
Charles Webb Wesconnett Regional & Highlands Regional Libraries

Subject: Proposal for Professional Services (Rev.)

Ms. Winship:

This proposal is based on the requirements of the above captioned RFP, discussions with you, a conference call with Ms. Margaret Sullivan and site visits to each branch library. This proposal also includes revisions in accordance with our phone conversation of 13 March 2017.

VRL Architects welcomes Margaret Sullivan Studio as a member of our Team. Ms. Sullivan brings to the Team her expertise as a visionary for early learning environments.

This project requires development of a design for two spaces that are in keeping with JPL's children's center needs as developed by the designer and library administration with community input while creating aesthetically distinct areas. The project will include architectural and interior design improvements for literacy and learning spaces, services/program areas, shelving, computer learning, and engaging children and preteen areas. The project will include conceptual and schematic design, design development, and construction documents. Special consideration will be needed to assure complete Americans with Disabilities Act compliance. The project will be in partnership with the City of Jacksonville Public Libraries and City of Jacksonville Department of Public Works.

EXISTING FACILITIES

HIGHLANDS REGIONAL LIBRARY

The children's area of Highlands Regional Library (DU) is 6600 SF of public space and 956.6 SF of staff work space. *The staff work space is not included in the Scope of Work.* The 6600 SF represents a nearly open floor plan with few restrictions due to support columns. The space is lacking any natural light. The existing flooring is carpet squares over slab on grade. The exterior walls are single-wythe jumbo brick cavity walls backed by concrete masonry unit walls. The existing interior finish is exposed face brick on exterior walls and paint on drywall partition on interior walls.

CHARLES WEBB WESCONNETT REGIONAL LIBRARY

The children's area of Charles Webb Weconnett Regional Library (CW) is 4489 SF of public space and 508 SF of staff work space. *The staff work space is not included in the Scope of Work.* The 4489 SF represents a nearly open floor plan with few restrictions due to support columns. The space is lacking any natural light. The existing flooring is carpet squares over slab on grade. The exterior walls are double-wythe brick cavity walls backed by concrete masonry unit walls. The existing interior finish is light colored face brick and paint on drywall partition. Adjacent to the children's center, the adult and children's restrooms are also in need of renovation and updating. They represent a total of approximately 300 square feet.

KEY ELEMENTS OF BOTH REMODELS ARE AS FOLLOWS:

- JPL intends to create interactive literacy and learning spaces at both libraries that will be dedicated to providing information and literacy materials and services/programs in a hands-on experiential learning approach for early literacy and elementary educational achievement, and preteen services.
- Formulate design concepts that are functional, fiscally appropriate, and aesthetically pleasing.
- Enhance illumination by incorporating natural lighting and/ or 21st century lighting technology.
- Functional and comfortable soft seating packages for children.
- Incorporate modern technology.
- Offer a variety of areas-active and quiet, social and private-that encourage a range of experiences with multiple levels of challenge for different ages and abilities.
- Create a sense of anticipation with the path and/or entrance to the children's area.
- The project will be broken into separate phases due to timing and funding availability.

ARCHITECT AND DESIGN SERVICES

A comprehensive scope will be developed as part of the professional services requested. A summary of major tasks is as follows:

Phase 1: Initial Programming and Concept Development

Under the leadership of Ms. Sullivan, community engagement meetings and workshops will be conducted to develop programming, visioning and concept designs for the two Branches. Attached is a Memorandum from Margaret Sullivan dated 9 February 2017 which details the involvement of Ms. Sullivan and her support staff. The VRL Architects team will afterward prepare conceptual design documents of a detail and quality to enable the library administration and key stakeholders to make decisions prior to Design Development.

Phase 2: Design Development

The VRL Architects team will prepare preliminary and final design drawings for the renovation of the children's centers at both locations. This will include all architectural design, interior design, and engineered drawings and associated budgets as needed for construction. We will assist JPL in formulation of a budget and schedule before construction bidding begins. Presentation of design concepts will be required to be presented to selected library administration, members of the Library Board, and community. Rendered Concept sketches will be created as required to visually describe the character of designed spaces.

Phase 3: Construction Documents

The VRL Architects team will develop a complete design package including all below listed items. This will include plans, elevations or sketches, sections, and design narratives.

- Architectural floor plan (dimensioned with notes to include fixture layout).
- Interior design drawings and renderings.
- Demolition/new partition plans.
- Wall and floor finish plan.
- Reflected ceiling plans/lighting plans.
- Furniture installation drawings.
- Provide required MEP engineering drawings as required for scope of project.
- Final scope of work to be performed including bid documents with specifications.

Phase 4: Bidding and Award

VRL will assist in the selection of a contractor for both projects. A designated representative will participate in the valuative bid process for the work. The project might be awarded to the same contractor or different contractors. Due to JPL's funding calendar the Highlands Library will be completed first, followed by the Charles Webb Wesconnett Library.

Programming and Space Planning

- Meet with JPL senior team to discuss our vision, needs, schedules and construction budgets on a regular basis. (Refer to attached Schedule Outline)
- Provide existing space plans with current furniture layout.

Interior Design

- Perform a review and analysis of existing conditions and infrastructure. Visit the facilities and become familiar with the customer base, functional, and physical conditions. Based on previous experience develop an understanding of the facility, use, and programs to be held in the children's centers.
- Develop design drawings that include community as well as library staff input.
- Develop budgets for all changes required to implement design including construction, MEP, equipment, furniture, etc.
- Provide recommendations for materials, finishes, and furnishings.
- Design all interior details.
- Provide sketches and/or presentations boards of all interior selections and furnishings.
- Review and create furniture layouts that incorporate lighting and electrical requirements.

Phase 5: Construction

VRL Architects will include six site visits during construction along with submittal review, response to RFI's and preparation of Substantial and Final Punch lists.

Project Schedule (See also Attachment E for more detailed information)

Phase 1. Initial Programming and Concept Development	(8 to 12 weeks)
Phase 2. Design Development	(12 weeks)
Phase 3. Construction Documents	(16 weeks)
Phase 4. Bidding and Award	(8 weeks)
Phase 5. Construction	(7 to 8 months)
Total Estimated Project Time	(17 to 19 months)

Compensation

Total Professional Fees for the above described Work will be $ 153,028.00. Refer to Attachments A,B,C & F for Budget Allocation, Fee Structure and detailed professional services descriptions.
Attachment D outlines anticipated reimbursable amounts ranging from $12,730 to $14,730.

If this Scope of Work, Services and Fee Structure is acceptable, we will begin our work upon receipt of a COJ Purchase Order. This is an important opportunity to generate a special kind of learning environment for our community. Our Design Team is privileged to be a part of this process and we look forward to the task ahead.

Sincerely,
VRL Architects, Inc.

Stephen F. Lazar, A.I.A. LEED AP

Attachments:
- **A Preliminary Construction Budget**
- **B VRL architects, Inc Fee Structure**
- **C Margaret Sullivan Studio Fee Structure**
- **D Reimbursable Expenses**
- **E Project Schedule**
- **F Margaret Sullivan Memorandum, 9 Feb 17**

14 March 2017 Attachment A

Jacksonville Public Library

P-44-16 Children's Area Renovations

Charles Webb Wesconnett Regional and Highlands Regional Libraries

Fee Structure : VRL Architects Inc / Margaret Sullivan Studio

Preliminary Construction Budget Allocation

Webb Wesconnett Regional

4489 SF @ $95 / SF Renovation Cost=	$426,455
New Furnishings @ $20 / SF =	$89,780
Subtotal Hard Costs	$516,235
Design Professional Fees @ 12% =	$61,948.20
Total Project Budget Allocation	**$578,183.20**

Highlands Regional

6600 SF @ $95 / SF Renovation Cost =	$627,000
New Furnishings @ $20 / SF =	$132,000
Subtotal Hard Costs	$759,000
Design Professional Fees @ 12% =	$91,080
Total Project Budget Allocation	**$850,080**

Total Combined Budget Allocation: $1,428,263.20

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14 March 2017 Attachment B

Suggested Design Fee Allocation

VRL Architects Inc / Margaret Sullivan Studio

Charles Webb Wesconnett Regional and Highlands Regional Libraries

VRL Architects Inc Fees

Webb Wesconnett $30,974

Project Management	$4,000
Initial Programming and Concept Development	$6,000
Design Development and Construction Documents	$20,974

(Includes an allowance of $8,673 for Mechanical, Electrical & Structural Engineering)

Total $30,974

Highlands $45,540

Project Management	$4,000
Initial Programming and Concept Development	$9,000
Design Development and Construction Documents	$32,540

(Includes an allowance of $12,320 for Mechanical, Electrical & Structural Engineering)

Total $45,540

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14 March 2017 Attachment C

Suggested Design Fee Allocation

VRL Architects Inc / Margaret Sullivan Studio

Charles Webb Wesconnett Regional and Highlands Regional Libraries

Margaret Sullivan Fees

Webb Wesconnett $30,974

Initial Programming and Concept Development	$12,000 (Half of Highlands w/out Travel)
Design Development	$10,000
Furnishings & Equipment	$8,974
Total	$30,974 plus travel reimbursement

Highlands $45,540

Initial Programming and Concept Development	$12,000 (Half of Webb w/out Travel)
Design Development	$22,000
Furnishings & Equipment	$11,540
Total	$45,540 plus travel reimbursement

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14 March 2017 Attachment D

Suggested Reimbursable Expenses

VRL Architects Inc / Margaret Sullivan Studio

Charles Webb Wesconnett Regional and Highlands Regional Libraries

Margaret Sullivan Travel Costs

Phase 1 : Initial Programming and Concept Development : Two (2) Three-Day Trips

Reimbursable costs : 2 Persons x $300 RT airfare /trip = # 600 / trip airfare

Other costs : $120 Car / $ 250 Hotel / $180 Food = $ 550 /Day x 3 = $1,650 /trip

Total for 1 Trip including airfare = $ 2,250 / trip

Total 2 trips= $ 4,500 *

Phase 2 : Design Development : One (1) Three-Day Trip

Reimbursable costs : 2 Persons x $300 RT airfare /trip = # 600 / trip airfare

Other costs : $120 Car / $ 250 Hotel / $180 Food = $ 550 /Day

Total for 1 Trip including airfare = $ 1,150 / trip*

Total 1 trip= $ 1,150

Phases 3, 4 & 5 : Three(3) One- Day Trips

Reimbursable costs : 1 Person x $300 RT airfare /trip

$120 Car / $ 250 Hotel / $90 Food = $ 460 /Day

Total for 1 Trip including airfare = $760 / trip

Total for 3 Trips = 2,280*

**Note: These reimbursable costs to be divided evenly between the two sites*

Total Reimbursable Travel Expense : $ 7,930.00

Renderings : $ 4,000 to $ 6,000 allowance

Reproductions : $ 800 allowance

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14 March 2017 **Attachment E**

Children's Area Renovations
Charles Webb Wesconnett Regional Library
Highlands Regional Library

Project Schedule

Notice to Proceed TBD

Phase 1 Initial Programming and Concept Development (8 to 12 Weeks)

Initial Team meeting in Jacksonville to prepare for Community Meetings

Webb Library

Community Meeting	Day 1
Meet with Staff	Day 2
Meet with Admin	Day 2

Highlands Library

Community Meeting	Day 2
Meet with Staff	Day 3
Meet with Admin	Day 3

Concept Ideation Ongoing : Three Weeks

Follow up Team Meeting for presentation of Concepts to Community, Staff & Admin

Webb Library

Community Meeting	Day 1
Meet with Staff	Day 2
Meet with Admin	Day 2

Highlands Library

Community Meeting	Day 2
Meet with Staff	Day 3
Meet with Admin	Day 3

Concept Development Ongoing : Day 4

Adjustments based on feedback from community, Staff & Admin

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Phase 2 Design Development (12 Weeks)

Preparation of Preliminary and Final Design Drawings
Preparation of Concept sketches, Plans and Presentation Exhibits
Drawings to include input from consulting engineers.
Budget Allocations for each library location to be prepared.

Presentation of Design Drawings

Webb Library

Community Meeting	Day 1
Meet with Staff	Day 2
Meet with Admin	Day 2

Highlands Library

Community Meeting	Day 2
Meet with Staff	Day 3
Meet with Admin	Day 3

Adjustments based on Community, Staff and Admin Feedback

Phase 3 Construction Documents (16 Weeks)

Preparation of Bid Documents to include Drawing , Specifications and an Updated estimate of Probable Construction Cost

Meet with Library and COJ Staff to solidify Front End Spec requirements for procurement.

Phase 4 Bidding and Award (2 to 3 months)

Assist the JPL & COJ during the Bidding Phase.
Attend Pre-Bid Meetings
Answer Bidders RFIs

Phase 5 Construction (8 months)

Attend Pre-Con Meetings
Review Submittals, RFIs etc.
Visit the Sites to Review Progress of the work

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MARGARET SULLIVAN STUDIO

memorandum

Attachment F

TO: Jacksonville Public Library
FROM: Margaret Sullivan Studio

DATE: February 9, 2017
SUBJECT: Visioning, Programming and Conceptual Design Scope and Schedule

Margaret Sullivan Studio (MSS) is pleased to present the following scope of work and schedule to provide visioning, programming and concept design for the Jacksonville Public Library. The project will include architectural and interior design improvements for literacy and learning spaces, services/program areas, shelving, computer learning, and engaging children and preteen areas in two branches.

Deliverable documents will be generated from a highly collaborative process with library leadership, staff, stakeholders, design team and consultants.

SCHEDULE & WORKSHOPS

Schedule and workshop process is outlined below.

RESEARCH and ANALYSIS:

Prior to the initial workshop, MSS will provide the Jacksonville Public Library (JPL) with a programming preparation information request document. MSS will evaluate and analyze this information in preparation for Workshop #1.

PHASE 1: Conceptual Design (8-12 weeks)

For Phase 1, MSS will be responsible for designing, conducting and facilitating library leadership, staff and community engagement sessions. MSS will take the lead in developing programming, visioning and concept designs for the two branches in collaboration with VRL Architects, Inc. Deliverable will be a concept design package, similar to the CLOUD901 document for the Benjamin L. Hooks Central Library (attached).

<u>TRIP #1</u>

Day 1:

- Initial Team Meeting with JPL to prepare for community meetings
- Workshop #1: Kick-Off Visioning Session with Library Leadership, Staff and Admin, as defined by the library. Outside experts and partners may also be included.
- Webb Library Community Meeting

Day 2:

- Webb Library Meeting with Staff
- Webb Library Meeting with Admin
- Highland Library Community Meeting

Day 3:

- Highland Library Meeting with Staff
- Highland Library Meeting with Admin

Optional:

1. Case Study visits to museums, libraries and educational facilities.
2. Expert Session(s) with educational partners.
3. Focus Group session(s) with families and youth.
4. Interview with educational consultant.
5. Case Study visit to Storyville in Baltimore and/or DC area institutions.
6. Case Study visit to NYC.

WORKSHOP #1: Vision, Goals and Educational Objectives

The purpose of this Workshop with Library Leadership will be to define the educational and user experience principles of the two library locations.

Who: Library Leadership (as identified)
When: *(Will coincide with community workshops and focus group meetings)*
Where: TBD
Time: 2- 3 hours

Workshop Agenda:

I. Introductions & Icebreaker
II. Literacy and Learning at the Library: A National Perspective
III. Imagine the Possibilities
Break
IV. What we know about the Jacksonville Public Library and the Two Branches
A. Vision/Mission
B. Community Needs
C. Educational and Experience Principles

Homework:

1. Write: What is your Vision for the literacy spaces?
2. Write: What is the role of the Library in supporting families and youth?
3. Case Studies and/or Directed Storytelling.

MSS in collaboration will also conduct the following engagement sessions as determined with JPL.

COMMUNITY MEETINGS:
The purpose of the Community Meetings will be to educate the community on the potential that a learning and literacy environment can be for its community and to garner feedback on what the community's aspirations are and community needs they envision as priority. MSS encourages a custom designed interactive session appropriate for the Webb Library community and the Highlands Library community in order to generate the most relevant and impactful information.

FOCUS GROUPS:
MSS encourages focus groups with families of existing library users and potential users that may not be reached (due to barriers, not knowing about library programs, etc.). Focus groups that include educational partners and leaders in the community are also very helpful. MSS can work with JPL to define participants.

STAFF AND ADMIN MEETINGS/FOCUS GROUPS:
Meetings with staff and admin will provide a deeper understanding of the community, their needs and aspirations, the use of the current space and physical challenges to programs and the current service delivery model.

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TRIP #2
Day 1:

- Workshop #2 with Library Leadership, Staff and Admin, as defined by the library. Outside experts and partners may also be included.
- Webb Library Community Meeting

DAY 2:

- Webb Library Meeting with Staff
- Webb Library Meeting with Admin
- Highlands Library Community Meeting

Day 3:

- Highlands Library Meeting with Staff
- Highlands Library Meeting with Admin

Optional:

1. Focus Groups with Community Partners/Educational Partners
2. Case Study Visits (continued from previous trip)

WORKSHOP #2: Application of Learning Objectives
The purpose of this Workshop with Library Leadership will be to engage in a user-centered interactive workshop to design the library experience and outcomes for families and youth in the community. Patron personas will be developed prior to the workshops.

Who: Library Leadership (as identified)
When: *(Will coincide with community workshops and focus group meetings)*
Where: TBD
Time: 3-4 hours

Workshop Agenda:

I. Introductions & Icebreaker
II. What we have learned about JPL
III. Case Study Share Outs
Break
IV. Design Your Library Experience
A. Patron Development
B. Learning Outcome Development
C. Design Your Library!

Homework:

1. Directed Storytelling
2. User Narrative

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Conceptual Design Deliverable:
At the completion of Conceptual Design, MSS in collaboration with VRL Architects, Inc. will deliver a concept design document.

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PHASE 2: Design Drawings and Plans (12 weeks)
For Phase 2, MSS will be responsible for selecting preliminary finishes and furnishings for the two library spaces. The deliverable will be presentation materials with the following:

Presentation materials for each library:

1. Concept and Vision
2. Floor, Walls and Ceiling diagrams and finishes
3. Furniture Concepts

Drawing deliverables at the end of this phase will be a finish plan and finish schedule. Elevation and RCP's will be documented by VRL. MSS will provide finish information to be coordinated.

***Do we want renderings at the end of this phase?

PHASES 3, 4, 5: Construction Documents (16 weeks), Bidding & Construction (8 months)
For Phases 3, 4, and 5, MSS will provide consultant review of the design documents.

FF&E: Concurrently with Construction Documents

MSS typically takes responsibility for FF&E packages for projects similar to this one. Scope to be determined. Typical MSS FF&E scope attached.

Additional Questions:
1. Will we want to bring an educational consultant on board?
2. The above does not necessarily include engaging in an exhibit designer. Will need to determine if that is the approach after the preliminary visioning sessions.

Attachments
1. CLOUD901 Teen Learning Lab at Benjamin J. Hooks Central Library
2. MSS FF&E Scope

END OF MEMORANDUM

MARGARET SULLIVAN STUDIO

memorandum

TO: Jacksonville Public Library
FROM: Margaret Sullivan Studio

DATE: February 9, 2017
SUBJECT: FF&E Scope of Services

The following is the statement of understanding for Scope of Work and project schedule for the Furniture Fixtures and Equipment package.

The budget is intended to cover a combination of new furnishings and existing to be re-used furnishings and re-furbished when applicable to the project. The design team will maintain a budget pricing list and work closely with the client to develop budgets and solutions that will support project goals within the budget constraints which have been described.

The scope of services will cover FF&E design and selection, contract documentation, bidding and negotiation and coordination with dealers and vendors related to a coordinated process and implementation for all phases of construction and project close-out.

Related tasks, work plan and schedule are outlined below:

FF&E Design and Selection
At the beginning of the FF&E design process, activities for each space are confirmed with user groups. Quantities and types of furnishings are confirmed. From this, preliminary furniture layouts will be generated.

A preliminary pricing will be generated with an assigned unit cost to items. Room sizes and shapes will also be confirmed to support furnishings and equipment requirements. The design team will maintain a tally of furnishings to be purchased with U.S. Communities and on State Contract.

There will be three (3) main client presentations and meetings during Design Development.

Furniture schemes will be presented as diagrams to indicate approach to furniture layouts, finishes and look and feel related to the overall interior design goals of the project.

As much as feasible, the design team will arrange for samples to be delivered to the library and/or arrange visits to dealer showrooms for testing.

The goal for the three (3) meetings will be the following:

1. Meeting #1: confirm approach
2. Meeting #2: confirm preliminary furnishing choices with options presented
3. Meeting #3: finalize furniture pieces, confirm approach to furniture finishes

MARGARET SULLIVAN STUDIO

memorandum

FF&E Documentation

Documentation will include Instructions to Bidders in the AIA Standard Furniture, Fixtures and Equipment specification format with amendments as required, floor plans, a specification book and additional drawings and descriptions as required. Documents will be based on single basis-of-design specification. Packages will be created for bidding and purchasing and potential phasing requirements. The client will issue purchase orders.

During Bidding and Negotiation, the design team will assist in evaluating proposals.

Once packages are awarded, the design team will conduct a kick-off meeting to describe expectations and answer questions of dealer(s). The design team will work with dealers, manufacturers and millworkers to clarify intent, manage schedules and expectations, review submittals for all finishes and fabrics for specified furniture items where required, review shop drawings and manage and review prototypes.

Installation

The Design Team will work with the client to develop the schedule, communicate the schedule to dealers, be on-call for dealer's questions during installation and be on-site for FF&E punch-list.

Exclusions – Any of the below to be considered Additional Services

1. Professional FF&E procurement and delivery coordination services including managing the purchase, delivery and installation of the furniture.

2. Additional installations or de-installations of the FF&E beyond those specified in the scope of work above.

3. The above scope represents furniture specifications only for one (1) basis of design, i.e. one (1) specification per furniture item and does not represent a three (3) bid approach. If three (3) specifications per item are required, that will be considered Additional Services.

END OF MEMORANDUM

OHMEGA
The Ohmega Group, LLC | Be Brilliant

1756 Silver Street | Jacksonville, Florida 32206
T | 904 807 6512 e-Fax | 904 807 6550
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February 22, 2017

Mr. Stephen F. Lazar, AIA, LEED-AP
VRL Architects, Inc.
1449 Palm Avenue
Jacksonville, Florida 32207

COJ Highlands Regional Library Children's Area Renovations
Proposal for Electrical Engineering Consulting Services

Dear Steve,

In response to your request on February 21, 2017, and in response to your immediate needs, we are pleased to submit this proposal for electrical engineering consulting services for the subject project. Please review the scope of work for compliance with your objectives. If the scope, schedule and fee are satisfactory, please sign and return a copy of this document to **OHMEGA**. Receipt of this signed document from the Client and frozen architectural background templates will constitute a notice-to-proceed for the production of engineering drawings and specifications under the terms of this proposal. Work will not commence without this signed proposal.

I. Scope of Work

Provide electrical engineering design services for the renovation of an existing library space to be used as a children's learning area. The architect will provide all CAD background drawings, existing building plans and access to the building, as required to complete the scope. CAD drawings and specifications will be provided as project deliverables.

The following tasks will be performed under the terms of this proposal.

A. Initial Site Investigation
B. Project Kick-off and Review Meetings
C. Lighting design including:
   1. Interior lighting
   2. Photometric calculations based on the requirements of FBC, County and the Illuminating Engineering Society of North America (IESNA.)
   3. Lighting controls for energy-efficient use of lighting
   4. Review Lighting Submittals
D. Power distribution system including:
   1. Service entrance and utility coordination
   2. Electrical circuiting, risers and panel schedules
   3. Electrical load calculations

E. Fire Alarm System, as required by Code
F. Voice & Data communications infrastructure (cabling & outlets only)
G. Code Compliance:
   1. National Electric Code (NFPA 70), latest version
   2. Florida Building Code (FBC), latest version
   3. County Building Department
   4. National Fire Alarm Code (NFPA 72), latest version
H. Technical Specifications
I. Professional Engineer Sign & Seal of permit documents
J. Estimates of Probable Construction Cost (Cost Opinion)
   1. *In providing estimates of probable construction cost, the Client understands that the Consultant has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the Consultant's estimates of probable construction costs are made on the basis of the Consultant's professional judgment and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the Consultant's estimate of probable construction cost. This Consultant suggest that the Client should consider retaining an independent cost estimator at the Client's expense:*
      a. *A cost estimator can be more precise than this Consultant, and*
      b. *If the Client declines to do this, he or she acknowledges that any estimate of probable cost provided by this Consultant is subject to revision and refinement throughout the design and construction process and will not be construed as a guaranteed maximum price*
K. Construction Administration Services, including:
   1. Response to contractor RFIs
   2. Construction site visits (1 each)
   3. Attend construction meetings via teleconference only
   4. Shop drawing review
   5. Final inspection & punch list

II. Exclusions / Additional Services

The following items are not included in the base Scope of Work:

A. Security/CCTV Design
B. Lightning Protection System Design
C. Client Changes after Final Documents

III. Fee

OHMEGA proposes to furnish the aforementioned professional consulting services in accordance with the above conditions for the sum of *Five Thousand Four Hundred Thirty-Three Dollars and Twenty-One Cents* **(US$ 5,433.21)** for design and construction phase services. This fee shall include all necessary plan modifications, due to authority having jurisdiction (AHJ) review comments, as required to obtain a permit.

OHMEGA (hereafter referred to as Consultant) shall perform the services outlined in this proposal letter agreement for the stated fee.

IV. Additional Services

Any required work not covered under the Scope of Work is not covered in this Proposal. All Additional Services incurred as a result of Client changes will be charged on an hourly basis not to exceed those indicated in the table below. Additional Services will not be performed by **OHMEGA** without prior written authorization from the Client.

Classification	Hourly Rate
Principal Engineer / Project Director	$ 206.97
Sr. Engineer / Project Manager	$ 171.66
Project Engineer	$ 143.04
CADD Technician	$ 103.17
Clerical / Admin Asst	$ 74.05

V. Reimbursable Expenses

All reimbursable expenses incurred during the performance of the Scope of Work will be invoiced as charged at a multiplier of **1.1** during the first 30 days of the invoice. After 30 days, this shall be subject to the 1.5% late payment charge as outlined in **Section XII**. These expenses may include reproducibles such as blueprints, copies, photographs, large format plots as well as courier, mail, etc. Reimbursable expenses include actual expenses incurred by **OHMEGA** directly or indirectly in connection with the project.

VI. Standard of Care

The Consultant's services shall be performed in a manner consistent with that degree of skill and care ordinarily exercised by practicing design professional performing similar services in the same locality, at the same site and under the same or similar circumstances and conditions. The Consultant makes no other warranties, expressed or implied, with respect to the services rendered hereunder.

VII. Design Professional Indemnity

The Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees (collectively, Client) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Consultant's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom the Consultant is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and subconsultants (collectively, Consultant) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Client's negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable.

Neither the Client nor the Consultant shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.

Notwithstanding the foregoing agreement to indemnify and hold harmless, the parties expressly agree that the Consultant has no duty to defend the Client from and against any claims, causes of action, or proceedings of any kind.

In no event shall the indemnification obligation extend beyond the date when the institution of legal or equitable proceedings for professional negligence would be barred by an applicable statute of repose or statute of limitations.

VIII. Limitation of Liability

To the fullest extent permitted by law, the total liability in the aggregate, of Consultant and Consultant's officers, directors, employees, agents, and independent professional associates, and any of them, to Client and any one claiming by, through or under Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to Consultant's services, the project or this Agreement, from any cause or causes whatsoever, including but not limited to, the negligence, errors, omissions, strict liability, breach of contract, misrepresentation, or breach of warranty of Consultant or Consultant's officers, directors, employees, agents, and independent professional associates, and any of them, shall not exceed the total compensation received by Consultant under this Agreement or the total sum paid on behalf of or to the Consultant by the Consultant's insurers in settlement or satisfaction of Owner's claims under the terms and conditions of Consultant's insurance policies applicable thereto, whichever is greater.

IX. Third-Party Beneficiaries

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder. The Client and Consultant agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors and other entities involved in this Project to carry out the intent of this provision.

X. Consequential Damages

Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor the Consultant, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and the Consultant shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

XI. Termination

This agreement may be terminated by either party by giving seven (7) days written notice in the event of substantial failure to perform in accordance with the terms herein by the other party through no fault of the party initiating the termination. If this Agreement is terminated, the Client shall pay **OHMEGA** for the work satisfactorily completed up to the date of termination or suspension. The Client shall provide for fair notice and opportunity to cure before termination.

XII. Project Delivery Schedule

The Client and Consultant are aware that many factors outside the Consultant's control may affect the Consultant's ability to complete the services to be provided under this Agreement. The Consultant will perform these services with reasonable diligence and expediency consistent with sound professional practices.

A set of the final signed and sealed construction documents will be submitted to the Client within a reasonable time frame after receipt of signed authorization to proceed with the Scope of Work outlined herein and all working templates. In the case of the Client's request to accelerate the deliverable schedule, an additional expediting fee will be required to account for overtime hours required to meet the client's schedule. Any Client changes required after submittal of the final documents will be charged as Additional Services as outlined above.

The Consultant shall prepare and submit for Client approval a schedule for the performance of the Consultant's services. This schedule shall include reasonable allowances for review and approval times required by the Client, performance of services by the Client's consultants, and review and approval times required by public authorities having jurisdiction over the Project. This schedule shall be equitably adjusted as the Project progresses, allowing for changes in scope, character or size of the Project requested by the Client, or for delays or other causes beyond the Consultant's reasonable control.

NOTICE OF DELAY
If the Consultant becomes aware of delays due to time allowances for review and approval being exceeded, delay by the Contractor, the Client, the Client's consultants or any other cause beyond the control of the Consultant, which will result in the schedule for performance of the Consultant's services not being met, the Consultant shall promptly notify the Client. If the Client becomes aware of any delays or other causes that will affect the Consultant's schedule, the Client shall promptly notify the Consultant. In either event, the Consultant's schedule for performance of its services shall be equitably adjusted.

XIII. Ownership of Documents
All documents produced by **OHMEGA** under the terms of this agreement are copyrighted solely for the use on the subject project and shall remain the property of The Ohmega Group and may not be reused by the Client for any other purpose without the written approval of The Ohmega Group. Where approved by The Ohmega Group, a reuse fee shall be required prior to the authorized reuse of the design documents.

XIV. Payment Schedule
Final Payment shall be received no more than Thirty (30) days of the date of the invoice. In the event Payment is dependent of the Client's receipt of payment from a third party for services herein, Client may make payment to **OHMEGA** within the lesser of ten (10) days of receipt of payment from the third party or within forty-five (45) days of the date of the invoice. Any amounts due, but not paid when due, will bear a late payment charge of **1.5%** per month for all outstanding invoices. These costs are necessary to cover the interest charges on our corporate line-of-credit and operating expenses to fulfill our financial obligations. In the event of excessive late payments, **OHMEGA** may exercise its right to stop work until payment is received. The Client shall be responsible for all collection fees, court fees and attorney fees as required to collect outstanding unpaid balances.

XV. Entire Agreement
This Agreement shall be governed by and construed according to the laws of the State of Florida.
This Agreement constitutes the entire and integrated Agreement between the Client and **OHMEGA** and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may only be amended, supplemented, modified, or canceled by written instrument by an authorized representative of each party.

Mark A. Morley

Mark A. Morley, PE, RCDD
President

This is your authorization for **OHMEGA** to complete the Scope of Work as outlined above according to conditions of this Proposal.

[Proposal 2017-11 – Highlands Library]

Acceptance Signed by: _____

Date: _____

Print name: _____

When both parties sign this proposal, this instrument constitutes a legal and binding contract between the parties under the laws of the State of Florida.

Williams, Maria

From: Steve Flazar <sflazar@vrlarchitects.com>
Sent: Friday, May 05, 2017 8:42 AM
To: Williams, Maria
Subject: RE: Webb Westconnett and Highlands Regional Libraries / Man Hour Tabulations

I will send this on Monday.

From: Williams, Maria [mailto:MariaCW@coj.net]
Sent: Friday, May 05, 2017 8:31 AM
To: Steve Flazar <sflazar@vrlarchitects.com>
Subject: RE: Webb Westconnett and Highlands Regional Libraries / Man Hour Tabulations

Steve, please send me Margaret Sullivan's proposal. Thanks, Maria

---

From: Steve Flazar [mailto:sflazar@vrlarchitects.com]
Sent: Thursday, May 04, 2017 3:12 PM
To: Williams, Maria
Subject: RE: Webb Westconnett and Highlands Regional Libraries / Man Hour Tabulations

The Exhibit Bs include the reimbursable amounts prorated per library so the lump sum fees on attachment "B" will not match.

From: Williams, Maria [mailto:MariaCW@coj.net]
Sent: Thursday, May 04, 2017 3:09 PM
To: Steve Flazar <sflazar@vrlarchitects.com>
Subject: FW: Webb Westconnett and Highlands Regional Libraries / Man Hour Tabulations

Thank you Steve. Could you please see you attachment "B" to see if this numbers match? Also, we need Margaret Sullivan's proposal. Thanks, Maria

---

From: Steve Flazar [mailto:sflazar@vrlarchitects.com]
Sent: Thursday, May 04, 2017 2:30 PM
To: Williams, Maria
Subject: Webb Westconnett and Highlands Regional Libraries / Man Hour Tabulations

Maria:

Here are the Man hour Tabulations as requested.

Steve

May 04, 2017 - Rev 2

Consulting Engineers

VRL Architects
1449 Palm Avenue
Jacksonville, FL 32207

Attention: Mr. Steve Lazar

Reference: **Fee Proposal - Charles Webb Wesconnett Regional Library**
Children's Library Renovations

Dear Mr. Lazar:

M. V. Cummings Engineers, Inc., is pleased to submit our fee proposal for services at **Charles Webb Wesconnett Regional Library,** hereinafter called the 'project'.

The Scope of Work, as we understand it, is as follows:

1. Provide design for Mechanical discipline to upgrade diffuser layout in children's library.

M.V. Cummings Engineers proposes a lump sum fee concept fee of ***$2,950.***

If our proposal is acceptable, your signature below will confirm our authorization to proceed. Retain one copy and return one original signature copy to M. V. Cummings Engineers, Inc. This authorization constitutes your commitment to pay the fee and reimbursable expenses (if applicable) and represents that approval has been received by your firm from the Client to proceed.

Sincerely,

M. V. CUMMINGS ENGINEERS, INC.

Wayne C. Kelly PE

Wayne C. Kelly, P.E.
President

Accepted this _____ Day of _____, 2017

VRL ARCHITECTS

By _____

Officer or Authorized Signature

CITY OF JACKSONVILLE
PUBLIC BUILDINGS PROJECT
CITY CONTRACT NUMBER 9513 – VRL ARCHITECTS, INC.
TOTAL FEE SUMMARY FOR CHARLES WEBB WESCONNETT REGIONAL LIBRARY CONCEPTUAL REVIEW
EXHIBIT "B"

PART I - GENERAL	
1. Project **Charles Webb Wesconnett Regional Library**	2. Proposal No.
3. Name of Consultant **M.V. Cummings Engineers**	4. Date of Proposal **05/02/2017**

PART II - LABOR RELATED COSTS				
5. Direct Labor **MVCE**	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	$58.00	5	$290.00	
Project Manager	$49.00		$0.00	
Design Engineer/Architect	$43.00	10	$430.00	
Design Technician	$32.00		$0.00	
Drafter	$18.00	15	$270.00	
Field Inspector	$49.00		$0.00	
Clerical	$20.00	4	$80.00	
TOTAL DIRECT LABOR				$1,070.00
6. **Overhead (Combined Fringe Benefit & Administrative)** Overhead Rate		**150%** X Total Direct Labor		$1,605.00
7. **SUBTOTAL: Labor + Overhead (Items 5 & 6)**				$2,675.00
8. **PROFIT: Labor Related Costs (Item 7)**		X	**10%**	$267.50
				$2,942.50

PART III - OTHER COSTS	
9. **MISCELLANEOUS DIRECT COSTS** MISCELLANEOUS DIRECT COSTS SUB-TOTAL	$0.00
10. **SUB-CONTRACTS (Lump Sum)**	
SUB-CONTRACT SUB-TOTAL	$0.00
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9, 10)	$2,942.50
11. **REIMBURSABLE COSTS (Limiting Amount)** a.Reproductions b.	7.50
SUB-TOTAL REIMBURSABLES	$7.50

PART IV - SUMMARY	
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)	$2,950.00

CITY OF JACKSONVILLE
JACKSONVILLE PUBLIC LIBRARY PROJECT
VRL ARCHITECTS, INC
TOTAL FEE SUMMARY FOR
EXHIBIT "B"

PART I - GENERAL	
1. Project **Charles Webb Wesconnett Regional Library Childrens Renovations**	2. Proposal No. 1705-01
3. Name of Consultant **VRL Architects, Inc.**	4. Date of Proposal **17 May 2017**

PART II - LABOR RELATED COSTS				
5. Direct Labor **VRL Architects, Inc.**	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	$58.00	86	$4,988.00	
Project Manager	$49.00	10	$490.00	
Design Engineer/Architect	$43.00	0	$0.00	
Design Technician	$32.00	0	$0.00	
Drafter	$18.00	56	$1,008.00	
Field Inspector	$49.00	8	$392.00	
Clerical	$20.00	9	$180.00	
TOTAL DIRECT LABOR		169		$7,058.00
6. **Overhead (Combined Fringe Benefit & Administrative)** Overhead Rate		**150%** X Total Direct Labor		$10,587.00
7. **SUBTOTAL: Labor + Overhead (Items 5 & 6)**				$17,645.00
8. **PROFIT: Labor Related Costs (Item 7)**			X **10%**	$1,764.50
				$19,409.50

PART III - OTHER COSTS	
9. **MISCELLANEOUS DIRECT COSTS**	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL	$0.00
10. **SUB-CONTRACTS (Lump Sum)**	
a. Electrical Engineering (The Ohmega Group)	8,571.20
b. Mechanical Engineering (M. V. Cummings Engineers, Inc)	2,950.00
c. VRL Misc. Costs	$43.30
SUB-CONTRACT SUB-TOTAL	$11,564.50
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9, 10)	$30,974.00
11. **REIMBURSABLE COSTS (Limiting Amount)**	
a, Reproductions	358.50
b. Renderings	3,000.00
SUB-TOTAL REIMBURSABLES	$3,358.50

PART IV - SUMMARY	
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)	$34,332.50

CITY OF JACKSONVILLE
JACKSONVILLE PUBLIC LIBRARY PROJECT
VRL ARCHITECTS,INC
TOTAL FEE SUMMARY FOR
EXHIBIT "B"

PART I - GENERAL	
1. Project **Highlands Regional Library---Childrens Library Renovations**	2. Proposal No. 1706-01
3. Name of Consultant **VRL Architects, Inc.**	4. Date of Proposal **17 May 2017**

PART II - LABOR RELATED COSTS				
5. Direct Labor **VRL Architects, Inc.**	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
Principal	$58.00	160	$9,280.00	
Project Manager	$49.00	40	$1,960.00	
Design Engineer/Architect	$43.00	0	$0.00	
Design Technician	$32.00	0	$0.00	
Drafter	$18.00	98	$1,764.00	
Field Inspector	$49.00	22	$1,078.00	
Clerical	$20.00	25	$500.00	
TOTAL DIRECT LABOR		345		$14,582.00
6. **Overhead (Combined Fringe Benefit & Administrative)** Overhead Rate		**150%** X Total Direct Labor		$21,873.00
7. **SUBTOTAL: Labor + Overhead (Items 5 & 6)**				$36,455.00
8. **PROFIT: Labor Related Costs (Item 7)**			X **10%**	$3,645.50
				$40,100.50

PART III - OTHER COSTS	
9. **MISCELLANEOUS DIRECT COSTS**	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL	0.00
10. **SUB-CONTRACTS (Lump Sum)**	
a. Electrical Engineering (The Ohmega Group)	5,433.21
b. VRL Misc. costs	6.29
SUB-CONTRACT SUB-TOTAL	5,439.50
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9, 10)	$45,540.00
11. **REIMBURSABLE COSTS (Limiting Amount)**	
a.Reproductions	328.08
b.Renderings	3,000.00
SUB-TOTAL REIMBURSABLES	$3,328.08

PART IV - SUMMARY	
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)	$48,868.08

MARGARET SULLIVAN STUDIO

May 10, 2017

Jacksonville Department of Public Works
214 N. Hogan Street, 10th Floor
Jacksonville, FL 32202

RE: P-44-16 Children's Area Renovations Charles Webb Wesconnett Regional & Highlands Regional

To Whom It May Concern,

Margaret McLeod Sullivan, LLC, d/b/a Margaret Sullivan Studio, is pleased to present the following fee proposal for work with the Jacksonville Public Library on Children's Area renovations in two branches.

The Scope of Work for this project is outlined in the attached memos, dated February 9, 2017, for Visioning, Programming and Conceptual Design and Furniture, Fixtures and Equipment services.

Proposed Fee

Webb Wesconnett	
Initial Programming & Concept Design	$12,000
Design Development	$10,000
FF&E	$8,974
Total	*$30,974*
Highlands	
Initial Programming & Concept Design	$12,000
Design Development	$22,000
FF&E	$11,540
Total	*$45,540*

Total proposed Fee for above services is seventy-six thousand five hundred fourteen dollars (**$76,514.00**).

307 7th Avenue, Suite 504
New York, NY 10001
T 646 687 7823
W margaretsullivanllc.com

MARGARET SULLIVAN STUDIO

Reimbursable Expenses
Reimbursable expenses incurred during the project will be billed by MSS to the client. Only travel expenses will be submitted for reimbursement. MSS will provide documentation in the form of receipts. Estimated expenses are outlined in Attachment D.

Additional Services
This current scope is for the Scope of Services outlined on attached memorandums. Additional consultation services provided by MSS will be under a separate contract. Any additional services will be approved by the client prior to commencement.

Billing
Billing will occur upon completion of the project. Payment is expected within 30 days.

Acceptance of this agreement indicates acceptance of and agreement to this proposal and all terms outlined in attached Standard Terms & Conditions.

Attachments:
1. Attachment D – Estimated Reimbursable Travel Expenses
2. Memo - 2017-02-09_Jacksonville Visioning Scope and Schedule
3. Memo - 2017-02-09_Jacksonville FF&E Scope and Schedule
4. Standard Terms and Conditions

307 7th Avenue, Suite 504
New York, NY 10001
T 646 687 7923
W margaretsullivanllc.com

MARGARET SULLIVAN STUDIO

attachment d

TO: Jacksonville Department of Public Works
FROM: Margaret Sullivan Studio (MSS)

DATE: May 10, 2017
SUBJECT: Estimated Reimbursable Expenses for Charles Webb Wesconnett Regional and Highlands Regional Libraries

Estimated MSS Travel Costs
Phase 1: Initial Programming and Concept Development
Two (2) 3-Day Trips – 2 Persons
$300 RT airfare/person = $600/trip
$120 Car; $ 250 Hotel; $180 Food = $ 550/Day x 3 = $1,650/trip
Total for 1 Trip = $ 2,250/trip
*Total 2 trips= $ 4,500.00**

Phase 2: Design Development
One (1) 3-Day Trip – 2 Persons
Airfare: $300 RT airfare/person = $600
Other costs: $120 Car; $ 250 Hotel; $180 Food = $ 550/Day
*Total 1 trip = $ 1,150.00**

Phases 3, 4 & 5: Construction Documents, Bidding & Negotiation, FF&E
Three (3) 1-Day Trips – 1 Person
$300 RT airfare/person
$120 Car; $250 Hotel; $90 Food = $ 460/Day
Total for 1 Trip including airfare = $760.00
*Total for 3 Trips = 2,280.00**

**Note: These reimbursable costs to be divided evenly between the two sites*

Total Estimated Reimbursable Travel Expense: $7,930.00

Additional Expenses
Renderings: $4,000.00 to $6,000.00 allowance
Reproductions: $800.00 allowance

END OF ATTACHMENT

MARGARET SULLIVAN STUDIO

memorandum

TO: Jacksonville Public Library
FROM: Margaret Sullivan Studio

DATE: February 9, 2017
SUBJECT: Visioning, Programming and Conceptual Design Scope and Schedule

Margaret Sullivan Studio (MSS) is pleased to present the following scope of work and schedule to provide visioning, programming and concept design for the Jacksonville Public Library. The project will include architectural and interior design improvements for literacy and learning spaces, services/program areas, shelving, computer learning, and engaging children and preteen areas in two branches.

Deliverable documents will be generated from a highly collaborative process with library leadership, staff, stakeholders, design team and consultants.

SCHEDULE & WORKSHOPS
Schedule and workshop process is outlined below.

RESEARCH and ANALYSIS:
Prior to the initial workshop, MSS will provide the Jacksonville Public Library (JPL) with a programming preparation information request document. MSS will evaluate and analyze this information in preparation for Workshop #1.

PHASE 1: Conceptual Design (8-12 weeks)
For Phase 1, MSS will be responsible for designing, conducting and facilitating library leadership, staff and community engagement sessions. MSS will take the lead in developing programming, visioning and concept designs for the two branches in collaboration with VRL Architects, Inc. Deliverable will be a concept design package, similar to the CLOUD901 document for the Benjamin L. Hooks Central Library (attached).

<u>TRIP #1</u>
Day 1:

- Initial Team Meeting with JPL to prepare for community meetings
- Workshop #1: Kick-Off Visioning Session with Library Leadership, Staff and Admin, as defined by the library. Outside experts and partners may also be included.
- Webb Library Community Meeting

Day 2:

- Webb Library Meeting with Staff
- Webb Library Meeting with Admin
- Highland Library Community Meeting

Day 3:

- Highland Library Meeting with Staff
- Highland Library Meeting with Admin

Optional:

1. Case Study visits to museums, libraries and educational facilities.
2. Expert Session(s) with educational partners.
3. Focus Group session(s) with families and youth.
4. Interview with educational consultant.
5. Case Study visit to Storyville in Baltimore and/or DC area institutions.
6. Case Study visit to NYC.

WORKSHOP #1: Vision, Goals and Educational Objectives

The purpose of this Workshop with Library Leadership will be to define the educational and user experience principles of the two library locations.

Who: Library Leadership (as identified)
When: *(Will coincide with community workshops and focus group meetings)*
Where: TBD
Time: 2- 3 hours

Workshop Agenda:

I. Introductions & Icebreaker
II. Literacy and Learning at the Library: A National Perspective
III. Imagine the Possibilities
Break
IV. What we know about the Jacksonville Public Library and the Two Branches
A. Vision/Mission
B. Community Needs
C. Educational and Experience Principles

Homework:

1. Write: What is your Vision for the literacy spaces?
2. Write: What is the role of the Library in supporting families and youth?
3. Case Studies and/or Directed Storytelling.

MSS in collaboration will also conduct the following engagement sessions as determined with JPL.

COMMUNITY MEETINGS:
The purpose of the Community Meetings will be to educate the community on the potential that a learning and literacy environment can be for its community and to garner feedback on what the community's aspirations are and community needs they envision as priority. MSS encourages a custom designed interactive session appropriate for the Webb Library community and the Highlands Library community in order to generate the most relevant and impactful information.

FOCUS GROUPS:
MSS encourages focus groups with families of existing library users and potential users that may not be reached (due to barriers, not knowing about library programs, etc.). Focus groups that include educational partners and leaders in the community are also very helpful. MSS can work with JPL to define participants.

STAFF AND ADMIN MEETINGS/FOCUS GROUPS:
Meetings with staff and admin will provide a deeper understanding of the community, their needs and aspirations, the use of the current space and physical challenges to programs and the current service delivery model.

+++++

TRIP #2
Day 1:
- Workshop #2 with Library Leadership, Staff and Admin, as defined by the library. Outside experts and partners may also be included.
- Webb Library Community Meeting

DAY 2:
- Webb Library Meeting with Staff
- Webb Library Meeting with Admin
- Highlands Library Community Meeting

Day 3:
- Highlands Library Meeting with Staff
- Highlands Library Meeting with Admin

Optional:
1. Focus Groups with Community Partners/Educational Partners
2. Case Study Visits (continued from previous trip)

WORKSHOP #2: Application of Learning Objectives
The purpose of this Workshop with Library Leadership will be to engage in a user-centered interactive workshop to design the library experience and outcomes for families and youth in the community. Patron personas will be developed prior to the workshops.

Who: Library Leadership (as identified)
When: *(Will coincide with community workshops and focus group meetings)*
Where: TBD
Time: 3-4 hours

Workshop Agenda:

I. Introductions & Icebreaker
II. What we have learned about JPL
III. Case Study Share Outs
Break
IV. Design Your Library Experience
A. Patron Development
B. Learning Outcome Development
C. Design Your Library!

Homework:

1. Directed Storytelling
2. User Narrative

+++++

Conceptual Design Deliverable:
At the completion of Conceptual Design, MSS in collaboration with VRL Architects, Inc. will deliver a concept design document.

+++++

PHASE 2: Design Drawings and Plans (12 weeks)
For Phase 2, MSS will be responsible for selecting preliminary finishes and furnishings for the two library spaces. The deliverable will be presentation materials with the following:

Presentation materials for each library:

1. Concept and Vision
2. Floor, Walls and Ceiling diagrams and finishes
3. Furniture Concepts

Drawing deliverables at the end of this phase will be a finish plan and finish schedule. Elevation and RCP's will be documented by VRL. MSS will provide finish information to be coordinated.

***Do we want renderings at the end of this phase?

PHASES 3, 4, 5: Construction Documents (16 weeks), Bidding & Construction (8 months)
For Phases 3, 4, and 5, MSS will provide consultant review of the design documents.

FF&E: Concurrently with Construction Documents

MSS typically takes responsibility for FF&E packages for projects similar to this one. Scope to be determined. Typical MSS FF&E scope attached.

Additional Questions:
1. Will we want to bring an educational consultant on board?
2. The above does not necessarily include engaging in an exhibit designer. Will need to determine if that is the approach after the preliminary visioning sessions.

Attachments
1. CLOUD901 Teen Learning Lab at Benjamin J. Hooks Central Library
2. MSS FF&E Scope

END OF MEMORANDUM

CITY OF JACKSONVILLE
JACKSONVILLE PUBLIC LIBRARY PROJECT
VRL ARCHITECTS, INC/MARGAREY SULLIVAN STUDIO
TOTAL FEE SUMMARY FOR
EXHIBIT "B"

PART I - GENERAL	
1. Project Charles Webb Wesconnett Regional & Highland Library Childrens Renovations	2. Proposal No. 1705-01
3. Name of Consultant **Margaret Sullivan Studio**	4. Date of Proposal **22 May 2017**

PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTAL
TOTAL DIRECT LABOR				
6. **Overhead (Combined Fringe Benefit & Administrative)** Overhead Rate		**150%** X Total Direct Labor		$0.00
7. **SUBTOTAL: Labor + Overhead (Items 5 & 6)**				$0.00
8. **PROFIT: Labor Related Costs (Item 7)**			X **10%**	$0.00
				$0.00

PART III - OTHER COSTS	
9. **MISCELLANEOUS DIRECT COSTS**	
MISCELLANEOUS DIRECT COSTS SUB-TOTAL	$0.00
10. **SUB-CONTRACTS (Lump Sum)**	
Margaret Sullivan Studio - Webb Wesconnett Library	$30,974.00
Margaret Sullivan Studio -Highlands Library	$45,540.00
SUB-CONTRACT SUB-TOTAL	$76,514.00
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9, 10)	$76,514.00
11. **REIMBURSABLE COSTS (Limiting Amount)**	
a. Air Fare Trips (9-$300/trip)	$2,700.00
b. Hotel (12 Days - $250)	$3,000.00
c. Car Rental (12 days-$120)	$1,440.00
d. Food (21 Days - $90)	$1,890.00
SUB-TOTAL REIMBURSABLES	$9,030.00

PART IV - SUMMARY	
TOTAL AMOUNT OF CONTRACT (Lump Sum Plus Reimbursables) (Items 5, 6, 8, 9, 10, and 11)	$85,544.00

14 March 2017 **Attachment D**

Suggested Reimbursable Expenses

VRL Architects Inc / Margaret Sullivan Studio

Charles Webb Wesconnett Regional and Highlands Regional Libraries

Margaret Sullivan Travel Costs

Phase 1 : Initial Programming and Concept Development : Two (2) Three-Day Trips

Reimbursable costs : 2 Persons x $300 RT airfare /trip = # 600 / trip airfare

Other costs : $120 Car / $ 250 Hotel / $180 Food = $ 550 /Day x 3 = $1,650 /trip

Total for 1 Trip including airfare = $ 2,250 / trip

Total 2 trips= $ 4,500 *

Phase 2 : Design Development : One (1) Three-Day Trip

Reimbursable costs : 2 Persons x $300 RT airfare /trip = # 600 / trip airfare

Other costs : $120 Car / $ 250 Hotel / $180 Food = $ 550 /Day

Total for 1 Trip including airfare = $ 1,150 / trip*

Total 1 trip= $ 1,150

Phases 3, 4 & 5 : Three(3) One- Day Trips

Reimbursable costs : 1 Person x $300 RT airfare /trip

$120 Car / $ 250 Hotel / $90 Food = $ 460 /Day

Total for 1 Trip including airfare = $760 / trip

Total for 3 Trips = 2,280*

**Note: These reimbursable costs to be divided evenly between the two sites*

Total Reimbursable Travel Expense : $ 7,930.00