

August 18, 2009

---

**TO:** MR. TOM EEG, Assistant Public Works Commissioner  
C/O Public Works Department, City of Racine City Hall  
730 Washington Avenue, Racine WI 53403

**FR:** JOHN C. MURPHY AIA, Architect / President

**RE:** PROPOSAL FOR ADDITIONAL SERVICES FOR  
OWNER-ARCHITECT AGREEMENT / FEBRUARY 14, 2009 / CITY RESOLUTION 09-1223 OF 2/3/09  
RACINE PUBLIC LIBRARY – REMODELING AND REVISED INTERIOR DESIGN OF UPPER LEVEL  
75 Seventh Street, Racine, WI 53403  
Architect's Project No: 08-1636

**CC:** JESSICA MACPHAIL, Library Director  
DARCY MOHR, Director of Adult and Youth - Racine Public Library ([darcy.mohr@racinelibrary.info](mailto:darcy.mohr@racinelibrary.info))  
DAN SCHULTZ, Racine Public Library Business Manager ([dan.schultz@racinelibrary.info](mailto:dan.schultz@racinelibrary.info))

---

**INTRODUCTION:**

1. This proposal is being submitted for your approval and processing through City Hall, of additional services in the amount of \$25,620 to our Owner-Architect Agreement for the above referenced project.
2. We understand it is being processed through the Library Board simultaneously.
3. This proposal for additional services is prepared in accordance with the provision in the original Owner-Architect Agreement that indicates "No additional services or reimbursable expenses shall be included under this agreement without prior written consent of City." See copy of the attached agreement for reference.
4. This proposal for additional services has been generated because consequential project changes to the planning and design criteria were initiated by the Library Board. These changes, done in cooperation with the Library staff and director, required re-planning and designing of the project and preparation of new documents for bidding of the construction and interiors.
5. AALtd was in the process of finalizing the documents for construction and interiors, when the Racine Public Library advised on September 17, that several previously key planning and design criteria items which had been the basis for re-planning the project were now changed. Some of the changes were directed by the Library Board and other changes evolved during further planning sessions with the library staff.
6. Over the past month, AALtd diligently and expeditiously endeavored to identify the impact of these changes, met with library staff several times, developed new planning concepts, and proceeded to re-create new documents responsive to the changes.
7. AALtd believes that with the new direction and re-planning, the project is now an improved planning concept. However, it also required our firm to re-do much of what had previously been approved, thereby requiring an amendment to the Owner-Architect Agreement.

**OUTLINE OF KEY CHANGES:**

The key changes involved with the revised design and scope include the following. The domino effect of the changes has required substantial re-working of the planning concepts and detailed bidding.

1. **Café and Café Lounge:** The previously planned café was to be a primary feature in the renovated planning concept and is now to be eliminated from the project after considerable planning and detailed design was completed. This area is now to accommodate new books as well as recently returned books. A reading lounge with power for computers is also included along the north window wall.
2. **Welcome Desk:** The previously planned new information and welcoming desk near the entry has been eliminated. This generated other changes to the surrounding shelving layout and materials.

3. **Information Desk:** The existing information/reference desk was originally to remain unchanged in its current location. This function is now to be in a new more central and visible location with an all new custom four-sided reference island to be more convenient and patron friendly with improved monitoring of surrounding areas. The former location is to be remodeled and reintegrated into the revised library functions. Revisions to lighting, finishing, and signage will be provided at both locations.
4. **Book Shelves Reorganized and Reconfigured:** Shelving was originally intended to be moved where needed in current range configurations. The new planning requires not only the shelving units being relocated, but also reconfigured while accommodating the various manufacturers, shelving sizes and connection points. Revised aisle passages and relationships of library materials were created after previously designed layouts were approved. Fiction, non-fiction, reference materials, neighborhoods, and other collections have now been further re-organized and re-sized. A new aisle was added for viewing from the point of entry. Some new shelving and new end panels are still to be purchased.
5. **Racine History Center:** This function is now added to the scope as a feature. It will be located in the former Racine Room and will be visible through a new glass wall. New signage above the glass wall is assumed to be visible from the main entry. The new reference desk can also monitor activity in this new room.
6. **Computer Desks Location:** The computer desks are now to be re-organized into a centralized location for ease of service. The previous design and direction had them spread out to be more patron friendly, but the committee reversed that directive.
7. **Electrical and Lighting:** The revised layouts will now require more and additional electrical and lighting coordination than originally planned with new power and computer outlets, and some new lighting and circuiting.
8. **Vending and Used Books:** Now to be placed on the lower level entrance rather than on the upper level as previously directed.
9. **Additional furniture, cabinetry and interior finishing:** More has been added to the plan and project scope, however, some items may be phased depending on available funds.
10. **Additional furniture, shelving, and cabinetry:** Not within initial budget but included for master planning.

## PROJECTS AND PHASES:

The project has now been divided into three projects as follows in an effort to help manage the Owner's budget, and schedule.

1. **Construction Project includes:** (Competitively Bid)
  - a. Structural infill of the Atrium opening with new lower level acoustic ceiling and lighting plus new ductwork connecting to the existing HVAC system.
  - b. New study rooms with new HVAC and lighting.
  - c. New Information and Reference Island with new cabinetry, signage, and lighting.
  - d. New door into staff office.
  - e. Additional electrical outlets for computer connections.
  - f. New Racine History Room and signage.
  - g. Sunscreen window coverings on large south and east window walls.
2. **Shelving and furniture Project includes** (Assume direct purchase through selected vendors.):
  - a. Moving of shelves.
  - b. Re-configuring shelf ranges, shelving units, and end panels.
  - c. Moving books to storage and then placing books back on the newly configured shelving.
  - d. Purchase of new required shelving, parts, end panels, miscellaneous connectors and accessories.
3. **Furniture Project:**
  - a. Purchase and install new movable furniture. (Some purchases may be postponed depending on budget)
  - b. Re-installation of existing furniture.

## **BUDGET AND SCHEDULE ESTIMATES:**

### **1. Budget:**

- a. The initial approved budget total for construction and moving has not been updated to include all the new project changes but we understand the target remains unchanged at \$584,788.
- b. However, with all the changes to the plan and concept, we expect there will be some changes to the budget projections which we will be preparing over the next few weeks.
- c. AALtd anticipates some increase, but some optional/alternate bids will also be identified to help manage the budget. (Example: Some furniture might be optional at this time and purchased in the future as funds become available.)

### **2. Preliminary Revised Project Schedule:**

The following is an updated preliminary project schedule based on recent changes. AALtd will be reviewing and updating our projections as we learn more information from vendors and contractors. Also see the attached projection of phases:

- a. September, 2009      Completion of Bidding Documents.
- b. October &  
November, 2009      Bidding, open and review bids, process through City/Library approvals, prepare and execute contracts, authorize work to proceed.
- c. December, 2009      Mobilization of contractor's and vendor's labor and equipment, commence shop drawings, schedule closing with library and staff.
- d. January, 2010      Commence construction and moving phases.
- e. April, 2010      Completion of project and assume fully open.
- f. May, 2010      Finalize punch list and close out project.
- g. June, 2010      Contingency allowance for miscellaneous items.

## **MIXTURE OF SHELVING SYSTEMS AND PARTS – EMBURY, LTD.**

The existing library shelving is currently a mixture of too many manufacturers, causing different widths, depths, heights, parts and accessories of varying sizes, details and end panels. Embury, Ltd. (both a vendor and a consulting service and the provider of shelving for the last library remodeling) met with the project committee and offered to:

- a. Provide a \$4,000 service to inventory all the existing shelving, suggest where the existing should be placed on the new layout, and suggest an equipment list for what shelving should be ordered new so it could be competitively bid.

....Or....

- b. Be the selected vendor for the new shelving and provide the service within their price. Their price structure would be identical to the standard state-approved pricing for the University of Wisconsin, thereby avoiding the cost of competitive bidding for the new shelving system. They would fabricate the re-configurations, and coordinate the installation with Hallett & Sons Expert Movers, Inc. who will be moving the shelving and books.

AALtd recommends procedure "b" above because there will be project savings with the understanding Embury, Ltd. would better coordinate with the movers and avoid confusion and delays for the project should competitive bidding be required. The City and the Library both are assured of a better project delivery and end result in addition to being assured of a fair price. Therefore, this additional service was not included in the updated budget of fees. Should this decision be revised to be included within the bid documents prepared by AALtd, then our services will also need to be increased by \$1,500 to coordinate with Embury, Ltd.

**HALLETT & SONS EXPERT MOVERS, INC. SELECTED:**

Upon detailed consultations, review of the project, and preparation of a proposed service fee, the Racine Public Library selected Hallett & Sons Expert Movers, Inc. to manage and provide the moving of the library shelving, temporary storage of books and materials, and relocation of the shelving. This was determined since they are the most experienced movers in the industry and have presented excellent preliminary pricing. Additionally, it is understood by the Library from Hallett & Sons' reputation, there will be little risk using them in a timely fashion rather than using lower bid unknown vendors.

**REVISED FLOOR PLAN CONCEPT:**

1. For reference, see the attached copy of the updated revised floor plan concept as discussed and approved by the Racine Public Library staff.
2. This revised plan is the basis for bidding documents now being prepared on the assumption that the additional services will be approved.

**UPDATE OF SERVICES, FEES & REIMBURSABLE EXPENSES – WITH PROPOSED ADD TO AGREEMENT**

Description of Project Services	Original Agreement	Additional for Services & Expenses Due to revised criteria & direction per new concept plan	Proposed New Total
<b>A. PRELIMINARY PRE-BASIC SERVICES</b>			
1. Revise and refine planning and design criteria per new directives from Library Board and Committee.	\$ 7,200.00	\$ 5,400.00	\$ 12,700.00
2. Prepare new revised floor plans and consult with staff.			
3. Develop final concept floor plan.			
<b>Sub-total Preliminary Pre-basic Services</b>	<b>\$ 7,200.00</b>	<b>\$ 5,400.00</b>	<b>\$12,600.00</b>
<b>B. BASIC SERVICES</b>			
1. Schematic Design Phase: Revise per new direction	\$ 2,280.00	\$ 1,440.00	\$ 3,720.00
2. Design Development Phase: Revise per new direction	2,280.00	2,280.00	4,560.00
3. Construction & Interiors Documents Phase: Prepare new documents per revised direction (no change to structural at Atrium)	34,560.00	16,000.00	50,560.00
4. Bidding and Negotiation Phase:	2,880.00	0.00	2,880.00
5. Construction Administration Phase:	7,358.75	0.00	7,358.75
<b>Sub-total Basic Services</b>	<b>\$49,358.75</b>	<b>\$19,720.00</b>	<b>\$69,078.75</b>
<b>C. ADDITIONAL SERVICES</b>			
1. Kitchen consulting allowance:	\$ 750.00	0.00	\$ 750.00
2. Consulting for mixture of library shelving systems:	0.00	0.00	0.00
<b>Sub-total Additional Services</b>	<b>\$ 750.00</b>	<b>0.00</b>	<b>\$ 750.00</b>
<b>Total Fees Projection</b>	<b>\$57,308.75</b>	<b>\$25,120.00</b>	<b>\$82,428.75</b>
<b>REIMBURSABLE EXPENSES ALLOWANCE:</b>	<b>\$ 1,000.00</b>	<b>\$ 500.00</b>	<b>\$ 1,500.00</b>
<b>Grand Total Budget Allowance for Fees &amp; Reimb. Exp.</b>	<b>\$58,308.75</b>	<b>\$25,620.00</b>	<b>\$83,928.75</b>
<b>TOTAL AMOUNT PROPOSED TO ADD to Owner - Architect Agreement between AALtd and City of Racine for Additional Services for Renovations to the Racine Public Library.</b>		<b><u>\$25,620.00</u></b>	

**NOTE:** AALtd is proceeding with the above additional services on good faith. Please advise immediately if there is any doubt the additional services will not be authorized. Thank you.

