

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

**WORK SESSION
Wednesday, April 10, 2013
5:45 p.m.
Meeting Room 1B**

AGENDA

1. Call to Order – Valerie Merriam, President
2. Resolution to Request Advance Tax Draw (page 1-2) – Gary Lettelleir
3. Proposal to Hire Architect to Lead Main Library Phase 3 Renovation (page 3-7) – Marilyn Wood
4. Public Comment
5. Adjournment

MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

**RESOLUTION TO REQUEST ADVANCE TAX DRAWS
FROM MONROE COUNTY AUDITOR**

BE IT RESOLVED that the Board of Trustees of Monroe County Public Library, 303 E. Kirkwood Avenue, Bloomington, Indiana shall request advance tax draws from Monroe County Auditor to be paid before semi-annual tax settlements.

BE IT FURTHER RESOLVED that the requests will be submitted to the Monroe County Auditor in April and October of 2013.

ADOPTED THIS ____17th____ DAY OF ____April____, 2013

AYE

NAY

April 17, 2013

Steve Saulter
Monroe County Auditor
Monroe County Courthouse
Room 209, Court House
Bloomington, IN 47404

Dear Mr.Saulter:

In accordance with **IC 5-13-6-3 (b)**, I am requesting a property tax advance for the Monroe County Public Library. Please advance taxes in debt service and general funds between now and June 30, 2013, as possible. Please advise us of the anticipated date or dates that we may receive these funds.

Thank you for your help and cooperation in this matter.

Sincerely,

Valerie Merriam, President
Board of Trustees

Recommendation to Hire Architect for Phase III Renovation

April 8, 2013

Background & Funding

Planning and construction for the renovation of the Main Library in 2009 was guided by budget constraints. Architects recommended a phased approach to planning and implementation and identified several additional areas in need of renovation in a later phase.

The General Obligation Bond received in 2013 set aside \$375,000 for Phase III renovation. Additionally, \$450,000 has been set aside in LIRF, and \$10,000 in the Rainy Day Fund for a total of \$835,000 for Phase III renovation in 2013-2014.

Planning for Renovation

In September 2012, the Library appointed eight renovation planning teams to represent the interests of specific program areas in the library. Each of these teams produced a written report with recommendations that outline their desired outcomes from the renovation. The teams were asked to identify their ideal, essential, and not essential but preferred outcomes and to consider the following in their recommendations:

- Every function the space would support now and the next 15-20 years
- The kinds of public services that might occur in the space
- The number of individuals who would work in or use the space
- The types or kinds of work space needed
- The kinds of equipment and furnishings that would be needed
- Important adjacencies for each area
- Options that should be considered
- Any questions they might have for the architect

Each team also reviewed previous architectural plans from 2009 to identify which part of those plans remained relevant, or which might need to be reconsidered. A report that combined individual responses from each of the teams was compiled and included as part of the architects RFP. To further explain the scope of the work to be completed, the following information was also included in the renovation team report:

The following spaces should be included in the scope of renovation. Some are currently vacant and others can be used in alternative ways than they are at present, if it would better meet our desired outcomes.

- *First Floor: auditorium, meeting rooms, Movies & Music, Friends Bookstore, gallery hallway, Community Outreach (2 separate rooms), workroom across from Outreach, former drive-up area off of Grant Street*
- *Second Floor: Indiana Room, microfilm area outside Indiana Room, Silent Reading Room, Young Adult/teen collection area, vacant room behind current new book area (former circulation workroom) and hallway leading to this space*
- *Third floor: all spaces except staff lounge*

Given the realities of budgets, we understand we may need to have a phased approach to completing this work. We are interested in reviewing alternate approaches or phased plans in order to reach our desired outcomes. We recognize that in many cases the work in one area will necessarily impact timing of the work in another; however, we offer the following overarching goals and priority to guide your work:

- *Maximize utilization of all spaces including those currently vacant*
- *Create a digital creativity space with a teen focus*
- *Enlarge and redesign the Information Systems office*
- *Improve workspace layout, design, and storage for Community Relations*
- *Improve lighting, sound and safety issues in the auditorium*
- *Update flooring, finishes, and technology in meeting rooms while considering new design or layout for multi-purpose use of these spaces*
- *Update finishes and/or furnishings and reconfigure to create efficient workspace design for Movies & Music, the Bookstore, Community Outreach and the Learn & Play space in Children's*

RFP Process & Proposals Received

On February 20, the Board approved issuing a Request for Proposal to a number of architectural firms, both local and others in Indiana, with experience in designing and renovating libraries or public spaces. On February 21, the RFP was sent to 13 firms. On March 5, the Library hosted a tour of the facility and a chance for all architects to ask additional questions. Following that, another firm contacted the Library and asked to be included in the RFP. On March 26, a total of 10 proposals were received. One proposal was submitted by a team of two firms.

The proposals were reviewed by Sara Laughlin, Gary Lettelier, and Marilyn Wood. Three firms were selected for interviews:

- Christine Matheu Architect, Bloomington
- Odle, McGuire and Shook, Indianapolis
- Rowland Design, Indianapolis

On April 4, Gary and Marilyn interviewed the three finalists. Each firm provided a brief presentation highlighting areas of their proposal that they felt would be of significant value to our project, and answered a series of questions.

All firms advised we pursue very careful and collaborative planning to identify highest priority areas that effectively meet our design needs, concepts and costs. This planning will impact both current and future construction costs and budgets. It will also help to identify potential areas where we could take advantage of improved energy efficiency or improve our efforts to be effective environmental stewards.

Recommendation

All three firms made compelling proposals. After final review, we recommend that Christine Matheu serve as the architect for Phase III renovation.

Their project team will include:

- Christine Matheu, Architect and Interior Designer
- Kristopher Floyd, Project Manager
- Circle Design Group, Inc., mechanical, electrical and plumbing engineer
- Kimberly Bolan & Associates, library consulting services
- Jones Consultants, theater design services
- Wright Consulting Associates, acoustical design services

This firm is recommended based on the following:

- **Their team credentials and experience.** They have assembled a team that has extensive experience in all areas that will be significant in our renovation. Christine Matheu has successfully designed and planned many public facilities with similar challenges of designing space to meet changing community needs, changing technology, and changing educational needs all within limited space and with limited budgets. Circle Design has familiarity with the MCPL facility and its mechanical, electrical and plumbing systems as the engineer during the 2009 renovation. Kimberly Bolan is a leader in re-envisioning libraries with specific expertise in designing teen spaces and integrating library technologies. Both Wright Consulting and Jones Consultants are experts in their respective fields of sound design, theater design and theater lighting.
- **Their commitment to engaging the community and staff in gathering information and feedback.** Their presentation included very specific ways that we might engage library representatives and community groups to gather information to inform space planning. Their consideration recognized that our spaces have differing challenges and require input from different groups. They are committed to incorporating that planning and feedback into their work.

- **Location.** The firm is based in Bloomington. They have extensive experience working in Monroe County and in public facilities.
- **Creative solutions for our building challenges.** They offered multiple ideas for ways that we could reconfigure current space, incorporate technology and use graphics and design elements to create a welcoming destination in a changing library environment.
- **Creation of a master plan.** Their proposal suggests the creation of a master plan to gather information, survey the building, meet with focus groups, prepare a space program, prepare and review concept design options, and preparation of a cost estimate prior to establishing the specific areas of construction for Phase III. This detail will allow the library to make the most informed decisions, based on our priority needs and ensure that changes now will not negatively impact future renovation efforts or require additional spending later.
- **Cost.** Total architectural fees for Christine Matheu Architect will be \$81,280. The professional services fee is \$59,280, or approximately 7.6% for construction costs of \$780,000. Fees among the proposals we received ranged from \$49,725 to \$149,000. Services include all architectural and engineering for pre-design, schematic design, design development, construction documents including estimate verification, bidding and negotiations, and construction observation. Additionally, they recommend creation of a master plan for \$22,000. We agree that creation of a master plan would be beneficial to the Library and have included it in total cost.

**Monroe County Public Library
Phase III Renovation Timeline**

<i>Date</i>	<i>Task</i>
February 6 and 20, 2013	Board discusses phase 3 program, timeline, RFP, and list of architects at work session and approves proceeding with RFP at Board meeting
February 22, 2013	Mail/e-mail RFP to architects
Tuesday, March 5, 2013	Walkthrough (optional)
Monday, March 25, 2013: 4 p.m.	Architect proposals due
Week of April 1, 2013	Architect interviews
April 10 and 17, 2013	Board discusses recommendation to select architect at work session and approves at Board meeting; authorizes proceeding with contract
April 18-May 10, 2013	Finalize and sign contract with architect
May 13-July 2013	Architects lead program development, including public forum
July-August 2013	Architects work with staff to prepare construction document details
September 2013	Bid process
October 9 and 16, 2013	Board reviews at work session and approves construction contract
November 2013 – April 2014	Construction

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