



February 14, 2023

THE URBANA FREE LIBRARY | SERVICE ORDER 2023-01 CIRC-A/V AREA & MEGAN'S ROOM REMODEL PROGRAM REVIEW, CONCEPT DESIGN & ESTIMATING

between	and
The Board of Trustees of the Urbana Free Library (TUFL), 210 West Green Street Urbana, IL 61801 217-531-7050 c/o Celeste Choate, Executive Director	Engberg Anderson, Inc. (EA) 8618 W. Catalpa Avenue, Suite 1116 Chicago, IL 60656 847-704-1300

Engberg Anderson Project No. 223546.01

Engberg Anderson, Inc. is pleased to submit this Service Order for services defined below. This Service Order, In addition to ***AIA B102-2017 Standard Form of Agreement between Owner and Architect without a Predefined Scope of Architect's Services, dated February 14, 2023***, comprise a complete agreement. This proposal is based on our current understanding of the project. We ask that you review the scope, schedule and fee proposed and identify any concerns or questions in this regard. If the proposal is acceptable, please sign both copies and return one for our records.

SCOPE OF BASIC SERVICES

PROJECT UNDERSTANDING - CIRC-A/V AREA & MEGAN'S ROOM REMODEL

The project consists of the interior renovation of two spaces within the existing building.

The Circ-A/V Area is currently an open space with staff work zones, a large public service desk, open floor space for queuing, arrival, public movement through the zone, and a small area devoted to the display and storage of audio / visual materials for public browsing. See Exhibit A. Project drivers for this space include (1) flexibility, (2) modernize the space—have it feel better when patrons walk in, (3) improve wayfinding such that patrons know where to go and they have an efficient experience, (4) upgrade the overall “patron experience,” (5) defined space allotted to staff functions so staff is not doing work in front of patrons & staff focus is on customer service, and (6) hide the “work in progress “clutter”.

An initial program will be prepared by TUFL staff for use in conceptual planning. Program refinements will accompany development of conceptual options covered in this agreement. Key elements to be explored include

1. Consider the Volunteer function/location (UFL decision).
2. Anticipate removal of the café and use of the space as staging area during the remodel.

3. Evaluate use of the Teen area and west wall of Circ as part of the remodel process and whether reconfiguration (open up wall) is beneficial.
4. Consider how Library of Things storage could be incorporated into this remodel (currently cluttered).
5. Evaluate, select, specify, procure and install new front room furniture (funded) could be incorporated in the design process to ensure cohesive look.
6. Assess functionality of the return air ducts that currently make large amounts of floor space unusable — work with the mechanical engineer hired for the air handler replacement project and determine feasibility of a new air flow solution that allows removal of the air ducts and reclamation of the space they currently occupy.
7. Consider use of floor space that will be opening up with the conversion of CD collection.
8. Evaluate moveable desks and shelves to permit easy reconfiguration of space.

The Megan's Room Area is currently a semi-enclosed space with multiple levels that make a transition between the first floor and the Youth Services Area and conceal foundations from the central portion of the building. See Exhibit B. Project drivers for this space include (1) flexibility, (2) improved safety, and (3) improved accessibility for multiple ages and abilities, (4) maintain the current entries into the space.

An initial program will be prepared by TUFL staff for use in conceptual planning. Program refinements will accompany development of conceptual options covered in this agreement. Key elements to be explored include

1. Consider possible use as an active learning space with various unstructured learning environments.
2. Evaluate potential use as a small event/program space for open or structured crafts or storytelling.
3. Consider ease of maintenance and clean-ability of surfaces in the selection of finishes and furnishings.

Budget

The project budget will be determined in the initial phase of the project. Adjustments to scope will be made in collaboration with the Library as needed to fit available resources.

Schedule

The Library desires to implement the desired improvements in a timely manner. Initial discussions focused on avoiding competition with other project for bidding and construction.

Reviews and Approvals

The project is subject to review and approval by the Library Board of Trustees and all Authorities Having Jurisdiction.

PROJECT TEAM

ARCHITECT / ENGINEER TEAM

As part of the work of this Service Order, the Architect shall retain the services of the following engineers and consultants:

- Structural Engineer
- Heating Ventilating & Air Conditioning Engineer
- Plumbing Engineer
- Fire Protection Engineer (design build assistance)
- Electrical Engineer
- Communications Designer
- Cost Estimator

OWNER TEAM

If desired, the Owner will secure the services of a construction manager or owners representative and notify the Architect of the contractual arrangements and services provided to the project.

OTHER CONSULTANTS

If deemed necessary, the Owner and Architect will coordinate services of additional consultants along with corresponding fees and scope of work.

SCOPE OF SERVICES

Within this approach we will complete the following tasks:

PROGRAM REVIEW

- Meet with the Library's designated project teams to review Initial Program Statements, identify areas of concern and exploration, and quantify space allocations for various functional components.
- Review implications of these projects for future work including
 - Color, finishes and furniture sections in public areas as standards or components of a future public area refresh.
 - Workroom furniture and public service point furniture selections as standards for future renovations.
 - Impact of potential return air duct modifications on air quality and system performance in light of future air handling system modifications planned for 2023.
 - Assess flexibility of use of spaces adjacent to areas included in this project to maintain a wide range of functional options.
- Adjust Program Statement as needed based on development of Conceptual Design.
- Supplement the Initial Program Statements with equipment and other functional data over the course of this Service Order.
 - A complete list of Owner-furnished equipment will be developed in conjunction with TUFL staff and the project engineering team. Owner furnished data requests may include information on utility connection locations, utility loads, heat dissipated to the space, disconnect requirements, start-stop controls, and other contractor coordination issues. An initial list should be provided by TUFL at the start of the project. A refined and detailed list shall be agreed prior to 25% completion of construction documents. Information on occupancy, loading, and associated personal/office equipment for each space will be confirmed prior to completion of the Design Refinement phase.

EXISTING CONDITIONS REVIEW AND INVESTIGATIONS

- Conduct on-site meeting with the Library's Facilities Team and the engineering team.
- Review available documentation with respect to existing conditions.
- Conduct on-site review of actual conditions.
 - Documents will be prepared based upon reasonable assumptions derived from existing information provided by the Owner and from limited observation of accessible and visible existing conditions without the benefit of extensive field measurements and investigation prohibited by expense and inconvenience to the Owner. Based on initial site observations, it may be agreed that additional observation is warranted. In such case any further investigations shall be as agreed in writing prior to undertaking the work. It is understood and agreed that

unforeseen conditions uncovered during the progress of the project may require changes in the project, resulting in additional cost and delay.

- Existing base building systems are code compliant and have adequate capacity to support the project requirements. The design for base building system modifications, replacements or new installations to support the project will be considered an additional service.

SPACE PLANNING AND CONCEPTUAL DESIGN

- Develop space plan options for the Circ-A/V Area and for the Megan’s Room Area. Revisions will be presented for selection/further development.
- Evaluation of building systems for reuse and modification.
- Evaluation of return air system for possible modification of duct work on the first floor.

FURNITURE

- Based on the approved written program, the Architect shall prepare the design concept for the furniture, furnishings and equipment of the Project, indicating the types and quality.
- The Architect shall review with the Owner alternative designs and methods for procurement of the furniture, furnishings and equipment.
- The Architect shall assist the Owner in the preparation of a preliminary Project Schedule and estimate of the Cost of the Work.

CONCEPTUAL ESTIMATE

An independent cost estimator will be engaged to assess probable costs of construction and related expenses. EA will prepare furniture estimates. An overall project budget will be developed and reviewed with the Library to align the project with available funding. Adjustments to project scope or funding will be identified as needed prior to the start of Part 2 services. Adjustments, if need to the scope, time and fees for Part 2 services under this agreement will be agreed prior to commencing the next part of the work.

FEES

FEE

Based on this understanding, we propose to complete the outlined services for an hourly, not to exceed fee of Twenty-Eight Thousand Five Hundred (\$28,500). This fee will be comprised of the following components:

Service Description	Fee
Program Review, Concept Design, Estimate	\$28,500
<ul style="list-style-type: none"> • Architecture <ul style="list-style-type: none"> ○ Existing Building Code Review ○ Existing Building Drawings ○ Program Review ○ Space Planning & Concept Design 	\$15,800
<ul style="list-style-type: none"> • Structural, HVAC, Plumbing, Fire Protection, Electrical, Communications, Security Engineering and Design 	\$6,600
<ul style="list-style-type: none"> • Furniture 	\$4,100
<ul style="list-style-type: none"> • Cost Estimating 	\$2,000

FRAMEWORK PROVISIONS

Unless otherwise defined above, the provisions of the Framework Agreement govern this Service Order.

ADDITIONAL SERVICES

No additional service will be undertaken without a defined scope and written authorization. Any Additional Service will be itemized and invoiced against a limit established and agreed to in writing by both parties. Any additional service shall be invoiced separately to allow tracking of project expenses.

ATTACHMENTS

The following Exhibits are made part of this agreement:

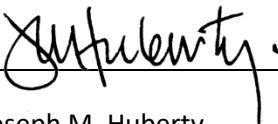
- *AIA B102-2017, dated February 14, 2023*
- Exhibit 01-A: Approximate Areas Included in Conceptual Planning for the Circ – A/V Remodel
- Exhibit 01-B: Approximate Areas Included in Conceptual Planning for the Megan’s Room Remodel
- Exhibit 01-C: Current Rate Schedule

ACCEPTANCE

If you have questions concerning any aspect of this proposal, please call. We ask that an individual authorized to bind the Owner to this agreement sign two copies of the agreement. Keep one for your records and return the second to us. We will begin work upon receipt of a signed copy.

For
Engberg Anderson, Inc.

For
Board of Trustees of The Urbana Free Library

Signature: 

Signature: _____

Name: Joseph M. Huberty

Name: _____

Title: Partner

Title: _____

Date: February 14, 2023

Date: _____

Central File EA File Name: U:\PROJECTS\2022 3429\223546 T Urbana FL Reno\1-Project Administration\1-Contracts & Fees\1-Client\TUFL SO 2023-01.Docx

EXHIBITS

EXHIBIT 01-A: APPROXIMATE AREAS INCLUDED IN CONCEPTUAL PLANNING FOR THE CIRC – A/V REMODEL

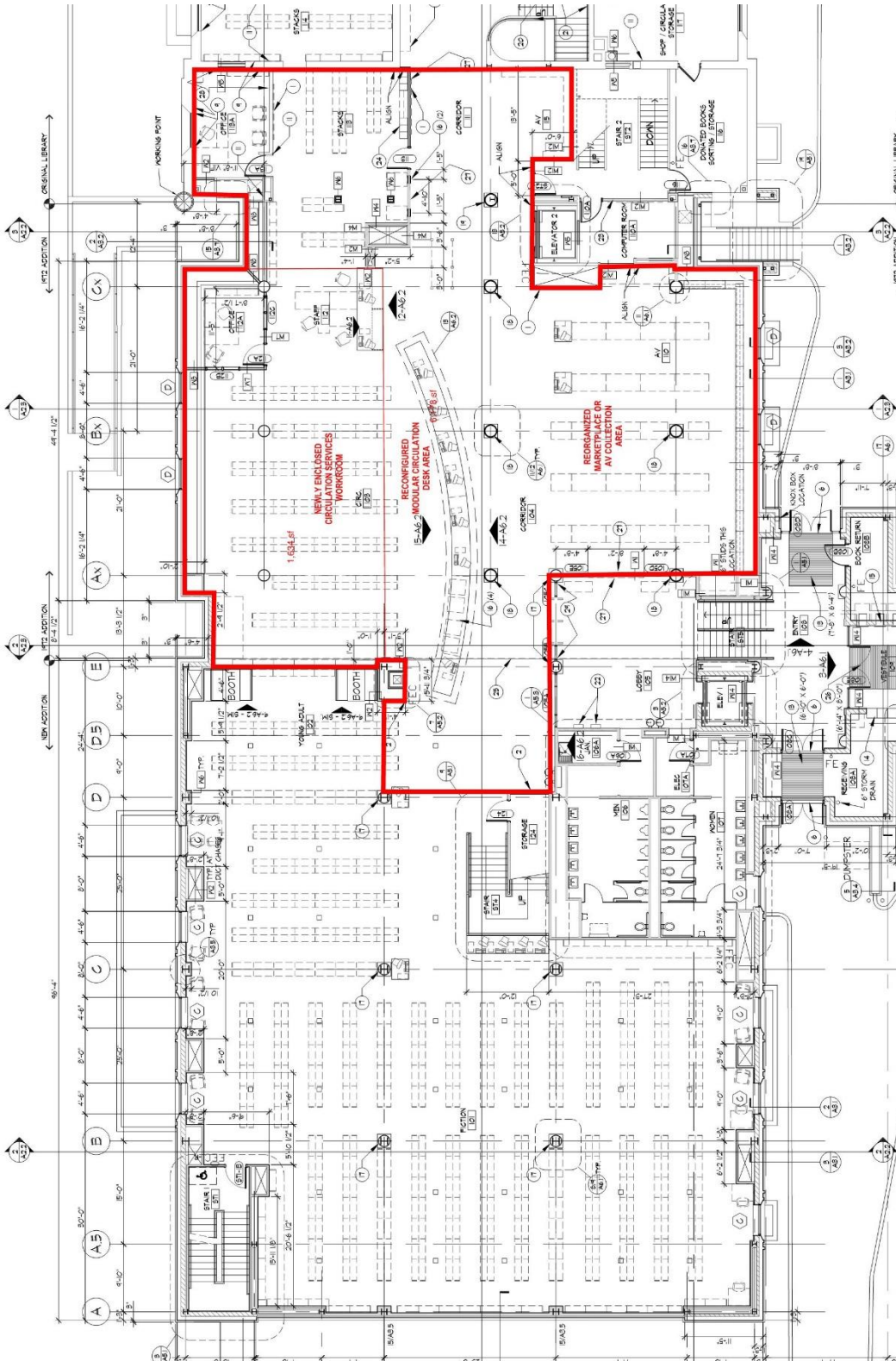


EXHIBIT 01-B: APPROXIMATE AREAS INCLUDED IN CONCEPTUAL PLANNING FOR THE MEGAN'S ROOM REMODEL

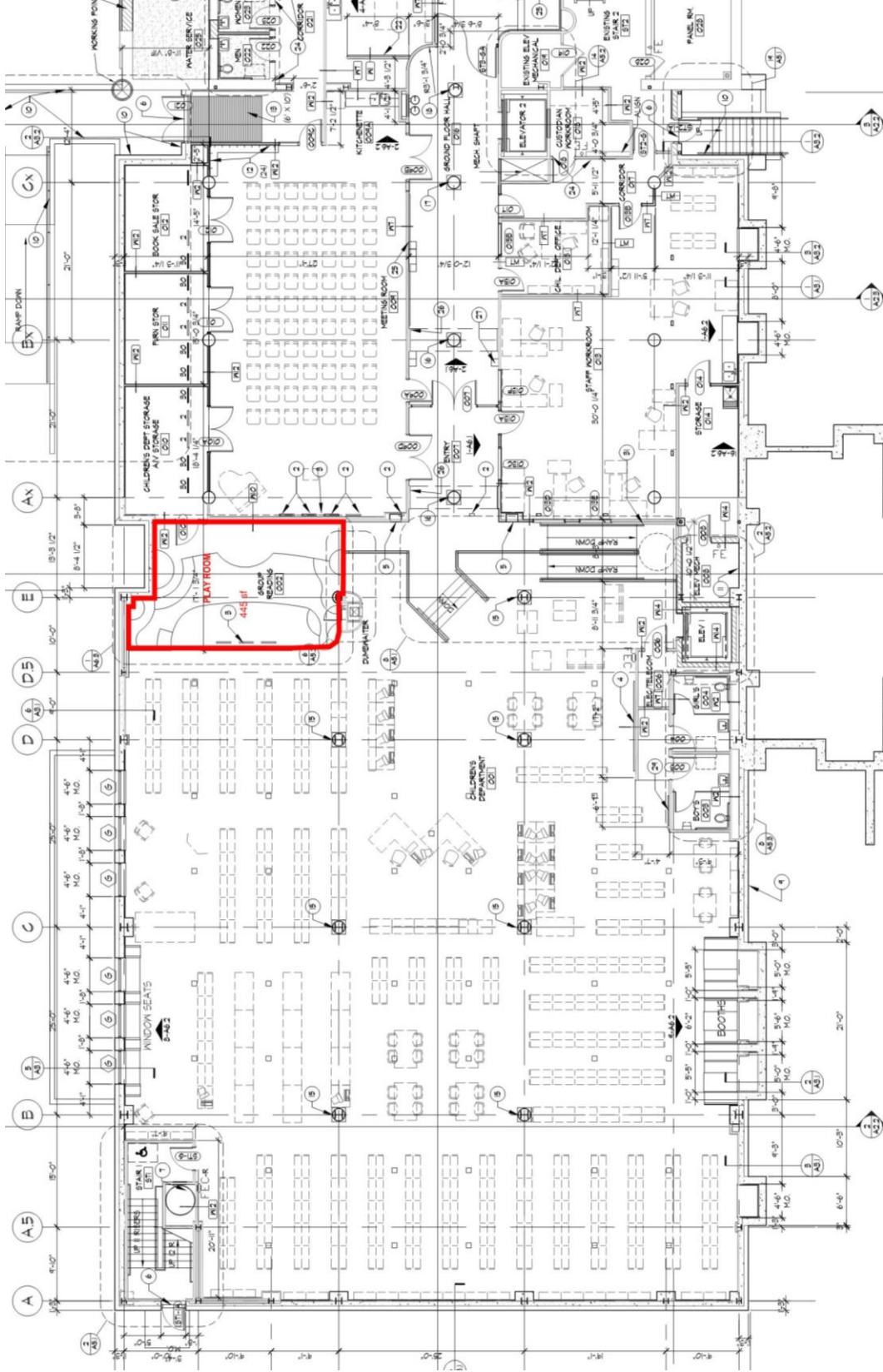


EXHIBIT 01-C: CURRENT RATE SCHEDULE

Invoices for basic and additional services will be based on time charged to the project during the invoice period. The time will be invoiced based on the following schedule up to the limits specified for each service or phase of the project.

2022 Rate Schedule

Category	Hourly rate	Category	Hourly rate
Partner	\$225	Interior Designer	\$140
Principal	\$200	Project Designer	\$130
Senior Interior Designer	\$185	Designer	\$130
Senior Project Team Leader	\$160	Project Production	\$110
Project Team Leader	\$155	Administrative/Graphics	\$95
Project Architect	\$145		