



PROPOSAL PRESENTED TO: City of New Braunfels Southeast Branch Library

720 Design Inc. appreciates the opportunity to present this proposal for your consideration.

PROJECT GOALS AND OBJECTIVES:

The stated project goals and objectives for the 720 Design Inc. team to address include:

1. Reviewing the *2014 Library Master Plan* and its recommendation for a new 17,000 SF library facility on the Southeast side of New Braunfels.
2. Focusing on a design that emphasizes the youth and family services to meet the needs of the service area demographics.
3. Identifying and refining additional goals and criteria for success by the library and city during the preliminary design process.

DETAILED SCOPE OF SERVICES (per the Request for Qualifications (RFQ) 18-031, "Southeast Library Branch"):

Phase 1 – Summary of Needs Study:

Objective: The Summary of Needs Study shall establish and address the requirements, goals and the constraints for this project.

Deliverables: The Summary of Needs Study shall include the following deliverables, related services and activities:

- J Project Kick-Off Workshop: In collaboration with City Staff, the 720 design team shall host a Project Kick-off Workshop to establish project Goals with the key project stakeholders.
- J Programming: In collaboration with City Staff, the 720 design team shall engage in a programming workshop to:
 - o Develop and refine a building space/use program, including sizing of utility spaces, for the "full program" build-out scenario.
 - o Develop and refine a site use program.
 - o Present the Program to project stakeholders.
- J Code Reviews: All designs must comply with all City, State and Federal Guidelines, Standards, Ordinances and Codes.
- J Site Selection: The 720 design team shall evaluate up to 3 potential sites identified by the City and provide a site recommendation.
 - o Civil Assessment: The Consultant shall provide a Civil Assessment of the site based on existing information and information obtained as part of the Summary of Needs Study.
 - Zoning / Impervious Cover / Min Lot / Height / Use / Density / Setbacks
 - Tree or Other Special Environmental Ordinances
 - Platting/Permitting/Site Plan requirements
 - Roadway/Access issues
 - Traffic Impact Analysis Worksheet
 - Utilities (Water, Wastewater, Electrical, Gas)
 - Applicable Impact Fees
 - General Soil considerations
 - Watershed, Floodplain and Recharge Zone issues
 - Storm Water Detention and Quality
 - Special Architecture, Lighting and Signage requirements

- Landscaping & Screening requirements
- Historical designations or other overlays
- Architectural and Landscape Assessment:
 -)] Visibility to and from the property
 -)] Circulation and potential connectivity for people, vehicles, deliveries and materials
 -)] Relationship to adjacent land uses and properties
 -)] Topography
 -)] Special site features and desired site amenities
 -)] Site restraints
 -)] Existing tree and vegetative cover (if applicable)
- Permitting: The 720 design team shall identify and review known or potential permitting issues including, but not limited to, USACE404 under the Clean Water Act, National Environmental Policy Act (NEPA), National Historic Preservation Act, WPAP, etc. and the anticipated duration for submittal and the approval of applicable permits.
-)] One Community Meeting: The Consultant shall prepare for and participate in two Community Meetings conducted during the Summary of Needs Study.
-)] Meetings: Two on site team meetings and one conference call to review the final programming document.
-)] Identify potential funding sources/partners.

OPTIONAL ADDITIONAL SERVICES:

- Environmental Studies: The consultant shall identify the potential of environment concerns and review known environmental issues such as potential contamination, historical districts, archeological sites, endangered species habitat area, tree protection and project over the Edwards Aquifer recharge zone(s); provide a Phase I as deemed necessary by the City.
- Geotechnical Study; the 720 design team shall provide a thorough Geotechnical Study and Report for the proposed Building and Parking site, including Structural/foundation design recommendations.

The City of New Braunfels will make available to the 720 design team any readily available existing conditions data, drawings and related information it has for the project. Data, documents and related information will likely consist of varying electronic and paper format.

After review and approval requirements for the Summary of Needs Study have been met, and incorporation of any changes requested by the City, the City shall authorize the Consultant in writing to commence Conceptual Design.

Phase 2 – Conceptual Design:

Objective: The primary objective of the Conceptual Design Phase is to ensure that multiple options have been explored, reviewed and analyzed.

Deliverables: Based on the approved Summary of Needs Study, the Conceptual Design Phase shall include the following deliverables, related services and activities:

Concept Sketches: based upon the outcome of the Workshops held in the Summary of Needs Study, the 720 design team shall prepare and present for the City's approval, without limitation, the following:

- J Two (2) Alternative Concept Sketches – rough, diagrammatic drawings of the site and architectural design, including parking.
- J Photos of architectural/program precedents and other supporting materials to suggest different methods of approaching the design while meeting project requirements.

Concept Design: based upon the City's selection of a Concept Sketch direction, the 720 design team shall prepare and present for the City's approval the following:

- J The creation of a technology plan that helps the library identify, design and prepare for the technology-driven services it aspires to in the new building.
- J Technology Program Plan, including descriptions of services and the technology needed to support the services. The Technology Program Plan will include Specifications for infrastructure, including computer hardware, network equipment, structured cabling, IT spaces and other needs as determined by the process. The consultant will coordinate with the library and City IT to create and prioritize the list draft budget for library technology as determined by the Technology Program Plan.
- J Alternative Concept Design solutions of the project in a more refined manner than the Concept Sketches. Landscape Architect will develop a landscape cost estimate for hardscape, site furnishings, landscaping and irrigation.
- J Using some combination of study models, perspective sketches, and/or digital modeling, describe alternative methods of achieving the vision established from the selected Concept Sketch as well as illustrate the scale and relationship of the Project components.
- J Conceptual Cost Estimates for the alternative Concept Design solutions, including relative costs of systems and site acquisition costs. Updated technology budget.
- J Meetings: Technology workshop, 3 on site design meetings.

After review and approval requirements for Conceptual Design have been met, and incorporation of any changes ordered by the City, the City shall authorize the 720 design team in writing to commence Schematic Design.

Phase 3 – Schematic Design:

Objective: The primary objective of the Schematic Design Phase is to define the site and building relationships, character, and layout and establish the project scope within the requirements of the Project.

Deliverables: Based upon the City's selection of a Final Conceptual Design, the Schematic Design Phase shall address requirements of the Project and shall include the following deliverables, related services and activities:

- J Schematic Site and building Plan Drawings (Floor Plans, Furniture Plan, Roof Plan, etc.) which illustrate the components of the Project including the size, scale, location, dimensions, and character of the structure, and parking.
- J Schematic Elevation and Section Drawings which illustrate the spatial relationships, construction,

- materials and exterior character of the Project.
- J Refined and developed study models, perspective sketches, and/or digital models.
 - J Schematic drawings and specifications illustrating and describing the architectural and interior components of the Project.
 - J Written narrative description of major materials, components, and systems (Civil, Structural, Electrical, and Mechanical) to be incorporated into the Project.
 - J Documents or items required to illustrate the Schematic Design and the conformity of same with the requirements of the Project.
 - J Project Construction Phasing Plan, illustrating the Construction phases required to achieve the Master Plan vision for the project if applicable.
 - J Updated Program reflecting and revisions to sizes of any spaces.
 - J Schematic Design Cost Estimate broken down by proposed Construction Sequences, for the Master Plan vision for the project (all phases), including potential operations and maintenance and site acquisition costs. The Technology consultant will update the technology budget and the Landscape Architect will provide a preliminary probable cost.
 - J One Community Meeting: Prepare materials for and participate in any Community Meetings conducted during Schematic Design.
 - J Updated Code Review for Schematic Design.
 - J Design Meetings: Two on site design meetings and one final presentation.

The Consultant shall present the Schematic Design deliverables to the City and shall incorporate changes requested by the City regarding the Schematic Design or the requirements of the Project.

The Consultant team shall participate in conference call meetings and meetings in person as determined as necessary by the City. The fee includes nine bi-monthly on meetings. Attendees are included on the draft project schedule.

KEY PERSONNEL:

Maureen Arndt, 720 design, shall serve as Project Manager, providing day-to-day client contact and project management.

Jeff Bulla and Scott Smith, PGAL, will serve as project/design architects.

Lee Howell, Byrne Construction, will serve as cost estimator on the project.

Amy Stone, M&S Engineering, will serve as Engineering project manager and Structural Engineer.

David C. Baldwin, DCBA design, will serve as Landscape Architect for the project.

Carson Block, Carson Block Consulting, will serve as Technology Consultant.

COMPENSATION:

Please see the attached EXHIBIT A: ITEMIZED COST PROPOSAL spreadsheet for basic services and additional optional services as requested

HOURLY RATES:

Please see the attached EXHIBIT C: BILLING RATE SHEET.



Reimbursable Expenses: We estimate that the reimbursable expenses for this project shall not exceed the total indicated on the itemized cost proposal unless authorized by the owner in advance. These expenses are over and above the Fee Compensation listed above. Expenses include air travel, parking, car rental, hotel, meals, mileage and printing. Reimbursables will be billed at 1.10% of actual costs.

Change of Service: Services that are required of 720 Design Inc. that are not defined in the scope of work above shall be considered a change of service. Prior approval from the Owner will be received before any additional services are executed.

SCHEDULE:

The schedule will be developed in conjunction with the owner and building committee for this project—a draft is attached for review and development. In order to meet the September 12th deadline extended review time by the owner is not considered in this schedule.

All meetings and presentations as itemized above shall take place at New Braunfels Public Library unless specified otherwise.

Submitted by:

 05-29-18

Maureen Arndt, AIA, IIDA
President
720 Design Inc.

Date

Approved by:

_____ Date

Attachments:

-) EXHIBIT A: Itemized Cost Proposal
-) EXHIBIT B: Proposed Project Schedule
-) EXHIBIT C: Billing Rate Sheet



City of New Braunfels Southeast Branch Library
Itemized Cost Proposal
Revised 5-29-18

SCOPE / SERVICES	Phase 1: Summary of Needs	Phase 2: Conceptual Design	Phase 3: Schematic Design	
NEW BRAUNFELS SOUTHEAST PUBLIC LIBRARY				Total
Consultants				
Project Management	5,000.00	5,400.00	6,000.00	16,400.00
Architectural/Interiors/Library Planner - 720 design	17,300.00	18,040.00	17,600.00	52,940.00
Architectural/Shell - PGAL	6,912.00	12,366.00	26,730.00	46,008.00
Civil - M&S	11,100.00	6,100.00	10,200.00	27,400.00
Structural - M&S	5,500.00	1,500.00	6,000.00	13,000.00
MEP - M&S	0.00	0.00	10,500.00	10,500.00
Landscape Architecture - DCBA design	4,195.00	5,585.00	4,195.00	13,975.00
Cost Estimating - Byrne Construction	0.00	7,722.00	11,036.00	18,758.00
Technology - Carson Block Consulting	665.00	3,800.00	5,890.00	10,355.00
TOTAL FEE BY PHASE	\$50,007.00	\$56,713.00	\$92,261.00	\$198,981.00

OPTIONAL ADDITIONAL SERVICES	
NEW BRAUNFELS SOUTHEAST PUBLIC LIBRARY	Total
Consultants	
Geotechnical - Raba Kistner	13,446.50
Environmental Engineering - Raba Kistner	33,932.00
Topo, Tree & Boundary Survey, Geotech review - M&S	8,000.00
Expenses Geotechnical / Environmental Engineering	1,100.00

ESTIMATED EXPENSES - NOT TO EXCEED	
NEW BRAUNFELS SOUTHEAST PUBLIC LIBRARY	
ESTIMATED EXPENSES	
Architectural - 720 design	8,200.00
Architectural - PGAL	5,500.00
Engineering - M&S	440.00
Landscape Architecture - DCBA design	990.00
Cost Estimating - Byrne Construction	880.00
Technology - Carson Block Consulting	1,100.00
TOTAL ESTIMATED EXPENSES - NOT TO EXCEED	\$17,110.00

MEETING	DATE	DESIGN TEAM ATTENDEES	TIME
Consulting Contract Approval	<i>June 11, 2018</i>		
Notice to Proceed – 720 design provides programming questionnaire to library and city	June 12, 2018		
Phase 1: Summary of Needs-information gathering	June 12-18		
Project Kick-Off Workshop #1: In collaboration with City Staff, the Consultant shall host a Project Kick-off Workshop to establish project Goals with the key project stakeholders.	June 14, 2018	720 design PGAL M&S Companies	10:30 am
Programming Presentation #2 and Site Evaluation: Review program, site visit	June 21, 2018	720 design PGAL M&S Companies David C. Baldwin Carson Block via Webinar	10:30 am
Site and Topographic Survey Environmental and Cultural Resource Survey	TBD	M&S/Sherwood Raba Kistner	TBD
Two Community Input Meetings	TBD	720 design	TBD
Programming Final Review: Review program, site visit, estimate	July 3, 2018	720 design Byrne Construction	Conference call
Phase 2: Conceptual Design			
Technology Assessment Activities (presented by technology consultant Carson Block).	July 9, 2018	Carson Block	All Day Workshop
Technology Visioning (presented by technology consultant Carson Block).	July 10, 2018	Carson Block	10:30 am
Conceptual Design Meeting #4: Adjacency diagrams	July 10, 2018	720 design Carson Block via Webinar	1:30 am
Conceptual Design Meeting #5: Building Test Fits and massing models	July 24, 2018	720 design PGAL	10:30 am
Geotechnical Exploration	July 25, 2018	Raba Kistner	
Concept Design Meeting #6: Narratives and Cost Estimates	August 8, 2018	720 design PGAL M&S Companies Byrne Construction via conference call Carson Block via Webinar	10:30 am
Phase 3: Schematic Design			
Schematic Design Meeting #7: Concept development	August 16, 2018	720 design PGAL	10:30 am
Schematic Design Drawing Review Meeting #8: Furniture floor plans, roof plans, site plan, elevations, sections, cost estimates	August 29, 2018	720 design PGAL Carson Block via Webinar	10:30 am
One Community Informational Meeting		720 design	
Final Presentation and Report	September 12, 2018	720 design PGAL M&S Companies Byrne Construction Carson Block via Webinar	tbd

City of New Braunfels Southeast Branch Library Billing Rate Sheet



BILLING RATE SHEET

Architectural

Maureen Arndt	720 design PIC/PM	\$185 hour
720 design Project Job Captain	720 design Job Captain	\$110
720 design Graphics Coordinator	720 Graphics	\$90
Jeff Bulla	PGAL PIC	\$240
Scott Smith	PGAL Project Architect	\$185
PGAL Architect IV	PGAL Project Architect	\$150
PGAL Architect II	PGAL Project Architect	\$110

Engineering

Amy Stone, M&S	Structural/PM	\$160
Lance Klein M&S	Civil Engineering	\$160
Trey Sims, M&S	MEP Engineering	\$160
Richard Goodwin, M&S/Sherwood	Survey	\$165

Please see attached rate sheet for additional categories of engineers.

Landscape Architecture

David C. Baldwin, DCBA Landscape Architects	PIC	\$190
Registered Landscape Architect	Project Manager	\$135
Senior Landscape Designer	Senior Landscape Designer	\$125
Junior Landscape Architect	Junior Landscape Architect	\$115
Junior Landscape Designer	Junior Landscape Designer	\$105
CAD Drafting	CAD Drafting	\$90
Administrative	Administrative	\$65

Cost Estimating

Lee Howell, Byrne Construction	Project Executive	\$164
Chief Estimator	Chief Estimator	\$137
Senior Estimator	Senior Estimator	\$104
Project Manager	Project Manager	\$104

Technology

Carson Block, Carson Block Consulting	Technology	\$200
Bonnie Nichols	Executive Assistant	\$20

Geotechnical Engineering

Principal		\$185
Sr. Project Manager		\$180
Project Manager		\$145
Engineer In Training		\$95
CADD Technician I		\$60
CADD Technician II		\$80
Administrative or Clerical		\$70



2018 Engineering Rate Schedule

The following rate schedule is in effect for the 2018 calendar year and will be reviewed annually for appropriate changes as may be required.

Labor Classification	Base Rate
Principal Engineer III	\$210.00
Principal Engineer II	\$200.00
Principal Engineer I	\$190.00
Senior Engineer IV/RPLS IV	\$180.00
Senior Engineer III/RPLS III	\$175.00
Senior Engineer II /RPLS II	\$170.00
Senior Engineer I/RPLS I	\$165.00
Project Engineer V	\$160.00
Project Engineer IV	\$155.00
Project Engineer III	\$150.00
Project Engineer II	\$145.00
Project Engineer I	\$135.00
Technical Specialist IV	\$155.00
Technical Specialist III	\$145.00
Technical Specialist II	\$135.00
Technical Specialist I	\$125.00
Engineer in Training/SIT	\$100.00
Project Manager IV	\$180.00
Project Manager III	\$170.00
Project Manager II	\$160.00
Project Manager I	\$150.00

Labor Classification	Base Rate
Senior Technician IV	\$120.00
Senior Technician III	\$115.00
Senior Technician II	\$105.00
Senior Technician I	\$100.00
Project Technician II	\$90.00
Project Technician I	\$80.00
Technician V	\$75.00
Technician IV	\$70.00
Technician III	\$65.00
Technician II	\$60.00
Technician I	\$80.00
Senior CAD Operator II	\$85.00
Senior CAD Operator I	\$80.00
CAD Operator II	\$75.00
CAD Operator I	\$70.00
Administrative III	\$80.00
Administrative II	\$75.00
Administrative I	\$65.00
Software Level II	\$20.00
Software Level I	\$10.00

¹ Includes AutoCAD, MicroStation, L-Pile, SAG10 and other common licensed software packages

² Includes PLS-CADD, Bentley Systems, e-tap and other premium licensed software packages

³ Rates are inclusive of all surveying equipment, including stakes, marking paints, and other consumable items required. Special request items such as T-posts, 36" Laths, concrete monuments, etc. will be billed on a cost plus 15% basis.
other premium licensed software packages

⁴ Overtime Rates shall be 1.5 times the best rate.