

RECREATION, LIBRARIES, & AUTHORITIES COMMITTEE

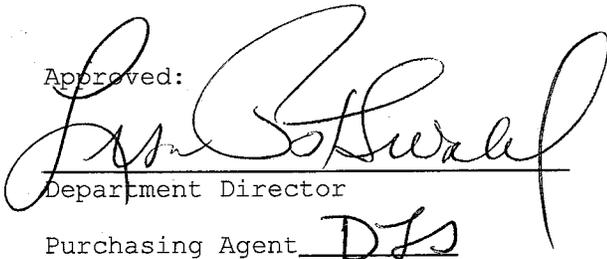
11-0316R

RESOLUTION AMENDING AGREEMENT 21312 WITH MEYER GROUP OF DULUTH, PC, FOR ADDITIONAL INTERIOR DESIGN SERVICES FOR THE MAIN LIBRARY HVAC (HEATING-VENTILATING-AIR CONDITIONING) UPGRADES, AN INCREASE OF \$17,250, AND A NEW CONTRACT TOTAL OF \$73,410.

CITY PROPOSAL:

RESOLVED, that Additional Services Directive One (ADS-1) to Agreement 21312 is hereby approved, said amendment to be substantially in the form of that on file in the office of the city clerk as Public Document No. _____, for additional interior design services related to the main library mechanical system and building envelope upgrades, an increase of \$17,250, payable from the Capital Equipment Fund 450, Dept./Agency 030 (Finance), Object 5520 (Buildings & Structures).

Approved:


Department Director
Purchasing Agent DS

Approved for presentation to council:


Chief Administrative Officer

Approved as to form:


Attorney

Approved:


Auditor

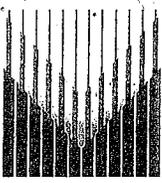
ARCH/PRCH DS:le 06/10/2011

STATEMENT OF PURPOSE: This resolution approves ADS-1 (Additional Services Directive One) for Agreement 21312 with Meyer Group, Inc., an increase of \$17,250, payable from the capital equipment fund.

The project involves additional professional architectural services for programming at the existing main Duluth public library.

The city council passed Resolution 11-0115R March 14, 2011, supporting the original contract March 14, 2011 - schematic design, design development, construction and bidding documents, and onsite observation for the construction of mechanical system and building envelope upgrades at the main public library at 520 West Superior Street.

Requisition 11-0225



MEYER
G R O U P

410 US Bank Place, 130 West Superior Street, Duluth, MN 55802 | 218.727.1330 | Fax: 218.727.1338

- ARCHITECTURE
- PLANNING
- PROJECT MANAGEMENT
- ENGINEERING
- INTERIOR DESIGN
- GRAPHIC DESIGN
- OWNER'S REPRESENTATION

5/6/2011

Terry Groshong, AIA
City Architect
Architecture & Facility Management
1532 West Michigan Street
Duluth, Minnesota 55806

meyergroup.biz

**Re: City of Duluth - Public Library
Mechanical System & Building Envelope Upgrades - Contract Amendment
Additional Services - Interior Design
Duluth, Minnesota
(11-005)**

Terry-

As promised here is our amended Fee Proposal for Interior Design Services on the above referenced project. We plan to utilize the services of Cuningham Group of Minneapolis to assist in providing these additional services. Attached please find a Fee Proposal & Scope of work. Please note that we have marked up the proposal 15% to cover management of the contract & provide for attendance at two (2) review meetings to be held here in Duluth.

We propose to provide these Services for a Lump Sum Fee of **\$17,250.00**, making our new contract amount **\$73,410.00**. Reimbursable Expenses would include printing, copying and any additional presentation materials required beyond those listed. Mileage for travel outside of the Duluth-Superior metro Area would also be additional. Any travel and subsistence expenses required outside the Duluth Metro also would be proposed as being reimbursable expenses. See the attached proposal for additional Consultant reimbursable expenses. All reimbursables shall be billed at direct cost.

Thanks again for this opportunity to serve the City of Duluth. We are ready to begin on this project immediately. We will consider a signed Agreement as our Notice-to-Proceed.

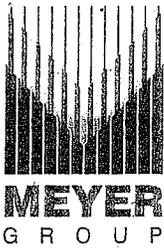
Thanks, Tim

Tim Meyer, AIA, CID, LEED AP
Principal Architect
Meyer Group of Duluth, P.C. - Architects

A signature on this proposal signifies an acceptance of these terms and a notice-to-proceed with this work:

Terms Accepted by:

Date:



410 US Bank Place, 130 West Superior Street, Duluth, MN 55802 | 218.727.1330 | Fax: 218.727.1338

ARCHITECTURE
PLANNING
PROJECT
MANAGEMENT
ENGINEERING
INTERIOR DESIGN
GRAPHIC DESIGN
OWNER'S
REPRESENTATION

meyergroup.biz

2011 - Standard Hourly Rates:

Principal Architect	\$ 150.00 / Hr
Project Architect	\$ 110.00 / Hr
Project Manager	\$ 100.00 / Hr
Project Designer	\$ 90.00 / Hr
Interior Designer	\$ 90.00 / Hr
CADD Technician	\$ 75.00 / Hr
3-D Technician	\$ 75.00 / Hr
Graphic Designer	\$ 75.00 / Hr
Clerical	\$ 50.00 / Hr

Reimbursable Expenses:

Expenses connected with the work such as travel, vehicle rental, equipment rental, subsistence, lodging, etc.) will be charged at cost. Outside consultants, soil testing service, etc. will be charged at cost plus 10%. Vehicle mileage will be charged at \$0.60 per mile. Printing expenses will be charged as follows: standard format prints/copies @ \$0.20/page; large format prints/copies @ \$0.30/sq.ft.

Rates Effective: 1/1/2011



**CUNINGHAM
G R O U P**

May 4, 2011

Tim Meyer, Principal Architect
Meyer Group of Duluth, P.C.
410 US Bank Place
130 West Superior Street
Duluth, MN 55802

**Subject: PROPOSAL AND AGREEMENT FOR PROVIDING PROFESSIONAL SERVICES
for Duluth Public Library**

Dear Tim:

Cunningham Group Architecture, P.A. (Consulting Architect) is delighted to provide Meyer Group of Duluth, P.C. (Meyer Group) with this Proposal and Agreement for professional architectural services for Programming at the existing Main Duluth Public Library.

We propose a collaborative, transparent, creative, and engaging process. We are committed to open communication and consensus building to help achieve a successful civic project.

PROJECT UNDERSTANDING

Our Project understanding is based on a walk-through of the Main Library with Carla Powers, Library Manager and Lisa Potswald, Director of Public Administration on February 8, 2011 and subsequent conversations with Terry Groshong, Carla Powers and Tim Meyer after receipt of our primary professional services proposal to Carla Powers, Duluth Public Library dated March 21, 2011.

We understand that there is a contract in place with the City of Duluth and Meyer Group and we have been asked to join your team and provide you with this Proposal and Agreement for Programming for the interior spaces of the library. We understand that the Duluth Public Library and City of Duluth recently completed a Strategic Plan addressing Facility Needs. This plan includes a community based process, development of library organizational values; mission statement; library goals; and a list of facility issues (as identified by staff) and short-term goals.

We understand that the portion of the Project requiring our Programming involvement will consist of the following general scope, but that these items will be confirmed as a part of the Programming process:

Interior Remodel: Main Library Public Service, Self Service and Staff Areas

- Re-design entry sequence. It is unprotected from the elements, small vestibule, cramped and confusing. Large millwork pieces currently obstruct easy flow of people.
- Improve intuitive wayfinding through planning.
- Enable clear sightlines throughout library, including at central staircase area. This suggests demolition of non-bearing walls and enclosures.
- Maximize views to the lake and city. This includes re-planning shelving and lowering heights of shelving.

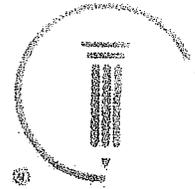
**Cunningham Group
Architecture, P.A.**

St. Anthony Main
201 Main Street SE
Suite 325
Minneapolis, MN
55414

Tel: 612 379 3400
Fax: 612 379 4400

www.cunningham.com

John W. Cunningham, FAIA
John Quiter, AIA
Thomas L. Hoskens, AIA
Douglas A. Lowe, FAIA
Lee Brennan, AIA
John W. Culligan, AIA
Timothy Dufault, AIA
Jack Highwart, AIA
Roger W. Kipp, AIA
Margaret S. Parsons, AIA
John G. Pfluger, AIA
James S. Scheidel, AIA
David M. Soiner, AIA
Michael P. Strand, AIA
Brian Tempas, AIA
Kathryn M. Wallace, AIA
Jonathan V. Watts, AIA



**CUNNINGHAM
G R O U P**

- Re-design all service desks to be more responsive to customer service needs, ergonomics, and materials flow. Possible provision of mini-service "outposts" for quick internet/reference areas distributed around the library for mobile staff.
- Re-design customer self-service zones for check in/out, pick up of holds, intuitive use.
- Re-design customer self service zones for copying and printing, charging of devices.
- Re-plan and furnish areas to maximize usage and accommodate diversity of users including laptops/pads, collaborative, quiet reading.
- Re-design, plan for staff administrative areas affected by other changes.
- Consider remodel and relocation of restrooms so that they are in more easily accessible locations.
- Provide dedicated restrooms adjacent to Children's area.

Interior Remodel: Main Library Special Collections and Unique Environments

- Re-design of Children's area to better accommodate material collections, special collections of toys, play/learn area, story hours, computers, seating for adults plus children.
- Re-plan the facility floor plan to respond to potential change (shift to electronic storage of materials) of collection for Government Docs (new location), Periodicals (shelving space is currently not ADA compliant, it is co-located with staff area), Maps, media (shift to downloadables).
- Re-locate and re-design Teen's area to better accommodate collection, teen preferences for seating, collaboration, accessing collection, computers.
- Double capacity of North Shore Room (archives) and develop climate controlled space for this function.

Main Library Technology Integration and Miscellaneous

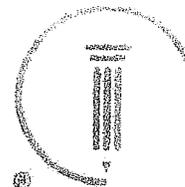
- Accommodate addition of 18 computers from grant, including area for circulating laptops, charging stations, storage, and security.
- Provide for technology and plug and play power at perimeter and other designated areas for customer use of laptops and pads.
- Provide additional technology and plug and play at Children's Area for customer use of laptops and pads.
- Provide furniture concepts, design, specifications and strategy for new and re-use/re-furbish products.

SCOPE OF SERVICES

Programming /Gathering Information - Main Library Facility:

The following tasks are anticipated during this phase:

- Review existing documents to familiarize with building and site.
- Meet with Meyer Group to understand extents of their scope of services with City of Duluth.
- Review data compiled by the Library regarding customer use, needs and preferences.
- Kick off meeting with Library leadership. Finalize goals, objectives, timelines, and expectations.
- Focus sessions with staff. This Proposal and Agreement includes six (6) sessions, 1.5 hours each.



**CUNNINGHAM
G R O U P**

- Review findings with leadership. Strategize for design phase to follow.
- Deliverable: Program Summary consisting of narrative and spreadsheet showing area requirements and phasing.

PROJECT TEAM

We propose a dedicated team of professionals for the Duluth Public Library Project. Here are our Project roles and hourly rates.

John Cunningham, FAIA, LEED A.P.	Principal-in-Charge	\$ 200.00
Sara Rothholz Weiner, AIA, LEED A.P.	Project Manager	\$ 130.00
Tom Kylo, AIA, LEED A.P.	Architect	\$ 115.00
Shawn Olson, Associate AIA	Designer	\$ 95.00
Amy Cheever	Designer	\$ 80.00

FEEES

Programming /Gathering Information - Main Library Facility:

Estimated time frame: Four (4) weeks

Stipulated sum fee for Programming services as described herein: \$15,000.00

Assumes four (4) trips

Fee is plus reimbursable expenses.

REIMBURSABLES

Reimbursable expenses are in addition to the above fees. They include all normal expenses incurred by Consulting Architect for the benefit of the project including, but not limited to, out-of-town travel, mileage, long-distance telephone calls, faxing, messenger service, printing, etc. These expenses will be billed at their direct cost to Consulting Architect.

ADDITIONAL SERVICES

Services you may request such as physical models, 3-D computer modeling, additional drawings or any renderings, any engineering or special consultants, or other special services not specifically included in the above scope of services shall be invoiced at the current hourly rates or at direct cost of any Consulting Architect's sub-consultants' charges to Consulting Architect. In addition, any changes in the scope will also be billed at an hourly rate. Hourly rates will be per Consulting Architect's current Hourly Rates (copy attached as Exhibit "A"). Additional Services will be performed only upon your written authorization.

INVOICING

Billings will be issued at 30-day intervals. Payment is due and payable upon invoice receipt. Interest of 1.0% per month will be due on the unpaid balance beginning 20 days after invoice date.



OTHER TERMS AND CONDITIONS

Meyer Group agrees to provide and/or obtain all required licenses, including copyright license, to allow Consulting Architect to copy, use and incorporate all supplied Project related drawings or other information and agrees to indemnify, defend and hold Consulting Architect and their sub-consultants harmless from or against any and all claims arising out of or relating to Consulting Architect's or their sub-consultant's copying, use or incorporation of such information.

Except as otherwise modified herein, the terms and conditions of AIA Document C142, *Abbreviated Standard Form of Agreement Between Architect and Consultant*, 1997 edition (copy attached as Exhibit "B"), where Meyer Group acts as Architect and Consulting Architect acts as Consultant for purposes of interpreting the form Agreement, shall apply to all services provided under this Proposal and Agreement.

This Proposal and Agreement shall be interpreted and enforced under the laws of the State of Minnesota.

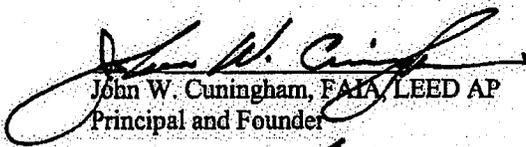
With your signature below you are indicating your acceptance of the understandings, terms and conditions of this Proposal and Agreement. This Proposal and Agreement may be terminated by either party upon seven (7) days written notice should either party fail to perform substantially in accordance with its terms.

If the above proposal meets with your approval, please sign both copies and return one copy for our records and we will begin the work.

Thank you again for this opportunity to be of assistance. We look forward to working together with you.

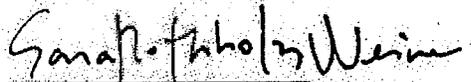
Sincerely,

Cunningham Group Architecture, P.A.

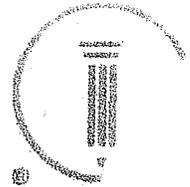

John W. Cunningham, FAIA, LEED AP
Principal and Founder

Date: 5/4/11

Cunningham Group Architecture, P.A.


Sara Rothholz Weiner, AIA, LEED AP
Associate Principal

Date: 5.4.11



**CUNINGHAM
G R O U P**

Proposal approved by:

Tim Meyer, AIA, CID, NCARB, LEED A.P.
Principal Architect

Date: _____

Prepared by SRW/RWK:jmb

Copies to: Terry Groshong and Carla Powers

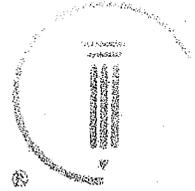
Attachments:

1. Exhibit "A" – Cuningham Group Hourly Rates
2. Exhibit "B" – AIA Document C142, Abbreviated Standard Form of Agreement Between Architect and Consultant (1997 edition)

Cunningham Group Hourly Rates

*Hourly rates are subject to change on a yearly basis.

Exhibit "A"



**CUNNINGHAM
GROUP**

2011 Hourly Rates

Description	Rate
Administrative Assistant	\$50.00
Administrative Coordinator	\$90.00 to \$135.00
Administrative Coordinator - Information Systems	\$135.00
Administrator	\$50.00 to \$80.00
Administrator - Information Systems	\$50.00 to \$95.00
Administrator - Specification Writer	\$75.00
Computer Graphics Specialist 1	\$65.00 to \$80.00
Computer Graphics Specialist 2	\$85.00 to \$105.00
Designer 1	\$65.00 to \$85.00
Designer 2	\$70.00 to \$100.00
Designer 3	\$95.00 to \$115.00
Designer 4	\$110.00 to \$140.00
Education Design Planner	\$125.00 to \$130.00
Interior Designer 1	\$60.00 to \$65.00
Interior Designer 2	\$70.00 to \$80.00
Interior Designer 3	\$85.00 to \$90.00
Interior Designer 4	\$95.00 to \$115.00
Principal	\$130.00 to \$200.00
Project Coordinator	\$95.00 to \$185.00
Registered Architect 1	\$85.00 to \$95.00
Registered Architect 2	\$100.00 to \$115.00
Registered Architect 3	\$115.00 to \$190.00
Registered Architect 4	\$125.00 to \$160.00
Senior Principal	\$200.00
Senior Project Manager	\$135.00 to \$145.00
Specifications Writer 1	\$75.00
Technician 1	\$60.00 to \$70.00
Technician 2	\$70.00 to \$80.00
Technician 3	\$95.00
Technician 4	\$100.00 to \$115.00

**Cunningham Group
Architecture, P.A.**

St. Anthony Main
201 Main Street SE
Suite 325
Minneapolis, MN
55414

Tel: 612 379 3400
Fax: 612 379 4400

www.cunningham.com

John W. Cunningham, FAIA
John Quiter, AIA
Thomas L. Hoskens, AIA
Douglas A. Lowe, FAIA
Lee Brennan, AIA
John W. Culligan, AIA
Timothy Dufault, AIA
Jack Highwart, AIA
Roger W. Kipp, AIA
Margaret S. Parsons, AIA
John G. Pfuger, AIA
James S. Scheidel, AIA
David M. Solner, AIA
Michael P. Strand, AIA
Brian Tempas, AIA
Kathryn M. Wallace, AIA
Jonathan V. Watts, AIA