

**REQUEST FOR PROPOSALS**  
**For Expansion and Renovation of Youth Services Section of**  
**Baldwin Public Library**

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Sealed proposals endorsed **“EXPANSION AND RENOVATION OF YOUTH SERVICES SECTION OF BALDWIN PUBLIC LIBRARY”**, will be received at the Administrative Office of the Baldwin Public Library, 300 West Merrill Street, Birmingham, Michigan, 48009; until 3:30 p.m. on Monday, July 30, 2018, after which time bids will be publicly opened and read.

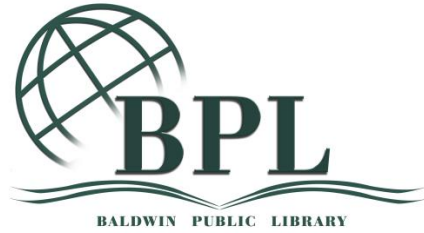
**Bidders will be required to attend a mandatory pre-bid meeting on Monday, July 9, 2018, at 2:00 p.m. at the Baldwin Public Library. Bidders must register for the pre-bid meeting by 4:00 on Friday, July 6, 2018, by contacting Associate Library Director Rebekah Craft at [rebekah.craft@baldwinlib.org](mailto:rebekah.craft@baldwinlib.org).**

The Baldwin Public Library, in conjunction with the City of Birmingham, Michigan, is accepting sealed bid proposals from qualified professional firms to carry out design development, construction drawings, provide bid assistance and construction administration for the expansion and renovation of the Services section of the Baldwin Public Library, based on the conceptual/schematic design developed by Luckenbach Ziegelman Gardner. This work must be performed as specified in accordance with the specifications contained in this Request For Proposals (RFP).

The RFP, including the specifications, may be obtained online from the Michigan Inter-governmental Trade Network at <http://www.mitn.info> or at the Baldwin Public Library, 300 West Merrill St., Birmingham, Michigan, ATTENTION: Rebekah Craft, Associate Director.

The acceptance of any proposal made pursuant to this invitation shall not be binding upon the City until an agreement has been executed.

<b>Submitted to MITN:</b>	June 26, 2018
<b>Mandatory Pre-Bid Meeting:</b>	July 9, 2018
<b>Deadline for Submissions:</b>	3:30 p.m. on Monday, July 30, 2018
<b>Contact Person:</b>	Rebekah Craft, Associate Director
	300 W Merrill St.
	Birmingham, MI 48009
	Phone: 248.554.4682
	Email: <a href="mailto:rebekah.craft@baldwinlib.org">rebekah.craft@baldwinlib.org</a>



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## **INTRODUCTION**

For purposes of this request for proposals the City of Birmingham, Michigan (hereby known as "City") and the Baldwin Public Library (hereby known as "Library") will be referred to as "Client" and the private firm will hereby be referred to as "Architect."

The Client is accepting sealed bid proposals from qualified professional firms to provide architectural services to carry out design development, construction drawings, provide bid assistance, and construction administration for the expansion and renovation of the Youth Services section of the Baldwin Public Library, based on the conceptual/schematic designs of January 27, 2018, included as Attachment E herein. This work must be performed as specified in accordance with the specifications outlined by the Scope of Work contained in this Request For Proposals (RFP).

During the evaluation process, the Client reserves the right, where it may serve the Client's best interest to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the Client, firms submitting proposals may be requested to make oral presentations as part of the evaluation.

It is anticipated the selection of a firm will be completed by August 13, 2018. An Agreement for services will be required with the selected Architect. A copy of the Agreement is contained herein for reference. Contract services will commence upon execution of the service agreement by the Client.

The Architect will work with the Library on the Design Development and Construction Drawing phases, with the City in a supportive role. The Architect will then work with the City during the Bidding and Construction Administration phases, with the Library in a supportive role.

## **REQUEST FOR PROPOSALS (RFP)**

The purpose of this RFP is to request sealed bid proposals from qualified parties presenting their qualifications, capabilities and costs to provide architectural services to carry out design development, construction drawings, provide bid assistance and construction administration for the expansion and renovation of the Youth Services section of the Baldwin Public Library, based on the conceptual/schematic designs of January 27, 2018, included as Attachment E herein.

## **MANDATORY PRE-BID MEETING**

Prior to submitting a bid, interested firms are required to attend a pre-bid meeting to conduct an on-site visit of the location and access to the project location to make inquiries about the RFP. The pre-bid meeting is scheduled for July 9, 2018, at 2:00 p.m. at the Baldwin Public Library.

## INVITATION TO SUBMIT A PROPOSAL

Proposals shall be submitted no later than 3:30 p.m. on Monday, July 30, 2018 to:

Baldwin Public Library  
Attn: Rebekah Craft  
300 W. Merrill St.  
Birmingham, Michigan 48009

[rebekah.craft@baldwinlib.org](mailto:rebekah.craft@baldwinlib.org)

One (1) original and one (1) print copy and one (1) electronic copy, in PDF format, of the proposal shall be submitted. The two print copies of the proposal should be firmly sealed in an envelope, which shall be clearly marked on the outside, **"EXPANSION AND RENOVATION OF YOUTH SERVICES SECTION OF BALDWIN PUBLIC LIBRARY."** Any proposal received after the due date cannot be accepted and will be rejected and returned, unopened, to the proposer. Proposer may submit more than one proposal provided each proposal meets the functional requirements.

## INSTRUCTIONS TO BIDDERS

1. Any and all forms requesting information from the bidder must be completed on the attached forms contained herein (see Architect's Responsibilities). If more than one bid is submitted, a separate bid proposal form must be used for each.
2. Any request for clarification of this RFP shall be made in writing and delivered to: Rebekah Craft, Associate Director, 300 W. Merrill St., Birmingham, MI 48009 or [rebekah.craft@baldwinlib.org](mailto:rebekah.craft@baldwinlib.org). Such request for clarification shall be delivered, in writing, no later than 5 days prior to the deadline for submissions. Any request will be reviewed by the Client, and responses will be shared with all bidders who signed in at the Pre-Bid Meeting.
3. All proposals must be submitted following the RFP format as stated in this document and shall be subject to all requirements of this document including the instruction to respondents and general information sections. All proposals must be regular in every respect and no interlineations, excisions, or special conditions shall be made or included in the RFP format by the respondent.
4. The contract will be awarded by the Client to the most responsive and responsible bidder with the lowest price and the contract will require the completion of the work pursuant to these documents.
5. Each respondent shall include in his or her proposal, in the format requested, the cost of performing the work. Municipalities are exempt from Michigan State Sales and Federal Excise taxes. The Baldwin Public Library is a sub-unit of the City of Birmingham, a tax-exempt municipal government located in Oakland

County. Do not include such taxes in the proposal figure. The Client will furnish the successful company with tax exemption information when requested.

6. Each respondent shall include in their proposal the following information: Firm name, address, city, state, zip code, telephone number, and fax number. The company shall also provide the name, address, telephone number and e-mail address of an individual in their organization to whom notices and inquiries by the City and Library should be directed as part of their proposal.

## **EVALUATION PROCEDURE AND CRITERIA**

The evaluation panel will consist of members of the Baldwin Public Library Board of Directors and any other person(s) designated by the City who will evaluate the proposals based on, but not limited to 1) the ability to provide services as outlined, 2) related experience with similar projects, Architect background, and personnel qualifications, 3) quality of materials proposed, 4) overall costs, and 5) references. This review will consider the following criteria:

1. Experience and qualifications of the proposed team members, including interior design staff and partners, who will be assigned to the Project.
2. Experience and demonstrated ability in the design of libraries and similar public projects, with priority given to experience and ability in the design of libraries.
3. Demonstrated understanding of the expectations of Birmingham and/or similar communities that place high value on aesthetics of public spaces, as well as an understanding of the importance of the Library as part of Birmingham's civic center.
4. Bid price for design development, preparation of construction documents, bidding assistance, and construction administration for the project.
5. Demonstrated performance in execution of projects on time and within budget.
6. Quality and completeness of proposal.

## **TERMS AND CONDITIONS**

1. The Client reserves the right to reject any or all proposals received, waive informalities, or accept any proposal, in whole or in part, it deems best. The Client reserves the right to award the contract to the next most qualified Architect if the successful Architect does not execute a contract within ten (10) business days after the award of the proposal.
2. The Client reserves the right to request clarification of information submitted and to request additional information of one or more Architects.

3. The Client reserves the right to terminate the contract at its discretion should it be determined that the services provided do not meet the specifications contained herein. The Client may terminate this Agreement at any point in the process upon notice to Architect sufficient to indicate the Client's desire to do so. In the case of such a stoppage, the Client agrees to pay Architect for services rendered to the time of notice, subject to the contract maximum amount.
4. Any proposal may be withdrawn up until the date and time set above for the opening of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide the services set forth in the proposal.
5. The cost of preparing and submitting a proposal is the responsibility of the Architect and shall not be chargeable in any manner to the Client.
6. Payment will be made within thirty (30) days after invoice has been accepted by the Client. Acceptance by the Client is defined as authorization by the designated Client representative to this project that all the criteria requested under the Scope of Work contained herein have been provided. Invoices are to be rendered each month following the date of execution of an Agreement with the Client.
7. The Architect will not exceed the timelines established for the completion of this project.
8. The successful bidder shall enter into and will execute the contract as set forth and attached as Attachment A.
9. The Client will own the final designs and documents prepared by the Architect as part of this RFP.

## **ARCHITECT'S RESPONSIBILITIES**

Each bidder shall provide the following as part of their proposal:

1. All completed and signed forms requested for completion within this RFP.
  - a. Bidder's Agreement (Attachment B)
  - b. Cost Proposal (Attachment C)
  - c. Iran Sanctions Act Vendor Certification Form (Attachment D)
  - d. Agreement (Attachment A - **only if selected by the Client**).
2. Provide a description of completed projects (including library projects) that demonstrate the firm's ability to complete projects of similar scope, size, and purposed, and in a timely manner, and within budget.

3. Include a statement of design philosophy, especially in regards to public libraries in the 21<sup>st</sup> century.
4. Provide a description of the firm, including resumes and professional qualifications of the principals involved in administering the project, as well as all others associated with the firm that are assigned to the project and include names, titles, phone numbers, email addresses and assigned role for the project.
5. Provide a list of sub-architects and their qualifications, which include names, titles, phone numbers, email addresses and their respective role in this project as applicable.
6. Any changes in the staff members assigned to the project (principals, staff and/or others) shall be communicated to the Client in writing within two (2) business days.
7. Provide three (3) client references from past projects, include name of contact, title, and current phone number. At least two (2) of the client references should be for projects of a similar size and scope for a municipal client.
8. Provide a project timeline addressing each section within the Scope of Work and a description of the overall project approach. Include a statement that the Architect will be available according to the proposed timeline.
9. The Architect will be responsible for any changes necessary for the plans to be approved by the Client.

## **CLIENT RESPONSIBILITIES**

1. The Client will provide a designated representative to work with the Architect to coordinate both the Client and the Architect's efforts and to inspect and verify any work performed by the Architect. During the design development and creation of construction document phase, the lead agency will be the Library, and during the bidding and construction administration phase, the lead agency will be the City.
2. The Library will provide access to the building during regular business hours.

## **SETTLEMENT OF DISPUTES**

The successful bidder agrees to certain dispute resolution avenues/limitations. Please refer to paragraph 17 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

## **INSURANCE**

The successful bidder is required to procure and maintain certain types of insurances. Please refer to paragraph 12 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

## **CONTINUATION OF COVERAGE**

The Architect also agrees to provide all insurance coverages as specified. Upon failure of the Architect to obtain or maintain such insurance coverage for the term of the agreement, the City and Library may, at their option, purchase such coverage and subtract the cost of obtaining such coverage from the contract amount. In obtaining such coverage, the Client shall have no obligation to procure the most cost effective coverage but may contract with any insurer for such coverage.

## **EXECUTION OF CONTRACT**

The bidder whose proposal is accepted shall be required to execute the contract and to furnish all insurance coverages as specified within ten (10) days after receiving notice of such acceptance. Any contract awarded pursuant to any bid shall not be binding upon the Client until a written contract has been executed by both parties. Failure or refusal to execute the contract shall be considered an abandonment of all rights and interest in the award and the contract may be awarded to another. The successful bidder agrees to enter into and will execute the contract as set forth and attached as Attachment A.

## **INDEMNIFICATION**

The successful bidder agrees to indemnify the City and the Library and various associated persons. Please refer to paragraph 13 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

## **CONFLICT OF INTEREST**

The successful bidder is subject to certain conflict of interest requirements/restrictions. Please refer to paragraph 14 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

## **EXAMINATION OF PROPOSAL MATERIALS**

The submission of a proposal shall be deemed a representation and warranty by the Architect that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. Statistical information which may be contained in the RFP or any addendum thereto is for informational purposes only.

## **PROJECT TIMELINE**

1. Mandatory pre-bid meeting will be held at the Library on Monday, July 9, 2018, at 2:00 p.m.
2. Proposals will be submitted by 3:30 p.m. on Monday, July 30, 2018



3. The Library Board will recommend the successful candidate to the Birmingham City Commission, which will make the final decision to execute an agreement at its regularly scheduled meeting on August 13, 2018.
4. Architect will have the Design Development and Construction Document elements outlined in the Scope of Work section of this RFP completed by December 20, 2018.
5. The Bidding and Construction Administration phases will occur only after funding for the Project has been confirmed.

The Architect will not exceed the timelines established for the completion of this project.

## **SCOPE OF WORK**

The Architect shall perform the following services in accordance with the requirements as defined herein.

### **Overview**

The Baldwin Public Library—located at 300 West Merrill in downtown Birmingham—was built in 1927, with major additions completed in 1960 and 1982. The original building was designed by Marcus Burrowes; the 1960 addition was designed by Linn Smith; and the 1982 building was designed by Gunnar Birkerts.

The main purpose of this RFP is to secure design development, construction drawings, bidding assistance, and construction administration services for the expansion and renovation of the Youth Services section of the Baldwin Public Library, based on a concept plan previously developed. That design is detailed in Attachment E.

### **Program Confirmation**

- 1) Assist Library in determination of responsibilities, procedures, and schedule requirements. The Architect will be responsible for documentation of all meetings associated with the Project.
- 2) Review existing studies, space programming, layouts and designs provided by Library with regard to the Scope of Work of the project. Provide early advice to the Library on possible changes to the objectives to assure feasibility, quality, meeting cost budget, and minimizing reductions in service during construction.

- 3) Confirm with Library the professional fees and the schedule.

## **PHASE 1**

### Design Development

- 1) Based on the conceptual/schematic designs of January 27, 2018, develop Design Development Documents for the Library's approval. The process will include meetings with Library staff to hear their opinions, meetings with Library administration and the Library Board Building Committee, and a presentation to the Library Board.
- 2) The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents—including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems—to fix and describe the size and character of the Project as to architectural; interior design; structural, mechanical, and electrical systems; and landscaping (children's terrace, children's garden, landscaping along Bates Street, etc.)—including lighting, acoustics, and internal materials and finishes--and such other elements as may be appropriate. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.
- 3) The Architect shall update cost estimates (including a line-by-line breakout of all fees, architectural costs, construction costs, furnishings, shelving, technology, and construction and design contingencies) and submit them to the Library.
- 4) The Architect shall update the project phasing plan and construction timeline and submit those to the Library.
- 5) The Architect shall provide renderings of internal and external features suitable for public viewing and preliminary code compliance review by the City's Building Department.
- 6) The Architect shall ensure that all proposed work—including mechanical and electrical—will not compromise possible future modifications and additions to the building.

- 7) The Library will determine, in consultation with the Architect, if a library planning consultant is needed and, if so, the extent of the involvement.

### Construction Documents

- 1) Construction documents shall include, but not be limited to, detailed civil, architectural, engineering, and shop drawings for the construction of this project.
- 2) Based on the Library's approval of the Design Development Documents and the Library's authorization of any adjustments in the Project requirements and the budget for the cost of work, the Architect shall prepare Construction Documents for the Library's approval.
- 3) The process will include meetings with Library staff, the Library Board Building Committee and the City's Building Department.
- 4) The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of drawings, specifications, and structural calculations, setting forth in detail the quality levels of materials and systems. Any and all terms and conditions associated with construction documents will be subject to the review and approval of the City.
- 5) The Architect shall provide 4 sets of the completed construction documents to the City's Building Department for code compliance review.
- 6) The Architect shall make any necessary updates to the cost estimates.
- 7) The Architect shall ensure that all work proposed—including mechanical and electrical—will not compromise possible future modifications and additions to the building.
- 8) Design Development and Construction Documents shall be completed by December 20, 2018.

## **PHASE 2**

### Bidding Assistance

1. The Architect, following the approval of the Construction Documents and the latest preliminary cost estimate of construction cost, shall assist the Client in obtaining bids and shall assist in the bidding process by:
  - a) Assisting the Client in the preparation of the Architectural specifications for the City's bid documents.
  - b) Assisting the Client by participating in a mandatory pre-bid meeting with bidders for construction.
  - c) Assisting the Client in the preparation of responses to questions from the prospective bidders and providing clarifications and interpretations of the bidding specification documents to all prospective bidders in the form of addenda.
  - d) Assist in the evaluation of bids for the selection of a construction contractor.

### Construction Administration

1. The Architect shall assist the City in providing administration of the construction project. The Architect's responsibility to provide assistance under this section of the Scope of Work shall commence upon the award of the initial contract for construction and terminates upon the payment of the final payment to the construction contractor.
2. The Architect shall be a representative of and shall advise and consult with the City during the administration of the contract for construction. The Architect shall regularly advise and consult with the City during the construction phase.
3. The Architect shall visit the site and may be accompanied by a representative of the City's Building Department at intervals appropriate to the stage of construction, or as otherwise agreed by the City and Architect, (1) to become generally familiar with and to keep the City informed about the progress and quality of the portion of the work completed, (2) to endeavor to guard the City against defects and deficiencies in the work, and (3) to determine in general if the work is being performed in a manner indicating that the work, when fully completed, will be in accordance with the contract documents. However, the Architect shall not be required to make exhaustive continuous on-site inspections to check the quality or quantity of work. The Architect shall neither have control over or charge of, not be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work.

4. The Architect shall report to the City all known deviations from the contract documents and from the most recent construction schedule submitted by the construction contractor. However, the Architect shall not be responsible for the construction contractor's failure to perform work in accordance with the requirements of the contract documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of and shall not be responsible for acts or omissions of the construction contractor, subcontractors, or their agents or employees, or of any acts of any other persons or entities performing portions of the work.
5. The Architect shall, at times outlined in this RFP, have access to the construction site to facilitate its visits.
6. Except for code compliance or permit related issues as deemed necessary by the City, the Architect shall serve as the primary contact in communicating with the construction contractor concerning matters arising out of or relating to the construction documents. Communications by and with the Architect's consultants shall be through the Architect.
7. The Architect has the authority to reject work that does not conform to the contract documents, following consultation with the City.
8. The Architect shall review and respond to requests for information about the contract documents.
9. The Architect shall maintain a record of submittals and copies of submittals supplied by the construction contractor.
10. The Architect may authorize minor changes in the work that are consistent with the intent of the contract documents and do not involve an adjustment in the contract sum or an extension of the contract time, upon review and approval by the City and Library.
11. The Architect shall conduct inspections to determine the date or dates of substantial completion and the date of final completion.
12. The Architect shall prepare change orders and construction change directives, with supporting documentation and data if deemed necessary by the City for the City's approval and execution in accordance with the construction documents.
13. The Architect shall review and certify the amounts due the construction contractor to the designated City representative.

**ATTACHMENT A - AGREEMENT**  
**For Expansion and Renovation of Youth Services Section of**  
**Baldwin Public Library**

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This AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between CITY OF BIRMINGHAM, having its principal office at 151 Martin Street, Birmingham MI (hereinafter sometimes called "City/Library"), and \_\_\_\_\_, Inc., having its principal office at \_\_\_\_\_ (hereinafter called "Architect"), provides as follows:

**WITNESSETH:**

**WHEREAS**, the City of Birmingham, in conjunction with the Baldwin Public Library, is desirous of having work completed to perform design development, creation of construction drawings, provide bidding assistance, and construction administration for the expansion and renovation of the Youth Services section of the Baldwin Public Library, based on the approved concept plan of January 27, 2018.

**WHEREAS**, the City/Library has heretofore advertised for bids for the procurement and performance of services required to perform design development, creation of construction drawings, provide bidding assistance, and construction administration for the expansion and renovation of the Youth Services section of the Baldwin Public Library, based on the approved conceptual/schematic designs of January 27, 2018, and in connection therewith has prepared a request for sealed proposals ("RFP"), which includes certain instructions to bidders, specifications, terms and conditions.

**WHEREAS**, the Architect has professional qualifications that meet the project requirements and has made a bid in accordance with such request for cost proposals to perform design development, creation of construction drawings, provide bidding assistance, and construction administration for the expansion and renovation of the Youth Services section of the Baldwin Public Library, based on the approved conceptual/schematic designs of January 27, 2018.

**NOW, THEREFORE**, for and in consideration of the respective agreements and undertakings herein contained, the parties agree as follows:

1. It is mutually agreed by and between the parties that the documents consisting of the Request for Proposal to perform design development, creation of construction drawings, provide bidding assistance, and construction administration for the expansion and renovation of the Youth Services section of the Baldwin Public Library, based on the approved conceptual/schematic designs of January 27, 2018, and the Architect's cost proposal dated \_\_\_\_\_, 2018 shall be incorporated herein by reference and

shall become a part of this Agreement, and shall be binding upon both parties hereto. If any of the documents are in conflict with one another, this Agreement shall take precedence, then the RFP.

2. The City/Library shall pay the Architect for the performance of this Agreement in an amount not to exceed \_\_\_\_\_, as set forth in the Architect's \_\_\_\_\_, 2018 cost proposal.

3. This Agreement shall commence upon execution by both parties, unless the City/Library exercises its option to terminate the Agreement in accordance with the Request for Proposals.

4. The Architect shall employ personnel of good moral character and fitness in performing all services under this Agreement.

5. The Architect and the City/Library agree that the Architect is acting as an independent Architect with respect to the Architect's role in providing services to the City and Library pursuant to this Agreement, and as such, shall be liable for its own actions and neither the Architect nor its employees shall be construed as employees of the City or Library. Nothing contained in this Agreement shall be construed to imply a joint venture or partnership and neither party, by virtue of this Agreement, shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other party, except as specifically outlined herein. Neither the City/Library nor the Architect shall be considered or construed to be the agent of the other, nor shall either have the right to bind the other in any manner whatsoever, except as specifically provided in this Agreement, and this Agreement shall not be construed as a contract of agency. The Architect shall not be entitled or eligible to participate in any benefits or privileges given or extended by the City/Library, or be deemed an employee of the City/Library for purposes of federal or state withholding taxes, FICA taxes, unemployment, workers' compensation or any other employer contributions on behalf of the City/Library.

6. The Architect acknowledges that in performing services pursuant to this Agreement, certain confidential and/or proprietary information (including, but not limited to, internal organization, methodology, personnel and financial information, etc.) may become involved. The Architect recognizes that unauthorized exposure of such confidential or proprietary information could irreparably damage the City/Library. Therefore, the Architect agrees to use reasonable care to safeguard the confidential and proprietary information and to prevent the unauthorized use or disclosure thereof. The Architect shall inform its employees of the confidential or proprietary nature of such information and shall limit access thereto to employees rendering services pursuant to this Agreement. The Architect further agrees to use such confidential or proprietary information only for the purpose of performing services pursuant to this Agreement.

7. This Agreement shall be governed by and performed, interpreted and enforced in accordance with the laws of the State of Michigan. The Architect agrees to perform all

services provided for in this Agreement in accordance with and in full compliance with all local, state and federal laws and regulations.

8. If any provision of this Agreement is declared invalid, illegal or unenforceable, such provision shall be severed from this Agreement and all other provisions shall remain in full force and effect.

9. This Agreement shall be binding upon the successors and assigns of the parties hereto, but no such assignment shall be made by the Architect without the prior written consent of the City/Library. Any attempt at assignment without prior written consent shall be void and of no effect.

10. The Architect agrees that neither it nor its subcontractors will discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight or marital status. The Architect shall inform the City/Library of all claims or suits asserted against it by the Architect's employees who work pursuant to this Agreement. The Architect shall provide the City/Library with periodic status reports concerning all such claims or suits, at intervals established by the City/Library.

11. The Architect shall not commence work under this Agreement until it has, at its sole expense, obtained the insurance required under this paragraph. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with carriers acceptable to the City of Birmingham.

12. The Architect shall maintain during the life of this Agreement the types of insurance coverage and minimum limits as set forth below:

- A. Workers' Compensation Insurance: Architect shall procure and maintain during the life of this Agreement, Workers' Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- B. Commercial General Liability Insurance: Architect shall procure and maintain during the life of this Agreement, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than **\$1,000,000** per occurrence combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Architects Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.
- C. Motor Vehicle Liability: Architect shall procure and maintain during the life of this Agreement Motor Vehicle Liability Insurance, including all applicable no-fault coverages, with limits of liability of not less than \$1,000,000 per occurrence



combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

- D. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be *Additional Insureds*: The City of Birmingham and the Baldwin Public Library, including all elected and appointed officials, all employee and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to any other coverage that may be available to the additional insured, whether any other available coverage by primary, contributing or excess.
- E. Professional Liability: Professional liability insurance with limits of not less than \$1,000,000 per claim if Architect will provide services that are customarily subject to this type of coverage.
- F. Pollution Liability Insurance: Architect shall procure and maintain during the life of this Agreement, Pollution Liability Insurance, with limits of liability of not less than \$1,000,000, per occurrence preferred, but claims made accepted.
- G. Owners Architects Protective Liability: The Architect shall procure and maintain during the life this contract, an Owners Architects Protective Liability Policy with limits of liability not less than \$3,000,000 per occurrence, combined single limit, Personal Injury, Bodily Injury and Property Damage. The City of Birmingham and the Baldwin Public Library shall be "Name Insured" on said coverage. Thirty (30) days Notice of Cancellation shall apply to this policy.
- H. Cancellation Notice: Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance (and Professional Liability Insurance, if applicable), as described above, shall include an endorsement stating the following: "Thirty (30) days Advance Written Notice of Cancellation or Non-Renewal, shall be sent to: Finance Director, City of Birmingham, PO Box 3001, 151 Martin Street, Birmingham, MI 48012-3001.
- I. Proof of Insurance Coverage: Architect shall provide the City of Birmingham, at the time the Agreement is returned for execution, Certificates of Insurance and/or policies, acceptable to the City of Birmingham, as listed below.
  - 1) Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance;
  - 2) Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance;
  - 3) Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance;

- 4) Two (2) copies of Certificate of Insurance for Professional Liability Insurance;
- 5) If so requested, Certified Copies of all policies mentioned above will be furnished.

J. Coverage Expiration: If any of the above coverages expire during the term of this Agreement, Architect shall deliver renewal certificates and/or policies to the City of Birmingham at least (10) days prior to the expiration date.

K. Maintaining Insurance: Upon failure of the Architect to obtain or maintain such insurance coverage for the term of the Agreement, the City of Birmingham may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the Agreement amount. In obtaining such coverage, the City of Birmingham shall have no obligation to procure the most cost-effective coverage but may contract with any insurer for such coverage.

13. To the fullest extent permitted by law, the Architect and any entity or person for whom the Architect is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City of Birmingham and the Baldwin Public Library, their elected and appointed officials, employees and volunteers and others working on behalf of the City/Library against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Birmingham and the Baldwin Public Library, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Birmingham and the Baldwin Public Library, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this Agreement. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of its elected or appointed officials, employees, volunteers or others working on behalf of the City/Library.

14. If, after the effective date of this Agreement, any official of the City or Library, or spouse, child, parent or in-law of such official or employee shall become directly or indirectly interested in this Agreement or the affairs of the Architect, the City/Library shall have the right to terminate this Agreement without further liability to the Architect if the disqualification has not been removed within thirty (30) days after the City or Library has given the Architect notice of the disqualifying interest. Ownership of less than one percent (1%) of the stock or other equity interest in a corporation or partnership shall not be a disqualifying interest. Employment shall be a disqualifying interest.

15. If Architect fails to perform its obligations hereunder, the City/Library may take any and all remedial actions provided by the general specifications or otherwise permitted by law.

16. All notices required to be sent pursuant to this Agreement shall be mailed to the following addresses:

For the City:

City of Birmingham  
Attn: City Manager  
151 Martin Street  
Birmingham, MI 48009

For the Library:

Baldwin Public Library  
Attn: Library Director  
300 West Merrill St.  
Birmingham, MI 48009

For the Architect:

17. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled either by commencement of a suit in Oakland County Circuit Court, the 48th District Court or by arbitration. If both parties elect to have the dispute resolved by arbitration, it shall be settled pursuant to Chapter 50 of the Revised Judicature Act for the State of Michigan and administered by the American Arbitration Association with one arbitrator being used, or three arbitrators in the event any party's claim exceeds \$1,000,000. Each party shall bear its own costs and expenses and an equal share of the arbitrator's and administrative fees of arbitration. Such arbitration shall qualify as statutory arbitration pursuant to MCL§600.5001 et. seq., and the Oakland County Circuit Court or any court having jurisdiction shall render judgment upon the award of the arbitrator made pursuant to this Agreement. The laws of the State of Michigan shall govern this Agreement, and the arbitration shall take place in Oakland County, Michigan. In the event that the parties elect not to have the matter in dispute arbitrated, any dispute between the parties may be resolved by the filing of a suit in the Oakland County Circuit Court or the 48th District Court.

18. FAIR PROCUREMENT OPPORTUNITY: Procurement for the City/Library will be handled in a manner providing fair opportunity for all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the City/Library.

**IN WITNESS WHEREOF, the said parties have caused this Agreement to be executed as of the date and year above written.**

**WITNESSES:**

\_\_\_\_\_

**ARCHITECT**

By:\_\_\_\_\_

Its:

**CITY OF BIRMINGHAM**

\_\_\_\_\_

By:\_\_\_\_\_

Andrew Harris

Its: Mayor

\_\_\_\_\_

By: \_\_\_\_\_  
Cherilynn Mynsberge  
Its: City Clerk

Approved:

\_\_\_\_\_  
Joseph Valentine, City Manager  
(Approved as to substance)

\_\_\_\_\_  
Timothy J. Currier, City Attorney  
(Approved as to form)

\_\_\_\_\_  
Mark Gerber, Director of Finance  
(Approved as to financial obligation)

\_\_\_\_\_  
Doug Koschik, Library Director  
(Approved as to substance)

**ATTACHMENT B - BIDDER'S AGREEMENT**  
**For Expansion and Renovation of Youth Services Section of**  
**Baldwin Public Library**

---

In submitting this proposal, as herein described, the Architect agrees that:

1. They have carefully examined the specifications, terms and Agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent, and requirement of it.
2. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

---

**PREPARED BY**  
**(Print Name)**

---

**DATE**

---

**TITLE**

---

**DATE**

---

**AUTHORIZED SIGNATURE**

---

**E-MAIL ADDRESS**

---

**COMPANY**

---

**ADDRESS**

---

**PHONE**

---

**NAME OF PARENT COMPANY**

---

**PHONE**

---

**ADDRESS**

**ATTACHMENT C - COST PROPOSAL**  
**For Expansion and Renovation of Youth Services Section of**  
**Baldwin Public Library**

---

**In order for the bid to be considered valid, this form must be completed in its entirety.** The cost for the Scope of Work shall be itemized by a dollar amount based on the Phases and elements included in this Request for Proposal as follows:

<b>COST PROPOSAL</b>	
<b>ITEM</b>	<b>BID AMOUNT</b>
Phase 1	
Design Development	\$
Construction Documents	\$
Phase 2	
Bidding Assistance	\$
Construction Administration	\$
<b>TOTAL BID AMOUNT</b>	\$

Firm Name \_\_\_\_\_

Authorized signature \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM**  
**For Expansion and Renovation of Youth Services Section of**  
**Baldwin Public Library**

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Pursuant to Michigan Law and the Iran Economic Sanction Act, 2012 PA 517 ("Act"), prior to the Library accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must certify that it is not an "Iran Linked Business", as defined by the Act.

By completing this form, the Vendor certifies that it is not an "Iran Linked Business", as defined by the Act and is in full compliance with all provisions of the Act and is legally eligible to submit a bid for consideration by the Library.

---

**PREPARED BY**  
**(Print Name)**

---

**DATE**

---

**TITLE**

---

**DATE**

---

**AUTHORIZED SIGNATURE**

---

**E-MAIL ADDRESS**

---

**COMPANY**

---

**ADDRESS**

---

**PHONE**

---

**NAME OF PARENT COMPANY**

---

**PHONE**

---

**ADDRESS**

---

**TAXPAYER I.D.#**

## **ATTACHMENT E – CONCEPTUAL/SCHEMATIC ESTIMATES & DESIGNS**

### **For Expansion and Renovation of Youth Services Section of Baldwin Public Library**

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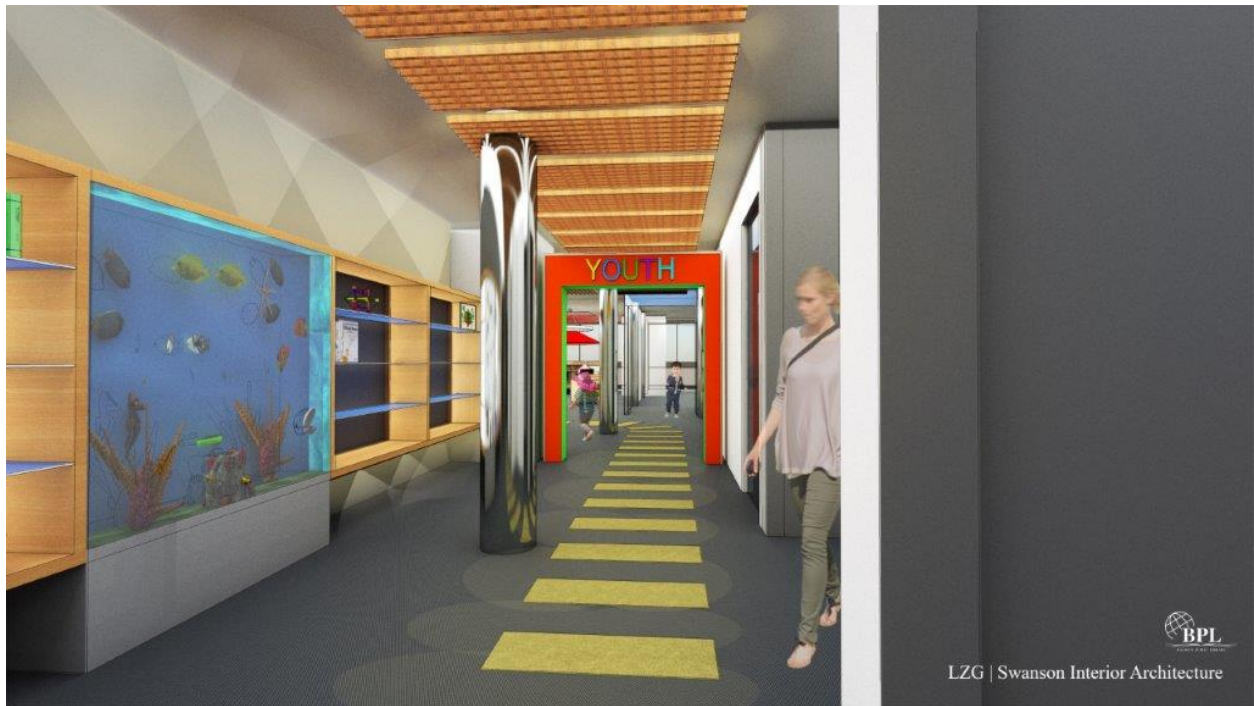
By the end of the conceptual/schematic stage, the Library decided that the orientation of the shelving should be east-west, rather than north-south. The first rendering in this section—the aerial view—is from an early stage in the process and shows the shelving positioned north-south. Therefore, that aspect of the rendering should be considered incorrect. The three plans illustrating the interior layout of the Youth Room show the shelving positioned east-west. They are correct.

The expansion and renovation of the Youth Room is Phase 2 of a proposed three-phase project. The last plan in this section shows Phase 2 (in blue) in relation to Phase 1 (already completed) and Phase 3 (proposed for 2022-2023).



## **Youth Room Expansion and Renovation Cost Estimates as of January 2018**

The cost of the project, in 2019 dollars, is estimated to be \$2,231,000. The ***total*** cost, in 2019 dollars, ***including owner's contingency***, is estimated to be \$2,348,000.





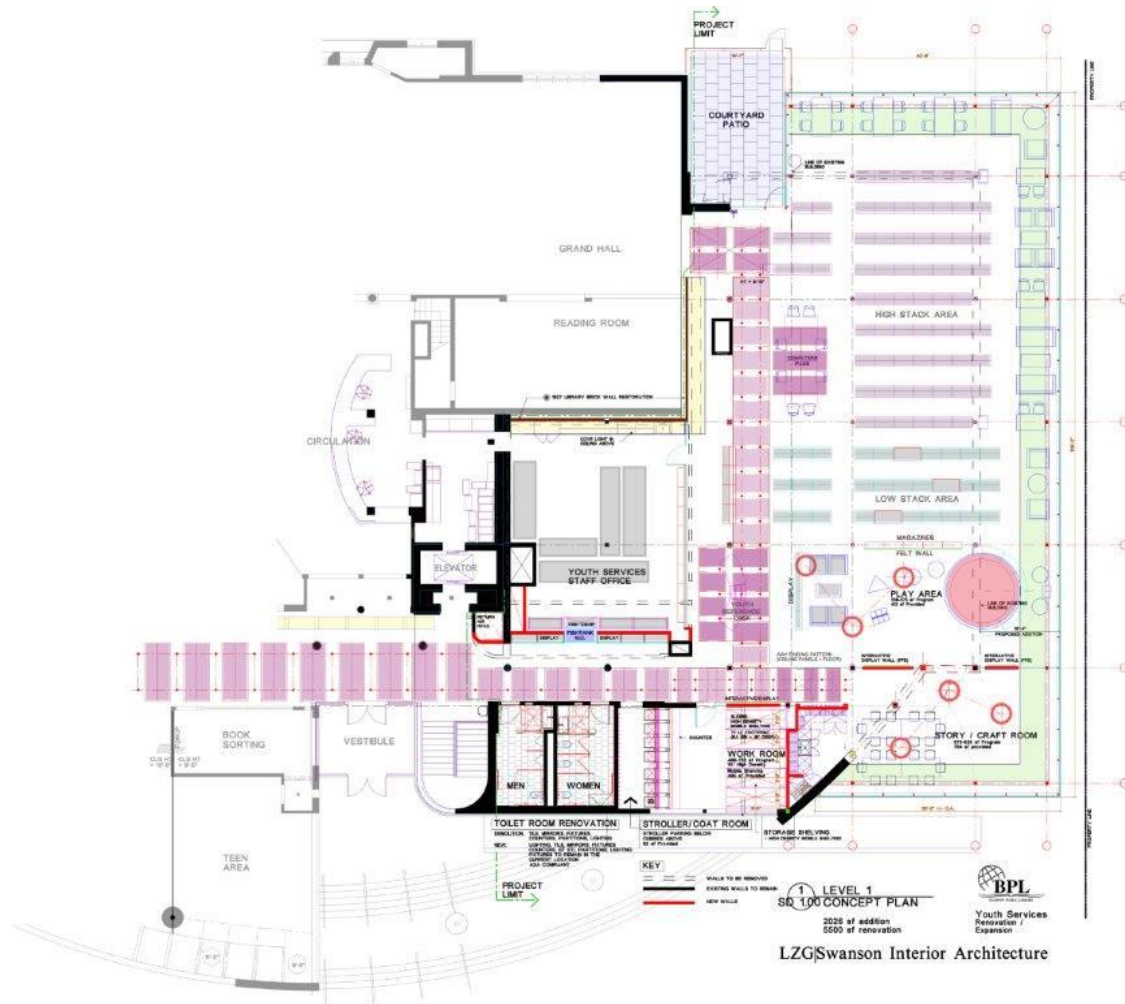






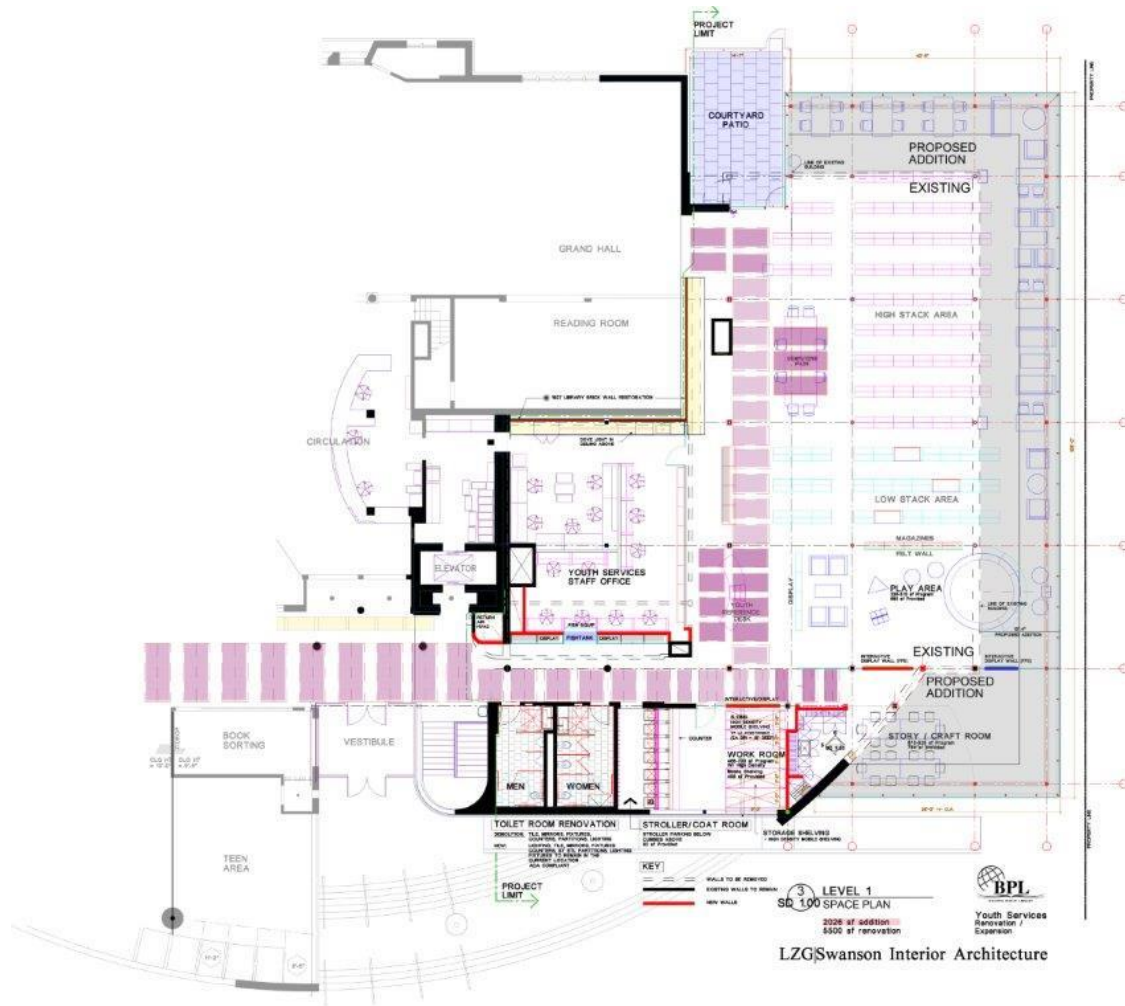














Luckenbach  
Ziegelman  
Gardner  
Architects  
PLLC

555 South Old Woodward Ave. Suite 27L  
Birmingham, Michigan 48009  
248.844.0600  
248.842.3590



Project  
**BALDWIN  
PUBLIC  
LIBRARY**

300 West Merrill Street  
Birmingham, MI 48009

Sheet Title  
**Youth Services  
Renovation /  
Expansion**

**Children's  
Garden +  
Courtyard**

DATE  
MAR 08, 2017

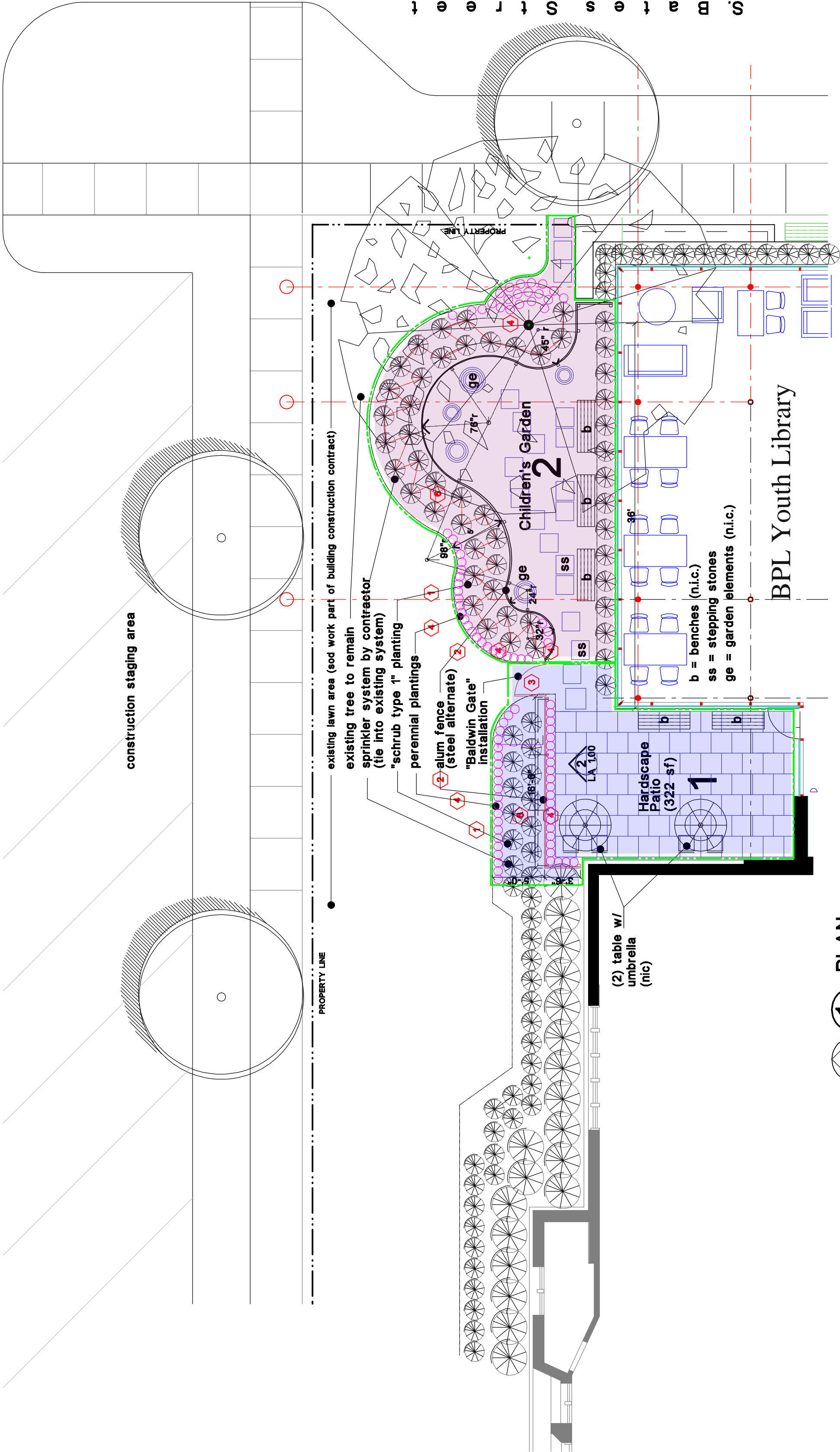
FOR COST EST

**SD  
ESTIMATE**  
FOR REVIEW ONLY  
NOT FOR CONSTRUCTION

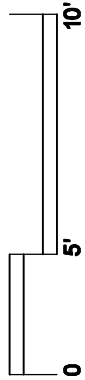
Project Number  
3017

Sheet Number

sk.LA 1.00



**1 PLAN**  
LA-100 Courtyard/Patio/Garden  
scale 1/8"=1'-0"

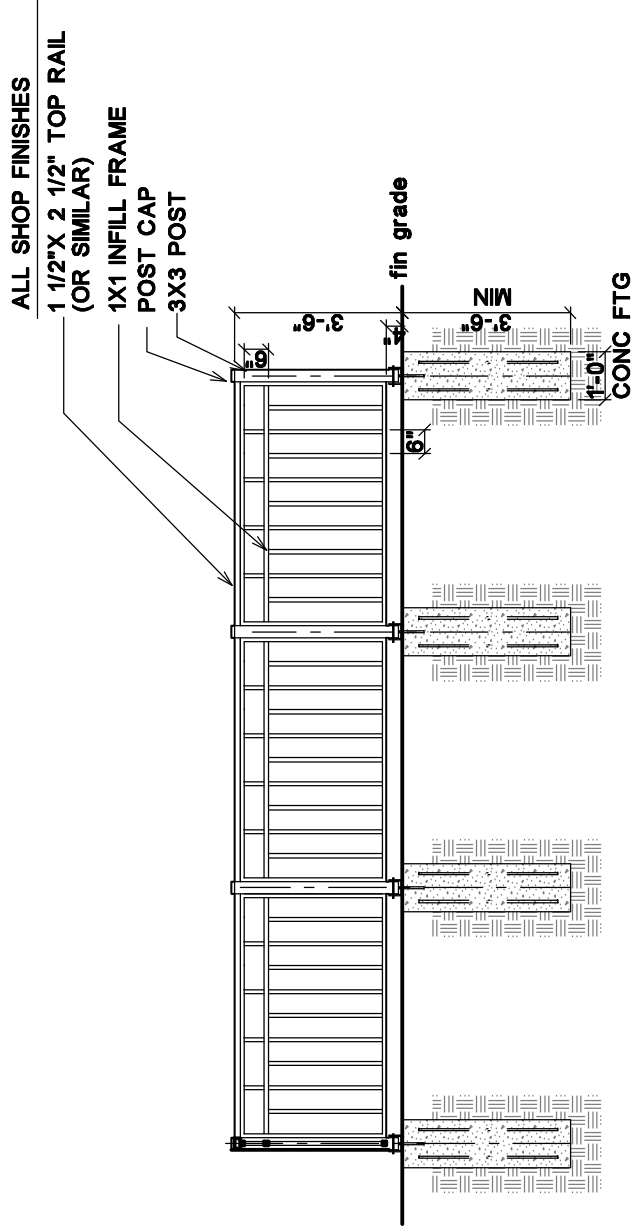


**1 HARDSCAPE PATIO**

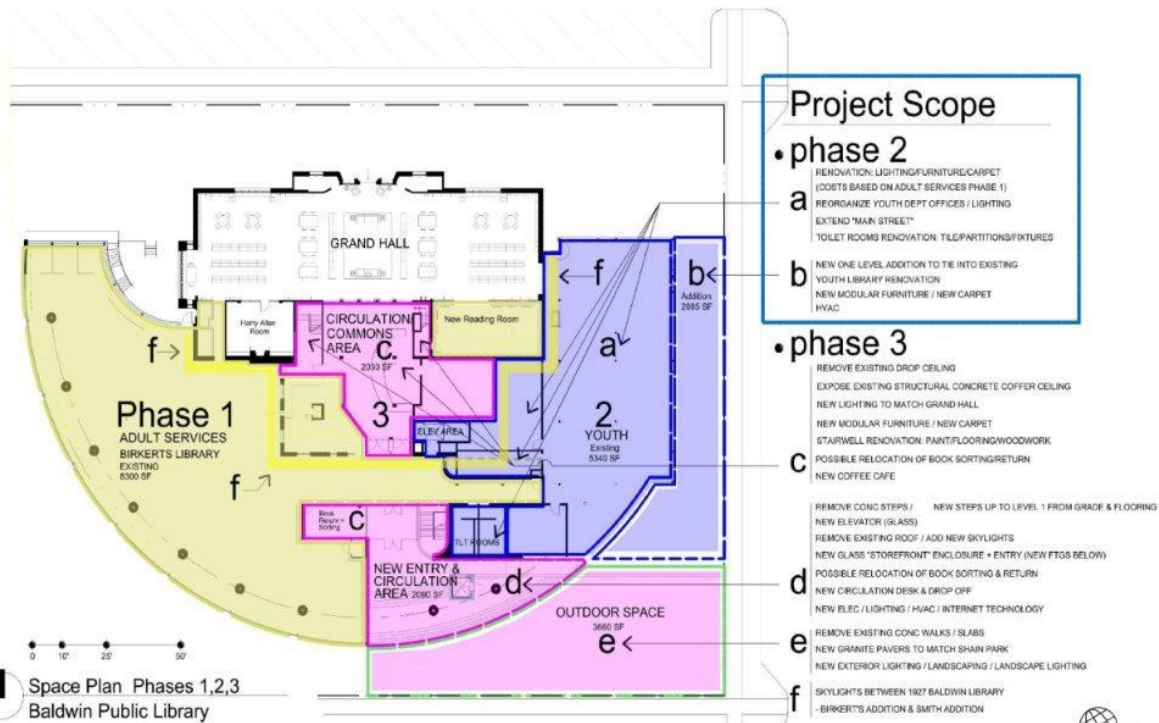
key	number	element	size	spacing	comments
1	13	schrub 1	2 gal	30" o.c.	cotoneaster, bayberry (myrica) or similar
2	83	plot x-rock paver	24x24		min 4" crushed stone base stagger joints
3	20 LF	alum. fence (5 posts)	42" height		shop powdercoat finish color: dark bronze
4	48	perennial bed		10" o.c.	
6	90 sf	peat bed	90 sf (3' depth) (2225 cu ft) (0.83 cu yd)		

**2 CHILDREN'S GARDEN**

key	number	element	size	spacing	comments
1	51	schrub 1	2 gal	30-36" o.c.	cotoneaster, bayberry (myrica) or similar
2	15	plot basalt nero/grigio paver	24x24		stepping stones w/ crushed stone base
3	57 LF	alum. fence (12 posts)	42" height		shop powdercoat finish color: dark bronze
5	48	perennial bed			
5	330 sf	sod	330 sf (36 sq yd)		
6		peat bed	278 sf (3' depth) (70 cu ft) (2.6 cu yd)		



**2 ELEVATION**  
LA 100  
**ALUM (ALT: STEEL) FENCE**  
CONCEPTUAL ONLY: NOT FOR CONSTRUCTION 1/4"= 1'-0"



Luckenbach | Ziegelman | Gardner Architects



## **ATTACHMENT F – GEOTECHNICAL INVESTIGATION**

### **For Expansion and Renovation of Youth Services Section of Baldwin Public Library**

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The following report was prepared by Testing Engineers & Consultants, Inc., 1343 Rochester Road, P.O. Box 249, Troy, Michigan 48099, in February 2018.

Baldwin Public Library  
300 W. Merrill Street  
Birmingham, Michigan 48009

GEOTECHNICAL INVESTIGATION

FOR

Proposed Youth Services Renovation/Addition  
Baldwin Public Library  
300 W. Merrill  
Birmingham, Michigan

TEC Report: 58620

By:

Testing Engineers & Consultants, Inc.  
1343 Rochester Road  
P.O. Box 249  
Troy, Michigan 48099-0249  
(248) 588-6200

February 21, 2018

TEC Report: 58620  
Date Issued: February 21, 2018

Mr. Doug Koschik, Director  
Baldwin Public Library  
300 W. Merrill Street  
Birmingham, Michigan 48009

Re: Geotechnical Investigation for  
Proposed Youth Services Renovation/Addition  
Baldwin Public Library  
300 W. Merrill  
Birmingham, Michigan

Dear Mr. Koschik:

Please find enclosed the results of a geotechnical investigation performed at the above referenced site. This geotechnical report presents our field and laboratory results; engineering analysis; and our recommendations for design of foundation and slabs, as well as important construction considerations.

As you may know, Testing Engineers & Consultants, Inc. (TEC) has fifty one years of experience in Quality Control Testing and Construction Inspection. We would be pleased to provide any of these services on this project.

Should you have any questions regarding this report, please let us know. It has been a pleasure to be of service to you.

Respectfully submitted,  
TESTING ENGINEERS & CONSULTANTS, INC.



Carey J. Suhan, P.E.,  
Vice President, Geotechnical  
& Environmental Services

CJS/ln

Enclosure

cc: Luckenbach/Ziegelman/Gardner Architects, Attn: Mr. John Gardner

## **TABLE OF CONTENTS**

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5.5	Floor Slabs and Pavements	6
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## **APPENDIX**

TEST BORING LOCATION PLAN

LOGS OF TEST BORINGS

SIEVE ANALYSIS RESULTS

GENERAL NOTES FOR SOIL CLASSIFICATION

## **1.0 INTRODUCTION**

This report presents the results of a geotechnical investigation for the proposed Baldwin Public Library renovation/addition located at 300 W. Merrill in Birmingham, Michigan. Authorization to perform this investigation was given by Mr. Doug Koschik, Director, Baldwin Public Library in a signed copy of TEC Proposal 060-18-0001 dated January 3, 2018.

Based on information provided, we understand that the project will consist of construction of a single story building addition on a crawl space to match the existing building. The addition will be mostly on the east side of the existing building and loads are expected to be moderate.

The footprint of the proposed addition will be 2,026 square feet and the renovation area will be 5,500 square feet. The addition will be built at the eastern area of the existing library building. The present ground elevation is about  $\pm 780$  feet and the existing floor slab over the crawl space is 786.65 feet.

The architects also requested that as an option the crawl space is not to be constructed and the floor slab for the addition be supported on engineered fill at the required elevation in order to match the elevation of the existing floor slab.

The purpose of this investigation was to obtain information necessary to determine basic engineering properties of soils at the site through a series of test borings and laboratory tests performed on the soil samples obtained during the field investigation. This information has been evaluated to provide the general recommendations for site development preparations, foundation requirements, floor slab designs and other geotechnical information.

## **2.0 FIELD INVESTIGATION**

Three test borings were drilled on the site at the locations shown on the Test Boring Location Plan. The locations are accurate to within a short distance of the locations shown on the location plan included in the appendix. The location of the test borings was given to us by the architect. The test borings were drilled on February 6 and 7, 2018 with truck-mounted auger equipment to a depth of 25 feet.

Drilling methods and standard penetration tests were performed in general accordance with the current ASTM D1452 and D1586 procedures, respectively. These procedures specify that a standard 2-inch O.D. split-barrel sampler be driven by a 140-pound hammer with a free fall of 30 inches. The number of hammer blows required to drive the split-barrel sampler through three successive 6-inch increments is recorded on the Test Boring Log. The first 6-inch increment is used for setting the sampler firmly in the soil and the sum of the hammer blows for the second and third increments is referred to as the "Standard Penetration Index" (N). N values were obtained with an automatic trip hammer.

## **2.0 FIELD INVESTIGATION (Cont'd)**

From the standard penetration test a soil sample is recovered in the liner sampler tubes that are located inside the split-barrel sampler. Upon recovery of a soil sample, the liner tubes are removed from the split-barrel sampler and placed in a container which is sealed to minimize moisture losses during transportation to the laboratory. Standard penetration tests are usually made at depths of 2 ½, 5, 7 ½ and 10 feet and at 5-foot depth intervals thereafter. These parameters may vary for a given project depending on the nature of the subsoils and the geotechnical information required.

## **3.0 LABORATORY TESTING**

The laboratory testing consisted of determining the unconfined compressive strength, the natural bulk density and the natural moisture content of the soil samples recovered in the liner sampler tubes. In the unconfined compression tests, the compressive strength of the soil is determined by axially loading a soil sample until failure is observed or 15% strain, whichever occurs first. The above referenced test data are recorded on the boring logs. Some test results may deviate from the norm because of variations in texture, imperfect samples, presence of pebbles and/or sand streaks, etc. The results are still reported although they may not be relevant.

The particle size distribution of three granular soil samples was also determined. The distribution provides estimates of the permeability and permeability-related behavior of the granular soils. The results are included in the appendix.

The laboratory test results apply to the samples tested and some results may not be representative of the soil mass because of variations in composition and texture, as well as imperfect samples and presence of pebbles and/or sand streaks in cohesive samples, etc.

Samples taken in the field are retained in our laboratory for 60 days and are then destroyed unless special disposition is requested by the client. Samples retained over a long period of time are subject to moisture loss and are then no longer representative of the conditions initially encountered.

## **4.0 GENERAL SUBSURFACE CONDITIONS**

### **4.1 Subsoil Conditions**

The soil conditions encountered in the borings are presented on the individual boring logs. Each log presents the soil types encountered at that location as well as laboratory test data, ground water data, and other pertinent information. Descriptions of the various soil consistencies, relative densities and particle sizes are given in the Appendix. Definitions of the terms and symbols utilized in this report may be found in ASTM D653.



#### **4.1 Subsoil Conditions (Cont'd)**

The subsurface conditions encountered in the borings may be generalized as follows for purpose of analysis. Please refer to the limitations regarding the uncertainties involved in such a generalization.

Stratification lines shown on the boring logs are approximate indications of change from one soil type to another and are not intended to represent an area of exact geological change.

The strata encountered are described below:

##### Concrete

A concrete slab 4 inches thick was encountered in Boring No. 3 overlying a layer of dark brown sand.

##### Dark Brown Sand Fill To Possible Fill

A layer of dark brown sand and trace of gravel (with some topsoil in Boring No. 2) was encountered in all borings. This layer extends a depth of 3 feet.

Standard penetration values in the dark brown sand range from 5 to 10 blows per foot. Bulk densities range from 101 to 125 pounds per cubic foot (pcf) with moisture contents range from 9 percent to 17.2 percent of the dry weight of the soil.

##### Brown Medium To Fine Sand

A deposit of brown medium to fine sand with some silt and trace of gravel is present below the fill and possible fill. This deposit extends to a depth of 14.5 feet in Boring No. 1 to 17 feet in Boring No. 3.

Standard penetration values range from 3 to 38 blows per foot. Bulk densities range from 102 to 127 pcf with moisture contents of 2.1 percent to 18.8 percent of the dry weight of the soil. The higher moisture contents may indicate the presence of silt or clay in the granular soils.

##### Gray Clay With Some Silt

A deposit of moist gray clay with some silt and trace of gravel was found below the sand and continues to the end of the test borings (25').

Standard penetration values range from 10 to 15 blows per foot with unconfined compressive strengths of 2,310 to 6,180 psf. Bulk densities range from 120 to 137 pcf with moisture contents of 14 percent to 32.6 percent of the dry weight of the soil.

## **4.2 Ground Water Observations**

Water level readings were taken in the bore holes during and after the completion of drilling. These observations are noted on the respective Test Boring Logs. Ground water was first encountered at depths ranging from 13'3" in Boring No. 3 to 14' in Boring No. 2. At completion of the borings and removal of the augers, Boring No. 2 caved at 13'4". Ground water was measured in Boring No. 3 at 12'2". No ground water was noted in Boring No. 1, at the completion of the boring.

It should be noted that short-term ground water observations may not provide a reliable indication of the actual ground water table. In clayey soils this would be due to the slow rate of infiltration of water into the borehole as well as the potential for water to become trapped in overlying layers of the granular soils during periods of heavy rainfall. It should be expected that ground water levels fluctuate with seasonal and climatic changes. Elevations of gray colored soils tend to indicate a ground water level of long term low static water table.

## **5.0 ANALYSIS AND RECOMMENDATIONS**

### **5.1 Proposed Development**

The proposed development is to consist of a single story addition mostly at the east side of the existing Baldwin Public Library. The single story building addition will have a crawl space to match the existing building. The footprint of the addition will be about 2,026 square feet. Renovations will take place in areas with total footprint of about 5,500 square feet. The elevation of the floor slab of the addition will be the same as that of the floor slab of the existing library.

### **5.2 Ground Water Conditions**

The position of water levels found in test borings may vary somewhat depending on seasonal precipitation. At the level encountered in the borings, it should present little problems for design or construction of foundations of the addition. We have assumed that the utilities are in place. Any seepage water encountered during construction should be controllable by direct pumping from excavations.

### **5.3 Recommended Earthwork Operations**

Within the limits of areas to be developed, the surface concrete, vegetation and topsoil should be removed prior to the site being graded. Areas which will receive surface pavements should then be rolled with a vibrating roller to consolidate the loose sand. This should be followed by a proofroll to identify soft or yielding areas. Small equipment will likely need to be used in the crawl space area.

### **5.3 Recommended Earthwork Operations (Cont'd)**

Care should be taken during the use of the vibrating roller to avoid damaging the existing building. It may be possible to stabilize soft areas with crushed stone or concrete. Soft spots that cannot be stabilized should be removed and replaced with compacted engineered fill.

Engineered backfill required for construction excavations or fill required to achieve desired grades should preferably consist of clean and well graded granular soils. On-site material could be satisfactory for use, particularly for balancing and grading the site if they are approved by the geotechnical engineer. Fill should be placed in uniform layers not more than 9 inches in thickness with the soils in each layer compacted to a minimum of 95% of the maximum density as determined by ASTM D-1557. Fill should be at approximately the optimum moisture content during placement and compaction. Furthermore, frozen material must not be used as fill and fill should not be placed on frozen ground.

Since the surface soils are predominantly sands, lateral support structure or side sloping with a minimum 1 ½H:1V ratio will be required for the anticipated excavations. Care must be exercised when excavating adjacent to existing foundations to avoid undermining them. Soils exposed in the bases of all satisfactory foundation excavations should be protected against any detrimental change in conditions such as from disturbances, rain or freezing. Surface run-off water should be drained away from the excavations and not be allowed to pond. If possible, all footing concrete should be placed the same day the excavation is made. If this is not possible, the footing excavations should be adequately protected.

### **5.4 Foundation Recommendations**

The on-site soils are generally acceptable for support of the proposed structure on shallow foundations. Local building codes and climatic conditions require that exterior foundations be placed at a minimum depth of 3 ½ feet below finished grade to provide for adequate frost protection. Interior foundations may be below the floor at a lesser depth if not exposed to frost penetration. In any case, the footings should be deep enough to bear on original soil below the fill. At minimum depths, foundations both interior and exterior can be designed for a maximum net allowable bearing pressure of 1,500 psf.

In the area of Boring No. 3, a very loose layer of moist brown sand with trace of gravel was encountered at a depth of 3 to 5 ½ feet below existing ground surface. It is recommended that the foundations in the area be extended to 5 ½ to 6 feet.

The recommended design bearing pressure should provide a factor of safety of about 2.5 to 3 against shear failure and limit differential settlements between adjacent columns to less than ¾ inch.

Alternatively all of the foundations could be extended to a depth of 6 ½ feet and be designed for a net allowable bearing capacity of 2,500 psf.

At areas where the new foundations abut existing foundations the new foundations should be sloped in order to place the new foundations at the same elevations as the existing foundations.

## **5.4 Foundation Recommendations (Cont'd)**

To minimize the lateral earth pressure on the crawl space walls, the walls should be backfilled with clean sand fill. Material meeting MDOT Class II grading requirements or approved alternate should suffice. Care should be exercised to limit the compaction of the backfill in order to avoid overstressing the walls. Light compaction equipment and thin fill lifts should be used.

The walls should be designed to resist the at-rest lateral pressure imposed by the granular fill, i.e., they should be designed against the pressure from a liquid with an equivalent fluid weight of 60 pcf. This value assumes that a properly installed and maintained perimeter drain will eliminate the water pressure on the wall.

From a review of the borings and assumptions made about the lower lying soils a seismic site class of D is recommended for design. It is assumed that the lower lying soils below the bottom of the borings have an average N value between 15 and 50 and shear strengths between 1000 psf and 2000 psf. This appears to be a reasonable assumption from general geology of the area. This is based off of the Michigan Building Code, which incorporates the International Building Code.

## **5.5 Floor Slabs and Pavements**

The subgrade resulting from the site preparation, as outlined in the recommended earthwork operations section, will provide a fair subgrade for support of pavements and floor slabs. The pavements should be sloped and shaped in order to provide effective surface drainage and prevent water ponding.

Floor slabs, sidewalks and other concrete pavements should be placed on a minimum of 4 inches of clean compacted sand meeting MDOT Class II specifications or MDOT 21AA which will remain more stable during concrete placement.

In the event that a crawl space is not to be used and the floor slab in the area of the addition is to be placed on engineered fill, the fill should be prepared as per the recommendations given in the Earthwork Preparation section. Furthermore, the following considerations should be made as outlined below.

Exposed subgrades deteriorate over time, however, and if left alone for a while the prepared subgrade should again be thoroughly proofrolled immediately prior to placement of fill to raise the grade to verify its suitability. Any disturbed materials encountered during the proofroll should be re-compacted or removed and replaced with engineered fill. Subgrade soils for slabs on grade and pavements should be protected against frost during winter construction. Any frozen soils should be thawed and compacted, or removed and replaced with engineered fill prior to slab-on-grade and pavement construction.

## **5.5 Floor Slabs and Pavements (Cont'd)**

To permit slab settlement without damaging other structural elements, the slab should be detailed with isolation joints at walls and around footings. As an alternate to construction of isolation joints at column footings, the footings could be separated from the slab with a minimum of six inches of compacted granular fill. Based upon the encountered subgrade soils, the stipulated subgrade preparation procedures and the expected fill to raise the grade, an estimated standard Modulus of Subgrade Reaction (30-inch diameter plate) of 150 pounds per cubic inch may be used for design. To improve the uniformity of support, the slab should be placed on a minimum of six inches of clean compacted granular fill meeting MDOT Class II grading requirements or dense graded crushed aggregate.

The slab performance can be improved through a number of details. Shrinkage cracks can be controlled by installing welded wire fabric in the slab. Cracking can also be reduced through the use of control joints.

Water vapor normally passes through concrete and evaporates from its surface if the concrete is not sealed. Even good quality, well-consolidated concrete is not impermeable to the slow passage of water vapor. Many floor coverings and floor finishes/seals are impermeable, that is, they act like a vapor retarder and the build-up of moisture beneath them is likely to damage the covering/finish. Even when such coverings/finishes are not used, moisture can condense beneath objects on the floor promoting creation of mildew and molds. Furthermore, where the subgrade consists of saturated cohesive soils, water from curing concrete can increase the moisture in the subgrade soils and, in turn, decrease their modulus of subgrade reaction.

For the above reasons, we generally recommend that damp-proofing in the form of a vapor retarder be provided beneath floor slabs that will receive an impermeable floor covering/finish as well as where the floor/room will be used for a purpose that makes passage of water through the floor undesirable. In any event we recommend placement of a vapor retarder beneath the crawl space floor or directly on the crawl space if a floor slab is not constructed.

It should be understood that placement of a vapor retarder beneath a concrete slab reduces but does not eliminate moisture transmission through the slab and suppliers of potential floor covering/finish should be consulted with regard to moisture transmission tolerances. We recommend that the vapor retarder be placed in accordance with American Concrete Institute (ACI) recommendations.

## **5.6 Limitations**

The field and laboratory data, analysis and recommendations presented in this report are based on the field conditions during the time of this investigation. These conditions are not expected to change except maybe near the excavations of existing foundations.

## **5.6 Limitations (Cont'd)**

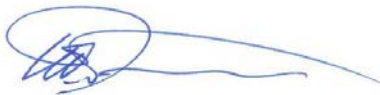
Based on our field and laboratory data these conditions are indicative of the site. Changes and unforeseen conditions may be encountered during the construction period due to unforeseen conditions (during the field investigation) and ground changes during construction. Therefore, a geotechnical engineer familiar with the site should be present to ensure that proper construction procedures are used.

## **6.0 DESIGN REVIEW AND FIELD MONITORING**

The evaluations and recommendations presented in this report relative to site preparation and building addition foundations have been formulated on the basis of assumed and provided data relating to the location, type and finished grades for the proposed structure and adjacent areas. Any significant change in this data should be brought to our attention for review and evaluation with respect to the prevailing subsoil conditions.

When the building addition and foundation plans are finalized, a consultation should be arranged with us for a review to verify that the evaluations and recommendations have been properly interpreted.

Soil conditions at the site could vary from those generalized on the basis of test borings made at specific locations. It is therefore recommended that Testing Engineers & Consultants, Inc. be retained to provide soil engineering services during the site preparation, excavation and foundation phases of the proposed project. This is to observe compliance with the design concepts, specifications and recommendations. Also, this provides opportunity for design changes to be made in the event that subsurface conditions differ from those anticipated prior to the start of construction.



Harry I. Papadopoulos, PhD  
Senior Project Engineer



Carey J. Suhan, PE  
Vice President, Geotechnical  
& Environmental Services

HIP/CJS/ln

I:\gs\Job Files\58600-58699\58620\58620.doc

## **APPENDIX**

Test Boring Location Plan

Logs Of Test Borings

Sieve Analysis Results

General Notes For Soil Classification

Luckenbach  
Ziegelman  
Gardner  
Architects  
PLLC  
300 South Old Woodward Ave. Suite 211  
Birmingham, AL 35203  
205.444.4800  
205.444.3500



BALDWIN  
PUBLIC  
LIBRARY  
300 West Merrill Street  
Birmingham, MI 48009

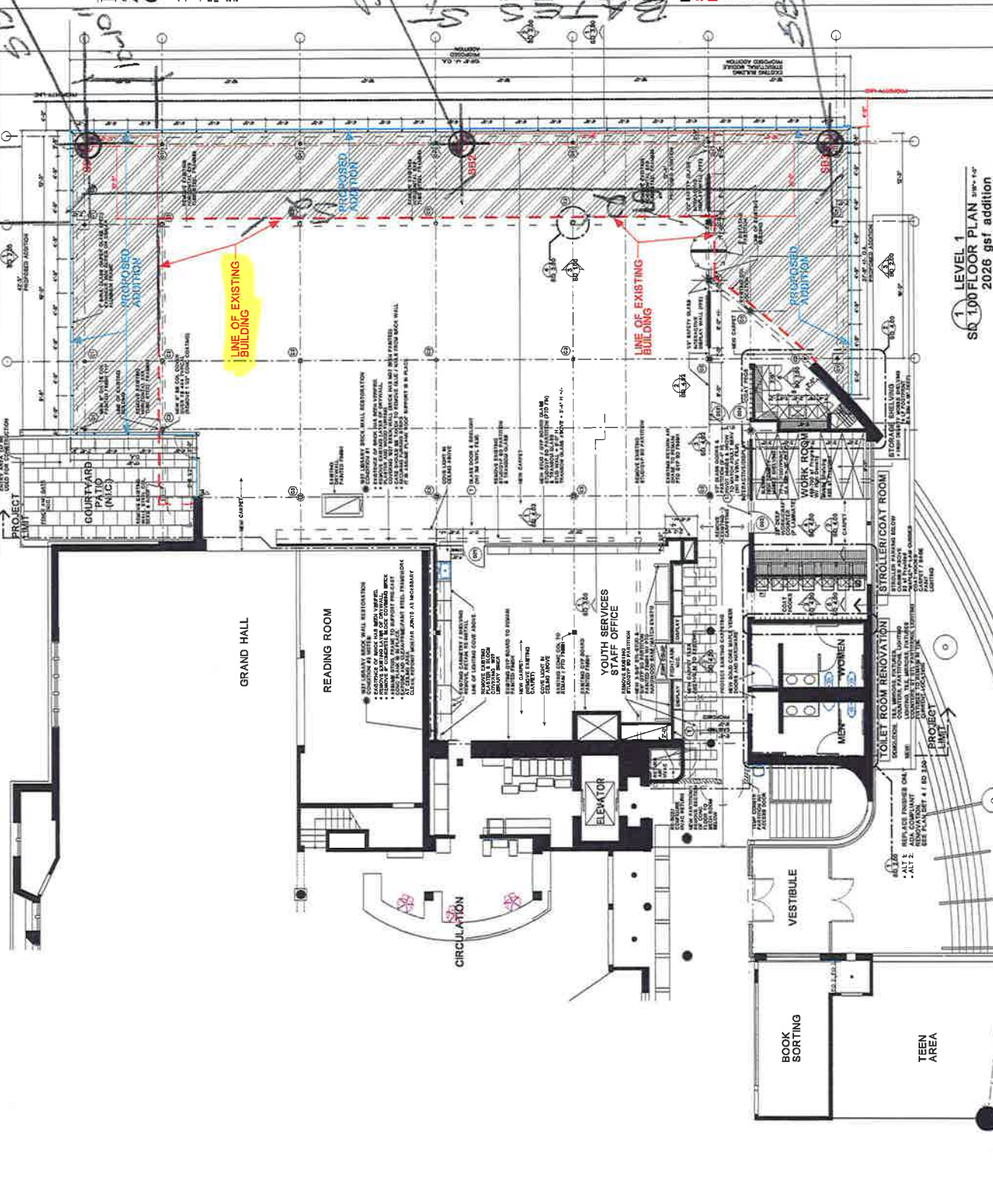
Youth Services  
Renovation /  
Expansion

FLOOR PLAN  
SOIL BORING  
LOCATIONS

SD EST

SD 1.00

1 LEVEL 1  
SD 100 FLOOR PLAN 318'-0" x 50'-0"  
2026 gs/ addition  
5500 sf Renovation



MERRILL ST.





# Testing Engineers & Consultants, Inc.

1343 Rochester Road - PO Box 249 - Troy, Michigan - 48099-0249

(248) 588-6200 or (313) T-E-S-T-I-N-G

Fax (248) 588-6232

**Boring No.:** 1

**Job No.:** 58620

**Project:** Proposed Youth Services Renovation/Addition

**Client:** Baldwin Public Library

**Location:** Birmingham, Michigan

**Type of Rig:** Truck

**Drilled By:** I. Mickle

**Drilling Method:** Solid Stem Augers

**Started:** 2/6/2018

**Ground Surface Elevation:**

**Completed:** 2/6/2018

Depth (ft)	Sample Type	N	Strata Change	Soil Classification	w	d	qu
2.5	LS	4 3 2	3	Loose Moist Dark Brown Sand With Trace Of Gravel-FILL	9.0	101	
5.0	LS	3 4 3	6	Loose Moist Brown Medium To Fine SAND With Some Silt & Trace Of Gravel	7.1	116	
7.5	LS	4 3 4		Loose Moist Brown Medium To Fine SAND With Some Silt & Trace Of Gravel	3.2	104	
10.0	LS	2 3 4			9.6	102	
12.5			13.5				
15.0	LS	5 6 8	14.5	Medium Compact Wet Brown Clayey Fine SAND	17.1	126	2310
17.5			16	Stiff Moist Variegated CLAY With Some Silt			
20.0	LS	4 6 8		Stiff Moist Gray CLAY With Some Silt & Trace Of Gravel	14.0	137	5770
22.5	LS	3 5 7	25		14.7	131	4780

"N" - Standard Penetration Resistance  
SS - 2" D. Split Spoon Sample  
LS - Sectional Liner Sample  
ST - Shelby Tube Sample  
AS - Auger Sample

w - H<sub>2</sub>O, % of dry weight  
d - Bulk Density, pcf  
qu - Unconfined Compression, psf  
DP - Direct Push  
RC - Rock Core

Bottom of Borehole at 25'

**Water Encountered:** 13'6"

**At Completion:** None

**Boring No.** 1



# Testing Engineers & Consultants, Inc.

1343 Rochester Road - PO Box 249 - Troy, Michigan - 48099-0249  
 (248) 588-6200 or (313) T-E-S-T-I-N-G  
 Fax (248) 588-6232

**Boring No.:** 2

**Job No.:** 58620

**Project:** Proposed Youth Services Renovation/Addition

**Client:** Baldwin Public Library

**Location:** Birmingham, Michigan

**Type of Rig:** Truck

**Drilled By:** I. Mickle

**Drilling Method:** Solid Stem Augers

**Started:** 2/7/2018

**Ground Surface Elevation:**

**Completed:** 2/7/2018

Depth (ft)	Sample Type	N	Strata Change	Soil Classification	w	d	qu
2.5	LS	3 4 4	2.7	Loose Moist Dark Brown Sand & Topsoil-FILL	12.1	108	
5.0	LS	3 3 3		Loose Moist Brown SAND With Trace Of Gravel	10.9	119	
7.5	LS	3 5 6	6.5	Medium Compact Moist Brown Fine SAND With Trace Of Gravel & Pebbles	7.9	115	
10.0	LS	3 6 11			5.1	119	
12.5							
15.0	LS	4 8 6	14 14.8	Medium Compact Wet Brown Clayey Fine SAND	30.7	114	4040
17.5				Stiff Moist Gray CLAY With Some Silt & Trace Of Gravel			
20.0	LS	3 4 6			32.6	120	
22.5	LS	4 6 8			20.4	127	4200
			25	Bottom of Borehole at 25'			

"N" - Standard Penetration Resistance  
 SS - 2" D. Split Spoon Sample  
 LS - Sectional Liner Sample  
 ST - Shelby Tube Sample  
 AS - Auger Sample

w - H<sub>2</sub>O, % of dry weight  
 d - Bulk Density, pcf  
 qu - Unconfined Compression, psf  
 DP - Direct Push  
 RC - Rock Core

**Water Encountered:** 14'0"

**At Completion:** Caved In 13'4"

**Boring No. 2**



# Testing Engineers & Consultants, Inc.

1343 Rochester Road - PO Box 249 - Troy, Michigan - 48099-0249

(248) 588-6200 or (313) T-E-S-T-I-N-G

Fax (248) 588-6232

**Boring No.:** 3      **Job No.:** 58620      **Project:** Proposed Youth Services Renovation/Addition

**Client:** Baldwin Public Library      **Location:** Birmingham, Michigan

**Type of Rig:** Truck      **Drilled By:** I. Mickle

**Drilling Method:** Solid Stem Augers      **Started:** 2/6/2018

**Ground Surface Elevation:**      **Completed:** 2/6/2018

Depth (ft)	Sample Type	N	Strata Change	Soil Classification	w	d	qu
			.33	CONCRETE (4")			
2.5	LS	15 6 4	3	Medium Compact Moist Dark Brown SAND-Possible Fill	17.2	125	
5.0	LS	2 2 1	5.5	Very Loose Moist Brown Fine SAND With Trace Of Gravel & Silt	4.8	115	
7.5	LS	3 4 7	8	Medium Compact Moist Brown Fine SAND With Trace Of Silt & Clay	2.6	106	
10.0	LS	8 16 22		Compact Moist Brown Medium SAND With Trace Of Gravel & Pebbles	4.0	119	
12.5			13.3				
15.0	LS	4 8 12		Medium Compact Wet Brown SAND With Some Clay	18.8	127	
17.5			17				
20.0	LS	4 6 9		Stiff Moist Gray CLAY With Some Silt & Trace Of Gravel	17.0	132	6180
22.5	LS	4 7 8			16.8	131	4450
			25				

"N" - Standard Penetration Resistance  
 SS - 2" D. Split Spoon Sample  
 LS - Sectional Liner Sample  
 ST - Shelby Tube Sample  
 AS - Auger Sample

w - H<sub>2</sub>O, % of dry weight  
 d - Bulk Density, pcf  
 qu - Unconfined Compression, psf  
 DP - Direct Push  
 RC - Rock Core

Bottom of Borehole at 25'

**Water Encountered:** 13'3"

**At Completion:** 12'2"

**Boring No.** 3

**PROJECT:** Proposed Youth Services Addition  
Baldwin Public Library  
**LOCATION:** Birmingham, Michigan  
**CLIENT:** Baldwin Public Library

**TEC REPORT NUMBER:** 58620

**DATE:** Thursday, February 08, 2018

**Material Description:** Brown Medium to Fine Sand With  
Some Silt, Trace of Gravel

**Date Sampled:** 2/6/18

**Sample Source / Depth:** B-1 @ 5'

**Sampled By:** I. Mickle

**Sample Location:**

**TEC Lab Sample Number:** 4111

**Intended Use:**

**Remarks:**

AGGREGATE ANALYSIS					SAMPLE DATA	
Sieve No.	Total Weight Retained	Total Percent Retained	Total Percent Passing	Specification Range		
3"					Initial Sample Weight (g)	256.5
2-1/2"					Weight After Wash (g)	223.1
1-1/2"					Loss in Weight (g)	33.4
1"					Loss by Wash (%)	13.0%
3/4"		0.0	100.0			
1/2"	5.3	2.1	97.9			
3/8"	10.1	3.9	96.1			
#4	23.1	9.0	91.0			
#10	47.7	18.6	81.4			
#20	89.6	34.9	65.1			
#30	114.2	44.5	55.5			
#40	139.5	54.4	45.6		Tested By:	H. Spahiu
#100	206.6	80.5	19.5		Reviewed By:	G. Putt
#200	223.1	87.0	13.0			
Total Sample	256.5	100.0	0.0			
Test Method: ASTM C117/C136 _____ AASHTO T11/T27 _____ MTM 108/109 _____ X _____						
Remarks:						
					Respectfully Submitted:	
					Testing Engineers and Consultants, Inc.	

**PROJECT:** Proposed Youth Services Addition  
 Baldwin Public Library  
**LOCATION:** Birmingham, Michigan  
**CLIENT:** Baldwin Public Library

**TEC REPORT NUMBER:** 58620

**DATE:** Thursday, February 08, 2018

**Material Description:** Brown Fine Sand With Trace of Gravel & Silt

**Date Sampled:** 2/6/18

**Sample Source / Depth:** B-3 @ 5'

**Sampled By:** I. Mickle

**Sample Location:**

**TEC Lab Sample Number:** 4112

**Intended Use:**

**Remarks:**

AGGREGATE ANALYSIS					SAMPLE DATA	
Sieve No.	Total Weight Retained	Total Percent Retained	Total Percent Passing	Specification Range		
3"					Initial Sample Weight (g)	225.7
2-1/2"					Weight After Wash (g)	216.4
1-1/2"					Loss in Weight (g)	9.3
1"					Loss by Wash (%)	4.1%
3/4"						
1/2"		0.0	100.0			
3/8"	3.6	1.6	98.4			
#4	16.9	7.5	92.5			
#10	27.7	12.3	87.7			
#20	44.4	19.7	80.3			
#30	59.0	26.1	73.9			
#40	86.1	38.1	61.9			
#100	213.5	94.6	5.4			
#200	216.4	95.9	4.1			
Total Sample	225.7	100.0	0.0			
Test Method: ASTM C117/C136 _____ AASHTO T11/T27 _____ MTM 108/109 _____ X _____						
Remarks:						
					Respectfully Submitted:	
					Testing Engineers and Consultants, Inc.	

**PROJECT:** Proposed Youth Services Addition  
Baldwin Public Library  
**LOCATION:** Birmingham, Michigan  
**CLIENT:** Baldwin Public Library

**TEC REPORT NUMBER:** 58620

**DATE:** Thursday, February 08, 2018

Material Description: Brown Fine Sand With Trace of Gravel & Silt

Date Sampled: 2/6/18

Sample Source / Depth: B-3 @ 7.5'

Sampled By: I. Mickle

Sample Location:

TEC Lab Sample Number: 4113

Intended Use:

Remarks:

AGGREGATE ANALYSIS					SAMPLE DATA	
Sieve No.	Total Weight Retained	Total Percent Retained	Total Percent Passing	Specification Range		
3"					Initial Sample Weight (g)	227.3
2-1/2"					Weight After Wash (g)	216.3
1-1/2"					Loss in Weight (g)	11.0
1"					Loss by Wash (%)	4.8%
3/4"		0.0	100.0			
1/2"	1.1	0.5	99.5			
3/8"	2.1	0.9	99.1			
#4	8.0	3.5	96.5			
#10	12.5	5.5	94.5			
#20	16.6	7.3	92.7			
#30	21.8	9.6	90.4			
#40	40.2	17.7	82.3		Tested By:	H. Spahiu
#100	211.7	93.1	6.9		Reviewed By:	G. Putt
#200	216.3	95.2	4.8			
Total Sample	227.3	100.0	0.0			
Test Method: ASTM C117/C136 _____ AASHTO T11/T27 _____ MTM 108/109 _____ X _____						
Remarks:						
					Respectfully Submitted:	
					Testing Engineers and Consultants, Inc.	

## SOIL DESCRIPTIONS

In order to provide uniformity throughout our projects, the following nomenclature has been adopted to describe soil characteristics:

### CONSISTENCY AND RELATIVE DENSITY

COHESIVE SOILS			GRANULAR SOILS	
UNCONFINED COMPRESSIVE STRENGTH, PSF	“N” VALUES	CONSISTENCY	“N” VALUES	RELATIVE DENSITY
Below 500	0 – 2	Very Soft	0 – 4	Very Loose
500 – 1,000	3 – 4	Soft	5 – 10	Loose
1,000 – 2,000	5 – 8	Plastic	11 – 30	Medium Compact
2,000 – 4,000	9 – 15	Firm	31 – 50	Compact
4,000 – 8,000	16 – 30	Stiff	50+	Dense
8,000 – 16,000	31 – 50	Ex. Stiff		
Over 16,000	51+	Hard		

#### Material Types By Particle Size

BOULDERS

COBBLES

GRAVEL

COARSE SAND

MEDIUM SAND

#### ASTM D2487

Stones Over 12” In Diameter

Stones 3” To 12” In Diameter

#4 To 3” Diameter

#10 To #4 Sieves

#40 To #10 Sieves

## **SOIL DESCRIPTIONS (Cont'd)**

### **Material Types By Particle Size**

FINE SAND

SILT

CLAY

PEAT

MARL

SWAMP BOTTOM DEPOSITS

### **ASTM D2487**

#200 To #40 Sieves

Minus #200 Sieve Material,  
Fairly Non-Plastic, Falls Below  
“A”-Line

Minus #200 Sieve Material Plastic  
Material That Has A Tendency To  
Stick Together, Can Be Rolled  
Into Fine Rods When Moistened;  
Falls Above “A”-Line

Black Organic Material  
Containing Partially Decayed  
Vegetable Matter

Fresh Water Deposits Of Calcium  
Carbonate, Often Containing  
Percentages Of Peat, Clay  
& Fine Sand

Mixtures Of Peat, Marl,  
Vegetation & Fine Sand  
Containing Large Amounts Of  
Decayable Organic Material



## **ATTACHMENT G – DRAWINGS OF EXISTING CONDITIONS**

### **For Expansion and Renovation of Youth Services Section of Baldwin Public Library**

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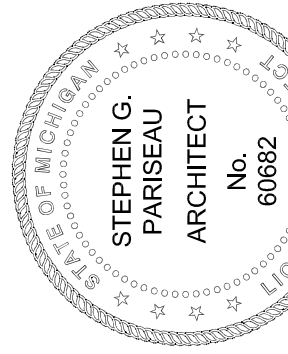
The following drawings were prepared by Shelter Design Studio, 104 W. Fourth Street, Suite 303, Royal Oak, Michigan 48067, in November 2017.







Architect of Record

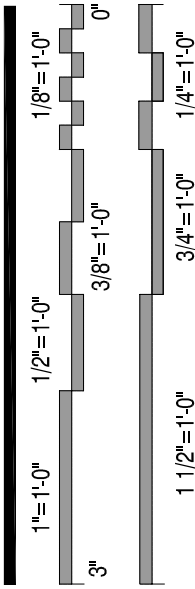


**Stephen G. Pariseau, AIA**  
104 W. Fourth St., Suite 303  
Royal Oak, MI 48067  
248.828.7153 ph.

Owner

**Baldwin Public Library**  
300 W. Merrill Street  
Birmingham, MI 48009

**Project**  
Baldwin Public Library  
Architectural  
Existing Conditions Survey  
300 W. Merrill Street  
Birmingham, MI 48009



**Issued For**  
Existing Conditions Final Submittal  
Revision 1

**Date**  
11.01.2017  
11.06.2017

Drawing Title

**Existing Elevations**  
**Existing Wall Section**

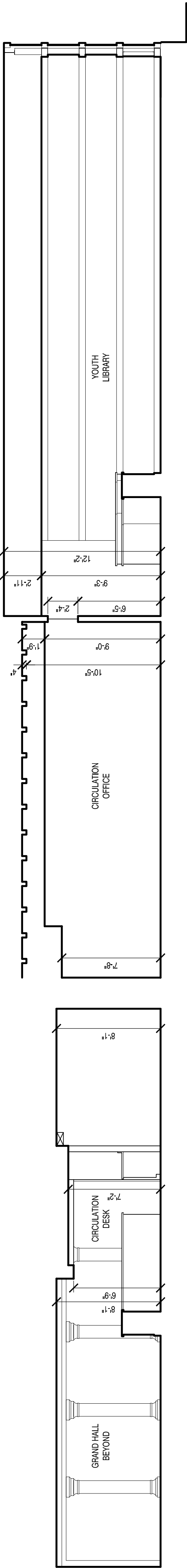
2017-199  
Project No.

Drawn By  
As Noted  
Scale

Checked By

**Ex-3**

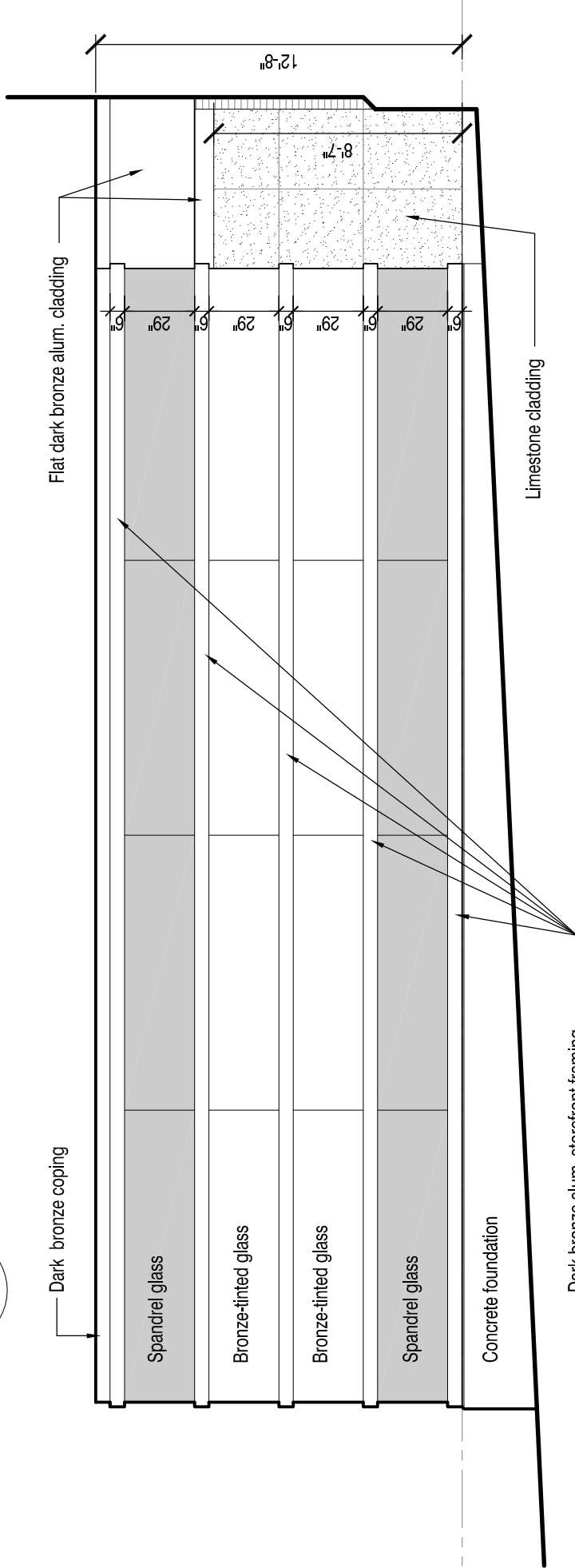
Drawing No.



**4 Existing General Building Sect Looking North**

Scale: 3/16" = 1'-0"

Ex-3



**5 Existing North Elevation**  
**Emergency Exit Vestibule**

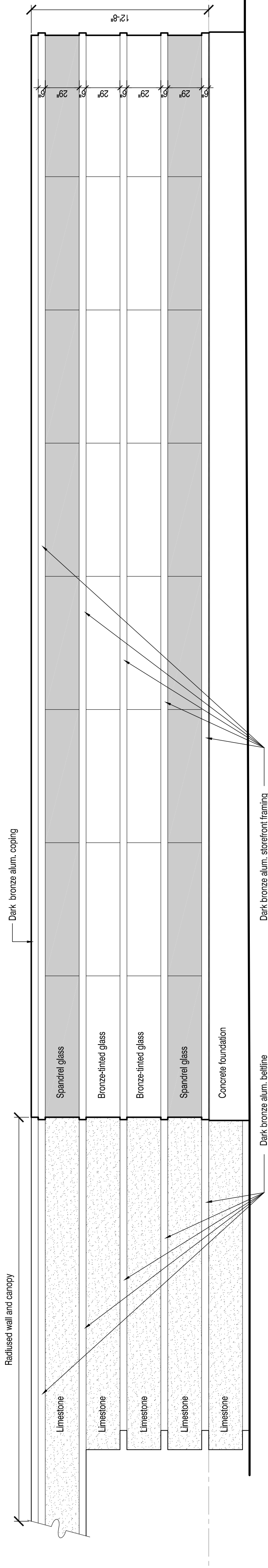
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Ex-3

**3 Existing North Elevation**

Scale: 3/16" = 1'-0"

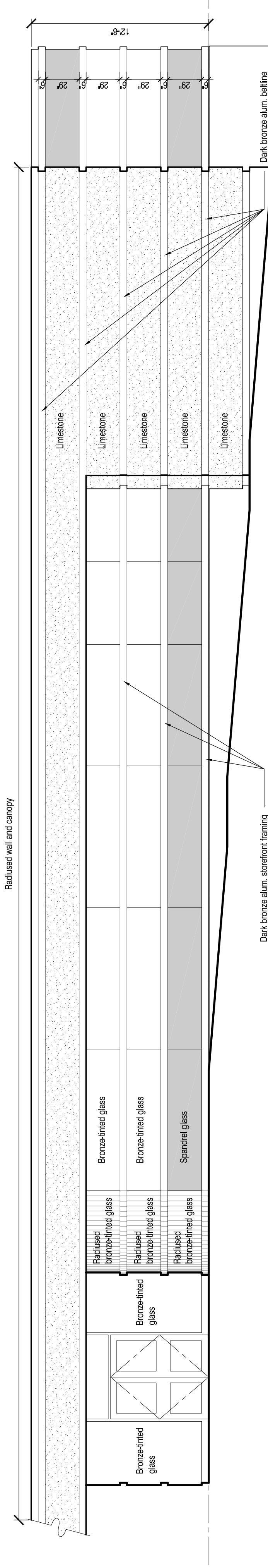
Ex-3



**2 Existing East Elevation**

Scale: 3/16" = 1'-0"

Ex-3



**6 Typical General Wall Section**

Scale: 3/4" = 1'-0"

Ex-3

**1 Existing South Elevation**

Scale: 3/16" = 1'-0"

Ex-3

## **ATTACHMENT H – HEATING AND COOLING EVALUATION**

### **For Expansion and Renovation of Youth Services Section of Baldwin Public Library**

---

The following report was prepared by Peter Basso Associates, 5145 Livernois, Suite 100, Troy, MI 48098, in January 2018.

Heating and Cooling Evaluation Summary			
	Calculated Existing System Capacity	Proposed System Capacity Requirements	Remarks
Heating Load	- 126,945 BTUH	- 99,120 BTUH	OK, capacity of existing system is more than what is required for the expanded area.
Cooling Load	190,417 BTUH	208,719 BTUH	The cooling demand of the proposed expansion exceeds the capacity of the existing system. The proposed expansion is approx. 18,300 BTUH or about 1.5 tons greater than what is available.

The perimeter heat loss per lineal foot of the proposed expansion wall is less than 200 BTUH/LF and based on good engineering practice would not require supplemental heating elements, but might be considered.