



MEMORANDUM

Baldwin Public Library

DATE: January 9, 2022

TO: Thomas M. Markus, City Manager

FROM: Rebekah Craft, Library Director

SUBJECT: Phase 3 of Baldwin's Long-Range Building Program

At the City Commission's long-range planning session on January 21, 2023, I will deliver an update on the third and final phase of Baldwin's long-range building plan, which includes an expansion and renovation of the front entrance and circulation area. This building plan will upgrade a space that has been largely untouched for 40 years and will help Baldwin offer amenities that are competitive with other local libraries that already have an accessible entrance and a café space. We anticipate that construction on Phase 3 will begin in July 2023.

The completion of Phase 3 will fulfill the library's long-range building plan, which was created in October 2015 and presented to the City Commission at its long-range planning session in January 2016. To support this project, we are asking for a continuation of the library's full millage rate through FY2025-26. Beginning in FY2026-27, the library's millage rate will drop down to 1.1 mills.

The library remains committed to maintaining and upgrading other areas of the building out of its operating budget and Trust. In the last year, we have upgraded lighting fixtures around the building and updated the landscaping on the north side of the building along Martin Street to expand the children's garden and add an outdoor programming space for the Youth Department.

Library Improvement Goals

The library's long-range building plan contains the following goals:

- Increase the value that the library delivers to residents, businesses, and visitors of all generations

- Respond to public input gathered through various forums, including surveys and focus groups
- Balance community needs given limited resources
- Ensure that Birmingham remains competitive with other communities who have invested heavily in their libraries
- Strengthen Birmingham's civic center (Shain Park, Library, City Hall, etc.)

Phase 3: Expansion and Renovation of Front Entrance and Circulation Area

After the required RFP process, the Library Board and City hired Merritt Cieslak Design for architectural services and PCI Dailey for construction management services. This team will work in tandem through the completion of the project in early 2024.

Input from Public and Staff

To determine the most important aspects to include in the design, Merritt Cieslak Design (MCD) used several outreach initiatives to gather input from the community. These initiatives included a meeting with library staff, a Community Forum, and a Community Survey. Feedback was gathered from 610 community members in total. Here is the feedback collected from the three outreach initiatives:

BPL is highly regarded within the community, with 95% indicating that it is "very important" to the community, and 84% indicating that it is "very important" to their family.

The vast majority of library users visit the library to borrow materials and, to a lesser degree, for studying, reading, meetings, and programs.

90% indicated that they would like BPL to be a "comfortable place for learning and studying."

The main entrance is currently cold and dark looking and is not a reflection of the community.

The front steps are daunting.

It is hard to tell if the library is open because of a lack of visual lighting cues.

Respondents were evenly supportive of improving library signage, lighting, and finishes, while also expressing support for an easier entry processional, having a self-checkout near the entry, and having an interactive touch screen with the week's activities posted.

The idea of adding a café to the library received mixed results. Approximately one-third of respondents indicated that it would be "very" or "somewhat"

important to them, one-third indicated that it is “not that important” to them, and one-third indicated that it is “not important at all” to them.

Respondents rated the following services that they would like to have available at the street-level entrance, in order of preference:

1. a materials return drop
2. a place to pick up hold items
3. a self-checkout kiosk
4. the circulation desk
5. tables and chairs
6. a café

The survey also asked respondents to add any ideas about how the library might be improved and the responses were numerous and varied. Some of the recurring themes were as follows:

- The library is great as-is
- There could be a better space for the Friends book sales
- Aesthetics could be improved, particularly at the entry
- The architectural language of the original 1927 building is widely appreciated
- The library should have better accessibility
- Free parking (even short-term) is desired
- A drive-up, driver’s side book drop is desired

Design Development and Construction Drawings for Phase 3

After careful consultation with the library’s staff and Building Committee, MCD has developed plans for the Front Entrance and Circulation Area. The project will enclose the space under the existing awning and add a small addition to the front entrance to create 1,920 square feet of new interior space all for public use. The new entryway will have a more open and logical layout with intuitive wayfinding. All furniture, fixtures, and carpeting installed in this phase will carry on the color and design features previously used in the Adult Services and Youth Services renovations.

The square footage of the project scope is listed below:

- 3,110 sf. – Renovated area
- 1,920 sf. – Expansion, including ramp, vestibule, stairs, including a 1,080 sf. Café/collaboration space
- **5,030 sf. - Total project size**

The plan makes improvements to the following five areas:

Public Entrance

- Creates a fully accessible street-level entrance with both an interior two-stop elevator and an ADA-compliant ramp that is completely enclosed and protected from the elements
- Keeps the materials return slot and automated handling system adjacent to the front door for easy access after-hours and upon entering the library
- Provides a welcoming and inviting aesthetic
- Updates the lighting to improve visibility and safety

Circulation Area

- Adds an ADA-accessible service desk that is closer to the front entrance
- Establishes clear sightlines to the entryway
- Incorporates hold shelving adjacent to the service desk
- Creates a dedicated spot for self-check machines
- Raises the ceiling height and adds additional lighting

Collaboration space and café

- Provides flexible space for meeting and collaboration, with chairs and tables for 40 people
- Offers high quality coffee, drinks, and snacks from vending machines (*the vending machines are hidden from public view for aesthetic reasons*)
- Connects to exterior plaza with floor-to-ceiling movable doors

Plaza

- Adds exterior programming space
- Utilizes native plantings and reduces the amount of concrete by adding larger garden beds and more shade trees
- Integrates aesthetically with building
- Extends the library outdoors to provide additional seating and meeting space
- Relocates Marshall Fredericks Siberian Ram sculpture to a new garden bed
- Creates an inviting connection to Shain Park and the civic center
- Includes a partial snow melt system at the entrance and along a path to the Bates Street book drop to eliminate the need for salt during icy and snowy weather
- Installs an underground rainwater detention system to collect runoff from Phase 2 and Phase 3 additions

Other

- Brings in light with an expansive skylight that gives visitors a floor-to-peak view of the original 1927 building. (*This portion of the project may have to be downsized or removed from the project scope due to construction inflation.*)
- Creates dedicated Friends book sale area with merchandising space

- Adds four private study rooms for use by one or two users
- Enhances the connection between the entry and Grand Hall

Renderings of the design are in Appendix A.

PROCESS & TIMELINE

The project was reviewed and approved by the Historic District Commission and the Planning Board. Upon completion of design development drawings for the proposed Phase 3 expansion and renovation, the Library worked with MCD to create an RFP for construction management services. PCI Dailey was selected for the work.

MCD recommends using a Construction Manager (CM) for the project construction to help keep project costs within the set budget, to find the best subcontractor for each task, and to benefit from the Construction Manager's expertise of the best construction methods to keep costs within the set budget.

In the selection process for the CM, the CM is given the project budget (a.k.a. the total amount not to exceed) and provides a fixed percentage fee for their services. This helps to guarantee that the project itself comes in at or below the budget set by the Owner. Actual costs are accumulated competitively and visibly, and when the project is complete, the Owner pays only those costs plus the construction manager's fee. This fee will not change if a project goes over the projected cost or finishes early, unless the CM receives prior authorization from the Owner. All financial aspects of the project are handled in an "open book" manner so that the team (including Owner, Architect, and Contractor (OCA)) are all aware of how the money is being spent and when.

Construction documents will be completed at the end of January 2023. PCI Dailey will be sending out bid packages to all trades to collect at least three bids for each trade. Once the bids are received in March 2023, city and library staff will meet with the architects and construction manager to select the best qualified bidder for each trade, value-engineer the project, and remove discretionary items from the project to keep the project as close as possible to the budget of \$3,541,000 as shown in Appendix B. (Value engineering will be key due to expected inflation in construction costs.) The project will begin in July 2023 and is expected to last 7-8 months. The library will be open for the duration of the project.

DEVELOPMENT OF COST ESTIMATES

The cost estimates for Phase 3 were developed in January 2022 by architects Merritt Cieslak Design in combination with general contractors Frank Rewold & Sons. These cost estimates are based on schematic designs for Phase 3 and account for design and construction contingencies and inflation.

Conclusion

We hope that the City Commission will agree to complete the library's three-phase building plan and will continue the existing library millage through FY 2025-26.

The library millage currently consists of 1.1 mills for operating expenses, plus additional millage—up to the voter-approved maximum Headlee millage cap—for building improvements. The library has been collecting its Headlee maximum millage since FY 2016-17, and has applied the money faithfully to Phases 1, 2 and 3.

The additional Library millage to be collected each year, using estimates provided by the City of Birmingham's Finance Department, is listed below:

FY 2022-23	\$630,736	.2142 mills
FY 2023-24	\$681,664	.2143 mills
FY 2024-25	\$700,737	.2079 mills
FY 2025-26	\$708,713	.2015 mills

In its FY 2023-24 budget request, the library will ask for a total of 1.3143 mills, of which 0.2143 mills will be set aside for Phase 3. The final guaranteed maximum cost of the project will be determined once bids for the project have been received in March 2023 and value engineering is completed. The library is committed to keeping the project budget as close as possible to \$3,541,000.

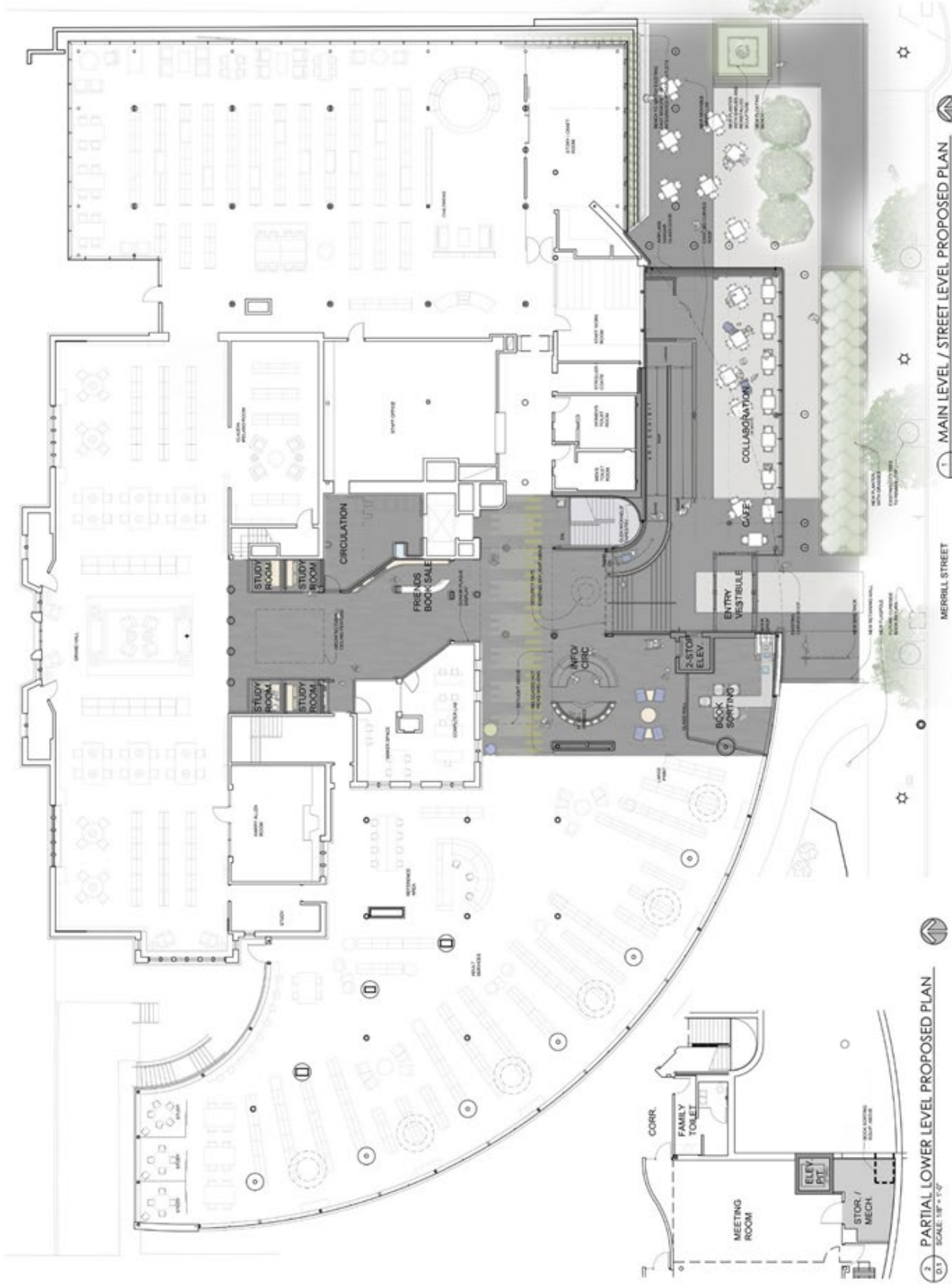
Appendix A

Project Scope of Phase 3

The designs on the following pages were developed jointly by Merritt Cieslak Design and the Baldwin Public Library Board of Directors and Library Staff.

AERIAL VIEW





ARCHITECTURAL PLANNING

33410 Grand River
 Farmington Hills, MI 48335
 248.374.0001
 www.merrittcresiakdesign.com

ADDITION & RENOVATION FOR:
BALDWIN PUBLIC LIBRARY
 300 W. MERRILL ST.
 BIRMINGHAM, AL

PROPOSED MAIN & LOWER LEVEL PLANS

ISSUED:

- 1/18/21 1st REVIEW
- 1/18/21 2nd REVIEW
- 2/18/21 3rd REVIEW
- 3/18/21 4th REVIEW
- 4/18/21 5th REVIEW
- 5/18/21 6th REVIEW
- 6/18/21 7th REVIEW
- 7/18/21 8th REVIEW
- 8/18/21 9th REVIEW
- 9/18/21 10th REVIEW
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- 7/25/21 92nd REVIEW
- 8/25/21 93rd REVIEW
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- 10/25/21 95th REVIEW
- 11/25/21 96th REVIEW
- 12/25/21 97th REVIEW
- 1/26/21 98th REVIEW
- 2/26/21 99th REVIEW
- 3/26/21 100th REVIEW

VIEW FROM SHAIN PARK



VIEW FROM PLAZA



FULL EAST NANAWALL



VIEW FROM WEST



VIEW FROM COMMUNITY HOUSE



VIEW OF ENTRY



VIEW OF MATERIAL RETURN



VIEW OF COLLABORATION & CAFE



VIEW OF COLLABORATION & CAFE



VIEW FROM VESTIBULE



VIEW TOWARDS CIRCULATION DESK



VIEW FROM CIRCULATION DESK



SKYLIGHT (STEEL STRUCTURE)



SKYLIGHT (STEEL STRUCTURE)



VIEW OF FRIENDS AREA



VIEW FROM GRAND HALL



Appendix B

Phase 3: Schematic Design Cost Estimate Summary

Construction costs for expansion and renovation	\$2,540,000
Construction Contingency (5%)	\$127,000
Inflation (6.5%)	\$165,100
<u>SUB-TOTAL</u>	<u>\$2,832,100</u>
Architectural & Engineering Fees (10% of Sub-total)	\$283,210
Construction Manager Fee (2.5% of Sub-total)	\$70,803
Furniture, Fixtures, and Equipment & AV/Low-voltage wiring (including 6.5% inflation)	\$115,000
Liability Insurance	\$8,101
Owner's Contingency (7%)	<u>\$231,645</u>
TOTAL IN 2023 DOLLARS	\$3,541,000
Additional Library Millage (up to Headlee Max) for next 5 years	\$3,350,188

These costs include general conditions and construction phasing. Construction is expected to last 8 months.

The Library is committed to keeping the costs of the project as low as possible. Some value engineering may become necessary as the project progresses.

The Library would meet the shortfall between the cost of the project—which is \$3.54 million—and the amount from five years of additional Library millage—which is \$3.35 million—out of its reserves and Trust. The Library has enough money in its Trust to meet that commitment of \$190,000.