request for proposals:

CITY OF APPLETON LIBRARY
architectural + engineering services

PRODUCT ARCHITECTURE + DESIGN
WWW.PRODUCT-ARCHITECTS.COM
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**Firm + Contact:**

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section 1:

Executive Summary and Introductory Letter (5%)
executive summary
February 4, 2021

Dean Gazza-Project Manager
1819 E. Witze Blvd
Appleton, Wisconsin 54911
Phone: 920-832-5572

City of Appleton Request for Proposals: City of Appleton Library Architectural & Engineering Services

Mr. Gazza:
The partners of product architecture + design are honored to submit our firm qualifications and proposal for Architectural/Engineering Services for the City of Appleton Library. We are confident that our extensive experience and expertise in library design including expansion, renovation, reprogramming, and reconfiguration will allow us to deliver the highest level of value and quality to your community.

As can be seen in the following pages, partners Tiffany Nash and Dan Pohrte have evolved product architecture + design into a team with a focus on public libraries, with a belief in the importance of community gathering places that reflect the specific needs of the staff and patrons. Each of our projects begins with a team building exercise to discuss the team’s desires and goals for the project in order to establish the specific programs and spaces that will ultimately shape the final project. This initial exchange of ideas ultimately leads to the development of specific user-based design options that reflect the local place and people. We have no interest in forcing our personal design aesthetic or goals on our clients and would rather facilitate a collaborative experience where the potential of each unique project can be realized.

We also intentionally maintain a small firm environment which translates as a direct benefit to our clients, as Tiffany and Dan will be the points of contact and will manage your project. We enjoy the one-to-one involvement with our clients and the continuity of providing a project team that stays involved from start to finish. Our projects include a range of interior renovations and furniture based solutions, complete interior renovations, building additions, and new buildings, all with the highest expectations of design and dedication to service. We have an unmatched track record for developing public projects that are designed, bid, and constructed on budget and schedule as can be seen in our list of current and completed firm projects. We are proud that we have not delivered a completed project over budget to date.

Included in this submission is an expansion study and 5 completed projects that illustrate our ability to both work within an existing library footprint and to strategically place building additions in order to develop functional, cohesive, and exciting library spaces, along with a new building. All of these projects were developed with an initial programming and conceptual design phase producing options for project scope and cost that were approved by either the Library Board of Trustees or the city council. We hope that you will recognize our passion for library design and our interest in working with your library and the City of Appleton on this important project. As a bonus, we have included the award winning Waukegan Public Library in Section 6 which we both felt represented a number of the ideas and goals for your new building as a functional and inspiring center for the community in an urban context.

In closing and most importantly, we ask that you please contact any and all of our clients, as the continued relationships we have established are a testament to the dedication we have toward our projects. Thank you for your consideration.
February 4, 2021

Dear Mr. Gazza,

We agree to the following statements as stipulated in the Request for Proposal and Q&A update for the New City of Appleton Public Library:

1. All terms and conditions outlined in the Request for Proposals are acceptable to product architecture + design and we do not have any objections.

2. Dan Pohrte and Tiffany Nash are the principals/owners of product architecture + design and are both authorized to represent our firm during the evaluation process, any negotiations, and signing of agreements that may result.

3. We do not have any additional items that should be added to the project at this time.

In addition, our office is located in Chicago, IL but our team has completed construction on a number of projects at the Racine Public Library and therefore have experience in and knowledge of local building code, including all applicable rules and regulations related to the City of Appleton, Outagamie County, and the State of Wisconsin. Tiffany Nash will be the lead architect for your project and she is licensed in Wisconsin along with Illinois and Indiana.

Thank you,

Tiffany Nash, Principal/Owner
Dan Pohrte, Principal/Owner
section 2: Description of Firm (15%)

This relates to the Consultant’s firm and any sub-consultants. All sub-consultants and their respective roles, qualifications, and experience must be clearly identified. This section will provide a basis for judging how well the Consultant’s qualifications and experience relate to this specific project.
(a) firm profile + services:

**product Architecture + Design**
Product Architecture + Design is a full service architecture, planning, and interior design firm that was founded in June of 2006. The partners of the firm, Tiffany Nash and Dan Pohrte, have worked together for over 20 years on many different types and scales of projects. We are a limited liability company with two partners and a previously certified WBE company with the City of Chicago. Our firm includes Dan and Tiffany as well as 8 full time architects and designers who will form the team to complete your project.

Our firm’s completed projects have all met our clients' schedules and budgets, and we have never been part of any claims for or against our firm or consultants due to design and/or construction.

**Services + Project Management**
The partners in the firm will be the leadership for your project throughout the process by providing and managing the various services required including programming, planning, design, furniture selection and procurement, construction documentation and administration. We work with a proven team of consultants on all of our projects in order to avoid any learning curve from the design team. In addition, our team covers all phases of the project (question h, section 3)

*In House Staff+Services*  
- full architectural services including space and collection planning, building & interior design  
- sustainable design and building practices + grant writing  
- full furniture design, selection, specifications and bidding services  
- lighting design  
- all permit, bidding, construction documentation and construction administration services

**Consultants:**  
- full landscape architecture design services  
- full civil, structural, mechanical/electrical/plumbing + fire protection engineering services  
- full IT and AV design and specification services

**Current Project Work Load:**
Our current work load will allow us to complete the proposed scope of work in an efficient and timely manner.

Schaumburg Township District Library: New Lobby and Youth Entrance Gate
relevant project examples: (b)

Our team has selected the following projects to illustrate our depth of experience and expertise in Library design at the early stages of planning & estimating leading to construction. All of the projects below illustrate our teams’ ability to comprehend the highest levels of each projects potential while further incorporating the values of identity, efficiency, function and form delivered on budget and schedule. We feel these examples best illustrate the overall quality that you should expect from a design team for a project of this caliber.

In addition, our proposed team of professional architects and engineers completed the following projects as indicated. We feel strongly that our project proven experience from an extensive list of completed library projects will lead to a successful project with your library.

**Project Team:** (see section 3)

- **Product A+D**
- **EEA Civil**
- **JRA Landscape**
- **JWA Structure**
- **2010 MEP+FP**
- **SMC Cost/QA/QC**

**Project Expansion Study:**

**Normal Public Library**
Brian Chase, Library Director
bchase@normalpl.org | (309) 452-1757
206 W College Avenue
Normal, IL 61761

**Indian Trails Public Library District**
Brian Shepard, Library Director
bshepard@indiantrailslibrary.org | (847) 429-4100
355 Schoenbeck Road
Wheeling, IL 60090

**Carol Stream Public Library**
Susan Westgate, Library Director
swestgate@cslibrary.org | (630) 653-0755
616 Hiawatha Drive
Carol Stream, IL 60188

**Aspen Drive Public Library**
David Archer, Director
darcher@cooklib.org | (224) 513-7402
701 Aspen Drive
Vernon Hills, IL 60061

**Lincolnwood Public Library District**
Su Reynder, (former) Library Director
sreynders@mppl.org | (847) 5903220
4000 W Pratt Ave
Lincolnwood IL 60712

**Brookfield Public Library**
Kimberly Coughran, Library Director
kcoughnan@brookfieldlibrary.org | 708) 485--6917
3609 Grand Avenue
Brookfield, IL 60513

**Completed Projects:**

1. **Indian Trails Public Library District**
   - Brian Shepard, Library Director
   - bshepard@indiantrailslibrary.org | (847) 429-4100
   - 355 Schoenbeck Road
   - Wheeling, IL 60090

2. **Carol Stream Public Library**
   - Susan Westgate, Library Director
   - swestgate@cslibrary.org | (630) 653-0755
   - 616 Hiawatha Drive
   - Carol Stream, IL 60188

3. **Aspen Drive Public Library**
   - David Archer, Director
   - darcher@cooklib.org | (224) 513-7402
   - 701 Aspen Drive
   - Vernon Hills, IL 60061

4. **Lincolnwood Public Library District**
   - Su Reynder, (former) Library Director
   - sreynders@mppl.org | (847) 5903220
   - 4000 W Pratt Ave
   - Lincolnwood IL 60712

5. **Brookfield Public Library**
   - Kimberly Coughran, Library Director
   - kcoughnan@brookfieldlibrary.org | 708) 485--6917
   - 3609 Grand Avenue
   - Brookfield, IL 60513
As part of our continued relationship with the Normal Public Library, we were asked to complete a masterplan study that would investigate the size and cost of an expansion and renovation projects at the library. This purpose of this study was to understand the potential for building on the existing library site. In a previous study, a new site was studied as part of the overall city masterplan, but was abandoned due to cost.

Over the course of a few months, we worked with the director and his staff to develop multiple ideas that ranged from renovating their existing building with minimal expansion through completely demolishing the existing facility and building a new building. In addition, the existing building has a peculiar shape that has made planning troublesome for the library(and us!) in the past.

Each of the schemes shows both the massing and expansion that is included in each idea, and more importantly, we also studied the overall collection size and additional program spaces that were requested for the future library. The idea was to understand what size facility would best serve the patrons and community and how much of the existing building could be reimagined in order to save on cost.
Masterplan Study completed in 2019 to develop renovation and expansion options included budget estimates for the existing Library facility.
Scheme 1: $13,800,000
renovation and expansion to existing facility

Scheme 2: $21,000,000
renovation and expansion to existing facility on level 1 & 2
Scheme 3: $25,000,000
renovation of 1/2 existing facility + demolition/expansion to remainder of building

Scheme 4: $43,000,000
demolition of existing building and construction of new facility with park on roof and parking below
Originally built in the 1960s with an addition in the 1990s, the Indian Trails Public Library is a two level building without sufficient space to offer the desired programs and services supporting their growing patron population.

Project 1: Masterplan and Capital Building Assessment | Schemes a, b, c & d
The initial phase of the project was to perform a master plan study and building assessment to understand the current condition of both the infrastructure and the function of the existing Library. Through collaboration with staff and administration, a building program was developed that represented the future needs and direction of the Library. Product Architecture + Design then developed plans and cost models for various levels of renovation and additions for review by the board of trustees. Ultimately, a combination of proposed solutions was selected representing a full building renovation with a 15,000 SF addition.

Project 2: Full Interior Renovation and Building Addition:
The final project was completed on time and on budget and includes a new divisible large meeting room, 8 study rooms, a training lab, makerspace and an ESL classroom along with lots of open seating and areas to lounge. The existing site was also redesigned to fix a non-functioning traffic flow while adding a new vehicular book drop-off and pedestrian plaza. An important goal for the board of trustees was to create a new comprehensive main elevation with books and library function on display in contrast to the side by side buildings that were existing (see adjacent image). The new addition and expanse of glass along the second level is a showcase for the library and the surrounding community. Also as part of the project, we were able to collaborate with the park district to redesign the playground to be adjacent the level 1 YS.

Sustainability:
Sustainable initiatives included in the project are a new HVAC system with geothermal loop, a rooftop solar panel array, vegetative roof gardens at lower roof levels, and replacement of all light fixtures with LED. The proposed energy reductions over the current usage at the Library illustrate a benchmark in community leadership and dedication to the health of the planet.
“We had a conversation up front to make sure they were providing their professional opinions and not just telling me what I wanted to hear. Advice to you, if Tiffany and Dan feel strongly about an issue, listen to them, they know what they are doing.”

-Brian Shepard, director Indian Trails Public Library
The original library in Carol Stream is sited on a beautiful wooded lot adjacent a natural trail, and had no windows to the exterior to take advantage of both the extraordinary view and natural daylight. The functions of the library including both the youth and adult collections were located in a large open area with high ceilings that offered no noise or programmatic control for the staff or patrons. In the initial design meetings with staff and patrons, it was obvious that the building lacked different scaled spaces such as study rooms, conference areas, a quiet space, a dedicated teen space, outdoor patron space, and multi-purpose spaces to support the community based programs the library wanted to offer.

Project 1: Masterplan and Capital Building Assessment
The initial phase of the project was to perform a master plan study and capital building assessment to understand the current condition of both the infrastructure and the function of the existing Library. Through collaboration with staff and administration, a building program was developed that represents the future needs and direction of the Library. Product Architecture + Design then developed plans and cost models for various levels of renovation and additions for review. Ultimately, the project representing a full building renovation was selected.

Project 2: Full Building Renovation + Exterior Plaza:
The final plan of the building is organized around a “clunk” of study, conference, quiet, and multi-purpose rooms that solved the need for various sized meeting spaces while also solving the larger issue of noise transfer between youth and adult. The solid north masonry wall was also removed and replaced with full height glass walls that provide both day lighting and visual interest. The new exterior patio is accessible to all patrons with an additional reading pavilion folly for additional programming.
“It was important to the team that we delivered the highest level of design and function to the community. They waited a long time for this project and deserved the best and that’s what we got!”

-Mary Clemens, director Carol Stream Public Library
The project for the renovation and expansion to the Aspen Drive Branch Library was initiated by an expanding community that had outgrown the existing library upon its opening. There was little to no room for programming and/or appropriate seating within the existing footprint, and the overlap of the adult and youth collections and spaces caused daily tension between patrons.

The first phase of the project was a masterplan study to establish the size and budget for the project. After several months of meetings and iterations with the Village, David and his staff, and the board of trustees, a 7500 sf addition with a full basement was selected as the new location for the youth services department.

The completed renovation and expansion includes a new and flexible youth services area and better defined adult collection and seating area that are both serviced from a central staff desk. The program for the building included additional study rooms and editing studios, a multi-purpose/maker space, a new enclosed quiet study space, and a new defined teen space near the adults.

The new library builds upon an existing palette of natural stone and glass while adding additional texture and color throughout the space. The full basement is currently unfinished but is planned for a new open stair and skylight, an additional meeting room, restrooms, and storage.

In addition, the resulting exterior space that is defined by the new addition to the north will serve as a spectacular outdoor programming space in the spring & summer months.
“The team worked hard, but we also had a lot of fun along the way. The result exceeded everyone’s expectations and was on schedule and under budget!”

-David Archer, Director Cook Memorial Library

The new open/moveable seating area with a hard surface floor was integral to the success of the new youth services area. Approximately 120 students visit the library from the grade school next door after school and the spaces needed to be able to expand and contract accordingly.
Lincolnwood Public Library District
Su Reynders, Past Library Director
sreynders@mppl.org | (847) 590 3220
4000 Pratt Avenue Lincolnwood, IL 60712

**Project Example 4**

- **FULL RENOVATION + SMALL STRATEGIC ADDITIONS**
- **URBAN LIBRARY WITH ADJACENT MIDDLE SCHOOL**
- **SMALL ADDITIONS TO LET IN NATURAL LIGHT**
- **PLAN ADJUSTS TO INFLUX OF TWEENS FROM 3-6PM**

**Project:**

- **Project 1**: Master Plan + Capital Assessment Report with Cost Estimate to Establish Budget
- **Project 2**: Complete Interior Renovation (phased) New HVAC System, New Roof + Furniture Package 17,000 sf / $5,100,000 | $300 / SF

**Description:**

Originally built in the 1960s and expanded in the 1990s, the Lincolnwood Public Library is a single story urban Library north of Chicago, adjacent to a middle school. The Library and subsequent collections were divided by a series of long interior light wells that divided the building into thirds. Issues in the existing facility included scattered administrative offices, odd shaped and inefficient meeting rooms, and noise issues attributed to the 75-80 tweens that travel across the street between 3-5pm from the adjacent junior high.

**Project 1: Masterplan and Capital Building Assessment**

The initial phase of the project was to perform a master plan study and capital building assessment to understand the current condition of both the infrastructure and the function of the existing Library. Through collaboration with staff and administration, a building program was developed that represents the future needs and direction of the Library. Product Architecture + Design then developed plans and cost models for various levels of renovation and additions for review. Ultimately, the project representing a full building renovation was selected.

**Project 2: Full Building Renovation including MEP+FP and Site Work:**

The project is completed and includes a marketplace of library materials at the entry, a new divisible large meeting room, 3 study rooms, a new café/reading area, and a dedicated multi-purpose room for youth services to handle the 3-5pm rush hour. We have also centralized the administration functions between the adult and children’s collection to cut down on noise transfer between the two spaces also addressing changes in staff modeling. In addition and through a number of small glass additions and placement of new windows, the new library is filled with natural light and visually available and connected to the surrounding community.
“Tiffany and Dan are creative, innovative, focused and kept my board and me on track during our master plan project. They are transforming our outdated library into one that will be modern, efficient, and beautiful.”

-Su Reynders, past director Lincolnwood Public Library

The existing library had little to no windows to allow for natural light or visual connection to the outside community. By strategically placing a series of new openings and small additions, we were able to make this connection while creating more enjoyable spaces to sit and read.
The new Linda Sokol Francis Brookfield Library is a 21,000 sf facility on 3 levels. The new library will be located across the street from the existing building which will ultimately be demolished to make way for a new micro park and additional parking. The existing library is inadequate in terms of size, natural light, and even the shape of it does not allow for efficient space planning. There are very few seating areas, no study rooms, not enough staff space, and not enough programming space. The team investigated additions to the existing building in several locations, including a second floor addition and a narrow addition along one façade. However, due to site constraints, the shape of the existing building, and the location of the existing roads, building a new structure became the most logical choice for expansion. Once this decision was made, the team explored options for a new building in an open lot across the street that would accommodate the library’s programmatic needs, the budget, and future expansion.

The new facility will offer a 100 person meeting room, a large youth services area with a dedicated program room, a large second floor adult collection along with study rooms, a teen room, a media lab, quiet study, maker space, and expanded staff spaces. The site plan includes a large open area directly adjacent the new building that will serve as programmable outdoor space when the building opens and can be realized as expansion space in the future. The building is designed to maximize natural light by carefully placing expanses of glass that do not allow views into adjacent homes. The circulation desk and workroom and the youth area are on the first floor adjacent to the lawn area for programming and to allow easy access for strollers from the entry. The lower level accommodates the large meeting room and staff offices including a lightwell that provides natural daylight to these areas. The second floor houses the adult collection and seating (10 x the current amount), a quiet reading room, a separate teen room, study rooms, and a maker space with a media lab.
“We have been working toward a new library for over 10 years and it was well worth the wait. The new facility will set the bar in terms of design within the community.”

-Kim Coughran, director Linda Sokol Francis Brookfield Library
JRA has provided professional landscape architectural consulting services including landscape architecture, urban design and site planning along with associated areas of specialization. Throughout our 37-year history we have consulted to architects, engineers and planners, municipalities and institutions, developers and individual owners. The experience and diverse backgrounds of JRA’s partners and staff bring together unique talents from across the country. Our national experience with a wide range of plant materials, climatic conditions, regional horticulture and local contracting has afforded us a wealth of practical knowledge and know-how. This allows JRA to design and manage our projects effectively and economically in many regions of the country. Of course, it is our Midwest experience that is the foundation of our practice.

JRA continues to be committed to the creation of beautiful, high quality and functional design solutions. Our conscientious approach, respect for our work and the materials with which we work ensures successful, high profile, long lasting results. We are proud many of our projects are, after 37 years, still thriving and providing joy to users and casual observers alike. Jacobs/Ryan Associates combines knowledge, conceptual thinking and attention to detail to produce enduring landscapes. The firm believes three fundamentals are important to the success of all landscape projects: design, technology and management. Each plays a critical part in making the finished landscape meet the client’s expectations.

selected firm project list:
- Linda Sokol Francis Brookfield Library: New Building + Micropark & New Parking Lot
- Aspen Drive Public Library: Library Addition + New Parking Lot
- Carol Stream Public Library: Library Addition
- Wauconda Area Library: New Entry Plaza
- Glenview Public Library: New Building
- Deerfield Public Library: New Building
- Indian Trails Public Library: Building Addition + Parking Lot Renovation
- Alsip Marionette Park Public Library: New Building
- Oswego Library District: Multiple Library Additions
- Lincolnwood Public Library: Small Additions + Parking Lot Improvements

Erikkson Engineering Associates, LTD
12+ years relationship

Profile:
EEA was founded in 1995 with client connections in mind, looking beyond each individual project to long-term growth and relationships. Since our inception, we have developed both professional and personal bonds with our clients. And each new client is a relationship in the making! At EEA, we never work directly for permitting and approval agencies, but we have developed connections with them and learned the intricacies of regulations, from federal to state to local jurisdictions.

Each project is approached with a balance of new ideas and perspectives gained from past projects. With each effort, we aim to provide a simplified design process, lasting site solutions, and well-functioning, aesthetically pleasing environments. We understand our work isn’t meant to steal the show, so we do what it takes to make each project run smoothly for you.

selected firm project list:
- Linda Sokol Francis Brookfield Library: New Building + Micropark & New Parking Lot
- Aspen Drive Public Library: Library Addition + New Parking Lot
- Carol Stream Public Library: Library Addition
- Wauconda Area Library: New Entry Plaza
- Glenview Public Library: New Building
- Deerfield Public Library: New Building
- Indian Trails Public Library: Building Addition + Parking Lot Renovation
- Alsip Marionette Park Public Library: New Building
- Oswego Library District: Multiple Library Additions
- Lincolnwood Public Library: Small Additions + Parking Lot Improvements

Jacobs/Ryan Associates
4+ year relationship

Profile:
Since 1976, JRA has provided professional landscape architectural consulting services including landscape architecture, urban design and site planning along with associated areas of specialization. Throughout our 37-year history we have consulted to architects, engineers and planners, municipalities and institutions, developers and individual owners. The experience and diverse backgrounds of JRA’s partners and staff bring together unique talents from across the country. Our national experience with a wide range of plant materials, climatic conditions, regional horticulture and local contracting has afforded us a wealth of practical knowledge and know-how. This allows JRA to design and manage our projects effectively and economically in many regions of the country. Of course, it is our Midwest experience that is the foundation of our practice.

JRA continues to be committed to the creation of beautiful, high quality and functional design solutions. Our conscientious approach, respect for our work and the materials with which we work ensures successful, high profile, long lasting results. We are proud many of our projects are, after 37 years, still thriving and providing joy to users and casual observers alike. Jacobs/Ryan Associates combines knowledge, conceptual thinking and attention to detail to produce enduring landscapes. The firm believes three fundamentals are important to the success of all landscape projects: design, technology and management. Each plays a critical part in making the finished landscape meet the client’s expectations.

selected firm project list:
- Nationally Recognized and awarded Chicago Riverwalks
- Regenstein Learning Campus at the Chicago Botanic Garden | Glencoe, Illinois
- Fullerton Theater on the Lake Shoreline Protection | Chicago, Illinois
- Linda Sokol Francis Brookfield Library: New Building + Micropark & New Parking Lot
- Aspen Drive Public Library: Library Addition + New Parking Lot
- Prospect Heights Public Library: Library Renovation + New Entry Plaza
- Wauconda Area Library: New Entry Plaza
**20/10 Engineering Group, LLC**

**3+ year relationship**

**Profile:**
20/10 Engineering Group, LLC was established with a commitment to superior engineering solutions based on a clearer vision than just 20/20 eyesight, which, by definition, is merely average. Our team consistently holds to this vision by supporting our architectural and building owner partners in creating quality environments that exceed owners’ expectations. Our reputation as one of the premier engineering firms in the region is based on quality and service—clear and concise reports, detailed, accurate, and clear bidding documents, and thorough field work.

20/10 adheres to a commitment of sustainable design practices. Our team is particularly proud of our industry-leading expertise in this area, with extensive experience in virtually all aspects of engineering design that help clients attain LEED® certification, from basic Green Design to LEED® Platinum level. On behalf of all of our building owners—whether or not local zoning rules are in place that stipulate new buildings or renovations must acquire LEED® status—20/10 makes it standard practice to develop, recommend, and upon approval apply Green Design solutions in our work.

20/10 is also a proponent of developing alternative, more eco-friendly energy resources that help fuel the environments we help create and minimize carbon footprints in communities where we work and live. 20/10 is proud to be providing forward-thinking solutions in Geothermal energy as well as other advanced technologies that help preserve and roll back wasteful, expensive facility energy practices.

**selected firm library project list:**
Aspen Public Library: 7500 SF Library Addition with Full Basement
Arlington Heights Memorial Library: Library Addition + Renovation
Aspen Drive Carol Stream Public Library: Library Addition
Indian Trails Public Library: Building Addition + Parking Lot Renovation
Lincolnwood Public Library: Small Additions and Parking Lot Improvements
Linda Sokol Francis Brookfield Library: New Building
Prospect Heights Public Library: Library Renovation + New Entry Plaza
University Park Public Library: Building Addition
Warrenville Public Library: Library Addition
Wauconda Area Library: Entry Plaza

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**Johnson Wilbur Adams**

**12+ year relationship**

**Profile:**
Johnson Wilbur Adams, Inc. (JWA) is a full-service structural engineering firm committed to providing economical and innovative solutions to all types of projects. Established in 1989 as R.I. Johnson & Associates, we strive to develop long-term relationships with our clients by understanding their needs relative to the structural engineering aspects of their projects. Our engineers are licensed as Professional Engineers in over twenty-five states.

Our projects encompass a wide spectrum of projects whether it is new construction, modifications of existing structures, the design of delegated design components (structural steel connections, stairs, guardrails etc), structural condition assessments or site observations of construction.

JWA is also committed to environmentally sustainable buildings and the LEED principles associated with the design, construction and performance of green buildings. JWA has one LEED AP B+CD and one LEED Green Associate on staff and encourages our engineers to pursue LEED accredited professional status.

**selected firm library project list:**
Aspen Public Library: 7500 SF Library Addition with Full Basement
Arlington Heights Memorial Library: Library Addition + Renovation
Aspen Drive Carol Stream Public Library: Library Addition
Indian Trails Public Library: Building Addition + Parking Lot Renovation
Lincolnwood Public Library: Small Additions and Parking Lot Improvements
Linda Sokol Francis Brookfield Library: New Building
Prospect Heights Public Library: Library Renovation + New Entry Plaza
University Park Public Library: Building Addition
Warrenville Public Library: Library Addition
Wauconda Area Library: Entry Plaza
Profile:
Our organization has been in continuous operation as a construction manager and general contractor since 1983. Founded as Seagren/Shales, Inc., we became Shales McNutt LLC in 2001 when we switched from a corporation to a limited liability company.

Our team members all have a desire to help people, high integrity, and a dedication to team over self, but what makes us different, at our core, is the following -

Responsibility: personal dedication to our client’s objectives
Intentionality: proactively planning and preparing our projects for success
Communication: with honesty, clarity, and frequency.

Not only does our team have a great track record in controlling costs start to finish, but also in identifying opportunities to increase value. Based on our extensive experience in similar projects and dedication to serving our clients, we will constantly look for opportunities to improve quality and reduce costs. We also understand that ultimately it is our client that defines value, so we will equip you with the information needed to make intentional, informed value decisions.

Relationship:
Product architecture + design and SMC have had a long lasting relationship in a variety of different roles. Their firm is an industry leading construction management firm having worked with award winning libraries such as Indian Trails Public Library, Skokie Public Library, and the Thomas Ford Memorial Public Library.

Product regularly consults with SMC to provide budgeting at the planning/conceptual phase of our projects due to their expertise in constructing libraries and intimate knowledge of our work. In addition, if the library chooses a design:bid:build delivery method with a general contractor, we will retain their services for cost estimating and design & constructability review. We have delivered all of our projects using this method, and have not delivered a final project over or beyond budget or beyond schedule, a fact that we are very proud of.

Selected firm library as CM project list:
- Winnetka Northfield Public Library: Library Renovation
- Itasca Community Library: Library Renovation
- Warrenville Public Library: Library Renovation
- Thomas Ford Memorial Library Library Renovation
- Skokie Public Library: Library Renovation
- Indian Trails Public Library: Library Renovation + Addition
- Morton Grove Public Library: Library Renovation
- Prospect Heights Public Library: Library Renovation
- Forest Park Public Library: Library Renovation
- Glen Ellyn Public Library: Library Renovation
- Downers Grove Public Library: Library Renovation
- Gail Borden Public Library: New Branch Library
- Arlington Heights Memorial Library: Library renovation
- Barrington Area Public Library: Library Addition + Renovation

Cost Estimating Services at Concept Phase:
- Linda Sokol Francis Brookfield Library: Expansion + New Building Study
- Aspen Drive Library: Expansion and Renovation Study
- Carol Stream Public Library: Masterplan Study for Scope
- Michigan City Public Library: Masterplan Study for Scope
- Normal Public Library: Expansion Study
- Indian Trails Public Library: Expansion and Renovation Study
Resolving Issues related to the Contract Documents during Construction

During construction, it is inevitable that issues will arise due to either existing conditions, information in the drawings, or errors by the contractor. It is important for the overall project schedule and budget that we plan ahead for these issues and establish a procedure on how to resolve them in a timely manner.

Please describe how the Consulting Firm(s) handles conflicts, errors, and/or missing information in the project drawings and project specifications.

Cost of change is reviewed by Owner/Architect to understand if the issue is value added or requires reworking of construction and is either assigned to the project contingency or resolution is negotiated between the architect and owner.
f) Please describe the Consulting Firm’s quality assurance/quality control (QA/QC) policies and procedures designed to minimize or eliminate errors, omissions and/or missing information.

Product architecture + design team employ’s a number of QA measures from the onset of conceptual design in order for the library to receive the greatest amount of quality and value at bid time with the least amount of added cost due to omissions or errors during construction. We have found the following standards, procedures, and methods to be effective as we have not delivered a single project over budget or beyond schedule to date.

Programming | Concept Design
Quality Assurance:
Our internal project team checklist at this phase of the project includes:
1. Investigation and documentation of the existing building site (site+topography) in order to develop a base REVIT model
2. Documentation of the existing furniture and collections
3. Development of a zoning and code matrix for the Library and site (geotech+utilities)
4. Establishment of project goals with the Library Staff/Board of Trustees + the City of Appleton
5. Development of multiple plan options that fully explore all potential solutions(renovation, expansion, new) including cost models

Quality Control:
Quality control at this phase is shared between the architect/consultants for the building documentation and the staff/Library Board to establish final collection sizes, building program and adjacencies through plan option development. The final presentation to the board and City will establish the final project goals, scope, and cost to be revisited throughout the project.

Schematic Design | Design Development | Construction Documentation
Quality Assurance:
For the duration of the project, to ensure open communication and exchange of information and ideas, we will establish a schedule for bi-weekly design meetings with library staff and monthly meetings with the library board and City of Appleton as required/directed to review progress and adherence to the project goals.

Our internal project team’s checklist for the duration of these phases includes a series of milestones related to the development of the project, site, and systems with Dan performing the final QA in the office. We also have a system of weekly meetings with our consultants for projects of this size and complexity to review progress and upcoming milestones.

Quality Control:
At 90% schematic design, 90% Design Development, and 50% & 90% construction documents, SMC/Josh Campinelli will perform a QC/constructability review of the project documents and specifications with the project team prior to updating the budget estimate for library review and approval.
Our team will prepare the bidding documents including the front end specifications with bidder qualifications for the City’s attorney to review. We will schedule and administer a pre-bid walk through and bid opening in coordination with the library.

During the bidding phase, our office will perform quality control by organizing and administering the potential bidders list. We will also accept, address, and distribute all RFI's and substitution requests to ensure proper and complete bidding of the contract documents. Upon determination of the lowest responsible bidder, our team will fully vet the candidate through in person review, contacting of references, review of past projects and performances, and meeting the overall qualifications of the front end specifications. Once complete, a letter of recommendation to award will be forwarded to the library for approval/acceptance and AIA contracts will be developed.

Simultaneously, the project will be submitted for permit and our team will work with the City to address any comments or required corrections.

We will establish a weekly construction meeting schedule and will perform bi-weekly on-site observations. Jim Lonergan will be dedicated full time to construction administration for this project.

Quality control will begin with review and approval of all of the contractor’s submittals in a timely manner while comparing them to the contract documents for constructability and design intent. We will also review all requests for information and issue any required ASI’s with a full review and recommendation of all change orders to/by the library prior to approval. Throughout the duration of construction, as part of our site observation, and as a final review prior to completion, our project team will complete a punch list to be issued to the contractor for any issues requiring correction.

The Linda Sokol Francis Brookfield Public Library was recently awarded design:bid:build to a general contractor and is currently 60% complete and is illustrative to the commitment to quality and design you should expect for your project. We would ask that you contact Kim Coughran, library director directly with any questions.
Tiffany Nash and Dan Pohrte have been very effective partners for our staff, board, and community in programming, planning, design, and management of our building renovation. They bring a great mix of creative vision, responsive listening, and practical problem-solving to the task at hand. I have worked with many architects on projects large and small, and I would rank Product at the top of the list for genuine, productive client connection.

-Rick Ashton, Director DGPL
section 3: Project Team (35%)

This criterion relates to the project principal, project manager, key staff, and sub consultant staff. This section will provide a basis for judging how well the project team’s qualifications, experience with similar projects, and time allocation relate to this specific project. Individual resumes must be included. Proposed hours for each project team member must be identified in this section.
### Design Team Staff Hours Through CD’s

<table>
<thead>
<tr>
<th>Role</th>
<th>Hours Per Week</th>
<th>Total Hours</th>
<th>Programming + Assessment</th>
<th>Concept + Schematic Design</th>
<th>Design Development</th>
<th>Construction Documents</th>
<th>Bidding + Permit</th>
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<tbody>
<tr>
<td><strong>Product Architecture + Design</strong></td>
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<tr>
<td><strong>Tiffany Nash</strong> Principal Lead Architect</td>
<td>38</td>
<td>154</td>
<td>614</td>
<td>1,229</td>
<td>1,843</td>
<td>3,994</td>
<td>307</td>
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<tr>
<td><strong>Dan Pohrt</strong> Principal Project Manager</td>
<td>38</td>
<td>153</td>
<td>26</td>
<td>40</td>
<td>40</td>
<td>20</td>
<td>10</td>
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<tr>
<td><strong>Jim Lonergan</strong> Project Architect</td>
<td>38</td>
<td>157</td>
<td>38</td>
<td>38</td>
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<tr>
<td><strong>Rachael Franceschina</strong> Interior Designer</td>
<td>38</td>
<td>153</td>
<td>38</td>
<td>26</td>
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<tr>
<td><strong>Total Hours Week</strong></td>
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<td>153</td>
<td>157</td>
<td>153</td>
<td>146</td>
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<tr>
<td><strong>Duration in Weeks</strong></td>
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<td>12</td>
<td>26</td>
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### Project Teams Firm Hours Through CD’s

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<th>Role</th>
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<th>Programming + Assessment</th>
<th>Concept + Schematic Design</th>
<th>Design Development</th>
<th>Construction Documents</th>
<th>Bidding + Permit</th>
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<td>1,229</td>
<td>1,843</td>
<td>3,686</td>
<td>614</td>
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<tr>
<td><strong>2010 Engineering</strong> MEP+FP &amp; Data</td>
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<td>614</td>
<td>113</td>
<td>227</td>
<td>340</td>
<td>681</td>
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<tr>
<td><strong>Jacob Ryan Associates</strong> Landscape Architect</td>
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<td>310</td>
<td>46</td>
<td>92</td>
<td>92</td>
<td>230</td>
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<tr>
<td><strong>Shales McNutt Construction</strong> Cost + VE/QAQC</td>
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<td>46</td>
<td>92</td>
<td>92</td>
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<td><strong>Design (12 months)</strong></td>
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30
## design team + project teams hours by phase (a)

**design team staff hours through CA**

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<th>role</th>
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<th>total hours</th>
<th>% by firm</th>
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<tr>
<td>duration in weeks</td>
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## project teams firm hours through CA

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<th>role</th>
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<th>% by firm</th>
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<tr>
<td>Structural</td>
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<tr>
<td>MEP+FP &amp; Data</td>
<td>1,843</td>
<td>12%</td>
</tr>
<tr>
<td>Landscape Architect</td>
<td>922</td>
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<tr>
<td>Civil</td>
<td>922</td>
<td>6%</td>
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<tr>
<td>AV/Security/Telecom</td>
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<td>Cost + VE/QAQC</td>
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<tr>
<td>total hours</td>
<td>15,360</td>
<td>100%</td>
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<tr>
<td>duration in weeks</td>
<td>72</td>
<td></td>
</tr>
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</table>

---

**product architecture + design**: 65%

**EEA Civil**: 6%

**JRA Landscape**: 6%

**JWA Structure**: 12%

**2010 MEP FP**: 3%

**SMC Cost/QAQC**: 2%

**SUSTAINABILITY**

**ARCHITECT**: 65%

**Civil**: 6%

**LANDSCAPE**: 6%

**STRUCTURAL**: 12%

**MEP+FP**: 3%

**COST | QAQC**: 2%

**OTHER**: 2%
Tiffany Nash is a licensed architect in Illinois, Wisconsin, and Indiana with over 25 years of experience and is an established expert in Library design. She worked for three different Chicago area firms, working on building types such as historic renovation, police headquarters, collegiate classroom and library buildings, and finally public libraries. She found her passion in library design and opened product architecture + design with Dan Pohrte, where she has primarily focused on public library work for the last 15 years. She believes that the success of any library project relies on collaboration among the staff, community, Library Board, and the design team and that every library should reflect and support the community in which it resides.

Ms. Nash graduated with a Master of Architecture from the University of Michigan in Ann Arbor in 1994. She received a Bachelor of Science in Architectural Studies from University of Illinois in Urbana/Champaign where she also studied abroad at the Ecole d’Architecture et Urbanism in Versailles, France.

Dan Pohrte is a registered LEED AP with over 20 years of professional experience. He will perform a critical technical role in coordinating and integrating the design into a cohesive project including program size, phasing, sustainable practices and the development of documents and details that will ensure the success of the project through construction. Beyond the technical side of our projects, Dan’s dedication to the big idea that forms the backbone of the project is unwavering and is where he finds his passion. He developed these skills by working for leading international firms on projects across the globe prior to founding product with Tiffany.

Mr. Pohrte graduated with a Master of Architecture from the Southern California Institute of Architecture (SCI-Arc) in Los Angeles where he traveled abroad to SCI-Arc/VICO in Switzerland. He received a Bachelor of Science in Architectural Studies from the University of Illinois in Urbana/Champaign. Dan has also taught design and served on review juries at various universities across the country.
Arlington Heights Memorial Library
Jason Kuhl (former) | 847.392.0100
Renovation to Youth Services: 2010
15,000 sf / $500,000 budget | final cost
Master Plan leading to Renovation: 2013
68,000 sf / $2,500,000 budget | final cost

Aspen Drive Branch
David Archer | 847.362.2330
Master Plan leading to Interior Renovation
+ 7500 SF Building Addition: 2019
28,500 sf / $7,250,000 budget | final cost

Bloomingdale Public Library
Tim Jarzemsky | 630.529.3120
Renovation to Circ, Teen, Staff Lounge + Carpet: 2016
varies sf / $235,000 budget | final cost
New Computer Lab & Vending Cafe: 2017
1,500 sf / $60,000 budget | final cost
New Maker Space: 2019
1,100 sf / $178,000 budget | final cost

Brookfield Public Library
Kimberly Coughran | 708.485.6917
New Building and Site Development: April 2021
21,000 sf / $11,000,000 budget | bid award cost

Carol Stream Public Library
Susan Westgate | 630.653.0755
Master Plan leading to Interior Renovation including
exterior patio and reading pavilion: 2020
35,000 sf / $5,425,000 budget | final cost

Deerfield Public Library
Amy E. Falasz-Peterson | 847.945.3311
New Maker Space: 2019
1,100 sf / $325,000 budget | final cost

Downers Grove Public Library
Julie Milavec | 630.960.1200
Master Plan leading to Interior Renovation: 2014
65,000 sf / $1,500,000 budget | final cost
Toilet Room Renovation and New Lighting: 2018
Varies / $465,000 budget | final cost

Ela Area Library
Matt Womack | 847.438.3433
Interior Renovation to the Popular Materials: 2008
10,000 sf / $300,000 budget | final cost
Master Plan leading to YS Renovation: 2015
43,000 sf / $1,300,000 budget | final cost

Elmhurst Public Library
Mary Beth Harper | 630.279.8696
Renovation to Admin & Adult Services: 2016
25,000 sf / $1,400,000 budget | final cost
Renovation to Youth Services + Maker: 2017/18
17,000 sf / $1,450,000 budget | final cost
Renovation to Main Lobby/Cafe: 2019
7500 sf / $400,000 budget | final cost

Glen Ellyn Public Library
Dawn Bussey | 630.469.0879
Renovation to Adult Services/Teen: 2015
42,000 sf / $1,600,000 budget | final cost
Renovation to Youth Services: 2016
10,000 sf / $1,075,000 budget | final cost
Renovation to Lobby, Circ and Meeting Room: 2019
6,500 sf / $1,714,000 budget | final cost
Glenside Public Library
Tom Bartenfelder | 630.260.1550
Master Plan Leading to Interior Renovation: 2013
25,000 sf / $800,000 budget | final cost
Renovation to Staff Lounge & Admin Suite: 2016
5,000 sf / $150,000 budget | final cost

Highland Park Public Library
Jane Conway(former) | 847.432.0216
Renovation to Historic lobby: 2013
8,000 sf / $386,000 budget | final cost
Renovation to Youth Services + Study Rooms: 2020
3,000 sf / $1,000,000 budget | final cost

Hillside Public Library
Doug Losey | 708.449.7510
Renovation to Lower Level Meeting Rooms: 2012
3,000 sf / $183,000 budget | final cost
Relocation of Library/Adaptive Reuse: Current
15,000 sf / $1,500,000 budget estimate

Hinsdale Public Library
Karen Keefe | 630.986.1976
Masterplan w/Study & Conference Rooms: 2013
6,600 sf / $220,000 budget | final cost
New Cafe and Media Lab: 2014
200 sf / $140,000 budget | final cost
Renovation to Youth Services: 2017
10,000 sf / $180,000 project budget

Indian Trails Public Library
Brian Shepard | 847.459.4100
Masterplan Leading to Interior Renovation
+ Building Addition (15,000 sf): 2017
66,000 sf / $14,500,000 budget | final cost

Lincolnwood Public Library
Su Reyards (former) | 847.677.5277
Masterplan leading to Interior Renovation
+ Building Additions (500 sf): 2017
17,000 sf / $5,250,000 budget | final cost

Michigan City Public Library
Don Glossinger | 219.873.3044
Masterplan Leading to YS Renovation: 2018
7,500 sf / $550,000 budget | final cost
LS Renovation + Study Rooms: 2020
15,000 sf / $750,000 budget | final cost
Lobby/Circ Reno + New Exterior Canopy: 2021
3,500 sf / $548,000 budget | bid award

Niles Maine Public Library District
Susan Lempke | 847.663.1234
Masterplan leading to Interior Renovation: 2014
68,000 sf / $5,500,000 budget | final cost

Northbrook Public Library
Kate Hall | 847.272.6224
Master Plan Leading to New Maker Space: 2018
2,500 sf / $500,000 budget | final cost
New Study Rooms and Penthouse Cladding: 2020
3,500 sf / $450,000 budget | final cost
Renovation to Lobby and Circulation: Current
3,500 sf / $900,000 budget | bid award

Prospect Heights Public Library District
Alex Todd | 847.259.3500
Masterplan leading to Interior Renovation with New
Exterior Entrance Plaza: 2021
24,000 sf / $5,500,000 budget | bid award
Racine Public Library
Jessica MacPhail (former) | 262.636.9217
Master Plan w/Cost Estimate: 2016
70,000 sf / $15,500,000 project budget
Renovation to Youth Services: 2018
10,000 sf / $200,000 project budget
Lobby/Circulation Room Workroom Renovation: 2020
3500 sf / $156,000 budget | final cost

Sioux Falls Library District, South Dakota
Caillie Branch Library
Mary Johns (former) | 605.367.8144
Interior Renovation: 2016
13,000 sf/$1,200,000 budget | final cost

Schaumburg Township District Library
Annie Miskewitch | 847.985.4000
Master Plan leading to AV Renovation: 2018
12,000 sf/$960,000 budget | final cost
Renovation to Lobby, Circulation + YS Gate: 2020
10,000 sf/$1,500,000 budget | final cost

St, Charles City County Library District, Missouri
Cliffview Branch Library
Jason Kuhl | 636.441.2300
Renovation to Existing Building for New Branch +
New Exterior Canopy/Outdoor Space: 2021
3,500 sf / $1,200,000; budget | bid Award

Thomas Ford Memorial Library
Ted Bodewes | 708.246.0520
Master Plan leading to Interior Renovation: 2019
33,000 sf/$2,100,000 budget | final cost

Warrenville Public Library
Sandy Whitmer | 630.393.1171
Master Plan leading to Interior Renovation: 2017
18,000 sf/$2,500,000 budget | final cost

Wauconda Area Library
Tom Kern(former) | 847.526.6225
Master Plan leading to Interior Renovation: 2017
29,000 sf / $1,377,000 budget | final cost
Exterior Plaza Renovation + Landscaping: 2019
5,500 SF / $1,100,000 budget | final cost

Waukegan Public Library
Richard Lee (former) | 847.623.2041
Award Winning Early Learning Center: 2008
2200 sf/$330,000 project budget | final cost
Literacy Suite Classroom: 2010
2300 sf/$150,000 project budget | final cost
Master Plan leading to Interior Renovation: 2016
28,000 sf / $1,215,000 budget | final cost

Winnetka Public Library
Rebecca Wolff(former) | 847.446.7220
New Maker Space: 2011
2200 sf/$125,000 budget | final cost
Youth Services Renovation 2015
3,000 sf / $325,000 budget | final cost
Renovation to Lobby + Adult Services: 2018
7,000 sf / $2,125,000 budget | final cost

Woodridge Public Library
Pam Dube | 630.964.7899
Master Plan leading to Interior Renovation: 2016
45,000 sf / $1,650,000 budget | final cost
Rachael Franceschina: interior designer | associate

Rachael is a registered interior designer in the state of Illinois with 20 years of professional experience. Her skills include programming/pre-design strategy and interior design for institutional, corporate, hospitality and residential projects. She focuses on the client and user needs, specifically with ergonomics and interactions within spaces. She is an NCIDQ certificate holder, a member of ASID and IIDA and a LEED ID+C accredited professional. Rachael’s knowledge of materials and color theory coupled with her absolute creativity is invaluable to the our projects and are expressed in the overall textures compositions of the finished spaces. Rachael’s “what if we...” moments are famous in our office and with clients, and is a testament to her vision for new spaces.

Rachael received her Master of Arts degree from the Design and Environmental Analysis program at Cornell University and an undergraduate degree in architecture from Miami University.

Project list:
- **Carol Stream Public Library**: Library Renovation and New Outdoor Patio
- **Bloomingdale Public Library**: New Maker Space
- **Highland Park Public Library**: Library Renovation
- **Linda Sokol Francis Brookfield Library**: New Building + Micropark & New Parking Lot
- **Michigan City Public Library**: Library Renovation and New Exterior Entry Canopy
- **Morton Grove Public Library**: Youth Services Renovation
- **Northbrook Public Library**: Lobby, Circulation, and Staff Lounge Renovation
- **Prospect Heights Public Library**: Library Renovation + New Entry Plaza
- **St. Charles City County Cliffview Branch Library**: Building Renovation and New Outdoor Patio
Jim will perform a leadership role in the production of the design and documents for your project. Beyond his talents as an architect and designer, Jim manages the REVIT coordination and implementation for our office and has streamlined the process from conceptual design through production of construction documents. He has performed the role of project architect on many of our award winning projects at various scales and sizes ranging from renovations, to additions, and new buildings that are recognized as the forefront of library design in terms of function, aesthetic, and technology. He also has a special talent for designing inspiring youth areas such as the early learning area at the Indian Trails Public Library Project.

Mr. Lonergan graduated from the Illinois Institute of Technology with a Bachelor of Architecture in 2013. He is an avid explorer of cities and has traveled extensively in a quest to understand the cultural and political differences represented in the urban fabrics across the globe.

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**project list:**

- **Carol Stream Public Library:** Library Renovation and New Outdoor Patio
- **Ela Area Public Library:** Library Renovation
- **Glen Ellyn Public Library:** Library Renovation & New Drive Up
- **Indian Trails Public Library:** Building Addition + Parking Lot Renovation
- **Linda Sokol Francis Brookfield Library:** New Building + Micropark & New Parking Lot
- **Michigan City Public Library:** Library Renovation and New Exterior Entry Canopy
- **Normal Public Library:** Library Expansion Study
- **Racine Public Library:** Building Expansion Study + Library Renovation
- **St. Charles City County Cliffview Branch Library:** Building Renovation and New Outdoor Patio
- **Warrenville Public Library:** Library Renovation
- **Wauconda Area Library:** New Entry Plaza + Library Renovation
- **Waukegan Public Library:** Library Renovation
Erikkson Engineering Associates, LTD

Ben Ahring, PE: Senior Project Manager | Lead Civil Engineer

Ben Ahring is a licensed professional engineer and senior project manager at EEA and has designed and managed a diverse array of projects including numerous infill developments and greenfield developments. Ben brings over 19 years of experience and has led the design of several public section projects including libraries, police stations, fire stations, schools, municipal buildings, and park facilities. When working with clients, Ben focuses on integrating owner, architect, and land planner’s visions with actual site conditions. He takes his expertise one step further by representing clients at public meetings and collaborating with design team partners. Ben is also well versed in green technologies, best managed practices, and LEED certification. He strives to provide clients and efficient design solutions that integrate sound engineering principles and cost effective alternates while meeting permitting requirements.

Mr. Ahring graduated with a Bachelor of Science Civil Engineering in 2000 from Bradley University, Peoria, IL. He is a member of the MWRD Watershed Management Ordinance Technical Advisory Committee, AIA Northeast Illinois Chapter, and the president of the Parks Foundation of Oak Park where he lives.

selected firm project list:

**Linda Sokol Francis Brookfield Library**: New Building + Micropark & New Parking Lot  
**Aspen Drive Public Library**: Library Addition + New Parking Lot  
**Carol Stream Public Library**: Library Addition  
**Wauconda Area Library**: New Entry Plaza  
**Glenview Public Library**: New Building  
**Deerfield Public Library**: New Building  
**Indian Trails Public Library**: Building Addition + Parking Lot Renovation  
**Alsip Marionette Park Public Library**: New Building  
**Lincolnwood Public Library**: Small Additions and Parking Lot Improvements
Jacobs/Ryan Associates

landscape architect | partner + lead designer: Terry Warriner Ryan, FASLA

Ms. Ryan’s professional practice with Jacobs/Ryan Associates has been landscape design for and consultation to municipalities, other governmental agencies and non-profit institutions for a variety of project types, including shoreline parks and schools. Her work is marked by creativity, a strong horticultural knowledge base, and a love for native landscape materials and a passion for design excellence. She is a fellow with the American Society of Landscape Architects since 1997.

Ms. Ryan received her BA/LANDSCAPE ARCHITECTURE degree from the University of California Los Angeles in 1975 cum laude. She is a registered landscape architect in California, Connecticut, Florida, Illinois, Indiana, Iowa, Maryland, Michigan, Missouri, Texas, Virginia, and Wisconsin.

selected firm project list:

Chicago Riverwalks

All phases, Chicago, Illinois – This project represents a change-maker for Chicago’s north loop area; featured in Topos and Landscape Architecture magazine -- an overwhelming success! Most recent awards: ILASLA President’s Award; AIA Chicago Distinguished Building; and ULI Chicago Vision Award.

Regenstein Learning Campus at the Chicago Botanic Garden | Glencoe, Illinois

Landscape Architect of Record for award winning 7 acre learning campus, newly published in Lolly Tai’s book, The Magic of Children’s Gardens. LEED Platinum. ILASLA Honor Award. This project has just won a 2017 national ASLA Award of Honor.

Fullerton Theater on the Lake Shoreline Protection | Chicago, Illinois

Added 6 acres of new park into historic Lincoln Park. In the planning phases, with AECOM, assisted with visualization for clients and stakeholders, attended stakeholder meetings and prepared exhibits, and then developed design into documents for construction. 2017 ILASLA Merit Award.
Johnson Wilbur Adams

Kent Adams, Partner | Lead Structural Engineer

Mr. Adams is a licensed engineer with over 35 years of structural engineering experience and has acted as senior project engineer for numerous projects with Johnson Wilbur Adams, Inc. He has performed and been responsible for design of municipal, recreational, educational, residential, and commercial projects throughout the United States. Mr. Adams’s responsibilities as a structural engineer include scheduling, code review, design and analysis, review of design documents, verification of construction conformance with design documents and quality control and assurance for all of the structural activities for a project.

Mr. Adams received a Bachelor of Science, Civil Engineering from Bradley University in 1983. He is a member of the National Council of Engineering Examiners, American Society of Civil Engineers, and the American Concrete Institute. He is a licensed engineer in Illinois, Mississippi, Louisiana, Kansas, Colorado, Iowa, Georgia, Nebraska, and Wisconsin.

selected firm library project list:

Linda Sokol Francis Brookfield Library: New Building
Prospect Heights Public Library: Library Renovation
Aspen Drive Public Library: 7500 SF Library Addition with Full Basement
Carol Stream Public Library: Library Addition
Indian Trails Public Library: Building Addition + Parking Lot Renovation
Lincolnwood Public Library: Small Additions and Parking Lot Improvements
Warrenville Public Library: Library Addition
Arlington Heights Memorial Library: Library Addition + Renovation
Wauconda Area Library: Entry Plaza
project manager/lead mechanical engineer: Jeff Chamberlain, PE; LEEP-AP

Mr. Chamberlain will be responsible for the evaluation of the heating, ventilating, and air conditioning systems. He will also have day-to-day responsibility for the performance of the 20/10 Engineering Group design team. He will be the primary point of contact with Product Architecture for MEPFP issues and will coordinate all MEPFP interdisciplinary work. He will also ensure the proper level of communications is maintained between MEPFP design personnel and the other team members. He will perform all quality reviews for the MEPFP facility study documents.

Mr. Chamberlain graduated from the University of Illinois, Champaign, Illinois in 1978 with a Bachelor of Science in Mechanical Engineering. He is a member of the American Society of Heating, Refrigerating and Air Conditioning Engineers, Inc. and the American Society of Plumbing Engineers, Inc. and is licensed in Illinois, Indiana, Iowa, and Wisconsin.

plumbing + fire protection engineer: Kevin Kowols, CPD; LEEP-AP

Mr. Kowols with 26 years experience will be responsible for managing the plumbing and fire protection evaluation and design for the facility. He will be responsible for surveying of all plumbing and fire protection systems and coordination with all other disciplines. Kevin is a LEED accredited professional, Certified Plumbing Designer, and a member of the American Society of Plumbing Engineers.

electrical engineer: Rudy Ruelas, PE, LLED-AP

Mr. Ruelas with 20 years experience will be responsible for managing the electrical evaluation of the existing facility and design for renovation/new building. He will be responsible for surveying of all electrical systems and coordination with other team members. Rudy is a registered professional engineer in the state of Wisconsin, a LEED accredited professional, and a member of the Illuminating Engineering Society of North America and the Electrical Association of Chicago.
Josh Campanelli: principal, C.O.O. | cost estimator | QAQC/Constructability Review

Josh Campanelli and SMC will play a pivotal role in the success of your project by providing budget estimating services. These budgets provide the library board with the ability to make informed decisions moving forward with various design and scope options including new buildings, additions, additions + renovations, or renovations. We, along with our knowledge of construction and libraries, use their expertise to deliver projects on budget from concept through construction.

Josh directly brings more than 20 years of construction experience to his projects. Starting his career in the concrete construction sector, Josh’s leadership skills drew him quickly into the role of project manager, overseeing the entire project, and developing budget estimates from the conceptual phase through construction. Josh has diverse experience in the construction of a wide variety of public building types, including: Libraries, K-12, health care, senior living facilities. Josh will also be performing the role of outside constructability and QA/QC review for your project.

selected firm library project list:

Winnetka Northfield Public Library: Library Renovation
Itasca Community Library: Library Renovation
Warrenville Public Library: Library Renovation
Thomas Ford Memorial Library: Library Renovation
Skokie Public Library: Library Renovation
Indian Trails Public Library: Library Renovation + Addition
Morton Grove Public Library: Library Renovation
Prospect Heights Public Library: Library Renovation
Glen Ellyn Public Library: Library Renovation

Cost Estimating Services at Concept Phase:

Linda Sokol Francis Brookfield Library: New Building, Expansion, and Renovation Options for Board Approval
Aspen Drive Library: Expansion and Renovation Options for Board Approval
Carol Stream Public Library: Renovation Options for Board Approval
Michigan City Public Library: Renovation Options for Board Approval
**d) Extent of principal and project manager involvement. Meeting with the Project Team as often as necessary to meet objectives and additional meetings, as consultant believes necessary to enhance this project.**

Dan and Tiffany will perform the project manager and lead architect roles on your project, and one if not both of us will attend every meeting and presentation. We are 100% present and our knowledge and experience is a direct benefit to our clients as we work together with our team on the design and management of all the projects in the office. Tiffany will perform the lead architect role for your project, and Dan will be the project manager.

**e) Key project team members on similar projects and unique qualifications that make them a valuable resource on this specific project, including experience with other design teams and consulting firms.**

As part of the individual project team members resumes, we have listed both applicable projects and also specifically projects completed with product architecture + design. Unique qualifications of our overall team is that we tend to work directly with the leadership in firms which brings a tremendous amount of knowledge and experience to each of our projects. We also consistently work with the same team which lends an understanding and familiarity with each of the firm’s process, strengths and weaknesses, with an expectation of project specific solutions customized to our clients.

**f) Project team members are experienced with remodel/re-use projects.**

Yes, extensively. Please see our firm’s project list including images, references, and the list of completed projects that are included with each individual team member’s resume. We understand and agree with the concept of reusing the useful parts of buildings and look forward to exploring these options with your team.

**g) Key project team member roles during this project.**

We have listed a description of the role of each key team member in the individual resumes included in this section.

**h) Does the project team cover all phases of this project?**

Yes, please see our full list of services included on Section 2, page 1 of this RFQ. We are a full service firm/team of consultants including FF&E design and specification. Our team will remain on the project from start to finish.

**i) Project Manager’s technical and managerial experience with projects of similar scope and nature.**

Yes, Dan has performed this role on all of the projects listed in the firm’s project page, and his knowledge of library design and construction (remodels, additions, and new buildings) is extensive.

**j) Provide examples of the Firm’s Responsiveness capabilities.**

The majority of the Responsive Design in our projects has been the automation of lighting, shading devices, daylight harvesting along with BAS controls for the HVAC system. Indian Trails Public Library is a fantastic example of these systems fully integrated into a building project which also includes a geothermal field, green roofs, and a solar PV array.
“Product Architecture + Design is great. They have incredible vision. They came up with ideas that were so simple and hardly cost anything, and changed the entire feel of the Library. They thought out of the box. Our Board wanted to move toward being vibrant and active and away from being quiet and traditional. We had to make some hard choices to make that happen, such as weeding the print collection, but it was well worth it. We chose them because we wanted something fresh and new, we didn’t want a big firm that was old school.

-Cynthia Fuerst, Director VAPLD
section 4: Project Understanding (35%)

A discussion of the approach the Consultant will use to complete the project. The proposal shall include a clear and concise understanding of the project, the work to be completed, and the coordination required based on existing information.
Project Kick Off:

Continuity of the Design Team and Consultants:
The team present at the kick-off, including partners Tiffany and Dan, will be present at meetings and at the ribbon cutting when construction is complete. Please contact our past clients to understand the value of both the knowledge this provides and the ease of continuity as the complexity of the project builds. We will all know where the team has been and how decisions were made which greatly reduces changes late in the process. We also all become friends....and laugh a lot.

Establishing a Project Schedule: Meetings with the Community, Board of Trustees, and City of Appleton
We understand that clear communication from our team at all phases of the project is crucial to the entire success of the project. The goal at the critical milestones of the programming, concept, schematic and design development phases is that all parties completely understand the information and decisions being made (expansion + renovation vs. new building) in order that we can move forward with a project that meets all the goals and builds consensus as a center for the community. At our first kick off meeting, we will establish a two week meeting schedule that will be consistent for the duration of the project. We will also coordinate our meeting schedule with the Library Board of Trustees meetings and meetings with the City of Appleton that will potentially be required for project approval. We have included as many meetings as necessary with each of these groups in our fee proposal.

Developing Project Goals with the Library + City of Appleton:
During the kick off phase, we will meet with Library staff as the project team to establish the project goals as we work through design options. We will also meet with both the Library Board of Trustees and the City of Appleton to understand and establish some of the larger goals for the library and it's role and impact on the downtown of Appleton. These ideas tend to form the organizational concepts for the project and establish the buildings both physical and metaphorical connections to the surrounding community.

Community Open Q&A Forum:
Once we have a timeline established we would propose a Community Q&A forum in order to reach out to the people of Appleton to understand the grassroots goals for the project. We would not present any design or organizational ideas or materials, it would more be an opportunity to let people know what the team is planning for the next 2-1/2 years and when they should expect progress. This idea is tied directly to the need for clear communication with the entire team.

Sustainable Goals:
During our initial meetings, we will also be introducing and discussing the sustainable goals for the project. Items such as building system controls and daylight harvesting are now considered common practice while items such as geothermal fields, green roofs, and PV arrays that were included should be discussed as they will impact the overall project budget.

Project Grants:
The are many grants at both the state and federal level that we have been successful in obtaining that help to offset some of the technologies and sustainable initiatives discussed above. We will continue this conversation as the project develops and the design becomes more specific.
Programming + Building Assessment: 4 weeks

Full A/E Assessment of Facility + “As Built Documents” + Code and Zoning Review

At the onset of the project the A/E team will perform a full building and site assessment to be used as both the base set of drawings and information for the future project and also as the base for the cost model and renovation of the existing facility. We have completed reports such as these for many of clients and typically with a 10 year outlook for expenditures/replacement which will more than likely be condensed in the current project window. Our team will also produce/verify the set of measured floor plans as noted below for use in developing options by the project team and in the development of the base REVIT model. A solid set of base drawings creates a solid foundation for the future project. In addition, our team will perform a city zoning and building codes review to understand any past and current issues or circumstances that would affect the design such as height/setback limitations.

This entire process will include researching through existing documents, field verifying conditions, interviewing building managers and maintenance firms, and meeting with the City code officials. We will also obtain proposals for an updated site survey and geotechnical report for the general site conditions to be updated once we understand the potential locations for the future building addition.

Develop Program with Library Staff: Building, Collection, Furniture

We build the program for the new library with staff as a series of interviews and meetings leading to ongoing floor plan options that include walls, furniture and collections in order that the entire team understands the implications and scale of choices moving forward. The importance of this cannot be overstated as colored blocks of 20,000 sf youth areas are pretty but if the desired functions and collections don’t fit and the concept and cost is approved, it can be a catastrophe.

The additional bonus is that these exercises both build trust between the design team and staff as we understand libraries and in collaboration, staff also understand that they are in control of the final outcome, we are not heavy handed. Please review the Normal Public Library Expansion Study which illustrates our dedication to information and detail beyond useful graphics and sets the level of quality you should expect from your design team.

Deliverables:

At the end of this phase, we will have established the overall goals of the project, a completed building assessment report, a base set of drawings and the base REVIT model. In addition, the program for the library will have been developed and will be tested as expansion options during the concept/schematic design phase. This collection of quantifiable information will allow us to make informed decisions including cost during the next phase, ultimately settling on a scheme to become the new Appleton Library.
**Concept + Schematic Design: 8 weeks**

**Develop Project Options:**
With fully developed program in the previous phase, we will begin to test both building and site options that will include:

a) Full Renovation to the existing building + Site Development  
b) Full Renovation with Minimal Addition or Additions  
c) Full Renovation with Addition to reach +/- 120,000 SF  
d) New Building

The range of these options will allow the team to understand the cost implication vs scope of work based on a total project budget of $24,000,000 and achieving the goals established at the onset of the project. Our expectation for this phase is to develop these options until the team is satisfied that we have fully explored all the potential solutions and can make an informed decision moving forward with a single scheme for development. As discussed in the previous section, we will meet with the library design team bi weekly and the library board each month.

**Design Images:**
Along with full plans for the design options, our team will begin developing rendered images of the building massing and site to aid in visualizing each of the solutions. Please review the Normal Public Library Expansion Study and the Racine Public Library expansion study which is included in the supplemental section of our submission.

**Site Development, Parking and Connection to the Yellow Ramp**
Beyond the excitement surround the new Appleton Public Library are a number of practical issues that need to be solved in order for the new library experience to function efficiently. During this phase and in conjunction with the development of the library plans we will be studying outdoor public on site parking in relationship to building expansion, and a possible link to the adjacent bus station and yellow ramp parking structure.

**Cost Modeling Design Options + Contingencies:**
As our team builds our cost models for the base building renovation and future expansion/design options at this phase, we will carry a 10% construction contingency and a 10% design contingency. The design contingency will be reduced by phase ultimately to zero, but these are responsible numbers that correlate to the amount of information and decisions that have been made 12% into the project. The construction contingency will be evaluated for a renovation vs. new building prior to issuing the project for public bid.

**Present to Library Board of Trustees + City of Appleton:**
Once the library team is satisfied with the development of schemes a-d including design images and cost estimates, we will present to the information to the library board for approval and selection of a final scheme. We will then present this option along with the other schemes as the preferred solution to the Mayor/City of Appleton for further review and approval. As directed, our team would also present the final scheme to community.

**Deliverables + Milestones:**
At the conclusion of this phase, our team will present floor & site plans, 3d renderings, and cost information for options a-d for board approval.
With a final scheme approved by the Library Board and City, our team will begin to develop overall building systems and site infrastructure/ utilities. The REVIT/BIM model will continuously be updated by the team with structural & MEP+FP information in coordination with the overall architecture. The team will also begin presenting options for the interior and exterior building and site materials for review and approval.

Project Review with City Building Department:

As we continue development of the new library, we find it useful to meet with the city’s building & zoning departments to review the project information. These meetings are a good opportunity to discuss the major building elements (massing, fire/life safety, site and parking development) with staff. Building these relationships with the city are an invaluable tool for smoothly transitioning the project through review, permit, and ultimately construction and inspections with an open line of communication between the teams.

As the exterior materials and site begin to finalize, we will also begin the submittal process for zoning and planning review with the city.

Sustainability Review:

At the beginning of design development, we will revisit the sustainable design goals in conjunction with the state energy code and budget. We will reconcile which systems will be included in the base bid for the project and which will be included as bid alternates dependent on successful bidding and/or successful grant writing. We have included the full scope of the design of these various systems in our base bid fee.

Furniture, Fixtures + Equipment:

The furniture package for your new library will be extensive and require the remainder of the project to become finalized for bidding. Our process includes an initial presentation of furniture options representing the design plans. Once this presentation has been edited down to a style and type the staff are most interested in, we will schedule visit to various furniture and shelving showrooms to understand the differences between each type. Following our trips, we will have samples of each type delivered to the library for staff, patrons, and board members to evaluate. This process will continue through construction documents and will be developed entirely by our team through bidding, procurement, and installation.

Design Images:

The design images will become an integral part of the process in this phase as they reflect the overall quality of space with specific material and furniture selections. We will continue to refine both the major interior and exterior views for review and approval by the library team and board.

Cost Estimate + Contingencies:

Our team will update the cost estimate and contingency and perform a QC check with SMC at 80% design development for final presentation to the library board of trustees. We would also propose developing and pre-finalizing the move during this phase to be included in the budget.

Deliverables + Milestones:

At the conclusion of this phase, our team will deliver a design development set of documents that represent the scope of work for the updated cost estimate. We will also present updated plans, renderings, and cost estimate along with interior and exterior material boards for approval. We would also propose a community update meeting as the design and materials for the new library are finalized.
Construction Documents: 26 weeks

Production of the Bid, Permit + Construction Documents

The main focus for our team during this phase will be the production of the final documents for the new $24,000,0000 Appleton Public Library.

Meetings:
The design team will continue to meet bi-weekly to continue refinement of the design (millwork, final finishes, schedules, door hardware) along with the final selection and specification of the furniture (finishes, and fabrics). At week 24, we will have an all day meeting to completely review the drawing set sheet by sheet for any last minute questions or revisions prior to bid.

We will meet with the Library Board at the 14 week and 24 week milestones to present updated pricing and general project overview preparing for bidding. Typically, we see zoning and planning approval at the 50% CD mark which allows ample time for any changes or corrections to be integrated into the final bid documents.

Revit/BIM model:
The REVIT model including the final structural and MEP+FP systems and distribution will become fully integrated in this phase with final QA coordination/conflict resolution between all trades. Our team has produced fully integrated Revit/BIM designed buildings and additions and have no issue completed this required scope of work.

AV+ Additional Building Systems:
Our team will also design and integrate the various user supported building systems (previously allowances in the estimate):
   a) Building security and cameras,
   b) phone system,
   c) AV systems including support for all meeting and study rooms plus displays/screens
   d) IT system distribution and equipment
   e) Coordination for the Automated Material Handler

Furniture, Fixtures + Equipment:
The furniture/shelving packages will be finalized during this phase. Our team will issue a full furniture binder that includes every piece of furniture selected with physical samples of all the specified finishes and fabrics. We will schedule an additional day meeting similar to the sheet by sheet meeting described above to review the entire bid sheet and binder in preparation for bidding.

QC of Bidding Documents:
It is typical on our projects of this size for the city’s attorney to review the front end bidding specifications that include the bid qualifications, insurance requirements, for public bidding. We will forward this information at the 22 week milestone for comment and correction.

Deliverables + Milestones:
At the conclusion of this phase, we will have full construction/contract, bidding and permit documents completed for the full scope of work.
project understanding: approach by phase (a+b)

Bidding + Permitting (4 weeks), Construction Administration: (72 weeks)
(Also included as part of Section 3 (f) QAQC procedures)

Bidding + Permitting

Our team will prepare the bidding documents including the front end specifications with bidder qualifications for the City’s attorney to review. We will also determine and include a series of add and deduct bid alternates with the library’s approval to be included in the bid documents. The mandatory pre-bid walk through will be scheduled and administered by our office along with the bid opening in coordination with the library and board meeting dates.

During the bidding phase, our office will perform quality control by organizing and administering the potential bidders list. We will also accept, address, and distribute all RFI’s and substitution requests to ensure proper and complete bidding of the contract documents. Upon determination of the lowest responsible bidder, our team will fully vet the candidate through in person review, contacting of references, review of past projects and performances, and meeting the overall qualifications of the front end specifications. Once complete, a letter of recommendation to award will be forwarded to the library for approval/acceptance and AIA contracts will be developed.

Simultaneously, the project will be submitted for permit and our team will work with the City to address any comments or required corrections.

Construction Administration

We will establish a weekly construction meeting schedule and will perform bi-weekly on-site observations. Jim Lonergan will be dedicated full time to the construction administration of this project.

Quality control will for the construction phase will begin with review and approval of all contractor’s submittals in a timely manner. Against the constract documents for constructability and design intent. We will also review all request for information and issue any required ASI’s with a full review and recommendation of all change orders to/by the library prior to approval. Throughout the duration of construction as park of our site observation and as a final check prior to completion, our project team will complete punch list to be issued to the contractor for any issues requiring correction.

The Linda Sokol Francis Brookfield Public Library was recently awarded design:bid:build to a general contractor and is currently 60% complete and is illustrative to the commitment to quality and design you should expect for your project. We would ask that you contact Kim Coughran, library director directly with any questions.

We understand the library as part of the RFQ would prefer a third party commissioning agent for this project. We have included this service as a line item in our contract for your review as typically this service is owner provided.

Deliverables + Milestones:

At the conclusion of this phase, you will have a new library!
The Racine Public Library is located along the shores of Lake Michigan and takes very little advantage of this amazing geography. The study was conducted to understand the cost and scope of adding a new third floor (which the building was structured for) to accommodate a 400 person meeting room. There are no meeting rooms available to the public in Racine with this view and size and the library understood the idea as an opportunity to gain additional relevance in the community.
c) Defines issues to be resolved in the course of the project.
The major issues that will need to be resolved over the course of the project are:
- Scope of project vs. $24,000,000 all in budget
- Parking and site organization (including expansion) with an intuitive/direct link to the yellow ramp parking structure for patron use
- Usefulness of existing library structure/infrastructure vs. cost
- Overall site dimensions

d) Incorporates coordination and involvement of City staff within key elements.
See Section 4 (a+b) and Section(5) schedule for a detailed + graphic explanation of city involvement
(Mayor’s office, planning+zoning, building department)
e) Description of project quality control that will meet the City of Appleton’s needs and meet budget parameters.
See Section 4 (a+b) project understanding and approach and Section(5) schedule for a detailed + graphic explanation of QC review dates by SMC. Shales Manutt Construction is a construction management firm that has developed the majority of our cost models through concept design and most recently completed the cost estimating services for the Linda Sokol Francis Brookfield Library which was awarded 6% under budget with a high level of design. SMC will also be conducting the QC reviews for your project which is a typical service they perform as a CM prior to bidding.
f) Key project meetings identified with staff to ensure that a high-quality project will be delivered.
See Section 4 (a+b). During project kick off, we will establish a biweekly design meeting with the library team that will be consistent for the duration of the project.
g) Recognition of elements with project not identified in this proposal the City of Appleton may wish to consider.
We think that outdoor space, even in the midwest, can play a pivotal role in successful library programming specifically post COVID. We also believe strongly in the arts and would be willing to identify and curate a public art piece as part of the project.
h) Include value-added services or creativity to proposal elements and/or incorporate new desirable elements not originally identified.
- The main focus of our firm is public libraries, we enjoy this, and we are good at designing them.
- Our experience with youth areas and early learning spaces has created museum quality experiences on many of our library projects.
- Our team incorporates and values the use of furniture in flexible design solutions as integral to the holistic creation of a successful library environments.
- The majority of our projects involve the renovation of existing Libraries and we have a deep understanding of how to gain value through reuse.
- We share your sensibility toward sustainability and see it as integral to all aspects of design. A well detailed/insulated exterior wall and roof will save as much energy through reduced consumption as other more fun ideas such as windmills (which we value also!).
- Terry Ryan is our award winning landscape architect and her experience on such projects as the Chicago Riverwalk as programmable urban space is invaluable.
i) Firm makes clear their ability to effectively meet scope of work.
We agree to complete the scope of work outlined in the RFQ and are confident that our team can meet and exceed expectations for your new library, and we look forward to discussing this further with you.
“Product was able to work within the Library to create modern and functional spaces that complement the existing facility. The integration of the new technology is seamless, creating an environment that is responsible to the history of the building and while looking forward to the future Library”

-Jane Conway, Director Highland Park Public Library
section 5: Description of Firm (15%)

This relates to the Consultant’s time requirements to complete those tasks identified.
Our team has recently completed a new entry plaza for the Wauconda Area Library. The plaza corrected a number of functional issues including a non-accessible entry sequence, no direct path from the parking lot and accessible spaces to the main entry, poor lighting, and a drop off lane that was too narrow to allow a parked car along with passing traffic.

The new plaza includes a zigzag ramp that brings patrons directly from the parking lot to the main doors through a colorful and textured garden. The main stairs to the building have also been redirected to more efficiently address patrons from the widened drop off lane.

We were honored that the new Entry Plaza at the Wauconda Area Library was selected to be included in Library Journal’s 2020 Building Issue.
We have listed a 54 week duration (1 year) for design and 72 weeks for construction (1.5 years, see Sections 3, 4 & 5) based on the scope of work included in the RFQ. Total duration will be +/- 2.5 years from the start of design to final punch list & occupancy.

b) Inter-relations between tasks (dependencies)

See Section 4 (a+b) and Section(5) schedule for a detailed & graphic explanation of both City and Library involvement and the dependencies between. We fully understand there are different scales of involvement and goals for each of the community, library staff, the Library Board of Trustees, and the City and the need to unify these goals under a single project to be successful. Once the project goals are established through meetings with these groups, we would expect to work the majority of the time with the library project team with monthly updates to the Board and City for review and approval to proceed to the next phase, always including cost estimate updates.

Our process will also include updates to the Community with open Q&A at the end of each phase.

c) Key events during the project (milestones)

See Section 4 (a+b) project understanding and approach and Section(5) schedule for a detailed & graphic explanation of key events during the project.

d) Critical inputs from the City of Appleton:

For our past projects and beyond the establishment of the goals for the project by the City, we feel that the process for critical input will be two fold. First will be through the Mayor’s office who obviously has a great interest in the success of the project for not only the library but also the connection to and impact on the surrounding community. More specifically, we also understand and agree that the yellow ramp parking structure and adjacent government buildings will play a critical role in the development of the site and building design as part of an overall campus.

The second level of input from the City of Appleton will be the necessary planning, zoning, and building department reviews. We have found that all of these processes work much easier with an initial meeting to introduce everyone and make sure that we are moving in a direction, rate, and nomenclature that is acceptable to all parties. We look forward to working with these important agencies toward constructing a new library.

e) Ability to meet the overall schedule.

We have crafted this RFQ to illustrate the ability of our team to complete the outlined scope of work on schedule and within the $24,000,000 budget. We are more than confident that we can achieve this goal while completing a functional, beautiful, and inspiring new library for the City of Appleton.
**Programming + Building Assessment**

- Project Team Tasks:
  - Establish Project/Meeting Schedule
  - Develop Project Goals with Library & City
  - Community Open Q&A Forum
  - Meet with City to Discuss Parking + Site
  - Sustainable Project Goals
  - Potential Grants

- A/E Tasks:
  - Establish Project Schedule
  - Develop Program with Library Staff
  - Full A/E Assessment of Facility
  - "As Built" Documents:
    - Building, Collection, Furniture
  - Project Code Review
  - Proposals for Survey + Geotech
  - Begin Cost Modeling

4 weeks

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**Concept + Schematic Design**

- Project Team Tasks:
  - Bi-Weekly Meetings with Project Team
  - Monthly Updates with City
  - Board Meeting to Discuss Options + Cost
  - Present Board Approved Options to City
  - Community Presentation of Options

- A/E Tasks:
  - Develop Project Options:
    - Renovation to Existing Facility
    - Renovation + Expansion
    - Renovation + Full Expansion (125,000 SF)
    - New Building
  - Site Plan Development:
    - Parking + Landscaping
    - Renderings & Plans
  - Cost Model Design Options
  - Present to Board for Approval

8 weeks

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**Design Development**

- Project Team Tasks:
  - Bi-Weekly Meetings with Project Team
  - Monthly Updates with City
  - Board Meetings to Review Development
  - Presentation of Design & Cost to
  - Begin Production of Documents
  - Community Presentation

- A/E Tasks:
  - Develop Approved Building + Site Plan
  - Project Review with City Building Department
  - Integration of Building Infrastructure
  - Develop Exterior Building Materials
  - Develop Finish Palette
  - Develop Furniture Package
  - Update Cost Model at week 8 of DD
  - Interior + Exterior Renderings of Materials
  - Present to Board for Approval

12 weeks

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**As Built** Documents:
- Building, Collection, Furniture
- Project Code Review
- Proposals for Survey + Geotech
- Begin Cost Modeling

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**Project Team Tasks:**
- Establish Project/Meeting Schedule
- Develop Project Goals with Library & City
- Community Open Q&A Forum
- Meet with City to Discuss Parking + Site
- Sustainable Project Goals
- Potential Grants
Project Team Tasks:
Bi Weekly Design reviews with Project Team:
Board/City Meetings as Required for Project Updates
Final Planning Approval by City

Construction Documents:
Full A/E Production

26 weeks

A/E Tasks:
Final Building Systems + Assemblies including Final BIM Modeling
Update Cost Model at week 12 & 22
50% QC review with SMC
Permit Documents + Bid Packages

Bid + Permit
4 weeks

Construction Administration

72 weeks

A/E Tasks:
Contracts
Submittal Review & Approval
QAQC site observations
Review & Approval of Contractor Pay Applications
Answer Contractor RFI + Generate ASI
Change Order Processing for Library Approval
Final Certificate of Occupancy
Punch List

BUILD THE NEW APPLETON PUBLIC LIBRARY

Project Team Tasks:
Approve Bids and Final Scope
CO + Pay Application Approval,
Community Ground Breaking
Community Beam Signing
The Waukegan Public Library Early Learning and Literacy Programs have received the following awards:

American Library Association Marshall Cavendish Excellence in Library Programming Award for the creation of an Early Learning Center (ELC) to meet the demands of a community affected by changing demographics and a lack of resources, especially for children ages 0-7.

Upstart Innovation Award by the Public Library Association for the library’s “Bus to Us” field-trip program, which brings thousands of elementary school children to the library throughout the year for engaging, curriculum-guided visits. This award recognizes a public library’s innovative and creative service program to the community.

National Medal for Museum and Library Service winner. Presented by the Institute of Museum and Library Services, the National Medal is the nation’s highest honor conferred on museums and libraries for service to the community and celebrates institutions that make a difference for individuals, families, and communities. Only five libraries and five museums in the nation receive this honor each year.

Illinois Library Association Highsmith Library Innovative Award. This award recognizes a library’s achievement in planning and implementing an innovative or creative program or service which has had a measurable impact on its users.

Illinois Library Association’s Hugh C. Atkinson Memorial/DEMCO Award.

NSLS Library of the Year Award

Coalición Latinos Unidos de Lake County Community Service Award for the Early Learning Center

Library Public Relations Council for Bienvenidos a la Biblioteca
“These guys get it. No matter what we asked them to do or how many changes we made, they were able to take our ideas and make them into beautiful, comfortable, and functional spaces.”

-Richard Lee, Director WPL

section 6:
Community Success Story: Waukegan Public Library
Waukegan Public Library

Project 1: Award Winning Early Learning Center Interior Renovation | 2200 sf/$330,000
Project 2: Literacy Suite Classroom, Study Room and Child Care Area | 2500 sf/$150,000
Project 3: Master Plan w/Estimate + Interior Renovation w/ Furniture | 28,000 sf / $1,215,000

description:

The Waukegan Public Library has played a pivotal role in the development and success of our firm. Having collaborated with Richard and his staff for almost ten years, we have transformed a brutalist example of 1960’s architecture into a clean, light filled and colorful space that is specific to the spanish speaking community of Waukegan. (with new boilers and a roof to boot!)

Starting with the Early Learning Center and Family Literacy Suite in the lower level and culminating in the new collaborative classroom and study suites on the main level, the mission has been clear since day one: to get the spanish speaking community into Library to use the various programs helping them to succeed at every age. The Library is the center of the community and offers a level of comfort and professionalism for many different types of learning, and enrichment for ever age.

This vision and direction from the director and staff at the library has transformed a former “book box” with almost no natural light into a space of gathering, community, and ideas. An example of the adult programs offered by the library and supported by the new spaces are:

- Adult Literacy Tutoring
- Conversational ESL
- Computer Classes
- Drop-in Adult Computer Lab
- Drop-in Get That Job Lab
- GED Preparation in Spanish
- Health Awareness
- Temporary Visitor’s Driver’s License
new open computer area looking toward study suites, new service point, and the collection beyond.
The new spaces can handle any group, large or small.
main level plan showing the new study rooms, divisible classroom, open collaborative seating areas, and collection.

We also recommend making a trip to the library to see the new Ray Bradbury Sculpture!
open collaborative study spaces with enclosed study rooms beyond

STUDENT SPOTLIGHT: LUPITA

Lupita arrived in Waukegan unable to speak English – but also unable to read or write in her own native language, either. Through dedication and hard work, Lupita learned to read and write basic words and, before too long, she was able to read a simple book from cover to cover. These steps became the building blocks to her obtaining her driver’s license, by enrolling in WPL’s TVDL class.
the new study rooms are fully wired and include integral white boards and sound panels
As can be seen in the adjacent photo, the existing library had very few windows. By exposing the library with a new glass wall, we were able to flood the space with natural light, connect the exterior patio/landscaping/sculpture garden to the interior space, and create an activated library on display for people passing by.
The open art/activity space in the ELC has a hard surface floor and sink which allows kids to create freely without worry.
The Ruth Gregory Theater serves as both the storytime/program room and the all around performance space for the youth services department. Sponsorships played a large part in the success of the ELC both through community support and also additional funds.
Each year, the ELC is reprogrammed by the staff through an agreement with NiCOR and fully transforms through graphics and props into a new environment with little to no construction cost. This allows the space to remain fresh and more importantly, relevant to the kids’ who look forward to seeing what’s new each year.

The ELC was voted one of the top 3 children’s library spaces in Illinois by Chicago Parent.