



February 9, 2020

SCHEMATIC DESIGN WORK PLAN

Vaughn Public Library | Renovation
Engberg Anderson Project No. 193121

TO: Sarah Adams
FROM: Alex Ramsey
RE: Planning

Vaughn Public Library
Engberg Anderson

PHASE OBJECTIVES

Architectural services are typically divided into 5 components or phases. The initial phase is Schematic Design and constitutes 15% of the total effort.

PHASE	SCHEMATIC DESIGN	DESIGN DEVELOPMENT	CONTRACT DOCUMENTS	BIDDING	CONSTRUCTION ADMINISTRATION
Effort	15%	20%	35%	5%	25%
Focus	Concepts	Specifics	Construction Detail	Bids	Quality Control

Schematic Design is intended to accomplish 3 specific goals. The first is to define the expectations that the library board, staff, community leaders and others have for the project. The second is to define, the functional, aesthetic and financial parameters of a design concept. The third objective is to build a clear understanding of the performance characteristics of that option and why it out performs the other possible design concepts.

Specific development will define functional relationships, room and space sizes and configurations, preliminary furnishings and equipment locations, building image, primary building systems and construction costs.

WORK PLAN

We propose a series of Workshops that will address the various aspects of the schematic design of the project. Following each Workshop there will be a period of evaluation by all participants and continued refinement by the design team.

PROJECT KICK OFF [Trip 1]

This trip gives the design team a chance to investigate the existing building, review existing documents and review the participants, process and schedule with the library leadership team.

It is anticipated that we will be on site for a single day to confirm measurements.

PROPOSED MEETINGS:

- Library leadership to review workplan and schedule

WORKSHOP 1 – Understand | The Context of the Design Effort [Trip 2]

Understanding context is critical to moving forward. We want to build on the efforts to this point in the broadest sense. That means understanding the current facility: as a library, as a building, and as a contributing historic structure in downtown Ashland.

During our two days in Ashland, we will:

- Conduct a series of focus groups and/or surveys to understand how the building is currently functioning as a library, what works, what doesn't, what can be fixed and what should be added to the mix of library services and spaces
- Assess the existing building structure, envelope and systems to understand their ability to support the intended improvements
- Evaluate the nature of the intended improvements and identify code required improvements necessitated by the nature or extent of the improvements – this is an old building, constructed and renovated under old codes. We need to anticipate costs associate with bringing the building into compliance with current codes.
 - We will review any available documentation including construction or record drawings and specifications as provided by the Library.
 - We will convene a group of engineers and architects familiar with library building systems for a walk-through of the facility. As part of this session we will meet with building maintenance personnel and management staff to identify areas of known or suspected issues related to building performance.

PROPOSED MEETINGS:

- Library Staff: Department heads and others as available
- User Experience Focus Groups: Native, educators/parents, teens, seniors, business community
- Open Public Meeting 1: Gather input on community needs and expectations
- Stakeholder Team: Key staff, trustees, community members will set goals and priorities
- Building Maintenance Group: anyone with knowledge of the buildings assets and flaws

WORKSHOP 2 – Explore | Place-making and the Aesthetics of Identity [Trip 3]

The Vaughn Library is a unique historic building, perhaps the first true mixed use library in Wisconsin. It is clear that this connection to the past is an important part of the libraries identity, while it simultaneously strives to accommodate the dynamic and technologically driven nature of modern library service. We will explore various approaches from leading edge to transitional design to find the right mix of elements that supports evolving services, provides a timeless framework for adaptation, and inspires users and staff. The long-term vitality of the institution is enhanced and communicated by a design that is grounded in history, forward looking and exhilarating.

There are many possible solutions the issues at hand. Many concepts will be discussed with you before focusing on the two or three most appropriate directions for the project. We will prepare

- Conceptual floor plans
- 3 dimensional; renderings of key interior features and spaces

Each concept will have worthy components that are identified and collected by the larger group assembled. This identification is based on the goals and priorities set by the group. Once collected these worthy components are analyzed for their performance potential. Key planning issues are addressed including:

• Building entry	• Lighting	• Adaptability
• Building zoning	• Acoustics	• Expandability
• Activity nodes	• Image	• Accessibility
• Collection organization	• Identity	• Observation & control
• Technology integration	• Ambiance	• Staff work flow
• Security	• Durability	• Wayfinding & self-help

Sustainability Goals & Priorities

Engberg Anderson strives for a balance of building function, image, cost and environmental performance. Whether or not the Library opts to pursue a LEED certified project, the design team will use the LEED “can do” checklist to help guide the design decision making process and insure that all Library representatives are aware of the sustainable design opportunities and trade-offs. This process will, at a minimum, identify achievable green strategies to increase energy efficiency, provide for greater user comfort and minimize the building’s impacts on the environment.

To building on the recommendations of the City’s 25x25 Plan for Energy Independence, we can, at your option, conduct a sustainable design charette early in the process to prioritize your sustainability goals and create a sustainability program statement against which subsequent design decisions can be evaluated. These goals may dramatically influence the design, construction, operation and occupancy of the finished project.

PROPOSED MEETINGS:

- Library Staff: Evaluate options and provide feedback
- Stakeholder Team: Evaluate options and determine design direction
- Sustainability Focus Group: City staff and other interested community members

WORKSHOP 3 – Test | Comparing Performance, Cost, and Value [Trip 4]

This process of preparing multiple options and combining the most successful elements will be repeated for each approach to create the optimum solution for every aspect of this project.

These options then become the focus of a **Performance Evaluation**. We work with you to tailor a set of evaluation criteria to your project and rate the options based on how well each meets your objectives. We then prepare a **Cost of Development** for each option. This looks at hard construction, phasing expenses, furnishings and equipment costs, and other expenses. With both in hand, we compare the performance score to the development cost to define a **Value Index** for each. This allows a quick, rational consideration of the multiple design options. This is process we have used to great effect with clients across the country. It helps focus attention on key goals, targets financial resources toward the services and spaces that have the greatest impact in the community, and galvanizes support for the project.

Once a conceptual design direction has been chosen for the library, the design will be further refined. The implication of these arrangements on wayfinding and image potential will be evaluated. Consideration will be given to the operational costs of the possible arrangements. Furnishings will be inserted into the preferred concept to further test the plan's ability to accommodate the program. Mechanical and electrical systems will be evaluated for their fit with the project goals, existing infrastructure and budget. These systems will include fire protection (sprinklers), plumbing, heating, ventilating, air conditioning, humidification, power, lighting, data, and life safety systems. Throughout these phases we are focused on maintaining the projects goals and budget control

Cost Control

Effective cost control starts during the facility specification/programming effort and continues through the design and construction phases of a project. Our approach is to prepare an initial project budget at the completion of the programming phase relating quality and quantity to available funding. This provides an early opportunity to adjust project expectations and avoid making painful, costly changes to the project later on. Initial design concepts are then developed based on these understood cost/quality/quantity relationships. We use independent cost estimators to maintain an objective view of costs.

PROPOSED MEETINGS:

- Library Staff: Evaluate options and provide feedback
- Open Public Meeting 2: Evaluate options and provide feedback
- Stakeholder Team: Evaluate options and determine design direction
- Historic Preservation Focus Group: City staff and other interested community members

WORKSHOP 4 – Assembling a Conceptual Framework [Trip 5]

A single schematic design will be developed based on feedback from all stakeholders. This schematic design will be further developed to include implementation strategies (phased construction, incremental development over a series of projects, interim facilities, etc.) and their impact on long term building performance, initial and overall cost, and on-going library service during a construction period.

Deliverables for this phase include:

- Estimate of project costs including line-by-line breakout of all fees, architectural costs, construction costs, furnishings, technology, phasing and contingencies.
- Preliminary floor plans and interior concepts
- Preliminary assessment of mechanical and electrical requirements
- Renderings of internal features suitable for public viewing
- Animations and virtual reality files

PROPOSED MEETINGS:

- Library Staff: Evaluate schematic design and provide feedback
- Stakeholder Team: Evaluate schematic design, project costs and implementation framework
- Historic Preservation Focus Group: City staff and other interested community members

WORKSHOP 5 – Present | Public Discussions [Trip 6]

Refinements to the project design and budget will be made to seek final approval of the project by the Library Board.

Using the product of this process, the project will be presented to the principal participants for their approval. We will assist the Library in public presentations. This includes making formal presentations to and public discussions with the Board of Trustees, City Administration, Elected Boards, and commissions having jurisdiction over the project.

DELIVERABLES

The Schematic Design product will consist of the following:

Site Plan
Floor Plans with Furnishings
Roof Plan
Longitudinal Building Sections (2)
Building Elevations (4)
Narrative
Cost Estimate
3D digital Model
Renderings (3)

SCHEDULE

We propose to meet monthly with predictability to allow for the greatest participation of the community. Perhaps the meeting coincide with monthly Library Board meetings on the 2nd week of each month to efficiently leverage their time or perhaps the 4th week of the month to distribute their responsibilities over time.

- Trip 1 March 2020
- Trip 2 April 2020
- Trip 3 May 2020
- Trip 4 June 2020
- Trip 5 July-August 2020
- Trip 6 September 2020

EA File Name: P:\2019 3005\193121 Vaughn Public Library\1-Project Administration\1-Contracts & Fees\1-Client\Schematic Design Work Plan.Docx