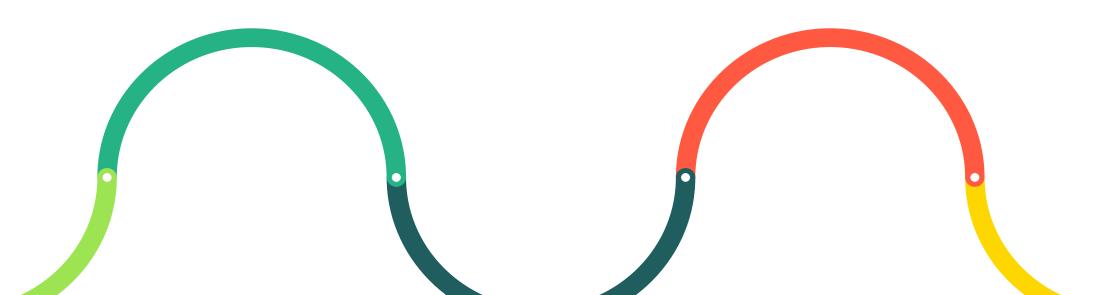
Building a Library 101

A Roadmap to the Future





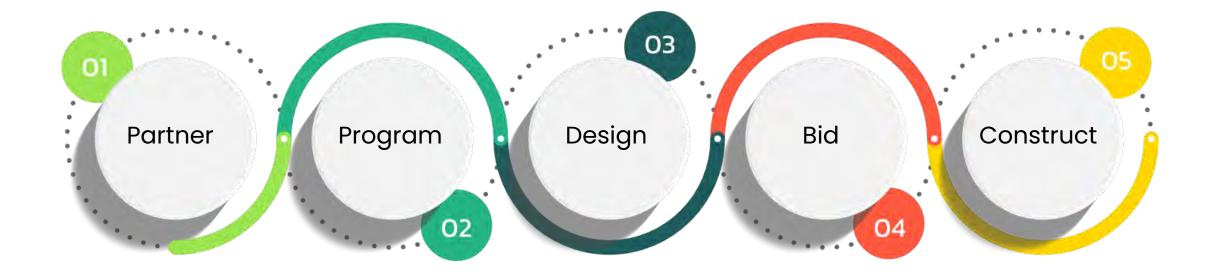
Dennis Jensen, AIA, ALA, MLA Architect | 616.454.9414

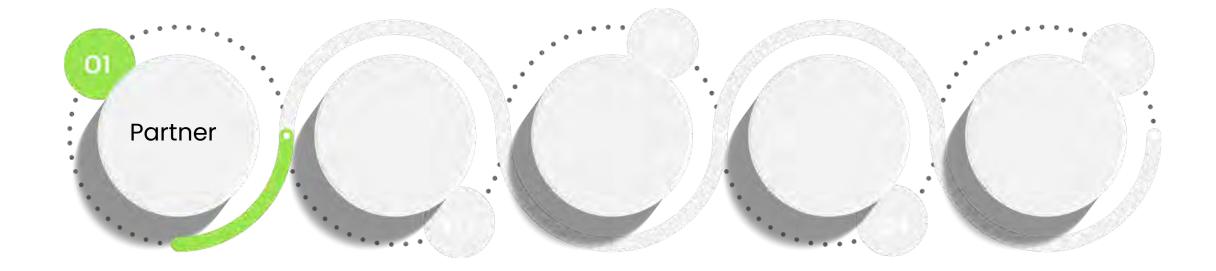


Chloe Aalsburg, IIDA, NCIDQ Interior Designer | 616.552.6416



Mike Jantz
Business Developer | 616.901.3965





Hiring an A&E





[Your Name] Request for Qualifications

Professional Architectural/Engineering Services [Project Name]

Issued by:

RFQ Issued Qualifications Due

lifications Due [date]

Submit one electronic copy of your qualifications to: [Contact Information]

Qualifications are due no later than (time) on [date). Late qualifications will not be accepted and will be automatically disqualified from further consideration.

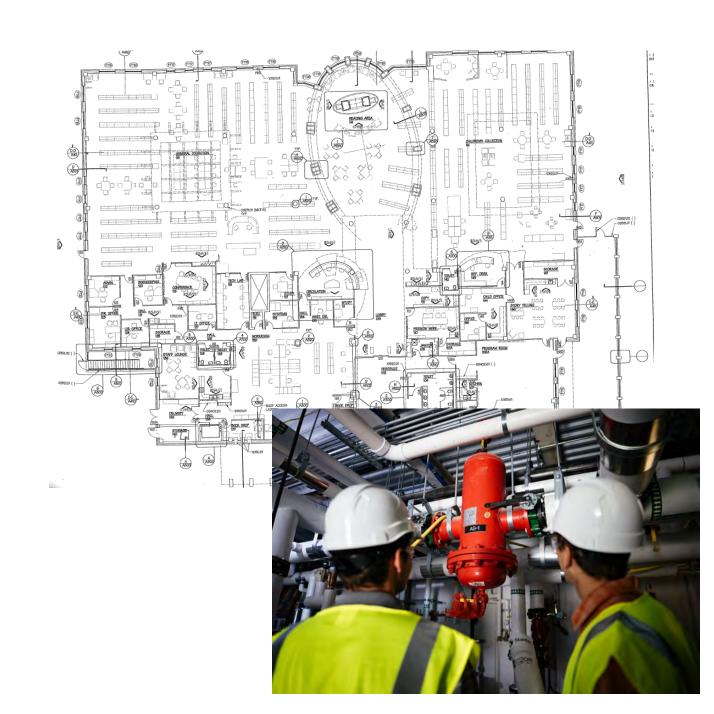
Hiring a Contractor





Building & Site Analysis

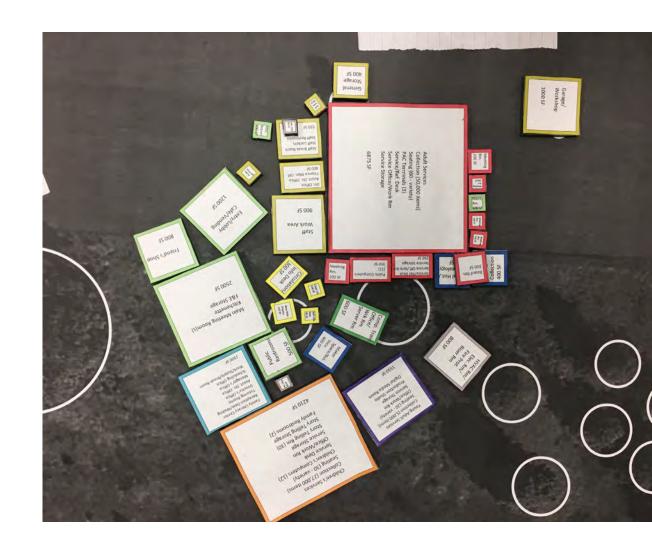
- Kick-off meeting
- Review zoning ordinance
- Review building/site data & history
- Understand physical parameters
- Field measure
- Develop Revit 3D model of existing



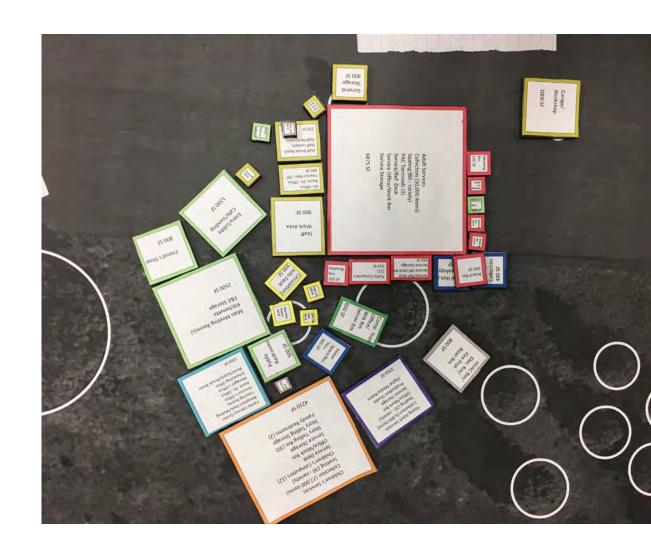
- Strengths and challenges exercise
- Review needs based on future trends



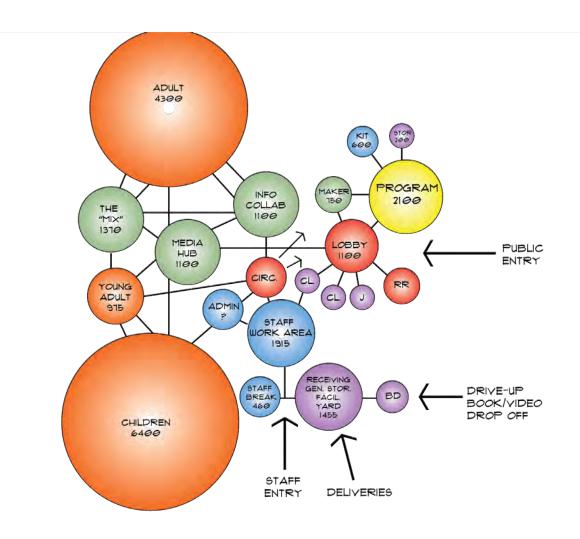
- Strengths and challenges exercise
- Review needs based on future trends
- Review space programming, flow, and adjacencies



- Strengths and challenges exercise
- Review needs based on future trends
- Review space programming, flow, and adjacencies
- Review material flow/handling requirements



- Strengths and challenges exercise
- Review needs based on future trends
- Review space programming, flow, and adjacencies
- Review material flow/handling requirements
- Develop bubble diagram based on Program



NAME OF AREA	AREA SQ. FT.	COMMENTS			
Entry/Lobby Core	5,700 sq. ft.	First Impressions are important	Young Adult Services Core	1,675 sq. ft.	Adjacent to Adult and Children's Cores
Entry Lobby/Galleria/Vestibule Café/Vending/Prep Maintenance Room Materials Return Room Main Meeting Room Kitchenette	1,400 sq. ft. 900 sq. ft. 100 sq. ft. 100 sq. ft. 2,200 sq. ft. 150 sq. ft.	Art Work Displays, Café seating, Comm. Bull. Bd. Potential Coffee Shop Lease Space Future RFID to scan returned materials (60/40 split with folding wall)	Collection (6,750 items) Seating (25 – variety) Office/Work Rm Service Storage Production Studio Digital Media Room	675 sq. ft. 700 sq. ft. sq. ft. sq. ft. 150 sq. ft. 150 sq. ft.	(includes A/V collection) (includes 4 public computers) (Shared with Children's Office Work Room) (Shared with Children's Storage Room)
Table & Chair Storage Men's Restroom	300 sq. ft. 250 sq. ft.	(split – 1 for each Meeting Room)	Children's Services Core	5,800 sq. ft.	Adjacent to Adult and Teen Cores
Women's Restroom Gender Neutral Restroom Friend's Shop Circulation Core Circulation/Info Desk	250 sq. ft. 250 sq. ft. 50 sq. ft. sq. ft. 650 sq. ft. 300 sq. ft.	Book sales (combine with Café) Near Entry & Staff Cores 3 Staff Stations, Good Views to Public Areas	Collection (30,150 items) Seating (56 - variety) Children's Computers (4) Service Desk Office/Work Rm Service Storage Story Telling Rm (30)	2,100 sq. ft. 1,680 sq. ft. 120 sq. ft. 200 sq. ft. 150 sq. ft. sq. ft. 900 sq. ft.	(includes A/V collection) (View into Teen area?) (Shared with YA) (Shared with YA Storage) (Shared with Children's & YA Storage) (alcove area w/garage door to sound separate)
Self-Check Stations Copy Center New Materials Display	100 sq. ft. 100 sq. ft. 150 sq. ft.	2 near Circ. Desk Near Business Center/Incubator Retail look and lighting	Story Telling Storage Family Restrooms (2) Nursing Room (1)	350 sq. ft. 200 sq. ft. 100 sq. ft.	(Shared with Children's & YA Storage)
new materials sisplay	200 3q. 10.	Netal look and illand	Staff (Private) Core	4,000 sq. ft.	Off Circulation Core
History & Business Resource Core	1,650 sq. ft.	Near Entry, Circulation and Adult Cores	Work Area (9 stations)	1,300 sq. ft.	
DeAngeli Collection Local History/Genealogy Maker Space/Business Incubator Business Incubator Storage	600 sq. ft. 600 sq. ft. 400 sq. ft. 50 sq. ft.	(includes Storage) (includes Storage)	Director's Office Assist. Director's Office Finance Manager's Office Staff Entrance/Deliveries Staff Break Room Staff Lockers	180 sq. ft. 150 sq. ft. 120 sq. ft. 200 sq. ft. 350 sq. ft. 100 sq. ft.	
Information Tech Core	600 sq. ft.	Near Entry, Circulation and Adult Cores	Staff Restrooms (2)	100 sq. ft.	
Comp Training (12 stations) Office/Work Room Server Room	400 sq. ft. 100 sq. ft. 100 sq. ft.		Drive-up Materials Drop Room General Storage Garage/Work Shop	100 sq. ft. 400 sq. ft. 1,000 sq. ft.	Future RFID to scan returned materials
1110 1 0	40.500 0		Utility Core	900 sq. ft.	Near Staff Core
Adult Services Core Collection (67,000 items) Seating (60 – variety) Meeting Rooms (7 - variety)	10,500 sq. ft. 6,700 sq. ft. 1,800 sq. ft. 1,100 sq. ft.	(includes 12,700 A/V collection) (3 @ 100 sq. ft., 3 @ 150 sq. ft., 1 @ 350 sq. ft.)	HVAC Room Janitor Closets (2) Electrical Room Fire Prot. Riser Rm	500 sq. ft. 100 sq. ft. 200 sq. ft. 100 sq. ft.	
Public Computers (12) PAC Terminals (3) Service/Ref Desk/Work area (2 stafi Service Office/Work Rm	400 sq. ft. sq. ft. f) 200 sq. ft. 150 sq. ft.		Subtotal Unassigned Space (11% Factor of Subtotal)	31,475 sq. ft. 3,475 sq. ft.	For General Circulation, Stairs, Elevatr, & Ext. Walls
Service Storage	150 sq. ft.		Total Floor Area	34,950 sq. ft.	

Future Proof Considerations



Framework for Additions & New Builds

- 30'x 30' structural grid
- Raised floor
- Intentional design for expansion and growth
- Flexible walls and mechanical/electrical

Gathering Areas

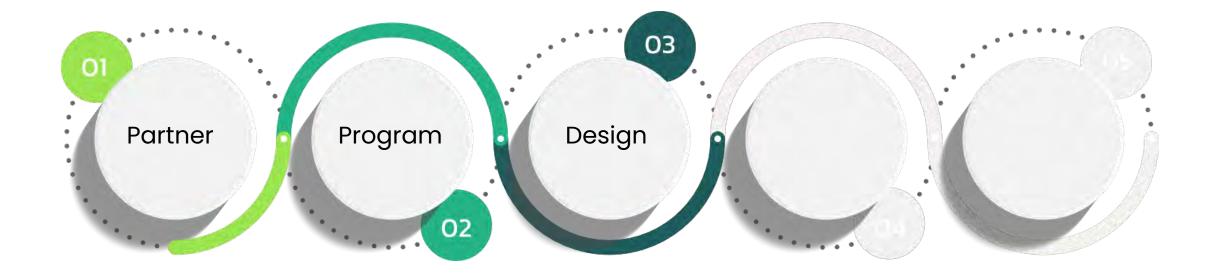
- Community member interaction
- Intergenerational interaction
- Encourages exchange and connections

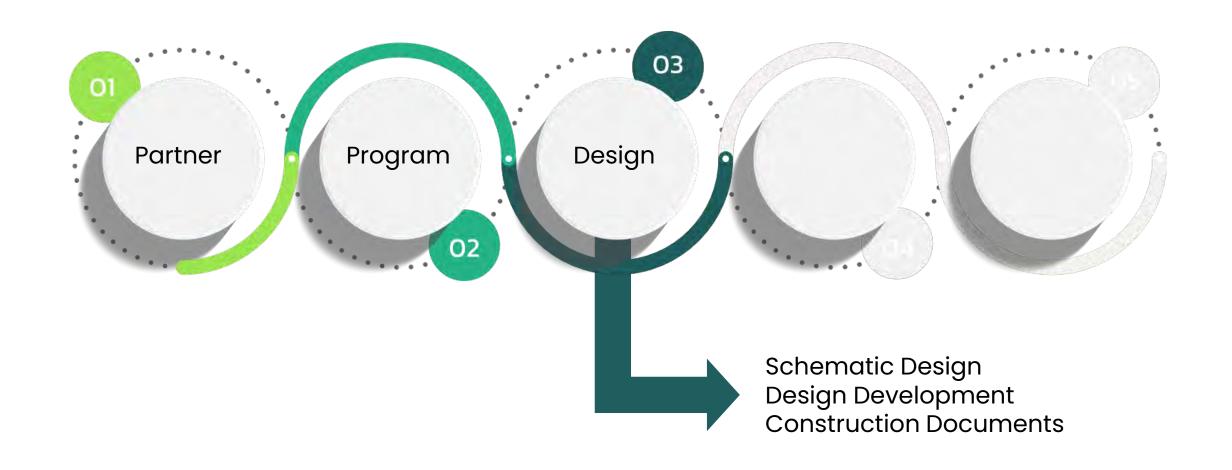
Inclusivity

- Co-location with other civic services
- Community focus
- Accessibility
- Support human needs services

Sustainability

- Lower carbon emissions
- Renovation and adaptive reuse
- LEED / WELL





Schematic Design

CONCEPT IMAGERY

biophilic. serene. timeless.





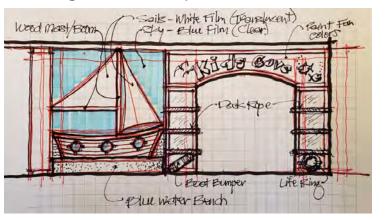




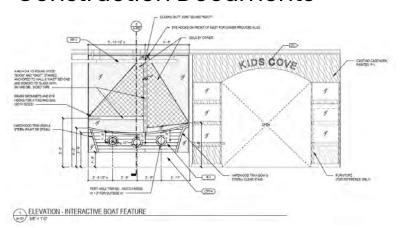
DESIGN STATEMENT

Serene blue and green colors mixed with wood tones reference the natural surroundings in Spring Lake and draw direct inspiration from the sailing community. Biophilic elements are represented throughout the building to bring a relaxing and renewing energy to its patrons. The interior finishes and color palette are thoughtfully selected to seamlessly blend with existing elements that are to remain. Lighter woods are integrated to bring a fresher look to the library, while also coordinating well with existing cherry wood features. Overall, the library will offer a more modern aesthetic, while still remaining timeless, and honoring the architecture of the building.

Design Development



Construction Documents



Final Design



Future Proof Considerations

Adaptability

- Open floor plan
- Multi-functional meeting rooms with removable/retractable walls

Biophilia

- Indoor-outdoor flow
- Views of nature
- Maximizing natural light
- Natural materials

Gathering Areas

- Comfortable, living-room-style spaces
- Fireplaces



Future Proof Considerations

Technology

- Laptop checkouts
- RFID technology
- Digital content streaming, entertainment, and gamification sectors
- Digital collections
- Interactive resources(VR)
- 3D printers
- Ready animators
- Sewing machines
- Additional power

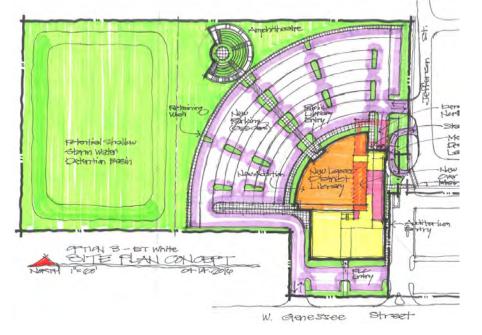
Sustainability

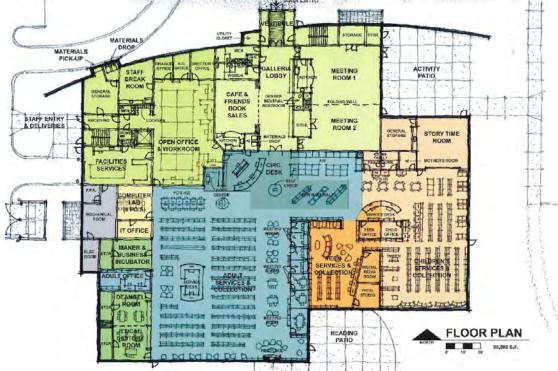
- LED lighting
- Increased air exchanges



Schematic Design

- Develop site planning concepts
- Develop floor planning concepts
- Develop building exterior concepts
- Develop interior concepts
- Hold review meetings
- Rough cost opinions of each concept
- Select preferred concept options



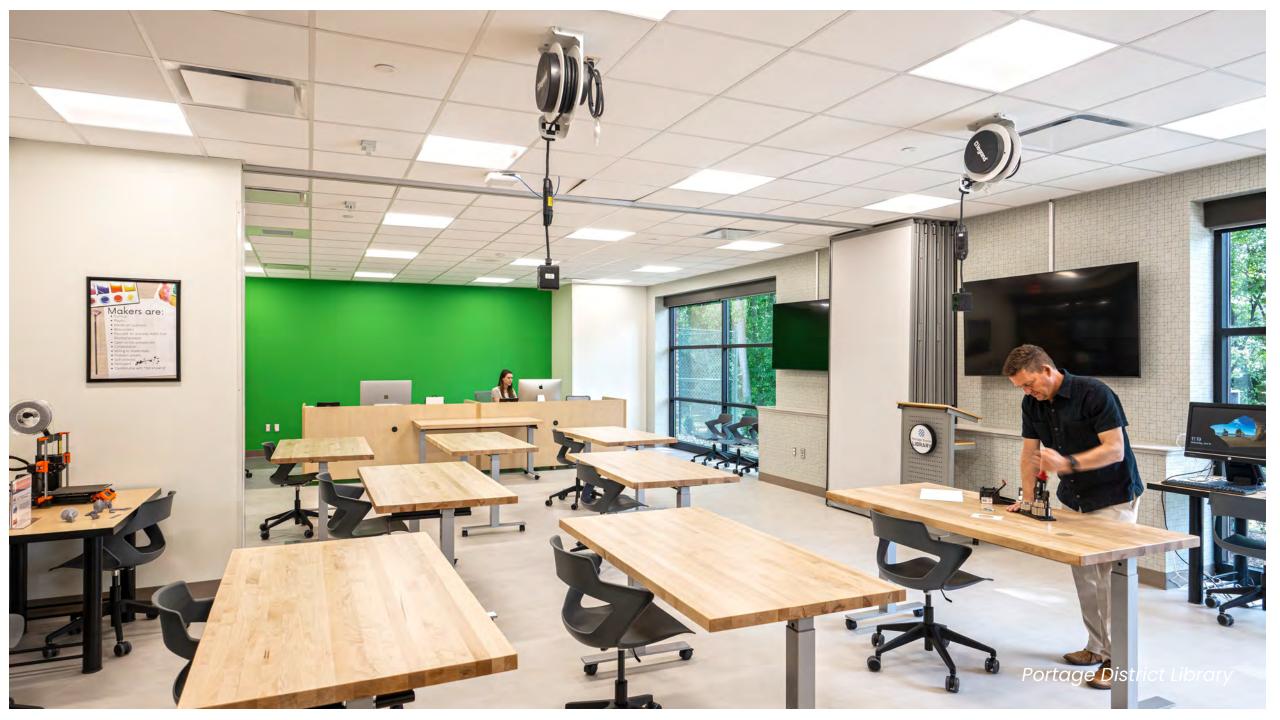






Design Development

- Develop 3D model
- Refine floor and site plans
- Review building code
- Create building elevations
- Mechanical, electrical, plumbing
- Review finishes
- Lay out FF&E
- Lay out security and technology
- Project cost opinion
- Stakeholder approval meeting
- Preliminary site plan review with city planning department

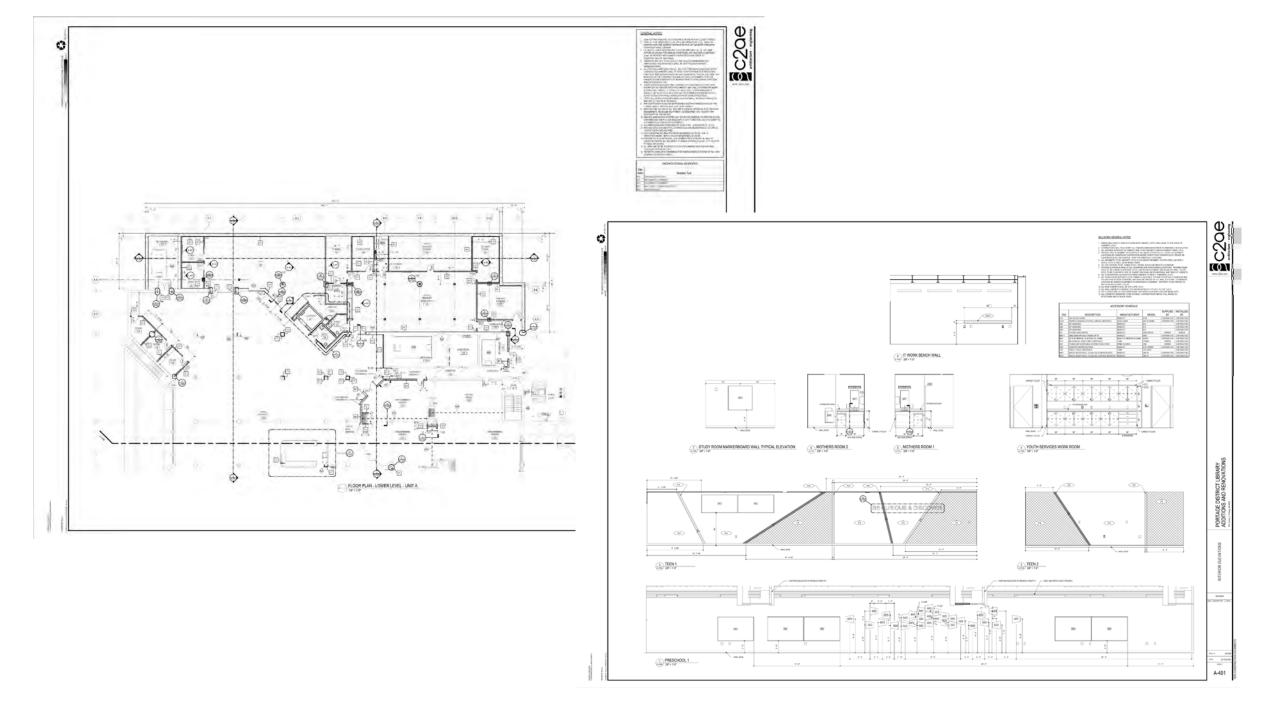


Construction Documentation

- Develop working drawings and bid documentation
- Develop written specifications
- Specify color materials
- Update cost opinion
- Review meetings
- Submittal to planning department
- Submittal to building Inspection department
- Develop bidders list
- Construction delivery style involvement









Furniture Design

- Gathering areas
- Comfortable, soft seating
- Modular and mobile furnishings
- Shelving on casters



Purchasing Options

Bidding

A process to pick a vendor for products and services based on what the interior designer recommends. Vendors offer options and prices based on the designer's requirements.

Contract Purchasing

An agreement where a furniture maker and a public agency team up to get better prices by combining orders. The agency works for the contract and gets competitive pricing nationwide.

Items to Consider

- Are you a member of any contracts?
 It's easy to join if not.
- What is the approval process (e.g., input group, board)?
- Do you prefer specifying multiple vendors? We can accommodate both multiple vendors or sole sourcing.
- Any preferred vendors (local, USA-made, past partnerships)?
- Are there existing products we need to match?

Bidding

PROCESS

- Designer assembles furniture drawings and specifications
- Assemble bid package and post for furniture vendors/manufacturers to submit bid pricing and product solutions/options
- Review substitutions/samples for quality; verifying durability and original design intent
- Formal change orders for increasing/decreasing scope

PROS

- Fair pricing across manufacturers through competition
- Supports local furniture vendors/suppliers

CONS

- Extra documentation for owner and designer to assemble and review
- Longer process for bidding, reviewing, and purchasing
- Don't always get what was specified and could be lower quality

Contract Purchasing

PROCESS

- Designer assembles furniture drawings and specifications based on products available on contract
- Purchase furniture through a contract
- Separate Purchase Orders assembled per manufacturer
- Quotes, Purchase Orders, Delivery/Install Services provided by local manufacturer representatives/furniture vendors

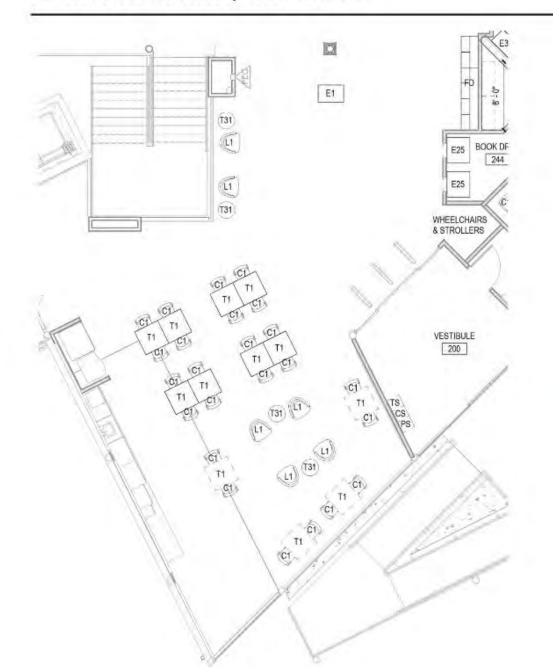
PROS

- Saves time and cost
- Purchase the exact furniture the owner selects
- Fair pricing often increased discounts compared to bidding; predetermined pricing
- Supports local furniture vendors/installers
- Avoids forced acceptance of lowest bidder (often lowest quality)
- Ease of increasing magnitude of the furniture order

CONS

 Most but not all manufacturers are available through the same purchasing alliance; many alliances exist

FURNITURE FINISHES | CAFE & ENTRY





LOUNGE CHAIR WAS UPDATED TO HAVE A LOWER BACK REVIEW & APPROVE IF THIS IS ACCEPTABLE



WOOD BASE



STEEL BRACKET



UPHOLSTERY



T31 WORDEN, ASHER PERSONAL TABLE LAMINATE TOP, METAL BASE

2 Year Warranty

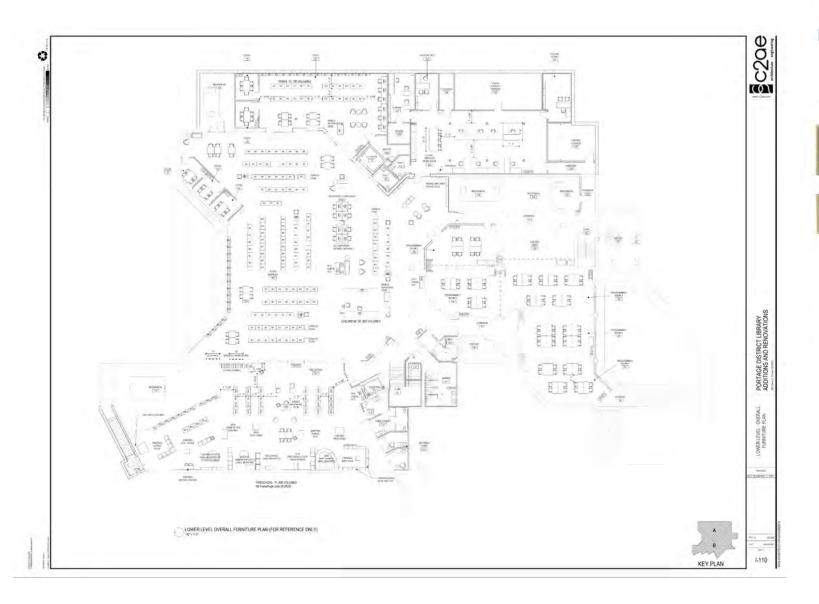


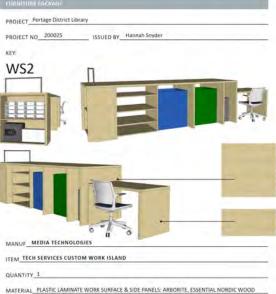
LAMINATE TOP



METAL BASE







c2ae

36" HEIGHT WORK SURFACE DIMENSIONS: 42"D X 11"-8"1.X 42"H

DESCRIPTION 30" HEIGHT WORK SURFACE DIMENSIONS: 30"D X 48"1.X 30"H, SHEIVING UNIT ON END

CAP & SHEIVING UNIT UNDER WORK SURFACE ACCESSIBLE FROM BOTH SIDES, REMOVABLE

ROD FOR FOR ROLLS OF LABELS SECURED TO TOP OF WORK SURFACE

67

L1



MANUF_K	EILHAUER	
ITEM_PONI	DER LOUNGE CHAIR, 68702	
QUANTITY	5	
	UPHOLSTERY: DESIGNTEX, TROVE, STARLIGHT; WOOD BASE: NATURAL ASH;	
MATERIAL	STEEL BRACKET: ONYX	

DESCRIPTION_LOW BACK LOUNGE CHAIR WITH 4-LEG WOOD BASE





VISIONING

Brainstorm with stakeholders Establish goals and budget Establish design aesthetic and preferences

Deliverables:

- Meeting report
- · Graphic document

DESIGN WORKSHOP

Create design plans with stakeholders (hands on) Set design direction (consensus)

Deliverables:

- Block diagram
- Stack diagram

SCHEMATIC DESIGN

Stakeholder design review
Develop site plan, floorplan, and 3D images
Set interior finish/color direction (consensus)
Develop S/MEP system options
Select S/MEP systems
Integrated Design Workshop (IDW)

Deliverables:

- · Site, floor, and ceiling plans
- Building sections
- Systems narrative (Basis of Design)
- Exterior and interior 3D images

Budget Check

FINAL DESIGN

(Design Development)

Stakeholder design review Refine exterior and interior 3D Images Select materials, colors, wayfinding, and FFE IDW (optional) QA/QC review

Deliverables:

- · Site, floor, and ceiling plans
- · Exterior and interior elevations
- · Building and wall sections
- · Schedules and specs

Budget Check

FINAL DOCUMENTS

(Construction Documents)

QA/QC review

Deliverable:

 Drawings and specs for agency review, bidding, and construction

NEEDS IDENTIFICATION

(Programming)

Define type, size, function, and adjacency of spaces Prioritize needs vs. wants

Deliverables.

- Bubble diagram
- Needs statement

Budget check (sq. ft.)

CONCEPT CREATION

Create design concept (up to three options). Confirm design direction consensus

Deliverables:

- Concept site plan
- · Concept floor plan
- · 3D form and aesthetic

TECHNICAL DEVELOPMENT

(Design Development)

Stakeholder technical review Develop S/MEP systems Lay out room casework and FFE Develop exterior envelope

Deliverables:

- Room data sheets
- Meeting report
- Drawings

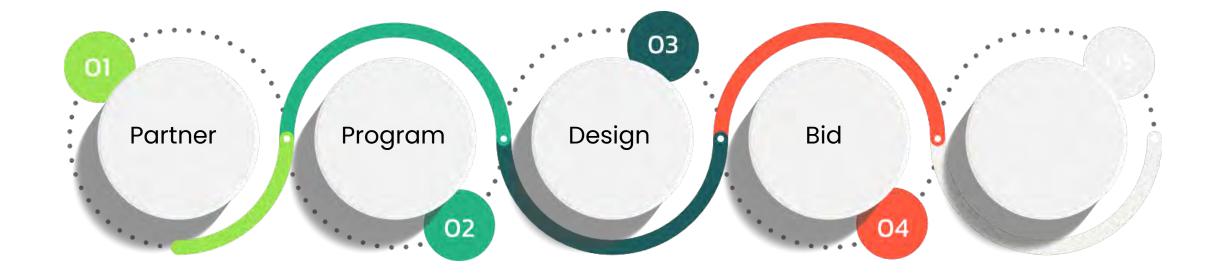
FINAL REVIEW

IDW as needed

Final stakeholder review (50% documents page turn)

FINAL

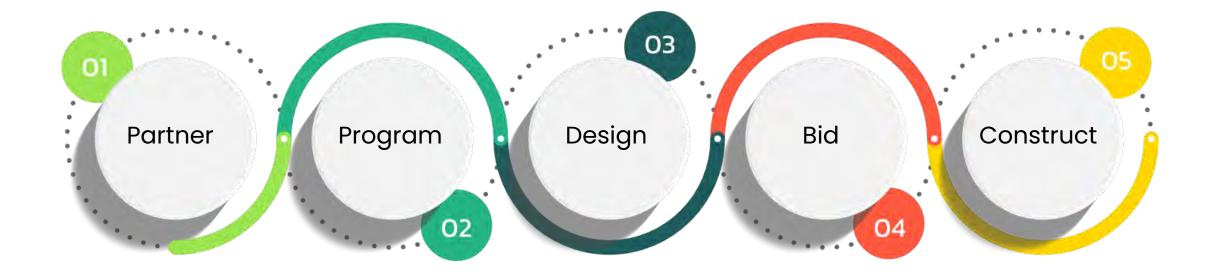
ALL CLIENT DESIGN DECISIONS COMPLETE



Bid

- Distribute construction documents to bidders
- Answer contractor questions
- Attend pre-bid meeting with bidders
- Review and evaluate bids
- Attend post-bid interviews
- Develop contract





Construct

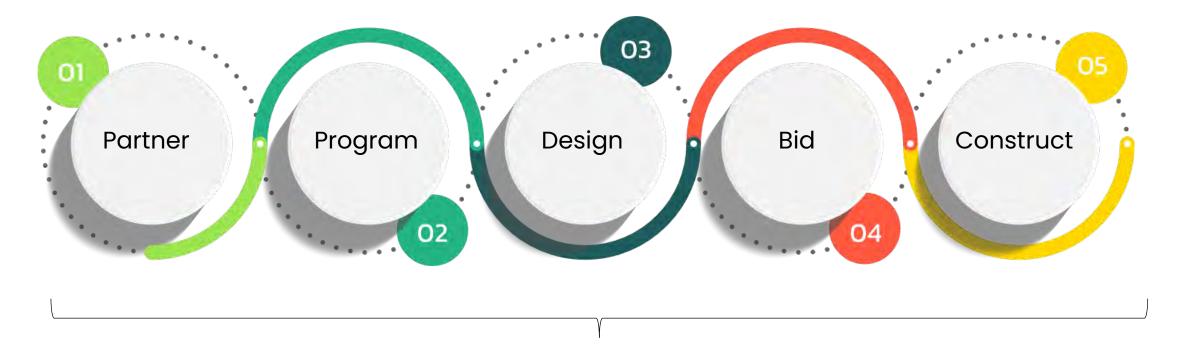
- Review submittals
- Review payment requests
- Answer contractor questions
- Issue bulletins and change orders
- Bi-weekly progress meetings
- Perform "punch list"
- Construction oversight
- 10-month walk through











Fund

Funding

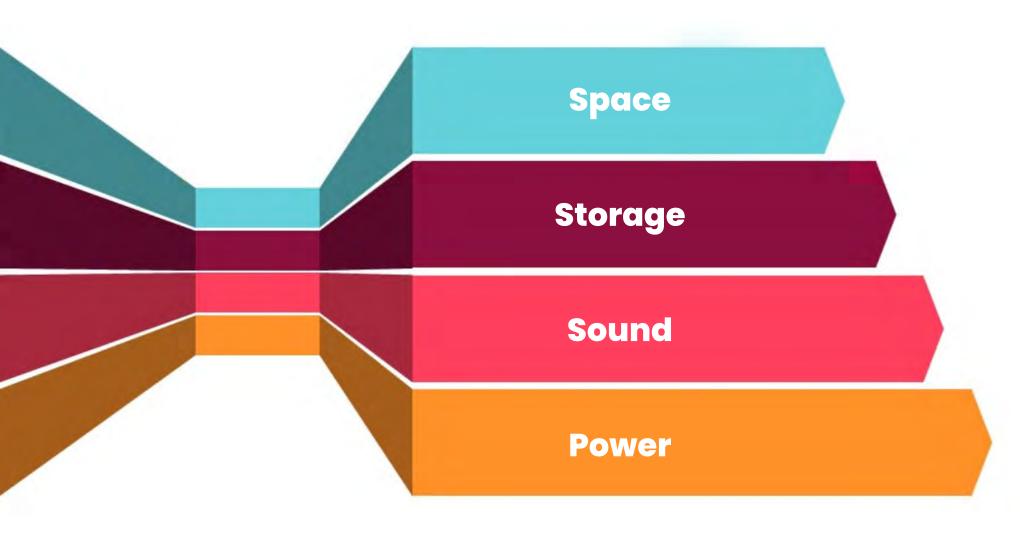
Grants

Philanthropic

Major
Multiple/Smaller
Donations Community Members
Donations Construction
Labor/Material

Bonds/Millage

Challenges & Solutions



Space



Moveable Wall Dividers



Custom Mobile Desk \$5000





Moveable Study Pods



Mobile Furniture

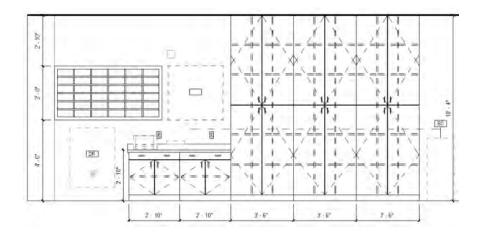
Storage



Semi-Custom Storage & Seating Furniture \$9,600



Furniture Storage



Built-Ins to the Ceiling

Sound



Acoustic Ceiling Baffles

Carpet Tile



Acoustic Wall Dividers



Acoustic Wall Tiles

Power



Retrofit Existing



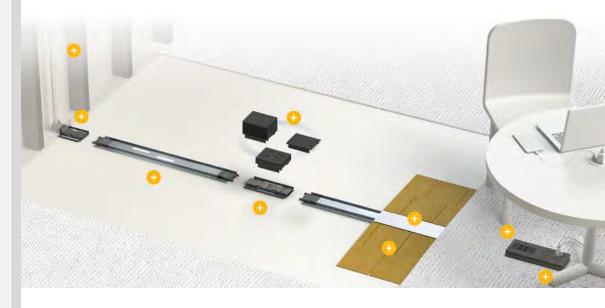
MillerKnoll OE1 Powerbox



Steelcase Thread



Raised Floor



Connectrac

