

September 6, 2022

PROPOSAL PRESENTED TO: Burleson Public Library Facility Planning Year Two

Re: Burleson Public Library Master Plan

720 Design Inc. appreciates the opportunity to present this proposal for your consideration.

PROJECT GOALS AND OBJECTIVES:

This proposal is for 720 Design Inc. to provide consulting services including developing the findings from the Year One study for needs for the future of the Burleson Public Library.

The analysis is the first step in determining:

- Propose expansion of the existing library with the new adjacent property.
- Provide a space program and inspirational images for a branch as part of the new city complex.
- Include cost estimates
- Include project timelines

SCOPE OF SERVICES:

Year 2: Needs Assessment and Building Space Programming

Prior to Site Selection and Conceptual Planning:

- Plat and/or survey of adjacent existing library site and new branch site
- Locations of public utilities
- Relevant Zoning Ordinances
- Identify any easements, set back requirements and height restrictions
- Deed restrictions for both sites
- Geotechnical reports (if they have been completed prior to this project)

Meeting #1: Programming Development

- Review detailed program document including:
 - Collection development for each genre/age group
 - Confirm technology offerings
 - Detail staff work area
- Confirm program “split” between the “Main Library” and new branch library and how the library moves from a single outlet to a library “System”.

Meeting #2: Adjacency Diagram options

- 720 design will present two adjacency/stacking options for the main library on the expanded site.
- 720 design will present two adjacency/stacking options for the branch library.

Meeting #3: Massing Diagrams

- Updates will be made to the adjacency diagrams for both projects as required.

- 720 design will present massing diagrams of the existing library expansion to show how the size and the height of the expansion will fit on the site in relationship to adjacent context and existing building.

Meeting #4: Exterior Visioning

- 720 design will present precedent images to guide the re-imaging of the existing library.
- 720 design will present precedent images to serve as aspiration for the future branch library.

Meeting #5: Furniture Test Fit & Initial Concept Designs (sketch format)

- Furniture Test Fit will be completed to show how the spaces work on the developed floor plans for the existing library expansion.
- Concept design for the existing library.

Meeting #6: Final Draft Concept Designs

- Presentation of final floor plans and concept design for the existing library.
- Presentation of the program and aspirational images (interior and exterior) will be presented for the branch.
- Cost Estimate and Timeline discussion.

Final Presentation

COMPENSATION:

Our estimated fee for the scope of work as defined above will be:

Burleson Public Library . Burleson . TX	
Project Management & Expenses	\$2,940
YEAR TWO CONCEPT DESIGN	\$36,960
TOTAL PART 1	\$39,900
Other Optional Fees	
Full Conceptual Design for the Branch	TBD
Additional Meetings:	Hourly as needed

KEY PERSONNEL:

Maureen Arndt shall serve as Project Manager, providing day-to-day client contact and project management.

Susannah Hills, 720 design, shall serve as Interiors Project Manager

Michelle Hayes/720 design BIM Manager/Project Architect

OPTIONAL ADDITIONAL SERVICES:

Additional Meetings, Presentations or field measuring buildings will be billed at an hourly rate as follows:

Maureen Arndt/720 design	\$220/hour plus travel expenses
Susannah Hills/720 design Interiors Project Manager	\$196/hour



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Michelle Hayes/720 design BIM Manager/Project Architect

\$180/hour

Reimbursable Expenses: Expenses are over and above the Fee Compensation listed above. Expenses include renderings, pdf transfer to Revit or scan to PDF for existing plans (estimated @ \$800) and printing (estimated @ \$400). Reimbursables will be billed at 1.10% of actual costs. Local travel expenses (meals, mileage) are included in the fee.

Change of Service: Services that are required of 720 Design Inc. that are not defined in the scope of work above shall be considered a change of service. Prior approval from the Owner will be received before any additional services are executed.

SCHEDULE:

The schedule will be developed in conjunction with the owner for this project.

All meetings and presentations as itemized above shall take place virtually (via Teams or Zoom) or at the Burleson Public Library unless specified otherwise.

Exhibits

Exhibit A-General Conditions: The terms and conditions listed in Exhibit A-General Conditions of Agreement, dated December 2021 will apply to this proposal.

Submitted by:

Approved by:

A handwritten signature in black ink, appearing to read "Maureen Arndt", followed by a period.

Maureen Arndt, AIA, IIDA 9/6/22
President
720 Design Inc.

Sara Miller, Library Director Date

Enclosures: General Conditions