

Fee Proposal
 720 design PROSPER COMMUNITY LIBRARY
 April 1, 2024

	Hours	Principal	Hours	Staff	Comments
Part 1: Master Plan Summary of Needs					
Project Management and expenses (printing, mileage)				4,000	\$4,000
Bi Weekly touchpoint for project process	12	2,760	12	2,400	
Programming Information Gathering and Analysis	2	460	2	400	
Pre-meeting to discuss data	2	460	2	400	
Meeting prep	3	690	2	400	
Master Plan Meeting #1 "Kick Off" and interviews	6	1,380	6	1,200	\$12,500
Identify Schedule, Process, and Goals	1	230		0	
Tour Library and Interview staff	2	460	2	400	
Online Survey Discussion		0		0	
Community Meeting Strategy		0		0	
Meeting documentation	2	460	2	400	
Space Needs Development Meeting #2	6	1,380	0	0	\$3,390
Apply Standards to collection, technology, staffing, seating	2	460		0	
Prepare discussion guide for Leadership/Stakeholders	2	460	0	0	
Community Meeting, Discovery Tours, and online survey updates	2	460		0	
Meeting documentation	1	230	2	400	
Environmental Scan - Ivy				9,200	\$10,690
Meet with Planning and GIS	1	230	1	200	
Peer Benchmarking	1	230	1	200	
Meeting documentation	1	230	2	400	
Library Discovery Tours - Local new, relevant libraries & library/rec center combos	20	4,600	8	1,600	\$6,200 <i>include library/rec center combinations</i>
Community Meeting Planning and Prep	4	920		0	
Community Input Meetings					
Community Focus Groups (4)	14	3,220	14	2,800	
Community Meeting Documentation	2	460	8	1,600	\$9,000
Stakeholder/Leadership Interview Planning and Prep	4	920	0	0	\$2,300
Documentation	6	1,380	0	0	
Online Survey Options - Ivy				8,525	\$9,445
Full Service Prepare, host, analysis of Online survey (lump sum)	4	920	0	0	
Community Stakeholder/Leadership Interviews (10)	16	3,680	16	3,200	\$9,860
Documentation	6	1,380	8	1,600	
Prepare working space needs	8	1,840	2	400	
Space Needs Development Meeting #3	6	1,380	0	0	\$7,120
Revise working outline program options	4	920	0	0	
Prepare facility recommendations	6	1,380	6	1,200	
Technology Visioning Workshop - led by NV5	3	690	3	600	\$4,790 <i>NV5 Leads virtually</i>
Documentation				3,500	
Review Facility Recommendations Meeting #4	2	460	2	400	\$5,440
Update recommendations	2	460	0	0	
ROM Cost Estimates for recommended options	4	920	16	3,200	
Prepare 90% draft master plan	12	2,760	16	3,200	\$9,340
Draft Master Plan Report Meeting #5	2	460	2	400	
Finalize Master Plan Document	4	920	8	1,600	
Meeting #6: Final Master Plan report	2	460	2	400	\$4,300
Final Presentation (two)	8	1,840	8	1,600	
PART 1 Subtotal		\$42,550		\$55,825	\$98,375
Other Services to be determined as needed:					
Market Segment Analysis - Ivy				9,860	\$12,040
Map Library users to GIS map	2	460	2	400	
Analysis of findings to inform library spaces	2	460	0	0	
Market Segment Report	2	460	2	400	
Library Discovery Tours - Out of the region or state new, relevant libraries & library/rec center combos	20	4,600	16	3,200	\$7,800 <i>does not include travel expenses if out of town</i>
Additional Community Input Meetings:					
Community Meetings (720 in person)					\$2,520 <i>(3) Meeting minimum</i>
as	2	460	2	400	\$860 <i>each</i>
Open House Community Meetings					\$3,360
Printing of large boards and voting dollars					\$2,600
Additional Presentations (Council, Library Board)	4	920	4	800	\$1,720
Additional Renderings - each					\$3,600 <i>each</i>
Landscape Illustrative Renderings					\$7,000 <i>includes 3</i>
Hourly Rate for additional meetings or other services not detailed:					
Maureen Arndt		\$230			
Project Manager		\$210			
Drafting/Project Architect		\$185			
Online Survey and Marketing Management - Full Service		\$170			
Graphic Design		\$160			