

June 4, 2023

**PROPOSAL PRESENTED TO: Wolfforth Public Library**

Re: Wolfforth 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 that will lead to a plan to expand the existing 8,000 SF library.

Goals for the project include:

- Determine the space needs for the growing community of Wolfforth.
- Study spaces that are current needs:
  - Outdoor spaces
  - Expanded children's area
  - Family Place
  - Quiet reading
  - Expanded meeting spaces
  - Redesigned adult shelving/reading area to create a community living room
- Space plan for an appropriate sized collection but on lower, mobile shelving units.
- Make recommendations to the library façade and entry to increase visibility

**SCOPE OF SERVICES:**

**Part 1: Summary of Needs Study**

Prior to the first programming meeting gather as much of the following information as possible:

- 2024 PLAN Strategic Plan (received)
- Library Survey (community input)
- Original Library Plans
- Existing site plan/plat/survey
- City and County planning population projections
- Circulation stats by genre for one year (2023)
- Program attendance (by age group and type of program) stats for one year (monthly for 2023)
- Collection Development Plans (what's growing, what's shrinking?)
- Technology Plan
- Technology Inventory, to include current computer counts
- Number of reader seats in the library
- Library Organizational chart and staffing projections

**Master Plan Meeting #1 "Kick Off" and interviews (on site):**

- Identify Process, Schedule, Goals and Criteria for Success
- Discuss stakeholders' expectations and preconceived notions
- Strategize on community input opportunities, format, and schedule
- Review process for online survey
- Review current trends in library design and planning

Staff stakeholder interviews:

- Staff Interviews in their current space to determine required workflow and space requirements

**Space Needs Development Meeting #2** (virtual):

- Review collection development, technology, seating standards based on Texas Library Standards and other applicable standards (ALA, other states, Whole Building Guide)
- Finalize itinerary for Discovery Tours (if desired)
- Strategize for community input including relevant trends and new spaces as identified in the Discovery Tours.
- Review online survey questions

**OPTIONAL Discovery Tours of other Libraries:**

- In person visits to similar sized libraries for lessons learned and current best practices with library staff and stakeholders are an additional service.
- These can be regional new or renovated libraries or outside of the region based on goals for Discovery Tours.
- The tours allow the library, city, and design team to develop a “common” language to utilize throughout the programming process for discussions on spaces and sizes.

**Community Input Meetings:** This will be customized based on the best way to include as many users and potential users as possible. The community focus group effort allows the library and design team to present current trends and opportunities in library design that may come as surprise (and delight!) to those who have not used a library recently. Options for community input include (select one or a combination of community input):

- Open House at community events– people can come any time to view image boards and vote with “library dollars”. The library can continue to gather data in this manner by displaying the image boards and distributing the “library dollars” at other library events, city-wide events, and be on display for input in the library or city hall. These have been very successful recently and draw from a larger pool of participants of both library users and non users.
- Town Halls – we do these with a powerpoint of “library possibilities” that attendees (virtual and in-person) get to vote on to help set priorities
- Community Focus Groups – invited library users and non-users participate in a conversation and presentation for future library services and spaces

**Online Survey**

- 720 design (with Ivy Group Consulting) will assist the library in preparing a web-based survey of the community for library amenities, services, and programs. The design team will be responsible for:
  - developing the survey questionnaire (two rounds of revisions) with a series of quantitative questions and up to two qualitative “open end” questions;
  - recommending strategies to ensure maximum participation;
  - programming, testing, and launching the survey;
  - monitoring response rates;
  - analyzing the data;
  - summarizing key findings in a research report; and
  - reviewing the findings with the project team.

**The Library will be responsible for:**

- posting the survey link on its website and social media; and
- promoting survey participation.

**Space Needs Development Meeting #3** (virtual):

- Following the Discovery Tours and community input, we will be able to answer the question “what does the community want?” and include the top ten components in the preliminary “wish list” program. This review will set priorities and set the stage a phased needs approach to space utilization. This may include options for meeting “Exemplary”, “Enhanced”, or “Standard” levels of service.

**Technology Workshop** (virtual):

- Review of existing technology components of the library

- Led by NV5's Mary Cook, this will be a visioning session for AV, IT, infrastructure, security, and acoustics specifically for libraries
- A written report of the results will be provided.

**Review Facility Recommendations Meeting #4** (virtual):

- Zoom meeting to review the program line by line to reach final needs assessment size.
- Rough Order of Magnitude (ROM) cost for recommendations
- Review recommendations which will include a new library and may include other nontraditional methods for providing library services (mobile services, partnerships for service, remote locations for lockers or library vending and other services to be determined)

**Draft Master Plan Report Meeting #5** (virtual):

- Review of 90% draft master plan report
- Include all revisions in the Final Report
- Identify staff for yearly review of the implementation of the recommendations and activities

**Prepare and submit final report**

**Final Master Plan Report Meeting #6** (on site):

- Presentation of final master plan to library board and/or city council/CIP (please indicate number of presentations)

**Part 2: Library Re-model and Expansion Concept Design**

**Adjacency/block Diagram Program Workshop #1** (on site):

- Hands on workshop to determine the best use of space.
- Precedent images for interior features.
- Site design charette

**Furniture Test Fit Workshop #2** (on site):

- Hands on workshop to determine review potential furniture layouts in the reconfigured space.
- Massing model for building expansion
- Exterior precedent images for addition and entry enhancements.

**Concept Design Workshop #3** (virtual):

- Interior and exterior renderings
- Draft phasing plan

**Final Presentation** (on site):

- Present findings, images, and cost to the library board for comment and approval of design concept.

Deliverables:

Programming Summary of Needs for Re-Model and potential expansion

Adjacency Diagram for Re-model and future expansion

Furniture test fit (sketch format)

Site Plan with site improvements

(1) view of exterior concepts

(2) views of interior concepts

AV/Technology/Acoustical Programming Narrative that helps the library identify, design, and prepare for the technology-driven services it aspires to in the modernized building including expected cost estimate.

MEP Building Assessment Narrative

Programming ROM and FFE cost estimate

**COMPENSTATION FOR PART 1:**

<b>PART 1: Master Plan Summary of Needs</b>	
Project Management and expenses (printing, mileage)	\$2,800
Programming Information Gathering and Analysis Pre-meeting to discuss data Meeting prep <b>Master Plan Meeting #1 “Kick Off” and interviews</b>	\$7,050
Identify Schedule, Process, and Goals Tour Library and Interview staff Online Survey Discussion Community Meeting Strategy Meeting documentation	
<b>Space Needs Development Meeting #2</b>	\$2,700
Apply Standards to collection, technology, staffing, seating Prepare discussion guide for Leadership/Stakeholders Community Meeting, Discovery Tours, and online survey updates Meeting documentation	
<b>Environmental Scan</b>	\$1,490
Meet with Planning and GIS Peer Benchmarking Meeting documentation	
Community Meeting Planning and Prep <b>Community Input Meetings</b>	
Community Focus Groups (4) Community Meeting Documentation	\$8,480
<b>Online Survey Options - Ivy</b>	\$9,585
Full Service Prepare, host, analysis of Online survey (lump sum)	
Prepare working space needs <b>Space Needs Development Meeting #3</b>	\$5,740
Revise working outline program options Prepare facility recommendations	
<b>Technology Visioning Workshop - NV5</b>	\$5,290
Documentation	
<b>Review Facility Recommendations Meeting #4</b>	\$4,580
Update recommendations ROM Cost Estimates for recommended options	
Prepare 90% draft master plan	\$5,380

**Draft Master Plan Report Meeting #5**

Finalize Master Plan Document

**Meeting #6: Final Master Plan report**

Final Presentation

\$3,840

**PART 1 Subtotal**

**\$56,935**

**COMPENSTATION FOR PART 2:**

**PART 2: Library Re-model and Expansion Concept Design**

Project Management and expenses (printing, mileage)

\$5,440

Pre-meeting to discuss site opportunities and constraints

Meeting prep

**Workshop #1: Adjacency Diagram Options**

\$5,380

**Site Test Fit**

Documentation and updates

Meeting Prep

\$10,580

**Workshop #2: Furniture Test Fit & Massing Diagrams**

Documentation and updates

Preliminary Cost Estimate

Meeting Prep

**Workshop #3: Concept Design**

\$7,720

Documentation and updates

Final Presentation (one)

\$1,720

Project Contingency to be used with owners' approval only

\$6,000

**PART 2 Subtotal**

**\$36,840**

**PART 3: Library Interior Design/FFE Implementation – scope to be determined based on Part 1 and Part 2 findings.**

**KEY PERSONNEL:**

Maureen Arndt, 720 design, shall serve as Principal in Charge.

Mia Ovcina, 720 design, shall serve as Design Project Manager, providing day-to-day client contact and project management

Charles Aguirre, APR3D, will serve as cost estimator on the project.

Mary Cook, NV5/Sextant Group, will serve as Technology Consultant.

**OPTIONAL ADDITIONAL SERVICES:**

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

**Reimbursable Expenses:** Expenses are included in the project management Fee Compensation listed above. Travel expenses (meals, mileage) based on the number of meetings anticipated are included in the fee. Reimbursable expenses excluded from

