

Lawrence Public Library Expansion Project

Proposal of Prime Consultant Scope of Work

REVISED DRAFT

PREMISES

Based on the process desired by the New Direction Task Force the scope of services proposed here is designed to be light on its feet. We propose a smaller initial scope that can be adjusted as we move forward. Therefore this document outlines a number of First Phase preliminary scopes of work that will set the foundation and guide the direction of what needs to be done to further the project once we learn more about the available opportunities.

The process will be solution/opportunity driven. All work that the consultant provides will be driven towards the eventual outcome of a “New” Lawrence Public Library. The Library will be the center of all exploration, opportunity finding, and alternative generation activity.

The New Direction Task Force report will serve as the basis for this next stage of development.

A primary goal for this process is to explore how several current uses, including the existing Aquatic Center, parking, retail shopping, residential uses and other significant elements could influence the design and utility of an expanded public library facility.

ROLE

The role of the Prime Consultant will be to act as agent to the Lawrence Public Library New Direction Task Force (NDTF) to provide creativity, leadership and direction throughout the planning processing. The NDTF will be an active participant in material preparation, meetings, strategic direction and subsequent recommendations.

All meetings will be documented and delivered as a matter of record of the process. All documents, plans etc., will be shared in hard copy as well as electronic copy with the NDTF.

CONTACT

The primary contact for Gould Evans will be Steve Clark. A primary participant from Gould Evans would be Tony Rohr.

FEE

Compensation for First Phase services is a lump sum and includes all related

expenses, such as copies, drawings, telephone calls, travel, etc. Services as described below would be for a lump sum of \$48,000. Remaining phases would be at an hourly rate per the attached schedule or could be negotiated as lump sums at the time the future scope becomes clearer.

SCHEDULE

It is possible to complete the First Phase of this work by July 15, 2005 assuming a start date of May 11, 2005.

FIRST PHASE

Kickoff discussions

Hold organizational meeting with NDTF

Develop communication plan

1. Determine stakeholders and their representatives
 1. Library Staff
 2. Library patrons
 3. Community
 4. City
 5. Others
2. Determine communication plan techniques and roles

Prepare base site information

1. Plot property on an aerial map include legal description and ownership and including surrounding areas suitable for redevelopment
2. Document assessed valuation
3. Estimate range of potential market value for each parcel (not fee simple appraisal)
4. Verify annual tax obligation
5. Verify if tax payments are current
6. Identify current Sales and Ad Valorem Tax Basis
7. State sales tax records (if any)
8. Identify assets worthy of retention (identify assets that are blighted)
9. Prepare site base plan as discussion tool
10. Meet with city planners to gain their input

Assist the NDTF in determining the needs and aspirations of the Library

Develop the Library's future programming

1. Assist in the development an RFP for a library programming consultant as needed
2. Participate in the interviews and selection of consultant
3. Participate with and review the consultant's work throughout the delivery of their scope of services
4. Uncover synergistic uses to explore with potential development partners

5. Illustrate critical spatial relationships and adjacencies
6. Establish an appropriate net to gross ratio
7. Lead community workshop to discuss outcomes

Visualize the Library's needs and aspirations

1. Review site criteria
 1. strategically identify and illustrate specific boundaries
 2. strategically identify and illustrate specific constraints and impacts
 3. review existing City and Civic master plans and illustrate their ramifications if any
2. Lead community workshop to explore various opportunities (same as above)
3. Develop alternatives to illustrate the Libraries intentions and publicly funded project alternatives
4. Meet with NDTF

Uncover opportunity from potential development partners

1. Informally meet with and interview potential developer interests
2. Share the library's needs and aspirations
3. Gain initial understanding of developer ideas/needs
4. Uncover possible/logical co-uses
5. Uncover compatible co-uses
6. Uncover synergistic uses
7. Have initial discussions with stakeholders affected by potential development (Fire Station, Senior Center, Post Office, Eldridge Ownership, etc.)
8. Prepare white paper on potential development opportunities to inform next steps
9. Meet with NDTF

Package comprehensive options

1. Illustrate publicly funded alternatives
2. Generate/illustrate public/private alternatives
3. Prepare apples to apples preliminary project budgets
4. Evaluate options through lens of feasibility
5. Determine what funding options flow out of the alternatives presented

Cycle back through with potential development partners

1. Meet with potential developer interests
2. Share the library's current options and thinking
3. Gain developer response
4. Follow up discussions with city and stakeholders as necessary
5. Meet with NDTF

Evaluate all viable proposals/alternatives

1. Assist the NDTF in evaluating developer proposals against each other and against the publicly funded option(s)
2. Develop the recommend direction with the NDTF
3. Present to City Commission if desired

ALTERNATIVE APPROACH

An alternative approach to evaluating options would be to solicit actual proposals from developers. The steps involved would be as follows:

1. Create and solicit developer RFP
2. Collect and evaluate developer proposals against each other and against the publicly funded option(s)
3. Recommend direction to NDTF
4. Present to City Commission

FUTURE SERVICES

Potential future phase activities listed below to be contracted as needed:

1. Photograph the site under consideration – the existing library and environs including surrounding areas suitable for redevelopment
2. Assist NDTF to develop RFP's (including a scope of services) for consultants, if needed, for a master plan architect and a market feasibility analyst
3. Identify high level land planning, explore integration into downtown context and culture (develop concept design alternatives with cost models)
4. With NDTF, review the intended use of infrastructure budget
5. Assist NDTF in exploration of additional potential funding alternatives
6. Prepare comprehensive site analysis

HOURLY RATE SCHEDULE

Tony Rohr	\$175
Steve Clark	\$145
Project Manager	\$100
Project Designer	\$80