

#7

COMPLETE

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Page 1

Q1

Contact Info

Name	Michelle Duell
Library	Mechanicville District Public Library
Email Address	mduell@sals.edu
Phone Number	518-664-4646

Q2

What are the goals and objectives of your project?

The revamp the layout of the library making it more patron friendly and dedicated usable space for YA and Seniors

Q3

How will this project change the library building?

The library layout will change with an increase in a welcoming entrance with soft seating and tables for patrons to interact with each other as well as staff. Dedicated space for Seniors and Teens so that they feel as if they have their own space. We will also be downsizing our computer stations going from 16 to 10. This will free up space for a better library layout.

Q4

How will this project benefit your patrons?

Soft seating, tables to play games on, space for teens so that they will not interfere with other patrons in the level of noise that they can create during a program. Shifting the collection so that it is more user friendly. Changing bookshelves to create a more open feel to the library.

Q5

What is the timeline for the project?

At least 5 years for this project. Our hope is that we will do the project in stages without having to seek a bond for construction from the community.

Page 2: Project Assessment

Q6

EVALUATION: What tools will you use to evaluate the program quantitatively (i.e. statistics)? What tools will you use to measure the program's success qualitatively?

Increase in patron use of space, increase in age of patrons (i.e. more teens coming into the library, and seniors staying longer in the library when they visit). Improved library layout and a more welcoming open feel to the library.

Page 3: File Uploads

Q7

Upload WALK-THROUGH NARRATIVE

20240328125603737.pdf (26.9KB)

Q8

Upload PROJECT BUDGET

20240328125621541.pdf (220.4KB)

Q9

Upload PHOTO DOCUMENTATION

20240328131002335.pdf (2.4MB)

Q10

Respondent skipped this question

Upload LONG RANGE PLAN OF SERVICE

Southern Adirondack Library System 2022 Challenge Grant Application

Budget:

In the "details" column, provide information on the item being budgeted for in this category.

Category	Project Funds Requested	In-Kind/Matching	Total	Details
Purchased Services	4,600.00	\$4,600.00	9,200.00	Hire Butler Rowland Mages Architect for plan development.
Equipment			-	
Materials/Supplies			-	
Personnel			-	
CE Program Registration			-	
Travel			-	
Total	\$ 4,600.00	\$ 4,600.00	\$ 9,200.00	

Library Director Signature:

Michelle L. Quill

Board President Signature:

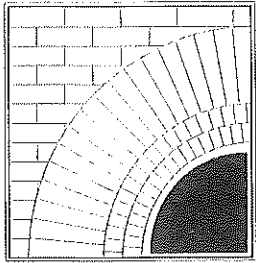
Marilyn Evans

Date:

3-25-24

Submit all documents as PDFs through our online application portal.

Hand-written applications will not be accepted.



BUTLER ROWLAND MAYS

ARCHITECTS,
LLP

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Ballston Spa, NY
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ARCHITECTURE

INTERIORS

PLANNING

Steven G. Rowland, RA
Paul K. Mays, RA
Licensed NY/CT

March 20, 2024

Ms. Michelle Duell, Director
Mechanicville District Public Library
190 North Main Street
Mechanicville, New York 12118

Re.: **Architectural Services Proposal**
Collection Layout/Space Planning and Grant Assistance Services

Dear Ms. Duell, and Members of the Board of Trustees:

As a follow-up to our in-person discussion earlier this month, our office has been asked to submit the attached proposal for planning services and grant assistance. We look forward to helping the Mechanicville District Public Library with your project.

SCOPE OF LAYOUT AND SPACE PLANNING SERVICES

BRMA, based on our collected library project experience, proposes to perform the following scope of work services, pursuant to preparation for a successful grant-writing and/or fundraising campaign(s).

Existing Conditions Related

- Meet with the Owner to confirm Project Schedule Milestones, and to discuss general working relationships for the project.
- A site visit at the start of the project to photograph, take general measurements, and visually assess existing interior conditions and shelving collection arrangements/quantities by genre. Review of existing drawings and documents, provided by the Library, defining the existing building (including all additions) as a base plan.
- Review of seating and feature spaces within the Library to identify specific spaces and items that will require particular consideration in the development of Library layout and planning.
- Inventory existing shelving, assigned by genre, to determine current collection conditions for comparison against future recommendations.
- Review of existing code and accessibility issues within the building, including egress and fire safety related to the furnishings and stacks.
- Evaluation of options for collection shelving, seating, and other amenity locations, and their relationships to adjacent collections and spaces, accessibility, acoustic separation, etc. Review of potential for future expansion or consolidation strategies (eg.: as media collection shrinks, or other offerings grow).

Design Related

- Conceptual Designs shall be prepared to develop the potential for new layouts at the East end of the Library interior, including Adult Collections, Computer Stations, Meeting Space, Local History Room, Entry Vestibules, and Adult Seating Areas.
- Preparation of two to three Preliminary Floor Plan Schemes, with options and with various program areas color-coded, for review and comment by the Building Committee and staff, for further consideration. Schemes shall evaluate specifically the long-term layouts and usages of the spaces, the role that mobile stacks may play in flexibility, and increasing public amenities like comfortable seating and movable Meeting Room furniture.
- Consolidation, with input from the staff/building committee, of the options into a single preferred layout for long-term usage and collection accessibility.

- A Preliminary Opinion of Probable Construction Cost will be prepared with this Phase for the Preferred Scheme related to any new furnishings and stacks components, and any architectural improvements (DLD Grants require permanent built-in components to be fundable – furnishings and cosmetic interior improvements like painting and ceilings alone are not eligible). These estimates will be broken down into hard and soft costs to describe project(s) for implementation.
- The Preferred Scheme will be developed for phasing (related to grant cycles, budgeting, fundraising, and/or referenda), beginning with high-priority improvements within the existing building footprint, and extending to potential future modifications.

FEE STRUCTURE

Phase I Fees – Collection Layout/Space Planning and Grant Assistance Services (this proposal):

Existing Conditions	Lump sum fee of:	\$3,000.00 + reimbursables
Design	Lump sum fee of:	<u>\$5,000.00 + reimbursables</u>
		\$8,000.00 + reimbursables
2025 DLD Grant Assistance	included above, except for SED submission*	
Color Renderings of Final Design (if desired)	Each:	\$1,200.00

The fees above do not include standard reimbursables (mileage, copies, printing, faxes, etc.) as defined by the AIA Standard Form of Agreement Between Owner and Architect.

*DLD Grant Projects for Libraries chartered as School District Public Libraries require, as part of the DLD Grant submission, a building permit from the Office of Facilities Planning at the State Education Department. This requires a submission of a full set of permit documents for review. Since the scope of the application is not, at this point, known, the fee for preparing a full set of construction documents cannot be established until the planning work is undertaken.

Phase II Fees – Implementation of all or part of the Planning:

Phase II includes the preparation of construction documents, bidding, and construction administration of elements of the Plan, either separately per phase, or as one renovation project. The fees for this Phase are currently incalculable, until scopes and budgets are developed and approved as part of the Planning process. All Estimates of Project Cost included in the Plan for each phase will include soft costs, including appropriate fees, so that such services are budgeted as part of the planning.

ASSUMPTIONS & LIMITATIONS FOR PRELIMINARY DESIGN SERVICES

1. This offer is valid for a period of thirty days after the date of this letter.
2. Consultant services are not included as part of the evaluation services in this agreement for structural, mechanical, plumbing, and electrical engineering. If existing conditions issues become apparent which require the use of an engineering consultant for detailed technical evaluation, such services will be discussed with and approved by the Owner prior to commencement of such services.
3. The following items are not included in the basic scope of services described above. If deemed necessary, BRMA will assist the Owner with the selection of qualified professionals to provide these additional services.
 - a. Traffic studies
 - b. Environmental impact statements, wetlands identification, and storm water drainage studies
 - c. Other special studies (archaeological, etc.) or special agency requirements
 - d. Topographic and boundary surveys

- e. Geotechnical surveys (soil borings, etc.) to determine subsurface conditions and water levels
 - f. Emergency services related to existing conditions uncovered during the course of this planning work (eg.: structural deficiencies which might lead to imminent failure, etc.)
4. Professional services relating to discovery, design and/or remediation of any hazardous or otherwise unsuitable materials, such as asbestos (frequently found in roofing and insulation systems, sealants, fire-proofing, plasters and other finishes, or pre-fabricated panels), lead (frequently found in paints and roofs), or PCB's (frequently found in window glazing compounds and sealants), or contaminated soils (from underground fuel tanks, previous industrial uses, etc.) are not included in this proposal. If deemed necessary, BRMA will assist the Owner with the selection of qualified professionals to provide these additional services.
 5. Services related to any specialized testing, such as insect inspection, geotechnical borings, destructive or non-destructive material testing, or thermal or nuclear moisture surveying, that may be deemed necessary following initial investigations, are not included at this time. We will review any recommendation for the implementation of these services with the Board of Trustees for approval prior to commencement.
 6. BRMA and the design team will have access to all existing building documentation, drawings, and reports as well as reasonable access to the building and site to conduct an assessment of existing conditions. This proposal includes provisions for observation of existing conditions from the floor on the interior of the building. Should access to specific building issues require scaffolding, mechanical lifts, excavation equipment, selective demolition, etc., coordination of such access will be provided as an additional service.
 7. The approval and review processes are limited to the Owner (Mechanicville District Public Library Board of Trustees) for the purposes of these Services. Services related to the submission and presentation of this Project, beyond those already specifically listed above, to officials from any municipality or review board or hearing (Zoning, Planning, Architectural Review, Historic Review, State Education Department, etc.), are not included herein, but may be provided as an additional service.
 8. BRMA may rely upon the accuracy and completeness of the building plans, or other documentation of existing conditions, provided by the Owner. It is assumed, based on previous conversation, that some existing drawings, floor plans, or sections of the building exist for use as digital base drawings, and that BRMA will be checking overall measurements of the building in the field for the purposes of the Planning and Design services.
 9. Basic furnishings layouts will be included on all schematic floor plans.
 10. If this Proposal is accepted, please execute on the last page, authorizing BRMA to proceed with these services. At such time as the Project and our services proceed to the Phase II or Continuing Design Services (Design Development, Construction Documents, Bidding, and Construction Administration of some or all elements of the Master Plan), we anticipate using the AIA Standard Form of Agreement Between Owner and Architect as appropriate for the project size and scope.
 11. It is understood that if the scope of the Planning Project in whole or in part is materially changed, fees will be adjusted accordingly as mutually agreed upon, prior to commencement of the work.
 12. It is understood that funding for professional fees is available to the Library, and is accessible for this work. BRMA's services will be billed monthly by the Architect, based on a percentage of completion for each scope above, with payment due on a 30-day basis.
 13. Grant Assistance (NYS DLD Construction Grants) services, for the purpose of this proposal, include strategizing eligible projects, developing budgets based on available local match and reasonable expectations for grant award, procurement of contractor estimates for submission with the application, and writing of narratives for submission with the application. The submission itself is submitted by the Library Director through an online portal. Any work for submission to the State Education Department (SED) as part of the grant application process must be determined during the planning process, and fees assessed accordingly, as mutually agreed.

We look forward to working with you on this important project. If you have any questions regarding this agreement, please feel free to call. If this Proposal meets with your acceptance, please execute below and return one original copy to our office, keeping one original for your file.

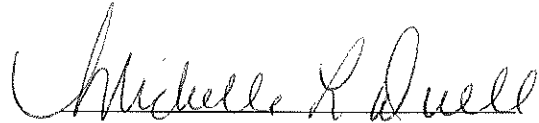
Respectfully Submitted,



Paul K Mays, RA
Principal

I have reviewed, understand and accept the terms of this agreement, and authorize BRMA to proceed with services related to the Collection Layout/Space Planning and Grant Assistance Services described herein:

SIGNED:



NAME (WRITTEN):

Michelle L. Duell

TITLE:

Director
For the Mechanicville District Public Library

DATE

March 27, 2024

March 25, 2024

Mechanicville District Public Library

Customer Service Walkabout

The Mechanicville District Public Library is seeking a Construction Grant in the amount of \$4600.00 to help cover the cost of Architectural Services from the Butler Rowland Mays Architects LLP.

The customer service walkabout was performed by patron Jennifer Connor, who then met with Library Director Michelle Duell to discuss her experience.

Jennifer noted that the library is always welcoming, with staff who are friendly and eager to assist with suggesting or locating a book for her. They are always marketing their upcoming programs and sharing library resources. Jennifer has found that the technology training classes have been very helpful for her and navigating a new computer, she has enjoyed many of the programs at the library not just the adult, but also the children's when she brings her grandchildren to.

Jennifer noted that in the layout of the library is not open, book stacks obstruct view from the Circulation desk to the main program room, there is no dedicated space for young adults other than the YA bookshelves. As well as our historical room which seems a bit closed off from the rest of the library, that maybe patrons and community members do not realize we have these historical documents.

While she found our library easy to navigate the thought that maybe a different layout would be more welcoming to our patrons.

The Mechanicville Library is seeking the Construction Grant to remedy the situation of library layout and use of space. Our hopes is to have a more welcoming entrance with soft seating, tables with puzzles, checkers or chess for our patrons to interact with each other and the staff. We would also like to research a new layout of our historical collection and the opportunity of creating dedicated space for young adults and our senior population.

















