

June 29, 2020

DESIGN DEVELOPMENT WORK PLAN

Waukesha Public Library | First Level Interior Remodel
Engberg Anderson Project No. 193025.02

TO: Bruce Gay, Director
FROM: Bill Robison

Waukesha Public Library
Engberg Anderson

WORK PLAN

The Design Development phase features a series of meetings that focus on the intricacies of the building components. For the users of the facility there is a series of meetings that pinpoint the elements needed to satisfy the operational needs of their particular tasks. In all a series of 6 meetings and presentations are held, and consist of a staff/administration focused series of discussions and a Library Board presentation.

The administration and key staff members are asked to comment on elements relating directly to their work requirements. The Board is asked to review and confirm that the specifics being developed are consistent with the global decisions made in the previous phase. Both groups will also provide input on image development as it relates to the interior finishes and character of the final developed design. These finishes consist of building materials and also the furnishings and shelving components which may be added or altered in the design.

- Workshop 1 – Basic Layout: Verify arrangement of components, building systems to be addressed by the design, furnishings to be addressed or added, equipment, storage, control, and access and material flow. We will also discuss programming goals for the meeting room, demonstration kitchen, smaller study spaces, Carnegie Room and the maker space, in order to consider components to address in each area. Your staff will be given homework in terms of verifying current collection sizes, changes anticipated as part of this remodeling, and we will brainstorm changes necessitated by the recent pandemic shutdown and what it means to the future of library service (as best we can).

Prior to meeting 2, our MEP engineering team from IBC will do a preliminary site visit to verify existing building systems, and will want to meet with Library facilities staff to discuss issues which may need to be addressed as part of this renovation. In addition to system modifications that may be required due to space reconfiguration, issues such as system controls, monitoring and efficiency may be improved on as this project is completed. We will look for such opportunities and present potential improvements for your consideration.

- Workshop 2 – Overview of Building Systems: Identify building systems which may be affected by the renovation: Clock; paging; intercom; voice; data; fire protection; theft detection; security; lighting; audio visual; power; millwork; seating; shelving; work surfaces. Review collection data and projections made by staff and consider effects on shelving and space allocations. We will do

a review of general furniture options to narrow choices so that samples may be ordered and sent to the Library for staff review.

- Workshop 3 – Detailed Layout: Approval and sign off on final plan layout and furnishings plan. Review of furniture samples and selection of components for pricing, circulation/information desk review, other millwork, and general refinement. Review of and selection of kitchen equipment components, finishes, and technology. Review of initial finish palettes to select a direction for finishes (types of materials to be used in each space). Review of proposed lighting fixtures. Review of wayfinding and signage concepts.
- Workshop 4 – Systems Review: Final power, data, lighting and mechanical systems review and approval/sign off. Final sign off on kitchen equipment, AV components (meeting spaces) and signage. Review of preliminary furniture package.
- Workshop 5 – Final Finishes and Furniture: Staff team (and potentially Board) approval and sign off. We will program this meeting to achieve final sign off on any remaining components so that final DD estimate and FFE estimates may begin.
- Workshop 6 – Final Project and Estimate Presentation & Board Sign-Off: Reviews of scope budget and estimate. Board sign-off and authorization to proceed to Construction Documents phase (at a date to be determined based on fundraising and City funding cycle).

It is important to note that the design of the Furnishings, Fixtures & Equipment continues alongside of the building design, in particular its mechanical and electrical components. More and more the success of a library depends on the integration of the building infrastructure with the furnishings. Comfort, seamless technology, adaptability all come together in these elements of the design. The Owner and users are represented at these meetings to ensure that each of these systems is developed to meet their needs, and that no single component of the design becomes over or under developed.

Reflecting the exacting nature of this phase of the work, the product is quite extensive. It is essential that all participants be on the same page as we begin the Contract Document preparation. The following items ensure that we all have a clear understanding of the project.

Workshop 1 – Basic Layout

The schematic design drawings are formalized into a set of base drawings that become the basis for all subsequent design refinement. The various specific program elements are reviewed with the departmental user representatives to verify basic arrangement of components, building systems, furnishings, equipment, storage, control, access and material flow.

STAFF REVIEWS (times are approximate)

- Entry/New Books/Rotunda/Patron self-service 1/2 hour
- Meeting Room and Demonstration Kitchen..... 3/4 hour
- Other meeting spaces 1/2 hour
- Maker Space 3/4 hour
- Carnegie Local History/Event room..... 1/2 hour
- Circulation Services and Service desk..... 1/2 hour
- Phasing/Implementation 1/2 hour

Workshop 2 – Overview of Building Systems

Refine details of components, building systems, furnishings, equipment, storage, control, and access and material flow.

Identify building systems to be affected: Clock; paging; intercom; voice; data; fire protection; theft detection; security; lighting; audio visual; power; millwork; seating; shelving; work surfaces.

STAFF REVIEWS (times are approximate)

- Mechanical 1/2 hour
- Electrical 1/2 hour
- Initial Kitchen equipment 1/2 hour
- Other building systems 1/2 hour
- A/V equipment 1/2 hour
- Collections review 3/4 hour
- Furniture review 3/4 hour

Workshop 3 – Detailed Layout

Detailed Layout: Furnishings, Fixtures & Equipment, workstation review, millwork, and general refinement.

STAFF REVIEWS (times are approximate)

- Entry/New Books/Rotunda/Patron self-service 1/2 hour
- Meeting Room and Demonstration Kitchen 3/4 hour
- Maker Space 1/2 hour
- Carnegie Local History/Event room 1/2 hour
- Circulation Services and Service desk 1/2 hour
- Furniture 1/2 hour
- Lighting 1/2 hour
- Initial finishes 1 hour

Workshop 4 – Systems Review

Detailed building system review with staff will become the basis for continuing refinements.
Systems Review:

STAFF REVIEWS (times are approximate)

- Power, Data, and Lighting 3/4 hour
- Mechanical 1/2 hour
- AV equipment 1/2 hour
- Kitchen equipment 1/2 hour
- Preliminary furnishings package 3/4 hour
- Wayfinding/signage 1/2 hour

Workshop 5 – Estimates & Sign-Off

The detailed information developed in the preceding Workshops will be used to prepare cost estimates for the various components of the project. Estimates will include primary and ancillary construction costs, furnishings, equipment identified in the program and scope of services as well as other potential expenses related to the project. To begin that estimating process, we will seek signoff on each major

project component prior to commencing the effort. This meeting may be with staff only, or may involve a presentation or review with the Board (either at the same time or separate) as seems appropriate to WPL process. We will determine the dates and plan the details of this meeting as the date approaches.

Workshop 6 - Final Project and Estimate Presentation & Board Sign-Off

Again, this meeting may involve separate presentations to the staff prior to, or in conjunction with, presentation to the Board of the final DD design package and estimates for construction as well as for Furnishings and Equipment. A complete DD drawing and scope specifications package, as well as estimates, once approved, and updated interior renderings of the final design will be combined into a single report and delivered to WPL and the City of Waukesha.

DELIVERABLES

The Design Development product will consist of the following:

First Floor Plan(s)	First Floor Reflected Ceiling Plan(s)
Partial Building Sections (if required)	Interior Elevations
Furnishings Plan(s)	Finishes Plan(s)
Equipment Plan(s)	AV Plan(s)
Foundation Plan at Meeting Room	Partial First Floor Framing Plan
Mechanical Equipment Cut Sheets	Single line Mechanical Plan
Fire Protection Narrative	Plumbing Cut Sheets
Lighting Plan	Power Plan
Electrical Cut Sheets	Systems Plan
Cost Estimate	Outline Specifications
Revised interior renderings	