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architecture + design

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Ms. Sarah MacNeill, *Director*
Wells County Public Library
200 W Washington Street
Bluffton, IN 46714

**RE: PROPOSAL FOR PROFESSIONAL SERVICES
LIBRARY MASTER PLAN**

Dear Sarah,

Thank you for taking the time to talk with me last week about your vision for the Wells County Public Library. As you requested, we are pleased to provide a proposal for a planning study to explore the future of the library. MKM architecture + design (MKM) has over 30 years experience in planning and designing public libraries, with a portfolio of work that has appeared in *Library Journal* and won several awards for excellence in library design. Additionally, MKM is nationally recognized for our work in community-based planning and revitalization - discussions that center on the importance of creating "third places" within communities.

The process we would propose for this planning effort is designed to better understand the current needs of the library and provide an implementation plan as tool for your team to works towards in the coming years. To do this, we recommend a planning process that utilizes the input of two basic groups: (1) *Planning Committee* (Library Leadership/Staff, Board Members, Construction Manager, invited Committee Members) and (2) *Local Stakeholders* (Branch Staff, local residents, business leaders, and other invited stakeholders). By balancing these perspectives throughout the planning process, the assessment and vision for the building can ensure a better alignment between the challenges and opportunities currently presenting the community.

STAGE 1: INITIAL PROJECT ASSESSMENTS

A. Planning Initiation (*Onsite Meeting #1*)

Structured discussions will be conducted by MKM with the *Planning Committee* to clarify the Library's priorities, understand the challenges of the current facility, and identify the strategic vision for the library.

These discussions are intended to begin considering:

- a. Strategic vision and its relationship to space planning, programs, and collection growth
- b. Financial limitations, capital expectations, and construction phasing
- c. Mission Integration and Brand Recognition
- d. Socio-Economic trajectory of community/neighborhood
- e. Confirm planning schedule and deliverables

B. Foundation + Visioning (*Onsite Meeting #2*)

MKM will conduct an onsite assessment and develop a preliminary vision for the library per *Planning Committee* discussions. To do so, MKM will facilitate the following:

- a. Meeting with *Local Stakeholders* to discuss library challenges and opportunities

- b. Analyze physical building/infrastructure, including:
 - i. Assess status of physical plant, architecture and building envelope, etc.
 - ii. Outline operational model and summarize building performance
 - iii. Inventory equipment/furnishings inventory
 - iv. Provide preliminary deferred maintenance budget for further refinement

C. Information Gathering + Assessment

MKM will review data from the Owner to prepare base information suitable for use throughout planning effort. This assessment will include:

- a. Review studies and reports, as provided by the Library, to be incorporated in the planning process. This could include but would not be limited to:
 - i. Market Study and/or Circulation Data
 - ii. Annual Report and/or Public Relations Material
 - iii. Strategic Plan(s)
 - iv. Summary of Services and Programming
 - v. Etc.
- b. Perform Site Analysis Documentation/Data Collection
 - i. Prepare Site Analysis Maps, diagrams and written material as appropriate to summarize key factors;
 - ii. Prepare a Summary Site Analysis Map which summarizes the most relevant influences on the development of the surrounding property;
 - iii. Prepare a summary narrative for the facility to outline the condition of current assets (e.g., building performance, infrastructure, mechanical/electrical/plumbing, fixtures/furnishings inventory, operational model, etc.)

STAGE 2: CONCEPTUAL PLANNING

The purpose of the task is to develop the conceptual plan to illustrate the initial vision discussed with the *Planning Committee* as well as react to the information and assessment acquired in the previous stage.

A. On-Site Planning Workshop (*Onsite Meeting #3*)

MKM will present initial conceptual plans to the *Planning Committee* for consideration and comment during an onsite planning workshop. The discussion will be based on research and data collected in Stage 1, and comments received from the stakeholders to date. During this stage of work MKM will present the following for discussion:

- a. Planning principles and vision
- b. Review of Stakeholder Comments and Feedback
- c. Review and Facility Assessment (e.g., infrastructure, collection, programming, space needs)
- d. Library Best Practices
- e. Conceptual floor plan diagrams and recommendations for spatial reconfigurations
- f. Conceptual three-dimensional renderings/sketches of key renovation areas
- g. Circulation systems diagrams and recommendations
- h. Enlarged plans of key areas
- i. Phased Scope Summary (e.g., square foot allocations, site work, etc.)

STAGE 3: CONCEPTUAL PLAN REFINEMENT

The purpose of this task is to review the preliminary master plan with the *Planning Committee* following the onsite workshop and confirm the scope and vision for the future of the library.

A. Leadership Evaluation (*Onsite Meeting #4*)

- a. Structured discussions will be conducted by MKM with the *Planning Committee* to summarize the discussions from the on-site workshop and present a final direction and scope of the proposed master plan.

- b. MKM will present the following for the *Planning Committee* to review and approve:
 - i. Planning principles and vision
 - ii. Current Facility Assessment
 - iii. Site plan
 - iv. Floor plan diagrams
 - v. Finalize preliminary interior rendering/sketch of key renovation area(s)
 - vi. Enlarged diagrams for key areas
 - vii. Phased construction plan with preliminary project budget breakdown and costs estimates (with assistance from local contractor)

B. Final Report + Presentation

MKM will produce a final report that summarizes the master planning process and final plans for the building. This final deliverable will include:

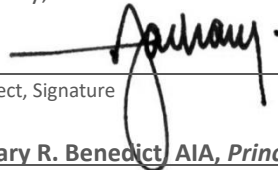
- a. Report summarizing the planning process and outlining the scope and vision for each campus
- b. Presentation to *Planning Committee* and respective stakeholder groups (as needed)

MKM proposes to provide the services described above for a professional fee of **twenty-three thousand dollars (\$22,000)**. Travel and the printing of various images as requested by the Owner will be billed as reimbursable expenses in addition to the base planning fee and should not exceed \$1,500. This fee assumes four (4) site visits by our team. We will send monthly invoices for work completed to date until the completion of the project.

We hope that this proposal meets with your approval. If you find that this does not align with your goals and expectations, please let us know and we can adjust the scope accordingly. If you have any questions, please feel free to contact us. We value the opportunity to participate in such a critical effort for the future of the library and look forward to working with you to make these concepts a reality. In doing so, we stand ready to begin immediately and envision 12-14 weeks to complete.

If these terms and conditions are satisfactory, please sign below and return this agreement to us. Thank you again for this opportunity. We look forward to working with you in the future.

Sincerely,



Authorized Signature

Architect, Signature

Printed name and title

Zachary R. Benedict AIA, Principal

Printed name and title

Cc: MKM File