

1. Library Agenda

Documents:

[2018-08-15 Library Agenda.pdf](#)

2. Meeting Materials

Documents:

[2018-08-15 Architect Report.pdf](#)



CITY OF YACHATS
LIBRARY COMMISSION MEETING
441 Hwy 101 N., Yachats Commons, Room 3
August 15, 2018, at 1:00pm

AGENDA

- I. Call to order
- II. Consideration of recommending to the City Council the appointment of David Rivinus to the Library Commission
- III. Business
- IV. Other Business
 - a. From the Commission or Work Group
 - b. From the Floor
- V. Adjourn

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org.

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541- 547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance. Posted: 08/13/18



August 3, 2018

Shannon Beaucaire
Yachats City Manager
441 Hwy 101 N.
P O Box 345
Yachats, OR 97498

Re: Yachats Library Remodel Project

Dear Ms. Beaucaire:

Thank you for the opportunity to submit this proposal for architectural services for the proposed remodel of the Yachats City Library.

SCOPE OF THE PROJECT

As we discussed on the phone, the City is looking to expand the City Library. This initial phase of the project will consist of analysis of the library programs and space needs, analysis of the existing library building of possible expansion and a second site adjacent to the City Commons building that was formerly used as a bank. Analysis will be on a high level to consider the best path forward for the library use. Structural engineering analysis will not be completed as part of this initial phase.

SCOPE OF SERVICES

Pre-Design/Programming Phase:

1. Measure and create as-builts of existing conditions
2. Work with key team members to compile programming requirements.
3. Develop conceptual floor plan options for both buildings.

Schematic Design Phase:

1. Based on the conceptual design and with additional input from interested parties, develop a schematic design for the project. Schematic design documents will include floor plans (existing and proposed), building elevations, and building sections to communicate the design intent.
2. Conduct detailed code research including building, and fire code requirements that will affect design of the project.
3. Attend (2) two meetings to completely develop the schematic design to a point where it can be approved.
4. Develop preliminary construction cost estimate.

EXCLUSIONS

The following are not included in the scope of this proposal:

1. Structural Engineering – Structural analysis of the buildings is not included at this time.
2. Mechanical and Electrical Engineering – A full inspection of the mechanical and electrical systems will not be included at this time.

COMPENSATION:

Based on the stated scope of the project and scope of work, I propose a fixed fee of **\$14,250.00**, plus reimbursable expenses such as printing costs and mileage, as listed on the attached "Professional Services Fee Schedule" will be billed to the project. I would recommend an allowance of \$800 in reimbursable printing costs.

Fees will be billed monthly over the course of the project based on the percentage of the project completed for the month plus reimbursable expenses. Additional services, if any, will be billed according to the hourly rates listed on the attached schedule. Any additional services by consulting engineers and designers will be billed based upon their invoices plus 10%.

SCHEDULE

We anticipate the following time frames:

Pre-Design / Programming:	3 to 4 weeks
Schematic Design:	3 to 4 weeks

These time frames assume that decisions and approvals are received in a timely manner.

We look forward to working with you on this project. Please call me if you have any questions or if you need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Junge". The signature is fluid and cursive, with the first name "Michael" written in a larger, more prominent script than the last name "Junge".

Michael Junge, AIA, CSI
enclosures

PROFESSIONAL SERVICES FEE SCHEDULE

<u>PERSONNEL</u>	<u>2018 HOURLY RATE</u>
Principal	\$150.00
Architect I	\$120.00
Architect II	\$100.00
Interior Designer	\$ 76.00
Drafter I	\$ 86.00
Drafter II	\$ 80.00
Drafter III	\$ 74.00
Drafter IV	\$ 66.00
Drafter V	\$ 50.00
Administrative	\$ 88.00
Administrative Assistant	\$ 55.00

REIMBURSABLE EXPENSES

Printing Costs:

In-House Photocopies:

8 ½ X 11 and 8 ½ X 14	
B/W	\$.15 per page
Color	\$.50 per page
11 X 17	
B/W	\$.30 per page
Color	\$ 1.00 per page
D size prints	\$ 3.00 per sheet
E size prints	\$ 4.50 per sheet

In-House Plotter Prints:

8 ½ X 11 and 8 ½ X 14	
B/W	\$.15 per page
Color	\$.50 per page
11 X 17	
B/W	.30 per page
Color	\$ 1.00 per page
D size plotter prints	
B/W	\$ 4.00 per sheet
Color	\$ 6.00 per sheet
E size plotter prints	
B/W	\$ 6.00 per sheet
Color	\$ 8.00 per sheet

Custom Printing 1.10 times cost

Mileage (beyond 20 miles from Salem)	\$ 0.54 per mile
Postage and Handling Costs	1.10 times cost
Compact Disk	\$ 5.00 per disk

Plan Review and Permit Fees paid by Carlson Veit	1.10 times cost
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