

REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 17

Date of Request: July 25, 2008

Date Request Received: July 28, 2008

Board Meeting Date Requested: August 4, 2008

Board Meeting Date Assigned: August 4, 2008

Short Title: Resolution To Request Approval Of Contract With Phillip Barton, Library Consultant, For Planning Services For Pender East Regional Library: \$12,000.

Request Status:
 Request is proceeding to Board of Commissioners
 More information is needed – see attached
 Request on hold – no further information needed
 Other:

Background: Eastern Pender was identified as the number one library CIP priority at the 2007 Board of Commissioners' budget retreat. At that time, the BOC authorized a plan to convert the current Hampstead Branch Library to a permanent county office annex while building a new regional library facility to serve the east, funded in part by the sale of the old Topsail High School property.

(Administrative Use Only)

At the same time, a county-wide study regarding library facilities by Mr. Barton was authorized. The BOC heard the results of this study on July 21, 2008 with specific square foot guidelines for action through 2020, including eastern Pender.

CONTRACT TYPE

Renewal
 For Service(s)
 Intergovernmental – County as Grantee
 County as Grantor
 County Funds
 Other Funds:
 Revision
 For Equipment
 Federal Grantor
 State Grantor
 Grant or

In this next phase, Barton would consider the financial guidelines being established by the county for the project. Barton would conduct public charrettes to receive input from citizens and staff on what features in the building they would like to see. He would reconcile public/staff input, the library long range plan for services, and the new strategic plan for building recommendations within the budget parameters helping to define priorities. This expenditure is budgeted.

PURCHASING Budgeted Item: Yes No
Date Rec'd: Reviewed and Approved
 Comments on Reverse

Date Sent: Signed:

The resulting product from Barton would be a very detailed space allocation and descriptive plan to guide the design phase by an architect not yet selected. It would include an inventory of furnishings and equipment for each area. Barton would also participate as a consultant in the review of the architectural plans when drawn. This is a standard approach and highly recommended in the development and design of libraries. A similar study done for Harnett County by Barton is available in the Asst. Co. Manager's office for review. Mr. Barton's work can begin in September.

ATTORNEY Reviewed and Approved
Date Rec'd: Legal Problem(s)
 Comments on Reverse

Date Sent: Signed:

FINANCE Sufficient Funds Available
Date Rec'd: Not Available
 Budget Amendment Necessary
 Budgeted Amendment is Attached
 Comments on Reverse

Date Sent: Signed:

Specific Action Requested: Approve the proposed contract with Phillip Barton, Library Consultant, for \$12,000 from budget line item 60-404533-6076 (Hampstead Library/Annex).

CLERK Signature(s) Required:
 Board Chairman/County Manager
 Other:

Date Rec'd Approved by Board: Yes No
At meeting on

Requested by: Mike Taylor
Department: Library
Title: Director
Contact Phone: ext. 3926
Contact Fax: 910-259-0656

MANAGER'S RECOMMENDATION:

Respectfully Recommend Approval

PBP
Initials

NOW, THEREFORE, BE IT RESOLVED by the Pender County Board of Commissioners
that

a purchase order is authorized to Phillip Barton in the amount of \$12,000 from line item 60-404533-6076 for facility development consulting services to include a written building program for a regional library building to serve eastern Pender County. The County Manager is authorized to execute any/all agreements necessary to implement the resolution.

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

YEA VOTES: Williams ___ Tate ___ Blanchard ___ Brown ___ Rivenbark ___

J. David Williams, Jr., Chairman August 4, 2008
Date

ATTEST August 4, 2008
Date

PHILLIP BARTON
Library Design Consultant
714 Brookmont Avenue
Salisbury, NC 28146-7293
Telephone/Fax: 704.633.5462
pbarton2@carolina.rr.com

Proposal for Consulting Services

July 27, 2008

Mike Taylor, Director
Pender County Public Library
PO Box 879
Burgaw, NC 28425-0879

Re: Building Program and Furnishings/Equipment Inventory for a new facility to house the Hampstead Branch Library

Dear Mike:

I am hereby proposing to develop a Building Program and Furnishings/Equipment Inventory for a new facility to house the Hampstead Branch Library. The Building Program will be based on recommendations set forth in the *Pender County Public Library Strategic Plan for Library Facilities*, a study completed by this consultant earlier this year.

The project will begin by conducting two charettes to solicit public input for the proposed library and a meeting with the Library Board and staff who will be involved in the project. The input gathered from these meetings will be instrumental in developing a Building Program that addresses the needs and wishes of the local community.

The Building Program is a narrative description of the proposed library facility, which delineates and describes in detail each area in the building. The architect will use the Building Program as a guide in designing the desired building. Furthermore, the owners will use the Building Program to establish a realistic budget for the project and to ascertain that the architect is designing a building that meets their specifications.

The Building Program work phase will conclude with a second meeting(s) with the Library Board, key staff and other interested parties to review the program and consider any additional revisions. Based on the feedback from this meeting the final draft of the program will be completed.

(continued)

The second phase of work will be to compile a Furnishings/Equipment Inventory for the new library based on the specifications delineated in the Building Program. The Inventory will provide the basis for developing a bid document for the procurement of furnishings and equipment for the new library.

The third and final phase of the project will be to conduct two review sessions with the project architect. The first session, to be held prior to work beginning on the architectural design phase, will be to review the Building Program with the architect and answer questions and offer clarifications where appropriate. The second session, to be held relatively early in the design phase of work, will be to evaluate the translation of the Building Program into an actual building design and offer my feedback regarding the building design.

The total fee for this work is \$12,000.00, including printing cost of the Building Program (10 bound copies, 1 unbound copy) and travel expenses for four site visits. I can begin working on the project as of September 2008. The Building Program and Furnishings/Equipment Inventory Phases of work would require approximately three months to completing. The review sessions with the architect will depend largely on the architects schedule. Below is a breakdown of the fee:

▪ Building Program Phase (2 site visits)	\$ 7,800.00
▪ Furnishings/Equipment Inventory Phase	1,000.00
▪ Review sessions with architect (2 site visits)	1,000.00
▪ Travel (4 site visits total)	2,000.00
▪ Printing	<u>200.00</u>
Total fee	\$12,000.00

My primary goal will be to help you develop a building design that facilitates the most effective and efficient delivery of library services to the community served by the Hampstead Branch of the Pender County Public Library. In so doing, we will aim to produce a library that is functional, aesthetically pleasing and comfortable for the customers and staff who use it.

Please feel free to call me if you have any questions regarding this proposal.

Very truly yours,



Phillip Barton