

PUBLIC NOTICE—Request for Qualifications

The St. John the Baptist Parish Library (“SJPBL”) is seeking proposals from highly qualified Construction Management firms interested in providing Construction Management Services as further described in the Request for Qualifications (“RFQ”). The firm selected shall serve as the CMAR contractor for construction of two new libraries:

The Roland Borne, Sr. Memorial Library
2979 LA 18
Edgard, LA 70049; and

The Norris J. Millet, Sr. Library
2920 Hwy 51
LaPlace, LA 70068

Each project consists of demolition of the existing facilities damaged by Hurricane Ida and construction of a new library at each site to replace the damaged structures. A single CMAR contractor will be selected for both libraries.

The Proposal documents may be viewed on or downloaded from the SJBPL website, www.stjohnlib.com/work-with-us/. In addition to the website, interested firms may obtain the official RFQ packet from:

Andrea Tullos
2920 Highway 51
LaPlace, LA 70068
Telephone: (985) 652-6857, ext. 1001
Email: atullos@stjohn.lib.la.us

The SJPBL Selection Committee will evaluate only those firms that have obtained the official RFQ package for this solicitation from Andrea Tullos or website(s) authorized by SJBPL.

The original and six (6) copies of the proposal, per Article 7 of the RFQ dated February 12, 2025, shall be delivered to the Business Office located in Room 120 at 2920 Highway 51, LaPlace, LA 70068 in a sealed envelope marked “CMAR- St. John the Baptist Library, Borne and Millet Libraries” or uploaded at www.stjohnlib.com/work-with-us/.

Proposal submissions shall be due no later than 10:00 A.M. on March 14, 2025.

Any proposals that have not been received by the deadline date and time will be rejected. Additionally, proposals that fail to include all of the information stipulated per Section 7 of the

RFQ dated February 12, 2025, shall be considered non-responsive and will result in the proposal being rejected.

A Mandatory Pre-Proposal Conference will be conducted at 10:00 am on February 17, 2025 at 2920 Highway 51, LaPlace, LA 70068 Room 126. All firms interested in submitting a response to the RFQ are required to attend in person. RFQ responses submitted by firms who do not attend the Mandatory Pre-Proposal Conference will be rejected.

Questions and comments regarding this Proposal must be submitted in writing to the Library, ATTN: Andrea Tullos at 2920 Highway 51, LaPlace, Louisiana 70068 or via e-mail to aftullos@stjohn.lib.la.us no later than 3:00 PM on March 4, 2025.

Any person with disabilities requiring Special Accommodation must contact the St. John the Baptist Parish Library at (985) 652-6857, ext. 1001 no later than seven (7) days prior to the proposal opening.

The Library and the Library CMAR Selection Committee reserve the right to accept or reject any and all proposals for just cause and to waive any irregularities or informalities incidental thereto.

Proposal respondents, their consultants, sub-consultants or other parties representing the proposed team for this solicitation may not contact any Library CMAR Selection Committee Member concerning this project from the date of the solicitation until after the date of selection.

ST. JOHN THE BAPTIST PARISH LIBRARY

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CONSTRUCTION MANAGEMENT SERVICES

1.0 INTRODUCTION

St. John the Baptist Parish Library (SJBPL) is soliciting proposals for Construction Management Services. The Request for Qualifications (RFQ) will be used to evaluate qualifications of the construction management firm and be used as the basis for entering into a contract, initially for Preconstruction Services, and subsequently, if agreement is reached between the parties, for a Guaranteed Maximum Price contract. Selection will be based on the criteria provided within this RFQ:

1.1 St. John the Baptist Parish Library (SJBPL) & CM

The construction manager ("CM") selected shall provide Construction Management Services as described in this RFQ. SJBPL shall also perform various services as outlined in this RFQ. The CM and all subcontractors shall conform in every respect to the statutes, ordinances, and laws of the local jurisdiction where the work is located and to requirements of duly constituted authorities with respect to methods of erection, requirements for foundations, superstructure and equipment, and precautions to be taken for protection and safety of employees, the public, and of all persons in and about the work site.

1.2 SJBPL & A/E

A/E – architectural / engineering firm is contracted directly with SJBPL and A/E will provide engineering and design and construction administration scope of the project. Perkins and Will has been selected as the A/E for the project. The project includes construction of two new libraries (collectively hereinafter sometimes referred to as the "Project"). .

1.3 SJBPL & Subcontractors

SJBPL shall have no direct contractual relationship with the CM's subcontractors.

1.4 CM & Other Project Participants

The CM and their subcontractors are solely responsible for construction means, methods, sequence, and procedures used in the construction of the project and for the safety of their personnel. The A/E is responsible for the Project design and shall perform in accordance with the agreement between the A/E and SJBPL.

2.0 PROJECT DEFINITION

2.1 SJBPL owns two library facilities: 1) LaPlace, 2) Edgard. As a result of damage caused by Hurricane Ida, it has been determined that new library facilities are needed. The Project is to build two new facilities to replace the damaged facilities. The project consists of a new building containing approximately 38,000SF to be located at 2920 Hwy 51 LaPlace, LA at a preliminary estimated cost of \$24,000,000 and a new building containing approximately 8,000SF to be located at 2979 LA 18 Edgard, LA. The preliminary estimated costs of the Edgard building is \$6,000,000.

2.2 Scope of Work – see Exhibit C

2.3 The contract form will be based upon an AIA Standard for of Agreement between Owner and CMAR.

3.0 CONSTRUCTION MANAGEMENT SERVICES

3.1 CM Basic Services

The CM shall perform the Basic Services described in this section. The services outlined are intended to describe a minimum acceptable level of service and is not intended to limit the CM. It is not required that Basic Services be performed in the sequence in which they are described.

3.2 Pre-Construction Phase

3.2.1 Construction Management Plan (Detailed Project Approach)

The CM shall prepare a comprehensive Construction Management Plan (along with a formal report) for the construction, procurement, startup, and commissioning of the overall project – for SJBPL review and approval. The plan shall outline in detail the strategy for organizing the construction site and sequencing and completing all construction and commissioning related activities in accordance with the established budget and project timeline.

The construction management plan shall define clearly what activities the CM will perform during each of these phases and how the CM will manage the project scope, the budget, and the schedule:

- Preconstruction Phase
- Construction Phase
- Post Construction Phase

The construction management plan shall also include all site plans and detail drawings necessary to clearly define:

- Overall organization of the construction site - including site office compound; construction trailer compound; other temporary facilities; site office / contractor parking lots; material staging / laydown areas; construction / security fencing; entrance gates; etc.

- Temporary potable fresh water and sanitary sewer plan for overall construction site including tie-ins at site office / construction trailer compound and other temporary facilities.

- Temporary electrical power and lighting plan for overall construction site - including telephone and data at site office / construction trailer compound.

3.2.2 Design Development Consultation

The CM shall attend regular meetings with the A/E during schematic and design development phases to advise on construction related issues including site use and improvements; structural framing systems; foundations; selection of materials; methods of construction; and building systems and equipment. The CM shall furnish recommendations on construction feasibility; availability of materials / labor; and time requirements for installation / construction. The CM shall perform regular cost / value analysis including developing budget estimates; performing value engineering; and recommending alternative materials / designs.

3.2.3 Contract Documents Coordination

During contract document preparation, the CM shall review the Drawings and Specifications and recommend alternative solutions whenever design details affect construction feasibility, cost, and/or schedules. The CM shall review the Drawings and Specifications and coordinate with the A/E to eliminate areas of conflict and overlapping areas of work to be performed by the various subcontractors. During contract document preparation, the CM shall prepare pre-qualification criteria for potential bidders.

3.2.4 Construction Budget Estimate

The CM shall submit a construction budget estimate with bid based on RFQ Schematic Design package.

The CM shall at a minimum provide a revised construction budget estimate based on each phase of the A/E issued design package, with increased estimate detail at each iteration. Constant construction cost awareness through a continuous value engineering-cost control effort is expected and of high priority.

Should this estimate be substantially higher than the budget, the difference will have to be reconciled (by SJBPL), economically justified, and may have to be reduced through scope reductions to stay within budget. A high degree of coordination and communication between SJBPL's design team, the CM Team and the A/E's designers will be required to obtain this estimate.

3.2.5 Project Schedule & Schedule Control

The CM shall be responsible for developing, controlling, and maintaining the overall schedule for the project. The project schedule shall be prepared using software that all parties can access and be developed in sufficient detail necessary for the CM to plan, sequence, execute, monitor, and regularly report on material procurement / delivery, construction, commissioning, and all other project related activities. The CM shall incorporate into the overall project schedule additional task, sequence, and duration information developed by other project participants – including the A/E's design schedule; commissioning schedule; and SJBPL's facility schedule. The CM shall take appropriate and timely corrective action to assure conformance when variances are encountered at all stages of the project.

The CM shall provide weekly 3 week look ahead schedules.

3.2.6 Project Reporting

At a minimum of monthly basis, the project manager shall submit to SJBPL reports outlining the status of the overall project. The reports shall be submitted in an St. John the Baptist Parish District Attorney's (SJBPDAs) approved format and include a detailed summary of the project financial status; outline of schedule progress; review of recent project activities; and identification of all issues and concerns.

Nearing construction / commissioning completion at weekly intervals, the CM shall submit to SJBPL reports outlining the status of the project acceptance / turnover process. The reports shall include a summary of acceptance schedule progress; status of punchlist preparation by designated SJBPL and CM staff; status of punchlist completion by contractors; extent of acceptance sign-off; and expected completion dates.

3.3 Construction Contract Bid & Award Phase

3.3.1 Guaranteed Maximum Price

The GPM shall be incrementally created with CM submitting construction costs for each A/E design package phase. Schedule to be determined based on approval process. Following each design phase, the CM would submit a revised proposed GMP. The phases and estimated duration of each phase is listed below:

- Schematic Design 6-10 weeks
- Design Development 10 – 14 weeks
- 95% Construction Documents 12-18 weeks
- 100% Permit Documents Dec 2025– March 2026

The CM shall establish a Guaranteed Maximum Price (GMP), guaranteeing SJBPL the maximum price for the cost of the Project. An agreed Construction Contingency amount shall be included in the GMP and will be mutually controlled by the CM and SJBPL. Unless advised that the Project will be tax exempt, the GMP shall include all taxes and fees that were legally enacted at the time the GMP was established. Taxes and fees shall be identified separately in the GMP.

3.3.2 Procurement Planning

The CM shall use the SJBPL approved A/E design packages as the basis for developing construction documents and bid packages necessary to obtain competitive construction bids. The number of individual bid packages required for the project will be based on the CM's recommended division of work and shall be jointly established by the CM and SJBPL.

3.3.3 Procurement Process

Bid Lists

The CM shall develop lists of potential construction bidders for each bid package. All proposed bidders must be pre-qualified using SJBPL and CM qualification procedures. All bidder lists shall be approved by SJBPL and be kept confidential by the CM. The CM shall develop contractor interest in the Project and as bid packages are developed, solicit competitive bids on the Work from approved contractors.

Site Visits by Bidders

The CM shall conduct site visits for bidding contractors. All questions answered, or representations made by the CM during the site visit shall be formally documented and a written report shall be submitted to SJBPL by the CM following each bidder's site visit.

Bid Package Addenda

The CM shall be responsible for issuing bid package addenda along with copies transmitted to SJBPL.

Bid Openings

SJBPL may elect to attend bid openings conducted by the CM and participate in the CM's bid analysis. After analyzing and formally documenting bid results, the CM shall identify the apparent low bidder and recommend to SJBPL the CM's preferred bidder. The CM shall furnish bid summaries and copies of contractor proposals to SJBPL after every bid opening.

Bid Review / Contract Pre-Award Meetings

The CM shall schedule, and conduct bid reviews / contract pre-award meetings with the preferred bidder and SJBPL. The meeting shall include a review of contractor proposals along with contract administration procedures, schedules, safety regulations, proposed contractor staffing, construction quality control program, and other construction related issues.

Facility Equipment Procurement

The CM shall manage facility equipment purchases in a manner like the procedure established for construction bid packages. The CM shall make recommendations to SJBPL and the A/E regarding long lead equipment requiring early procurement by the CM. The CM shall assist the A/E and SJBPL in developing equipment specifications. The CM shall develop lists of potential vendors for each type of equipment. All proposed vendors must be pre-qualified using SJBPD and CM qualification procedures. SJBPL may elect to attend bid openings and participate in the CM's bid evaluations. The CM shall furnish bid summaries and copies of vendor proposals to SJBPL after every bid opening prior to processing purchase orders. SJBPL may elect to accompany the CM on visits to vendors for factory acceptance testing and/or pre-shipment inspections.

3.4 Construction Phase

3.4.1 Safety

The CM shall develop and manage an SJBPL approved program to regularly monitor construction site safety. The CM shall be responsible for documenting site safety and issuing reports to SJBPL on a regular basis. (See Exhibit E)

3.4.2 Construction Management

The CM shall establish a site management organization to schedule, direct, supervise, coordinate, and monitor the entire construction process - including pre-commissioning, startup, final commissioning, and project acceptance / turnover activities. The CM shall provide all supervision, labor, materials, construction equipment, tools, safety equipment, and subcontract items which are necessary for the completion of the project which are not provided by their contractors or SJBPL. To the extent that the CM self performs any work with CM staff, the CM shall perform such work in accordance with the contract documents and established site procedures.

The site team shall include a construction manager and required number of full-time and/or part-time discipline site personnel necessary to perform the following construction-related functions:

- Monitoring construction quality and conformance to contract documents.
- Ensuring contractor conformance to established site procedures - including contractor passes, access to the construction site, use of facilities, contractor parking, security requirements, etc.
- Monitoring and documenting construction schedule and budget daily.
- Monitoring and documenting contractor manpower allocations and ensuring contractors augment their work force (size of crews and number of shifts) as required to maintain the construction schedule.
- Supervising required testing and inspection of material, equipment, and workmanship. Coordination with Commissioning Agent (Cx) for coordination of system commissioning and validation activities. Trade contracts shall include provisions for full-time assistance with commissioning team for each trade discipline for duration of the commissioning process.
- Developing and managing the contractor / vendor submittal control system - ensuring that all material and equipment submittals are properly routed, reviewed, resubmitted, and approved in accordance with schedule requirements.

- Assuring contractor conformance to the site safety plan and requirements of all applicable regulatory agencies and SJBPL's best practices. (See Exhibit C)
- Developing and managing the "core drilling" and "hot work" permit process including preparing necessary documentation and supervising the execution of such work.
- Verifying extent of construction completion against contractor progress billing and ensuring all appropriate documentation is received. This will necessitate regular coordination with SJBPL to reconcile completion and invoice payments. This shall include providing an invoicing schedule for each contractor and vendor.
- Prior to establishing the GMP, developing and managing the "field order" process for contract variations and contractor scope changes - assembling necessary support documentation; evaluating additional work proposals; negotiating reasonable compensation; and maintaining a field order log.
- Establishing and controlling all construction benchmarks - including coordinates and elevations.
- Managing all pre-commissioning, startup, and final commissioning activities performed by vendors and contractors. Preparing and supervising the completion of all necessary commissioning documentation in accordance with SJBPL validation / qualification requirements. Coordinate with Commissioning Agent to manage commissioning, validation, and documentation requirements. Trade contracts shall include provisions for full-time assistance with commissioning team for each trade discipline for duration of the commissioning process.
- Executing and completing the project acceptance / turnover process to SJBPL.
- Providing necessary preliminary and final certification that the completed facility has been correctly constructed in accordance with the contract documents and requirements of all applicable regulatory agencies.

3.4.3 Commissioning Management

The CM shall be responsible for managing and formally documenting the commissioning of all facility and process equipment and systems in cooperation with the SJBPL Commissioning agent/contractor. SJBPL shall contract directly with a commissioning agent/contractor. The CM shall collaborate with commissioning contractor to develop a commissioning execution plan including proposed staffing and schedule for SJBPL approval that identifies all commissioning tasks and addresses document requirements including format, content, and sign-off; pre-commissioning, startup, and final commissioning requirements by vendors and contractors; field inspections, witnessing, and sign-off by all parties involved in the commissioning process. It is SJBPL's intent to incorporate copies of completed commissioning documents into the CM furnished O&M manuals and SJBPL's validation / qualification documents.

3.4.4 Construction Administration

The CM and SJBPL will review a variety of alternate systems and procedures for managing construction administrative functions and jointly establish a preferred method. The CM may utilize their own preferred procedures for expediting and processing requests for information, shop drawings, material and equipment submittals, procurement, contract schedule adjustments, change order requests, proposed alternates / substitutes, progress billings, etc. The CM shall maintain daily job reports. The CM shall maintain a log of all personnel hours on site daily and report monthly summaries. The CM shall be the principal contact for information flow on the construction site.

3.4.5 Construction / Commissioning Cost Control & Change Orders

The CM shall develop and manage an SJBPL approved system for Project Cost control. The CM shall monitor the approved Project Construction Budget on a regular basis; incorporate SJBPL approved changes; identify variances between actual and budgeted / estimated costs; develop and publish cash flow reports / forecasts at SJBPL agreed intervals; and regularly advise SJBPL and the A/E on projected cost against budgets / estimates.

The CM shall maintain cost accounting records for authorized Work, actual costs for labor and material, and other bases requiring accounting records. The CM shall afford SJBPL access to these records and preserve them for a period of two (2) years after project completion.

Until the GMP is established, the CM shall develop and manage a system for preparing, reviewing, approving, and processing Change Orders with the contractors. The CM shall review requests for changes, submit recommendations to SJBPL and the A/E, obtain SJBPL approval, and negotiate Change Order cost and schedule impact with the contractors.

3.4.6 Pre-Construction Conferences

The CM shall conduct pre-construction conferences with each contractor at which the CM will review Project administrative procedures, safety coordination, scheduling requirements, construction quality control program, and other procedures that must be followed during the construction process.

3.4.7 Project Site Meetings

The CM shall conduct weekly project construction coordination meetings with mandatory attendance by all contractors working on site. The CM shall record, transcribe, and distribute meeting minutes to SJBPL, the Design Professionals, and all attendees within 24 hours after every meeting.

3.4.8 Coordinating Independent Consultants

The CM shall be responsible for coordinating construction activities and services provided by all contractors and sub-contractors on site including independent consultants and vendors contracted directly by SJBPL.

3.4.9 Construction Quality

The CM shall develop and manage an SJBPL approved program to regularly monitor construction quality. The purpose of the program is to protect against defects and deficient construction work. The CM shall be responsible for documenting Quality Assurance and issuing reports to SJBPL on a regular basis. The CM shall reject substandard construction work and transmit to SJBPL and the Contractor a notice of nonconformance when it is the opinion of the CM or SJBPL that the work does not conform to requirements of the Contract Documents.

3.4.10 Permits & Inspections

The CM shall be responsible for obtaining all required project related permits and statutory approvals from regulatory agencies having authority over the project - including preparation of all required documentation (drawings, specifications, permit forms, etc.). The CM shall also be responsible for arranging and conducting all required construction inspections. SJBPL will be responsible for all permit fees.

3.4.11 Red Line Drawings

The CM shall maintain on site a complete set of original bid package drawings along with copies of all latest drawing revisions. The "red line set" shall document all changes in utility routings, pipe / duct sizes, or any other deviations from the latest drawing revision. Every contractor shall be required to maintain their portion of the red line set daily. The CM shall weekly review the red line set to ensure accuracy and verify drawings are kept up to date with mark-ups recording as-built status by all Contractors.

3.4.12 Operation & Maintenance Manuals

Over the course of the project, the CM shall collect contractor / vendor data and prepare in an SJBPL approved format for the Operation & Maintenance Manuals describing all aspects of facility and process construction and systems including vendor documentation, operating procedures, maintenance requirements, equipment information, commissioning documentation, spare parts recommendations, warranties, guarantees, and all other pertinent data. The CM shall compile hard copies of data into bound sets and electronic copies file transferred to SJBPL designated, and content approved by SJBPL.

3.4.13 Construction Records

The CM is responsible for formally documenting construction and commissioning progress and maintaining records of all project correspondence including hard copies and electronic postings on software system to be agreed to between CM, Owner and Architect. Meeting minutes, daily construction reports, requests for information, field order / change order logs, transmittals, records of telephone conversations, logs / diaries, progress photos, construction quality checklists, etc. shall be collected, compiled, and organized into bound manuals and be turned over to SJBPL upon project completion.

3.4.14 Project Acceptance / Turnover Procedure

The CM shall be responsible for developing a formally documented project acceptance / turnover procedure to ensure that all construction and commissioning is completed in accordance with the requirements of the contract documents and is accepted by SJBPL.

The acceptance process shall allow SJBPL acceptance of the new facility on an individual building area, engineering discipline, and building system basis. The process shall include "conditional acceptance" by SJBPL - subject to successful completion of SJBPL and CM generated punchlists; and "final acceptance" by SJBPL upon verification of final punchlist completion.

The CM shall develop and maintain a Project Acceptance Manual that shall include a detailed description of the overall acceptance process; schedule for all project acceptance related activities; list of designated SJBPL & CM staff responsible for preparing punchlists and providing sign-off; detailed outline of building areas, systems, etc. requiring acceptance; and copies of all punchlists developed during execution of the acceptance process.

The CM shall develop and maintain a system of incorporating punchlists into a common database format for inclusion into the Project Acceptance Manual and tracking / reporting purposes. The acceptance procedure shall be planned and conducted by the CM in an organized, efficient manner - to allow completion of the entire process within a tightly scheduled timeframe. The master copy of the Project Acceptance Manual shall be maintained by the CM and turned over to SJBPL upon

completion of the process. The acceptance process is not complete until all required sign-off is provided in the Project Acceptance Manual.

3.4.15 Final Completion

In consultation with SJBPL, the CM shall determine when the Project and/or a Contractor's construction and commissioning work is finally completed and shall recommend the issuance of a Certificate of Final Completion.

3.4.16 Warranties

Where any Work is performed by the CM's staff or by contractors under contract with the CM, the CM warrants that all materials and equipment included in such Work shall be new, unless otherwise specified, and that such Work shall be of good quality, free from improper workmanship and defects, and in conformance with the Drawings and Specifications. The final completion certificate, nor payment, nor any provision in the contract documents shall relieve the Contractor of responsibility for faulty materials or workmanship. The CM further agrees to correct all Work defective in material and workmanship for a period of one year from the Date of Final Completion or for longer periods of time as described in the Specifications and in specific warranties provided by vendors and contractors.

3.5 Post-Construction Phase

3.5.1 As-Built Drawings

Upon construction completion, the CM shall conduct a final review of the "red line set" to verify accuracy and completeness and upon confirmation, the CM shall document the formal turn-over of the red line set to the A/E for completing final as-built drawings.

3.5.2 Operation & Maintenance Manuals

Upon construction and commissioning completion, the CM shall document the formal turn-over of the O&M hard copy bound sets and file transferred to SJBPL.

3.5.3 Construction Records

Upon construction and commissioning completion, the CM shall document the formal turn-over of the bound sets of Construction Records to SJBPL.

3.5.4 Documentation Deliverables

The as-building and turnover of final drawings and documentation shall follow the Engineering Turn Over Package process as defined by SJBPL.

4.0 DURATION OF CM SERVICES

- 4.1 The duration of CM services shall be in accordance with the approved project schedule and extend to completion of facility and process construction and commissioning including turn-over of as-built drawings, O&M manuals, and construction records.
- 4.2 SJBPL may, by giving written notice to the CM, order the CM to suspend or terminate all or any part of the CM's services for the Project for the convenience of SJBPL or for work stoppage beyond the control of SJBPL or the CM. If the performance of all or any part of the CM services for the project is so suspended or terminated, an adjustment to the CM's contract shall be made based upon actual services rendered to date of suspension or termination as agreed by SJBPL and the CM.
- 4.3 CM personnel assigned to the project shall continue to be made available by the CM for service on the project unless such personnel leave the employ of the firm or SJBPL requests and / or agrees to substitutes.

5.0 VARIATION IN CM SERVICES

At the request of SJBPL, the scope of CM services may be altered, amended, reduced, added to, or otherwise varied. Under such circumstances, SJBPL will advise the CM by written instruction; within 7 days of receiving the instruction, the CM will submit to SJBPL an estimate of cost and schedule impact to implement the variation; and the CM contract amount will be amended to reflect the varied scope of services by an amount agreed between SJBPL and the CM. The CM shall not implement any variation until written authorization is provided by SJBPL and the contract change order is approved.

6.0 ADDITIONAL SERVICES TO BE FURNISHED BY CM

- The CM shall provide and maintain a temporary site office compound at an SJBPL approved location on the construction site - for the duration of the construction and commissioning period. All costs associated with providing, equipping, and maintaining the site office compound shall be the responsibility of the CM. All site accommodations shall be equipped with a heating and cooling system and may be used for weekly meeting with SJBPL and Architect.

- The site office compound shall also be equipped with temporary toilet facilities. Temporary utilities (potable fresh water, sanitary sewer, electrical power, data, and telephone) necessary to support the operation and maintenance of the site office compound shall be furnished and installed by the CM. All costs associated with extending, operating, and maintaining such utilities for the duration of the project shall be the responsibility of the CM.

7.0 SUBMISSION GUIDELINES

- 7.1 The proposal submitted shall not exceed 35 pages. Should interviews be conducted, oral presentations shall not exceed twenty (20) minutes in length.
- 7.2 All proposals shall be typed in a font not smaller than 10 points on 8 ½" x 11" paper.
- 7.3 Each Proposer, by submitting a Proposal represents that (i) the Proposer has read and understands the entire RFQ including any attachments and asserts that its response is made in accordance therewith; and (ii) prior to submission of the Proposal, the Proposer shall ascertain that it has received all Addenda issued and shall acknowledge receipt of each Addendum by completing the acknowledgement space provided on the RFQ Response Form.
- 7.4 Proposers shall not take advantage of any apparent error or omission in the RFQ Documents. In the event a Proposer discovers such an error or omission or other irregularity, Proposer shall immediately notify the Owner in writing. The Owner will then make such corrections and interpretations as may be deemed necessary for fulfilling the intent of the RFQ Documents through the issuance of an Addendum.
- 7.5 Proposals, along with all required documents as described in this RFQ, must be sealed and submitted in an envelope with Bid Form and must indicate the name of the Proposer, RFQ number, title as listed on the first page of the RFQ, and date and time of opening on the outside of the envelope. Telegraph, facsimile, email, or telephone proposals will not be considered. No responsibility will attach to Owner, or any official or employee thereof, for the preopening of, post-opening of, or the failure to open, a Proposal not properly addressed and identified. This RFQ indicates the time by which the Proposals must be received. Any Proposals received after that date and time will be rejected and not be considered or will be returned unopened upon request by, and at the expense of the Proposer. Proposer is responsible for ensuring

third party deliveries arrive at the time and place as indicated in this document. Regardless of the method used for delivery, the Proposer shall be wholly responsible for the timely delivery of its bid. Proposers may request withdrawal of a posted, sealed Proposal prior to the scheduled opening time provide the request for withdrawal is submitted to the Owner in writing or presented in person with proper identification and signed for.

- 7.6 Persons or firms submitting Proposals are certifying that they have had no contact with an employee, agent, or board member of Owner which would give that company or person submitting a Proposal any advantage over any other company or person proposing. Employees, agents, and board members of Owner shall not receive any compensation, in any manner or form, nor have any vested interest, directly or indirectly, of any kind or nature inconsistent with their service to the public. A violation of the above shall be just cause for rejection of that particular Proposal without further consideration.
- 7.7 All Proposers, submitting their Proposal, certify that they agree to the terms and conditions set forth in this RFQ.
- 7.8 Owner accepts no responsibility or liability for any costs incurred by a responding firm for RFQ responses or subsequent interviews of eligible participants. No compensation of any amount or type will be given to any Proposer for preparing a response to this RFQ. All costs associated with preparation of the RFQ response are the sole responsibility of the Proposers.
- 7.9 The contents of the Proposal or other information submitted to the Owner are subject to public release, upon request, after the Contract award. Proposers may mark as "proprietary" those parts of its Proposal that it deems confidential and proprietary. However, Proposers are alerted that this marking is advisory only and not binding on Owner. If there is a request from the public to inspect any part of the Proposal so marked, Owner will advise the Proposer and request further legal justification in support of the "proprietary" marking. If Owner determines, after receipt of the justification, that the material is releasable, the Proposer will be notified. Prices are not considered proprietary and should not be marked as so.
- 7.10 The minimum requirements are specified. The Proposer may choose to exceed those minimums.
- 7.11 The Proposal shall be submitted in a binder (or bound) with index and separated into categories as set forth in Article 8.
- 7.12 A Proposal may be withdrawn or modified at any time prior to the deadline for RFQ submission by notifying the Owner in writing.
- 7.13 The Owner may require clarification of any Proposal after the deadline for submission.
- 7.14 Owner reserves the right to contract for less than all of the services identified herein. Owner reserves the right to reject any and all proposals or a portion of any proposal in accordance with Louisiana law.

8.0 PROPOSAL FORMAT

Any proposal submitted shall use the format as set forth below:

- 8.1 Cover Page – Identify name of Project, RFQ number, and the name of the Proposer.
- 8.2 Transmittal Letter – Include the point of contact for the Proposer along with contact information therefore and a succinct statement certifying that the information provided in the Proposer’s RFQ Response is true, accurate, and complete.
- 8.3 Table of Contents
- 8.4 Proposer Information – Proposer name, business address, year established, Louisiana contractor’s license number, type of ownership (i.e., corporation, partnership, joint venture), name and address of parent company, affiliates, and subsidiaries, if any. Provide number of total employees. If submitting a Proposal as a joint venture, provide the requested information for all joint venturers.
- 8.5 Description of Organization Chart and Key Personnel for this Project – Provide a Project-specific organizational chart for both pre-construction and construction phases. Indicate lines of responsibility and/or communication. Specifically include the Proposer team leader, project manager, estimator, superintendent, and schedule coordinator. Include narrative on relevant experience and benefit of each individual to the Project. Identify the specific individuals who will be involved in the pre-construction and construction phases for the Project. For each individual identified, include their name and title; project assignment; total years of construction experience; years of experience with Proposer; years of experience with CMAR or alternative delivery method.
- 8.6 Project Experience in CMAR or other alternative method of delivery – For each such project, identify:
- Name of owner
 - Owner’s representative in charge of the project (with contact information)
 - Gross square footage
 - Purpose or use of the facility
 - Length of period of construction from Notice to Proceed (“NTP”) to Substantial Completion
 - Value of the original contract and final cost of construction
 - Number and value of change orders issued
 - Name of Proposer’s lead personnel involved in the project, if contemplated to be same personnel to be used for this Project
 - Name and contact information for Architect of Record
- 8.7 Project Experience in Projects of similar size and scope – Provide a description of at least three (3) projects similar in size and complexity that were completed within the last five (5) years or are in construction currently. For each project identify:
- Name of owner
 - Owner’s representative in charge of project (with contact information)
 - Gross square footage
 - Purpose or use of the facility
 - Length of period of construction from NTP to Substantial Completion
 - Value of the original contract and final cost of construction
 - Number and value of change orders issued
 - Name of Proposer’s lead personnel involved in the project, if contemplated to be same personnel to be used for this Project
 - Name and contact information for Architect of Record

8.8 Project Management Approach

- Provide a description of your firm's approach to both designing and pricing the Project based on the level of documents that have been provided with this RFQ. As final project documents are developed, identify your firm's approach to refining and updating the pricing for the Project
- Describe your firm's design and constructability review approaches
- Describe your firm's approach to site constraints, working in the area, and unanticipated conditions
- Discuss your firm's plan for selection of subcontractors and whether you plan to self-perform any portion of the work
- Describe your firm's approach to performing preconstruction services
- Describe your firm's approach to construction administration and construction management
- Describe your firm's approach to performing quality assurance during construction
- Describe your firm's approach to maintaining the Project's budget and schedule
- Provide a milestone schedule of not more than two (2) pages showing the proposed length of time to get the Project to substantial completion
- Provide a list and detailed description, including size, cost, and schedule of projects your firm is expecting to perform concurrently with the schedule of this Project
- Describe any unique experience, qualifications, tools, or techniques that will best achieve the Owner's objectives for the Project
- Describe your firm's approach to achieving Project closeout

8.9 References – Provide the name, address, and telephone numbers of no more than four (4) owners for which Proposer has worked for within the last five (5) years. The identity of owners for projects listed in Sections 8.6 and 8.7 may be included under this Section. By providing contact information, Proposer agrees that Owner may contact the reference for evaluation of the Proposal.

8.10 Program and Safety Record

- Description of Safety Program
- Name and qualifications of Safety Officer
- Work Experience Modification Rate (EMR) and OSHA recordable rates (RIR)
- Lost work time incident rates
- Describe any job site fatalities within the last five (5) years on any project in which Proposer was involved
- Identify any OSHA citations received in the last five (5) years

8.11 Litigation and Dispute History

- List all projects that have had litigation or disputes within the last five (5) years. For each project list the Owner and Owner's representative's contact information
- Have liquidated damages been assessed against your firm? If so, describe when, where, and why
- Has there been a termination from a contract before completion? If so, describe when, where, and why
- Has your firm been declared to be in default on any contract (whether bonded or not bonded)? If so, describe when, where, and why
- Has your firm ever been cited by the Louisiana State Licensing Board for Contractors within the last five (5) years. If so, describe when, where, and why

- Has any type of settlement been paid by your firm or to your firm in excess of \$25,000? If so, describe when, where and why. If the settlement is confidential, identify only the parties and the suit/arbitration heading
- Has there been a judgment rendered for breach of contract? If so, describe when, where and why
- If a judgment has been entered and a case has been appealed, provide the general facts of the case and the basis of the appeal

8.12 Bonding and Insurance.

- Information regarding Proposer's Surety for the past five (5) years. The information should also include name of agent and/or agency issuing Proposer's bonds
- A sample of Proposer's Certificate of Insurance evidencing that it can provide liability coverage with minimum limits as required by Owner's insurance requirements

8.13 Unique Capabilities – describe any additional information you believe explains why your firm would be best suited to be selected as the CM for this Project.

8.14 Bid Form – this Section of the RFQ response shall contain the completed Bid Form reflecting proposed pricing. Pricing should be given for each library separately.

9.0 EVALUATION AND GRADING.

9.1 Proposals shall be reviewed and evaluated by the Selection Review Committee assembled by the Owner. The committee shall be comprised of the following:

- (1) One design professional in the discipline of but not involved in the Project
- (2) One licensed contractor in the discipline but not involved in the Project
- (3) One representative of the Owner
- (4) Two members at large

9.2 Review and Evaluation Duration

The Selection Review Committee shall complete review and evaluation of RFQ's, conduct the interviews, compile scoring, and make a written recommendation to the Owner within ninety (90) days of RFQ submission deadline.

9.3 The Selection Review Committee shall evaluate and score RFQ responses in accordance with the criteria listed in Section 9.7 below.

9.4 At the Owner's discretion, the top three (3) responders with the highest scoring responses to the RFQ may be invited to make an oral presentation and interview with the Selection Review Committee. Interviews are not required but if used, will represent forty (40 %) of final tabulated score.

9.5 Proposer may be accompanied to the interview by key or major subcontractors it intends to utilize on the Project.

9.6 Scoring for the initial Proposal evaluation phase and, if necessary, the oral interview phase will be tabulated and construed to determine the proposal with the overall highest percentage. The proposal with the overall highest percentage shall be recommended to the Owner.

9.7 The Selection Review Committee shall evaluate and score RFQs in accordance with the following criteria:

RFQ RESPONSE SCORING		
	Criteria	Points
1	Firm and Staff/Team Qualifications a) Quality/Experience of Firm b) Team Composition c) Quality/Experience of key personnel d) Financial condition	25
2	Past Project Performance Records of Similar Size and Scope and Safety Program a. Project Cost b. Project Schedule c. References d. Litigation & Disputes e. Safety Program and Safety Records	25
3	CMAR or Alternative Delivery Project Experience	15
4	Project Management Approach a. Proposed implementation plan to manage the preconstruction and construction of the work b. Quality assurance and quality control program to be implemented for the Project c. Unique abilities for achieving Project completion	25
5	Proposed Costs (Bid Form)	10

The highest possible score for the RFQ evaluation phase is 100 points, and will comprise sixty-percent (60%) of final tabulated score if oral interviews are conducted. If oral interviews are not conducted, the initial review shall constitute 100% of the final score.

INTERVIEW SCORING		
	Criteria	Points
1	Firm and Staff/Team Qualifications a. Quality/Experience of Firm b. Team Composition and experience of working together on projects c. Quality/Experience of key personnel	25
2	Past Project Performance Records of Similar Size and Scope and Safety Program a. Project Cost and maintaining budgets on prior projects b. Project Schedule and maintaining schedule on prior projects c. References d. Litigation & Disputes e. Safety Program and Safety Records	20
3	CMAR or Alternative Delivery Project Experience	15
4	Project Management Approach	25

	<ul style="list-style-type: none"> a. Proposed implementation plan to manage the preconstruction and construction of the work b. Quality assurance and quality control program to be implemented for the Project c. Unique and/or innovative approaches for achieving Project completion d. Plans to minimize disputes arising during the project e. How your firm will address concurrent workload if awarded the contract for this Project 	
5	Proposed Costs	10
6	Presentation of RFQ Response and ability to respond to interviewer questions and discuss specific projects management approach on this project	5

The highest possible score for the oral interview phase is 100 points, and if conducted will comprise forty percent (40%) of final tabulated score.

10.0 AWARD PROCEDURE AND ANNOUNCEMENT

Based upon the written recommendation of the Selection Review Committee the Owner may award a contract to the successful Proposer. If it does so, the Owner will notify the successful Proposer and initiate Contract negotiations in order to execute a contract for preconstruction phase services. Unsuccessful Proposers will be notified in writing.

11.0 LEGAL CHALLENGES TO THE AWARD PROHIBITED

Pursuant to La. R.S. 38:2225.2.4(D), there shall be no legal challenge by any legal process to the Owner's choice of the successful Proposer except for fraud, bias for pecuniary or personal interest not related to the taxpayers' interest, or arbitrary or capricious selection by the Owner.

Exhibit D **Scope of Work**

1. General

- a. All CM personnel costs, including PMs, AMEP/FP coordination, full time superintendents responsible for all trades related to the fit-out project, office administration, estimators, schedulers, value engineering, constructability reviews, safety officers, CDC and State of Louisiana Covid-19 compliant procedures.
- b. Safety related:
- c. Vehicles and rental equipment.
- d. Misc. consumables.
- e. Temporary facilities (office & storage), temporary roof access stairs, securable construction fence, construction site-controlled access, temporary utilities.
- f. Daily housekeeping, final cleaning.
- g. Site security
- h. Commissioning support personnel.
- i. Temporary HVAC.
- j. Temporary power and lighting.

2. Sitework

3. Demolition

4. Architectural/Structural

5. Special

6. Mechanical

7. Plumbing and Process

8. Electrical

9. Fire Suppression and Fire Alarm

10. Low Voltage

Exhibit E

Work by Others

1. Work by SJBPL
 - a. Commissioning
 - b. Furniture
 - c. Kitchen Appliances
 - d. Vending Machines

Exhibit F

SJBPL Safety Best Management Practices (BMP)

Our goal is to improve safety performance by implementing the following Safety Strategy:

- **Safety Staffing:** Contractor's EHS professional will visit the project at least twice a week, unless otherwise agreed upon. The number of visits will be increased or decreased as determined by activity and agreed upon by the SJBPL Project Team and Contractor EHS. *If project has over 100 contractor employees a full time EHS professional is required.*
- **Jobsite Safety Audits/ Jobsite Inspections:** Contractor's EHS Professional will document a weekly safety inspection and share the results with the SJBPL project team.
- **Daily Safety Huddles:** Each contractor/subcontractor will hold a daily safety huddle to discuss the tasks / hazard / precautions of the day. This can be done in the form of a JHA. Attendance will be documented and available for SJBPL review. (5 to 10 Minutes)
- **Planning:** Pre-project and pre-task planning. **JHAs** will be completed by each contractor and reviewed with their workers (**daily**), prior to starting work each day. Each JHA must be signed by the workers and posted in the work area.
- **Tool Box Talks:** Each contractor(s) will hold a **weekly safety** meeting that includes additional safety topic, in addition to the JHA.
- **Personal protective equipment policies:** PPE minimum requirements will be communicated to all contractor employees and posted on site (posting by appropriate contractor in their work zone). All project visitors will adhere to these rules. 100% hard hats – including welders (welding hood attached to the hard hat), 100% high visibility shirts / reflective vests when exposed to vehicular traffic, 100% eye protection, substantial work boots (no steel toed gym shoes allowed), task specific work gloves, fall protection (6' rule). Other, PPE required per task.
- **Permit Requirements:** Contractor Permits will be completed prior to the work and posted as appropriate, (e.g. Confined Space, Hot Work, Line Breaking, Core Drilling & Surface Penetration, etc...).
- **Work hour restrictions:** Permission must be granted when working over 12 hours. Employees working over 16 hours is prohibited.
- **Signage:** Contractors will post EHS recognition signage in their work areas.
- **EHS Training:** All contractor field supervisors will have at least an **OSHA 10 or 30 hour course** (or equivalent) within the past 5 years and **provide evidence** to the SJBPL project team. Additional work specific/project related training is required for specialty related work, (i.e. Excavation Competent Person, Fall Protection, Scaffolding, Electrical or other specialty trade related). Training records must be readily available upon request.
- **Safety Education:** Each Contractor employee will attend mandated Site Contractor Safety Orientation (annually). In addition, proof of specialized training will be provided by the contractor and verified on appropriate topics, such as Fall Protection, MEWPs, Trench & Excavation, Confined Space Entry, Scaffolding, Ladder, Flagger, Rigging, Heavy Equipment, etc.
- **Demonstrated Management Commitment:** Contractor management will strictly adhere to the site EHS rules, such as the PPE requirements. They will participate in safety inspections, safety planning, JHAs. They will provide the appropriate funds for EHS matters.
- **Subcontractor Management:** Contractors will evaluate subcontractors EHS programs and the Contractor Project Manager/Site Engineer will have final approval of subcontractor selection based on EHS review.

- **Subcontractor's supervisors** must have attended an **OSHA 10 or 30 hour course** in the past 5 years.
- **Incident Reporting:** Total work hours and injuries must be reported to the Contractor Project Manager/Site Engineer weekly.
- **Positive Reinforcement of Safe Behavior:** Evaluation, recognition and rewards. Each month, safe observation monthly milestone lunches will be provided by the contractor. During the lunch, social distancing will be maintained, and a safety topic will be presented by the contractor's EHS professional.
- **Equipment inspections:** Each contractor will complete and document a daily inspection of their equipment, such as, all-terrain fork lifts, welding machines, MEWPs, etc. All equipment will **have the user/owner's name** on the piece of equipment so that the owner can be readily identified.
- **MEWPs** will have either a picture of the authorized trained users or a roster of authorized users affixed to the lift. When elevated, the MEWP have caution tape placed 360 degrees around the MEWP for protection against falling objects and struck by hazards or have a spotter with no other duties.
- **Spills and Environment:** Contractors will have a spill control kit if they operate any equipment or utilize any chemicals that could potentially spill and must report any spills immediately to the Contractor Project Manager/Site Engineer.
- **Fall protection special emphasis:** The project will participate through posters, tool box talks, and other communication in a program to raise the awareness of the fall hazards in construction.
- **Scaffolding:** All scaffolding will be inspected by a "competent person" prior to use each shift and documented on an inspection tag affixed to the scaffold.
- **MUTCD:** When work is on or near the road, parking lots, pedestrian walkways, the requirements outlined in the Manual of Municipal Uniform Traffic Control Devices will be adhered to, i.e. trained flagger when required.
- When construction vehicles are **backing** a spotter is mandatory, regardless of back-up alarms.
- **Trench/Excavation Safety:** The Contractor Surface Penetration Procedure and OSHA regulations will be strictly adhered to, a few key items include: Utility locates, potholing and marking, pre and post locate meetings, daily excavation planning, excavation cave-in protection, barricades and safe access.
- **Temporary Power and Lights:** All temporary wiring will be on GFCI protected circuit. The use of non-metallic sheathed cable ("Romex" type) for temporary power is prohibited. Accordingly, cords used for temporary power must be hard or extra hard usage and/or metal clad (including lighting). Splices must be in boxes, unless the integrity of the cord is restored to its original strength. All temporary receptacles will be GFCI protected at the receptacle.
- **Electrical Safe Work Practices:** NFPA 70 E will be strictly adhered to.
- **Confined Space Entry:** OSHA and Contractor requirements will be followed. Training and air-monitor, bump testing, calibration will be verified.
- **Warning Tape Permit Process:** Red warning tape will be utilized in areas of high hazard and permission by the contractor responsible for the area will be required to cross the tape. Yellow tape is acceptable for lower hazard areas and can be crossed with caution without permission.
- **Weekly Safety Meetings:** The project coordination meeting will be documented and include safety as the first agenda item. A foreman from each on site subcontractor will be required to attend.
- **Safety Minute:** All meetings will start with a safety moment.

Company Name _____

Company Contact _____

Telephone No. _____

Date _____

BID FORM

To:

Project:

GENERAL

The undersigned, hereinafter termed "Bidder," hereby agrees to furnish materials, labor, equipment, tools, and supervision to complete all work as required by the Contract Documents.

ITEM 1 – Preconstruction Services

Total costs per month for Preconstruction Services, as defined in the Request for Proposal and Agreement:

Include breakdown of the services cost and anticipated duration.

Dollars per Month (\$ _____ /mo.)

Number of Months Total Duration anticipated _____ mos.

ITEM 2 – Construction Manager's Fee

Percentage fee applied to Costs, as defined in the Agreement:

_____ percent
(_____ %)

ITEM 3 – General Conditions

Total costs per month for General Conditions, as defined in the Agreement AND Exhibit B: Include breakdown of the General Conditions cost.

Dollars per Month (\$ _____ /mo.)

ITEM 4 – Construction Budget Estimate

Construction Budget Estimate, **based on regular workday hours and regular shifts (no overtime)**, for all construction work and services, to complete the facilities, structures and utilities as defined in the Schematic Design Package: Include breakdown of the construction services costs, including contingency.

Total Dollars (\$ _____)

Construction Budget Estimate Breakdown

General Conditions (Breakdown per Exhibit ____)	
Cost of Work	
Division 1 - Not included in Exhibit I	
Division 2 - Sitework	
Division 3 - Concrete	

Division 4 - Masonry	
Division 5 - Metals	
Division 6 - Woods & Plastics	
Division 7 - Thermal & Moisture Protection	
Division 8 - Doors & Windows	
Division 9 - Finishes	
Division 10 - Specialties	
Division 11 - Equipment	
Division 12 - Furnishings	
Division 13 - Special Construction	
Division 14 - Conveying Systems	
Division 15 - Mechanical	
Division 16 - Electrical	
CM Construction Contingency	
CM Construction Phase Fee	
General Liability Insurance	
Builders Risk Insurance	
Licenses and Special Taxes	
Building Permits	
Taxes	

Construction Budget Estimate – Alternates

1.	•	ADD/DEDUCT \$ _____
----	---	------------------------

ADDENDA

No.

Date

The following Addenda are included:

The undersigned agrees that this Bid shall be valid for a period of One Hundred-Twenty (120) days, unless withdrawn with written consent of the Owner.

In submitting this Bid, it is hereby understood that the Owner reserves the unrestricted privilege to reject any and all bids, or parts of bids, and to waive any informalities in the bidding.

In consideration of the foregoing, the undersigned hereby agrees that if selected and an agreement reached between the SJBPL and bidder it will enter into a CMAR GMP contract with the Owner, and to faithfully execute said contract according to its terms mutually agreed upon.

FIRM NAME:

OFFICIAL ADDRESS:

State whether a:

- () Corporation
- () Partnership
- () Sole Proprietorship
- () Joint Venture

By _____

Title _____

Signed _____

EXHIBIT B
GENERAL CONDITIONS

**To establish "Item 3 – General Conditions" on the Bid Form
The contractor shall include, but not be limited to, all the following.**

Scope items to be **invoiced at direct cost and not subject to mark-up** by the construction management fee per the Agreement. All other administrative costs affiliated with the project shall be included in the "Contractor's Fee."

- 1. Direct Labor Expenses** (Payroll, Taxes, Insurance, and other customary benefits for the above listed categories) of all personnel required by the Contractor to administer this contract on site, including but not limited to, safety personnel, schedulers, estimators, etc. is to be included.

- Project Executive
- Project Manager
- Assistant Project Manager
- Superintendent
- Assistant Superintendent

- Project Engineer
- Field Engineer
- Surveying
- Safety Supervisor

- Estimator
- Scheduler
- Project Accountant

2. Office

- Computers
- Office Supplies
- Telephone/Internet
- Postage
- Furniture/Equipment
- Blueprinting
- Temporary Toilets
- Travel Expense
- Expendable Tools
- Subsistence

3. Equipment

- Fuel/Oil
- Maintenance
- Rentals

4. Temporary Construction

Site Office
Site Storage
Water
Power
Lighting
Heating & Ventilation
Roof Access
Construction Site Fence
Signage
Covid19 Sanitizing Stations

5. Temporary Services

Dumpsters
Waste Removal
Housekeeping

6. Drug Testing

Provide an itemized breakdown of the General Conditions as contractor attachment Exhibit "C" to the Bid Form.

EXHIBIT C
CONTRACTOR ATTACHED GENERAL CONDITIONS BREAKDOWN

Perkins&Will

Norris J. Millet, Sr. Library

Program Summary

LaPlace, LA

November 26, 2024



community connection.

Together, we are rebuilding the Norris J. Millet, Sr. Library into an inclusive, community-focused hub, equipped to support the growth of the LaPlace community.

01. Project Summary

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02. Programming

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Program Space List	13

03. Site Study

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Existing Site Plan	24
Site Coverage Diagram	25

Section 01.

Project Summary

Executive Summary

Each branch of the St. John's Parish libraries serves as a vital community connector with a mission to champion economic vitality, promote cultural awareness and encourage a lifelong love of reading, learning and literacy.

After suffering significant damage by Hurricane Ida, St. John the Baptist Parish Library staff worked diligently to reopen a service location in LaPlace. An entrance was created to the left of the Norris J. Millet, Sr. Library Branch, opening the doors to a cheerful, renovated space with all the services the community has come to know and love in a more compact area. The smaller facility offers print/copy/fax services, computer access, designated children's and teen/adult spaces, two meeting rooms and a study room.

While this renovation has allowed the LaPlace community to access many vital resources, the time has come to rebuild the facility in order to provide the range of services desired by library staff. Reconstruction of the LaPlace library offers an opportunity to address current building codes, incorporate future-forward library trends, and improve hurricane resilience.

Located adjacent to Thomas F. Daley Memorial Park, the current site is primed to increase outdoor program space and connect with the community resources available nearby. The current site also offers direct access and visibility from Highway 51, helping to situate the new facility as a beacon for community engagement along a major thoroughfare.

As the largest facility within the system, the new LaPlace library will include robust programming for all ages, highlighted by a locally-focused collection, gaming and Makerspaces, and a significant increase in spaces dedicated to collaborative programming. Additional program elements will include interactive Children's areas, multi-purpose meeting spaces, telehealth and studio concepts with access to public computers, and dedicated spaces for teens.



Main Entry

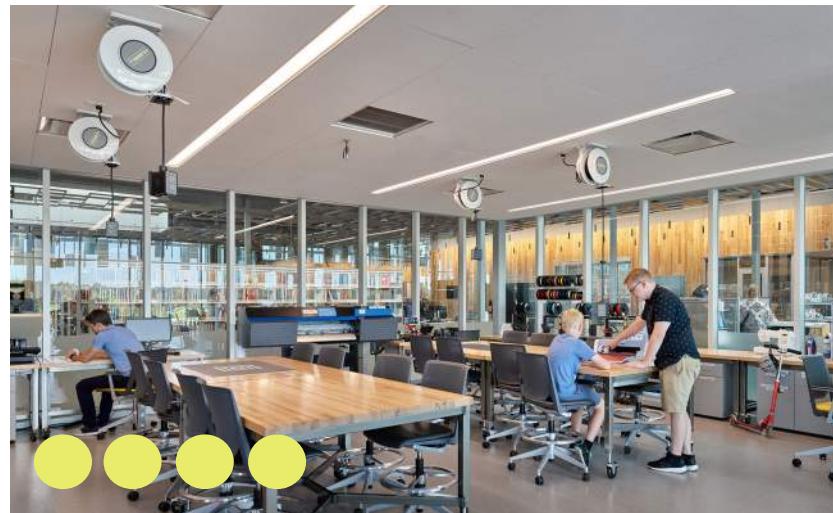
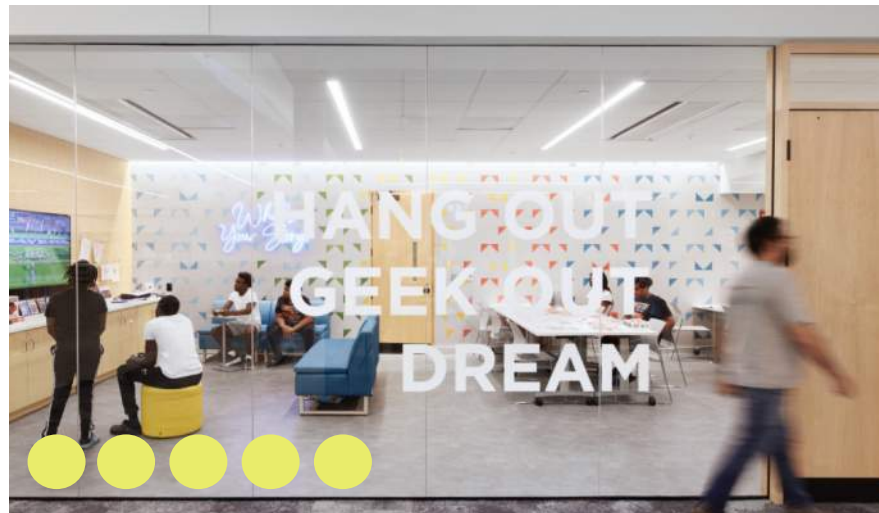
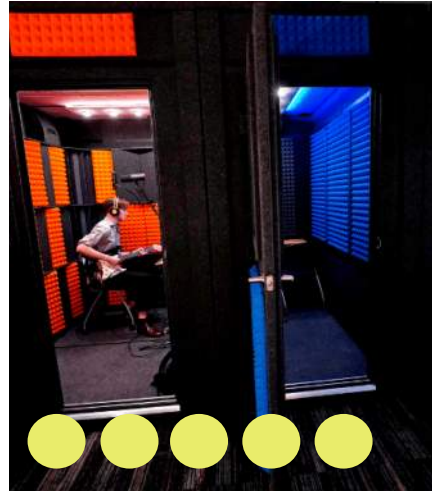


Adjacent Walking Trails



Renovated Administrative Wing

Public Engagement what we heard...



Program

1. Spaces with technology to record music were of interest
2. Strong desire to include combined child/caregiver seating
3. Session attendees confirmed that sensory spaces would be beneficial to many patrons
4. Spaces for patrons of all ages to enjoy gaming equipment were highlighted
5. Inclusion of Makerspace received overwhelming positive feedback
6. Study rooms are important, especially for teens
7. More computer classes!
8. Many attendees were interested in more inter-generational programming
9. Include meeting spaces of various sizes

*Green circles indicate images that were selected as preferred images by Public Engagement attendees



Exterior Program

- 1. Attendees were interested in the inclusion of community gardens
- 2. Integrate more outdoor seating in areas that are shaded
- 3. Shaded, casual outdoor spaces (with fans) are desired
- 4. Interest in using expansive site for outdoor recreation, fitness, music and community gatherings



*Green circles indicate images that were selected as preferred images by Public Engagement attendees



Architecture

1. Many attendees were drawn to the illuminated 'beacon' as a method of increasing visibility from road
2. Shaded exterior spaces with adjacent expanses of glass were well received
3. Building should feel welcoming - open and bright!
4. Building should respond to neighborhood context



*Green circles indicate images that were selected as preferred images by Public Engagement attendees



Interiors

1. Strong preference for bright colors within the interior finish palette
2. Interiors should be 'vibrant, inviting and comfortable'
3. Variation among seating types was well received - should be flexible and colorful!
4. Many attendees were drawn to the integration of art within interior space
5. Small, nook-like spaces for privacy and comfort were well received
6. Spaces for focused, quiet work are desired

*Green circles indicate images that were selected as preferred images by Public Engagement attendees

Staff Engagement

what we heard...

01. General

- Drive-thru book drop (with book drop room) should be located on building exterior with drop directly into library
- Book donation collection to be protected from the elements
- Visibility at entrances is important to staff (include provisions for people counters)
- Covered drop-off is desired
- Provide outdoor seating

02. Program Needs

- Additional technology classes
- Connectivity between adjacent walking trail and library
- Outdoor gaming (chess, etc.)
- Outdoor story walk
- Space for outdoor Children's messy programs
- Community Garden

03. Space Needs

- Auditorium-style education space with stage is desired
- Makerspace (with internal storage) is desired
- Sensory room located close to Children's area would help to promote inclusion
- Study rooms should be located near Children's area
- 20-50 person multi-purpose room (with operable wall)
- Need for 12-16 person meeting room(s)
- Need for 4-6 person meeting rooms
- Teen area should be visible from circulation desk, should have comfortable seating and gaming space

- Business Resource Center - laptops, study rooms, etc.

- Resource Room - genealogy is a special interest of many patrons

- Computer Lab to facilitate computer classes

- Display space near entry

- Space for Tech Services

- Book sale area for overflow donated books and DVDs

- Maintenance storage

- Receiving space for deliveries should be provided

04. Children's Area Needs

- Access to the exterior for storytime

- Space to accommodate 50 for storytime

- Stage/performance area (with sound)

- Play space, tunnels, etc.

- Adult computers and Magic Desktops

- Mixed seating (seating for older children and adults)

- Craft tables

- Should be located in an area that allows them to 'let loose' and not be a distraction to other patrons

05. Staff Area

- Meeting space with break room (with separate space for dedicated break time)

- Break Room to include a three-compartment sink

- Need staff office space for non-desk work

- Lockers (half-size) for staff and volunteers

- Include mail slots for staff

- Work room/storage with layout space for work withing Program Storage

06. Back of House

- Storage for cleaning and office supplies for entire system

- Storage for daily cleaning supplies (janitor sink each floor)

- Large, centralized storage for supplies to have exterior access

- Dedicated IT Room (with storage)

Section 02.

Programming

Programming Summary

Through a public engagement session and series of meetings with library staff and leadership, the building program has been refined, space by space. The resulting program reflects feedback from staff regarding the current use of space, community input, and best practices

Currently damaged collections will be restored, made more accessible, and easier to navigate. An additional collection dedicated to Louisiana history will be featured in the new library. Robust Children’s programming will be supported by additional square footage with immediate access to the outdoors. This area is also planned to include sensory and play learning stations as well as a mix of seating types for children, parents and caregivers.

The Teen/Tween demographic is a population the library would like to better serve by offering comfortable, creative space paired with access to new technologies (gaming, media production, maker activities) and ample areas for individual and group studying.

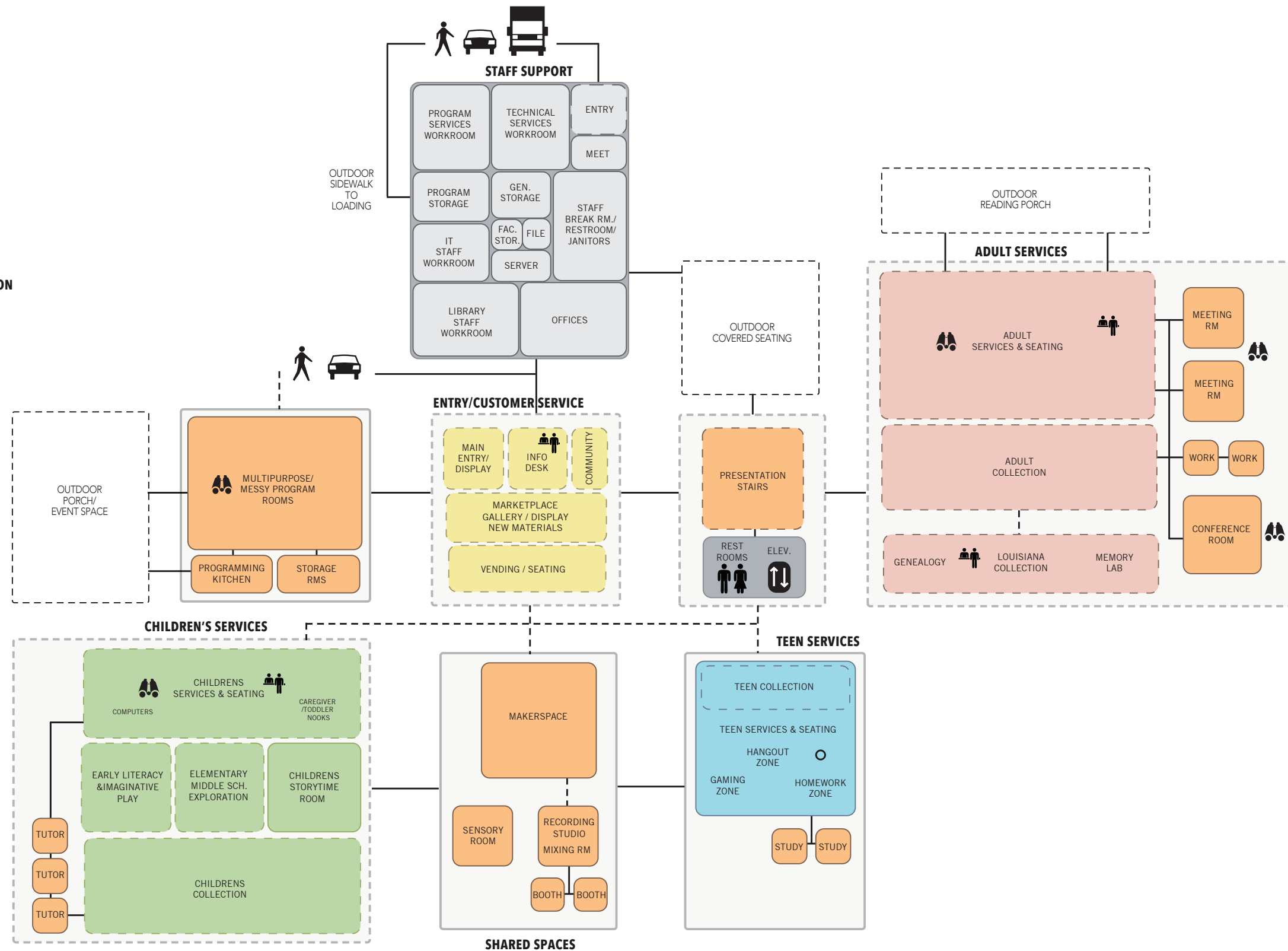
Staff areas will be optimized, with right-sized work areas and ample space for back-of-house workroom functions and storage. Support spaces, like storage, have been carefully considered and will be strategically located near the functional spaces they serve.

The updated building program shows significant growth in community gathering and learning spaces and an overall increase in area by over 11,000 square feet. Overarching planning goals include better relationships between programs, simplified wayfinding, and improved connection to the outdoors to support additional programming.

		EXISTING LIBRARY PROGRAM					2024 LIBRARY PROGRAM						
	Space Type	Unit/Area	Qty.	N.S.F.	LF	Staff Seats	Seats	Unit/Area	Qty.	N.S.F.	LF	Staff Seats	Seats
7.0 PROGRAMMED SERVICES													
7.1	1.0 Entry/ Customer Service Areas			783	0	0	0			1,835	144	2	6
7.2	2.0 Adult Services Areas			7,193	0	0	0			6,455	1,704	2	62
7.3	3.0 Children's/Youth Services Areas			2,678	0	0	0			6,075	1,200	1	97
7.4	4.0 Teen Services Areas			583	0	0	0			1,885	936	0	22
7.5	5.0 Collaborative Programs			1,802	0	0	0			6,970	0	0	223
7.6	6.0 Staff + Support Spaces			7,110	0	0	0			4,850	0	17	0
PROGRAMMED SERVICES TOTAL NSF				20,149	0	0	0			28,070	3,984	22	410
8.0 GROSSING					N.S.F.	Factor				N.S.F.	Factor		G.S.F.
		Program Multiplier				1.32					1.35		
8.1	Building Services			20,149	0.10		2,015			28,070	0.10		2,807
8.2	Circulation (Corridors, Vertical, Egress)			22,164	0.11		2,438			30,877	0.14		4,323
8.3	Construction (Ext. Walls, Building Structure)			24,602	0.08		1,968			35,200	0.08		2,816
GROSSING TOTAL							6,421						9,946
9.0 TOTAL SQUARE FOOTAGE						G.S.F.						G.S.F.	
9.1	7.0 Programmed Services					20,149						28,070	
9.2	8.0 Additional Grossing					6,421						9,946	
LIBRARY TOTAL GSF						26,570						38,016	

Program Map

- SHARED SPACES
- ENTRY/MEETING
- SUPPORT
- CHILDREN
- TEEN
- ADULT
- ENCLOSED AREA
- SEMI-ENCLOSED AREA
- GOOD VIEWS
- ADJACENT TO
- IN PROXIMITY TO OR VISUAL CONNECTION
- MOBILE STAFF TOUCHDOWN STATION



Program Space List

	Space Type	EXISTING LIBRARY PROGRAM						2024 LIBRARY PROGRAM						Functional Description / Special FF&E
		Unit/Area	Qty.	N.S.F.	LF	Staff Seats	Seats	Unit/Area	Qty.	N.S.F.	LF	Staff Seats	Seats	
1.0	ENTRY / MARKETPLACE													
1.1	Library Entrance													
1.1.1	Library entry(s) floor space							200	1	200				Walk off mat, entry vestibule
1.1.2	Announcements/Community Info							25	1	25				Built-in display as well
1.1.3	Media Wall Display							30	1	30				Media Wall 4 display monitors
	Subtotal			518						255				
1.2	Marketplace													
1.2.1	Gallery Display							120	1	120				Rotating Gallery Display / Floor and Wall
1.2.2	Community History							60	1	60				
1.2.3	Collections: New Books							40	6	240	72			Mobile Retail Display
1.2.4	Collections: New Media							40	2	80	24			Mobile Retail Display
1.2.5	Holds Pick Up							30	2	60	48			4-high mobile shelves or perimeter shelving
	Subtotal									560	144			
1.3	Staff Help Area													
1.3.1	Staff Service Desk and Storage					0		90	2	180		2		2 staff at desk with mobile undercounter storage and cash drawer, storage wall behind desk
1.3.2	Library Card OPAC							25	1	25				
1.3.3	Book Drop Zone or Mobile Drop Box							30	1	30				
1.3.4	Laptop / Device Checkout Dispenser							50	1	50				Laptop / Device checkout dispenser
	Subtotal			265		0				285		2		
1.4	Partner Pop Up													
1.4.1	Floor space for Partner Kiosk							150	1	150				
1.4.2	Partner Display Space							50	1	50				
	Subtotal									200				
1.5	Vending Zone													
1.5.1	Vending Machines							60	4	240				
1.5.2	Seating							45	6	270			6	
1.5.3	Condiments / Trash Recycling / Storage							25	1	25				
	Subtotal									535			6	
ENTRY/CUSTOMER AREAS SUBTOTAL				783	0	0	0			1,835	144	2	6	

Program Space List

2.0 ADULT SERVICES AREAS		EXISTING LIBRARY PROGRAM					2024 LIBRARY PROGRAM						
2.1	Adult Display / Collections											Approx. 13,000 Items	
2.1.1	Collections: Periodicals						35	2	70	48		Low shelving max 54"H for sightlines (4 H)	
2.1.2	Collections: Large Print						35	5	175	120		Low shelving max 54"H for sightlines (4 H)	
2.1.3	Collections: Books - NonFiction						35	10	350	240		Low shelving max 54"H for sightlines (4 H)	
2.1.4	Collections: Books - Fiction						35	28	980	672		Low shelving max 54"H for sightlines (4 H)	
2.1.5	Collections: Media (DVDs)						35	2	70	48		Low shelving max 54"H for sightlines (4 H)	
2.1.6	Collections: Media (Audiobooks)						35	2	70	48		Low shelving max 54"H for sightlines (4 H)	
	Subtotal		3,367						1,715	1,176			
2.2	Louisiana Collection											Approx. 3,000 Items	
2.2.1	Collections: Stacks						35	22	770	528		Mix of tall perimeter and 54"h shelving (4 H)	
2.2.2	Collections: Maps and Drawers						35	4	140				
2.2.3	Reading/Work Tables - 2 Person						60	2	120		4		
2.2.4	Microfiche Workstations						50	2	100		2		
2.2.5	Memory Lab Equipment						20	5	100				
2.2.6	Staff Touchdown - Kiosk						75	1	75		1		
	Subtotal		1,054	0	0	0			1,305	528	1	6	
2.3	Adult Services & Seating												
2.3.1	Staff Desk						150	1	150		1	Mobile Kiosk with laptop or PC swivel mount	
2.3.2	Public Access Catalog (PAC) Station						15	2	30			1 End of range catalog or Tablet	
2.3.3	Photocopy Machine						75	1	75			All in one copy/printer + Jamex + print release PC + layout space with supply storage cabinet	
2.3.4	Public Computing Workstations						50	12	600		12	12 public desktop PCs	
2.3.5	Laptop Work/Study Seating						60	12	720		12	Seating with power for Laptop study/work/internet	
2.3.6	Bar Seating / Laptops						75	6	450		6	Barstools, power	
2.3.7	Reading/Work Tables - 2 Person						60	6	360		6	Seating with power for Laptop study/work/internet	
2.3.8	Lounge Seats						45	10	450		10	Lounge chairs with 1-side table for every 2-chairs or integral	
2.3.9	Private/Individual Seating						60	10	600		10	Lounge chairs with 1-side table for every 2-chairs or integral	
	Subtotal		2,772	0	0	0			3,435	0	1	56	
ADULT SERVICES SUBTOTAL			7,193	0	0	0			6,455	1,704	2	62	

Program Space List

3.0 TEEN SERVICES AREA		EXISTING LIBRARY PROGRAM					2024 LIBRARY PROGRAM						
3.1	Teen Collection											Approx. 3,000 Items	
3.1.1	Teen Display						35	2	70			Mobile retail display	
3.1.2	Collections: Books						35	12	420	288		Low shelving max 54"H for sightlines (4 H)	
3.1.3	Collections: Periodicals						35	1	35	24		Low shelving max 54"H for sightlines (4 H)	
Subtotal			583	0	0	0			525	312	0	0	
3.2	Teen Services Collections and Seating												Approx. 3,000 Items
3.2.1	Public Computing Workstations					0	50	4	200			4	3 PCs - these may have specific design software
3.2.2	Individual Lounge Seating					0	60	8	480			8	
3.2.3	Study Seating					0	60	6	360			6	
3.2.4	Gaming Station - two person					0	80	4	320			4	
Subtotal			0	0	0	0			1,360	624	0	22	
TEEN SERVICES SUBTOTAL			583	0	0	0			1,885	936	0	22	

Program Space List

4.0 CHILDREN'S/YOUTH SERVICES AREAS		EXISTING LIBRARY PROGRAM						2024 LIBRARY PROGRAM						
4.1	Children's Display / Collections													Approx. 14,000 Items
4.1.1	Collections: New / Display							30	4	120				Mobile retail display
4.1.2	Collections: Books - Fiction							38	24	912	576			Low shelving max 54"H for sightlines (4 H)
4.1.3	Collections: Books - NonFiction							38	8	304	192			Low shelving max 54"H for sightlines (4 H)
4.1.4	Collections: Books - Picture / Easy							38	8	304	192			Low shelving max 54"H for sightlines (4 H)
4.1.5	Collections: Books- Board							38	6	228	72			Low shelving max 54"H for sightlines (4 H)
4.1.6	Collections: Media (DVDs)							38	2	76	48			Low shelving max 54"H for sightlines (4 H)
4.1.6	Collections: Media (Audiobooks)							38	1	38	24			Low shelving max 54"H for sightlines (4 H)
4.1.7	Collections: Periodicals							38	1	38	24			Low shelving max 54"H for sightlines (4 H)
	Subtotal			0						2,020	1,128			
4.2	Children's Services & Seating													
4.2.1	Staff Desk							150	1	150		1		1 staff stool with PC and undercounter storage
4.2.2	Photocopy Machine							75	1	75				All in one copy/printer + Jamex + print release PC + layout space with supply storage cabinet
4.2.3	Public-Access Catalog (PAC)							15	2	30				1 End of range catalog or Tablet
4.2.5	Children's Public Computer Workstations							50	4	200			4	4 public desktop PC for tutoring/study/internet
4.2.5	General Laptop Tables							50	2	100			2	
4.2.9	Magic Desktop							50	4	200			4	lpad workstations
4.2.6	Tutor/D shape Study Table Seating							90	3	270			12	Seating with power for Tablet/Laptop study/homework
4.2.7	Children's Lounge/Soft Seating							45	10	450			10	
4.2.8	Adult Lounge/Soft Seating							45	8	360			8	
4.2.9	Caregiver/Toddler Workstation Nook							80	3	240			3	nook for toddlers with adjacent workstation for caregiver (PC or Laptop?)
	Subtotal			2,830	0	0	0			2,075	0	1	43	
4.3	Early Literacy / Early Elementary Area													
4.3.1	Early Literacy Exploration Space							200	1	200				Wall and floor manipulatives for toddler/sensory/early literacy
4.3.2	Preschool / Early Ele. Imagine Play							225	1	225				Imaginative play structure
4.3.3	Children's Lounge/Soft Seating							25	6	150			6	
4.3.4	Adult Lounge/Soft Seating							40	2	80			2	
	Subtotal			0	0	0	0			655	0	0	8	
4.4	Elementary / Middle School Exploration													Programs go in multipurpose rm.
4.4.1	LEGO or STEAM Activities							50	6	300				LEGO wall / table, other activities geared towards elementary/middle school ages.
4.4.2	Activity/Reader Table: 4-person (std)							100	2	200			8	
4.4.3	Activity/Reader Table: 4-person (elementary)							75	2	150			8	
	Subtotal			0	0	0	0			650	0	0	16	

Program Space List

4.5	Children's Storytime Area / Room										
4.5.1	Storytime Seating					15	30	450		30	
4.5.2	Supply Storage					75	1	75			
4.5.3	Book Bins					25	6	150	72		
	Subtotal		0	0	0			675	72	0	30
CHILDREN'S SERVICES SUBTOTAL			2,678	0	0			6,075	1,200	1	97

5.0 COLLABORATIVE PROGRAMS AREAS		EXISTING LIBRARY PROGRAM					2024 LIBRARY PROGRAM						
5.1	Tutor / Group Study											Lockable door with glass/views	
5.1.1	Small Group Study/Tutoring Rooms	110	3	330			100	7	700			28	2-4 person study or tutoring room, minimum interior dimensions 9'x9' clear
5.1.2	Medium Meeting Room						300	2	600			20	8-10 person meeting room
5.1.3	Conference Room						500	1	500			16	12-16 person meeting room
5.1.4	Recording Room						220	1	220			6	Recording room for music, videos, etc.
5.1.5	Control Room						75	1	75			2	Mixing/control room with view into recording room
5.1.6	Recording Booth						90	2	180			6	"Whisper Room" style recording booth for 2-3 people, vocals, podcast, etc.
	Subtotal			330		0			2,275			78	
5.2	Makerspace / Messy Program Room "The Hive"												Lockable door with glass/views
5.2.1	Flexible Open Workspace						600	1	600			12	Conference room size 12-16 Mobile flip top tables with power
5.2.2	Flexible Storage in Room for Equipment						150	1	150			4	Space for built in or mobile equipment
5.2.3	Large format printer						50	1	50			4	Power/Data - large format color printer and storage
5.2.4	Built in storage / Countertop Sinks						150	1	150				Space for countertop equipment and sinks for cleaning
5.2.5	Storage Closet						150	1	150				Space for storage of material supplies, tools, with magnetic writable sliding doors
	Subtotal			0		0			1,100			20	

Program Space List

		EXISTING LIBRARY PROGRAM					2024 LIBRARY PROGRAM						
5.3	Multi-purpose Meeting Room											Divisible into 2 rooms	
5.3.1	Prefunction Area						1	300	300			Size for 125 lecture style; 56 with tables	
5.3.2	Seating Area	12	108.5	1,302		109	12	125	1,500		125	Size for 125 lecture style; 56 with tables	
5.3.3	Presentation / Platform Area						50	2	100				
5.3.4	Table, Chair & Equipment Storage	70	2	140			120	2	240				
5.3.5	Room Divider	30	1	30			50	1	50				
5.3.6	Kitchenette						80	1	80			One side of room with 3 bay industrial sinks for messy programs	
5.3.7	Programming Kitchen						250	1	250			Kitchen with 2 ref., countertop, large sink, storage, door to exterior and into Multi	
	Subtotal			1,472					2,520		125		
5.4	Sensory												
5.4.1	Sensory Room						1	225	225			Room with sensory equipment geared for people with autism (of all ages)	
	Subtotal			0		0			225		0		
5.5	Presentation Stair												
5.5.1	Seating Stair						1	850	850			Functional stair with seating	
	Subtotal			0		0			850		0		
5.6	Outdoor Reading Porch												
5.6.1	Outdoor Seating Area		0	0				0	0			Not counted as conditioned space	
	Subtotal			0		0			0		0		
GENERAL COLLABORATIVE SUBTOTAL				1,802	0	0			6,970	0	0	223	

Program Space List

6.0 STAFF + SUPPORT AREAS		EXISTING LIBRARY PROGRAM						2024 LIBRARY PROGRAM						
6.1	Staff Entrance													
6.1.1	Staff Entry and Delivery Area							80	1	80				42-48" or 6-0 wide door entry, receiving, storage/holding, etc
6.1.2	Industrial Shelving							25	3	75				24"d x 3'w x 6'h shelving - incoming, ILL, Malcoms to go
6.1.3	Book Sorting/Donations							75	1	75				15"d
	Subtotal			0						230				
6.2	Staff Offices													Ideally adjacent to staff workroom
6.2.1	Library Director's Office					0		215	1	215		1		Desk, lockable storage, 4 guest chairs, 1 small meeting table
6.2.1	Library Asst. Director's Office					0		180	1	180		1		Desk, lockable storage, 3 guest chairs, 1 small meeting table
6.2.1	Library Business Office					0		130	1	130		1		Desk, lockable storage, 2 guest chairs
6.2.1	Library Manager's Office					0		130	1	130		1		Desk, lockable storage, 2 guest chairs
	Subtotal			0		0				655		4		
6.3	Staff Meeting													Can be used for private conversations - need privacy -
6.3.1	Staff Meeting Room							150	1	150		6		Table with seating for 4-6, Writable magnetic surfaces, AV Screen
	Subtotal			0		0				150		6		
6.4	Library Staff Workroom													Close to elevator for movement of books from delivery/returns on first floor
6.4.1	Circulation Mgr - Cubicle					0		75	1	75		1		8' x 8' cubicle with storage
6.4.1	Childrens Services Head - Cubicle					0		75	1	75		1		8' x 8' cubicle with storage
6.4.1	Facilities Head - Cubicle					0		75	1	75		1		8' x 8' cubicle with storage
6.4.1	Staff Shared Workstations					0		40	4	160		4		Perimeter hotelling stations, overhead shelf
6.4.2	Photocopier / Printer / Fax							30	1	30				Large all in one
6.4.3	Work Tables & Work Island							120	1	120				3' x6' mobile worktable with power; 3' clearance
6.4.4	Book Truck Storage							8	10	80				Not including what may be at workstations
6.4.6	Storage Shelving							15	4	60				On hand supply, general storage
	Subtotal			0		0				675		7		

Program Space List

		EXISTING LIBRARY PROGRAM					2024 LIBRARY PROGRAM						
6.4	Tech Services Workroom												
6.4.1	Catalog / Aquisitions - Cubicle				0		80	1	80		1		8' x 8' cubicle with storage, needs 4 high shelf storage
6.4.1	Staff Workstations				0		50	2	100		2		L shaped sit/stand, overhead shelf - space for 2 small booktrucks at each
6.4.2	Desktop Printer						5	1	5				Shared Desktop printer on counter
6.4.3	Work Island						150	1	150				4'x7' worktable with power; Storage under island on 2 sides plus knee space; 3' clearance
6.4.4	Book Truck Space						10	5	50				Not including what may be at workstations
6.4.6	Storage Shelving						15	5	75				18"d x 3' or 4' wide - (qty 5; 4 storage, 1 malcom)
6.4.6	Storage						15	4	60				1 LF for ILL files, 2 flat carts 3'w x 16"-18"d x 2 high - floorspace for cardboard
	Subtotal			0	0				520		3		
6.4	Programming Services Workroom												
6.4.1	Catalog / Aquisitions - Cubicle				0		75	1	75		1		8' x 8' cubicle with storage
6.4.1	Staff Workstations				0		50	3	150		3		L shaped sit/stand, overhead closed storage
6.4.2	All in One - smaller						30	1	30				Shared Desktop printer on counter
6.4.3	Work Island						150	1	150				4'x7' counter ht worktable with power and storage and knee space; 3' clearance
6.4.6	Storage and Shelving						15	7	105				2 tall cabinets (Double), 1 Cabinet lockable supplies, 1 LF tall, 3 carts
	Subtotal			0	0				510		4		
6.4	IT Staff Workroom												
6.4.1	Staff Workstation Desks				0		50	3	150		3		L Sit/Stand desks, overhead shelf
6.4.2	Desktop Printer						5	1	5				Shared Desktop printer on counter
6.4.3	Work Island						120	1	120				3' x 6' mobile worktable with power; 3' clearance
6.4.6	IT Storage						15	7	105				~12' Countertop and overhead storage as well as tall cabinet and/or LF storage for on hand equipment - need floor space for boxes of equipment.
	Subtotal			0	0				380		3		

Program Space List

		EXISTING LIBRARY PROGRAM					2024 LIBRARY PROGRAM					
6.5	Staff Break Room											
6.5.1	Kitchenette						120	1	120			Countertop with upper/lower cabinets, refrigerator, microwave, sink, trash/recycle (2) 4 tops - confirm
6.5.2	Seating for 8						25	8	200			
6.5.2	Lounge Seating for 4						40	4	160			
6.5.3	Volunteer & Staff Lockers						5	8	40			16 lockers, (2 or 3-high locker system), padlock
6.5.4	Staff Toilet						60	2	120			
	Subtotal			0					640			
6.6	Storage/Maintenance/Janitorial/IT Support Area											
6.6.1	General Office / Housekeeping / IT Supply Storage						250	1	250			24"d x 36"w storage (qty 4 IT), (qty 2 Cleaning), (qty 2 office supply) with 5' clear floor for Cleaning supplies, 4' clear for office supply - paper boxes
6.6.1	Programming Storage						300	1	300			24"d x 36"-48"w storage (qty ~15), 1 LF, 5' clear floor for misc. supplies
6.6.1	Central File Storage Room						90	1	90			4 LF, floor space for boxes to shred
6.6.1	Central Server Room						175	1	175			Need space for 4 racks plus small table, Locked
6.6.1	MDF Room						75	1	75			Locked
6.6.2	Janitor's Closet						50	2	100			Janitors closet, mop sink, shelving
6.6.2	Facilities Storage						100	1	100			Paint, attic stock, bulbs
	Subtotal			0					1,090			
STAFF + SUPPORT AREAS SUBTOTAL				7,110	0				4,850	17		

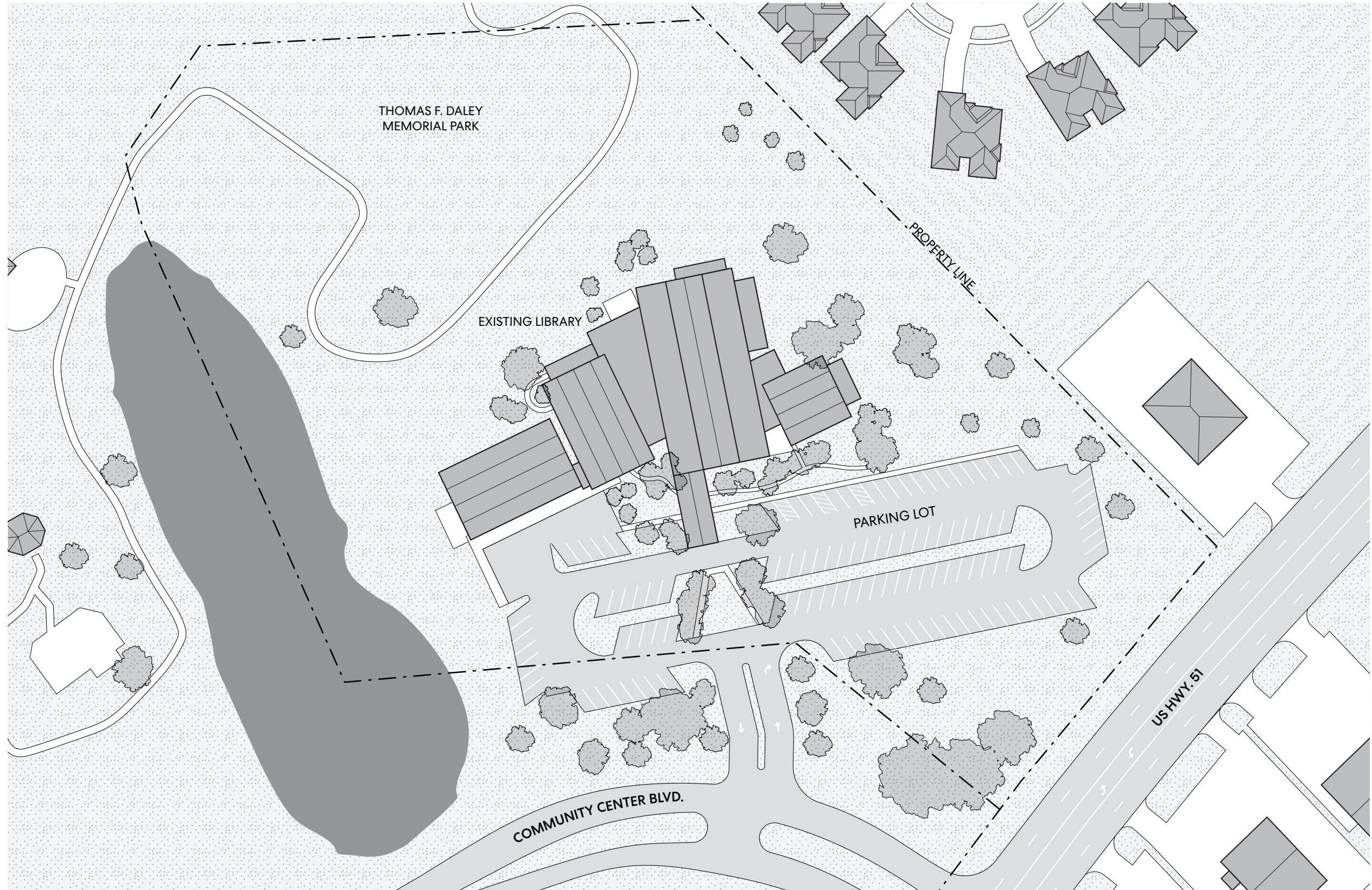
Section 03.

Site Study

Existing Site Aerial



Existing Site Plan



Site Coverage Diagram



Legacy Tower
411 W Chapel Hill St
Suite 200
Durham, North Carolina 27701

Perkins&Will

Perkins&Will

Roland Borne, Sr. Memorial Library

Preliminary Pricing Information

Edgard, LA

September 23, 2024



boldly contextual.

Together, we are reshaping the Roland Borne, Sr. Memorial Library into a vibrant, community-focused hub, crafted to meet the ever-changing needs of the Edgard community.

01. Project Summary

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Section 01.

Project Summary

Executive Summary

Each branch of the St. John's Parish libraries serves as vital community connectors with a mission to champion economic vitality, promote cultural awareness and encourage a lifelong love of reading, learning and literacy.

The Roland Borne, Sr. Memorial branch has served Edgard and the surrounding community for over 20 years. The branch currently offers book collections, story times, computers, audiobooks, newspapers, magazines, meetings rooms and more. In recent years, the facility has experienced significant challenges with existing mechanical and plumbing systems, impacting the patron experience and resulting in temporary closures.

The renovation of this branch offers a distinct opportunity to right-size many interior spaces, provide additional amenities to better serve patrons, and supplement interior functions with the increased use of exterior space. This document serves to capture community and staff feedback as well as provide high-level information for the purposes of preliminary project pricing.

This document outlines the anticipated demolition and renovation scope for preliminary pricing purposes. It should be noted that renovation work often involves a degree of uncertainty around existing and/or concealed conditions. In addition to these uncertain existing conditions, there are a few existing conditions that are known and are likely to make the renovation of the existing structure more complicated. Such conditions include two existing expansion joints that need to be maintained in the renovated structure, along with known plumbing and mechanical system deficiencies.

Based on the findings in this report, the design team, along with the Library Director, strongly recommends a streamlined approach for the expansion and revitalization of the Edgard library. Drawing from the lessons learned at the LaPlace library post-Hurricane Ida, additional work caused by hidden conditions is anticipated, and a thorough building assessment would be essential to fully evaluate the library's current state. The design team advises eliminating the risk of multiple structural systems, conflicting HVAC setups, and the failed sewage system. Instead, they propose a complete library replacement that will integrate optimized systems, space for expand program services, and secure the Roland Borne, Sr. Memorial Library's role as a vital community resource for future generations.

For a full understanding of the opportunities and potential risks, the project will be priced for comparison as:

1. Renovation Overview: This document provides a preliminary outline of the demolition and renovation scope for pricing estimates. Renovation projects inherently involve uncertainties, especially regarding hidden or existing conditions that may not be immediately apparent. Beyond these unknowns, there are several known factors that will likely add complexity to the renovation. These include two existing expansion joints that must be preserved in the new structure, as well as identified deficiencies in the plumbing and mechanical systems.

2. Demolition + New Build Option: The cost of demolishing the current structure and constructing a new 9,000-square-foot building is expected to be comparable to the renovation costs. However, a new build would deliver a more efficient and higher-performing facility. Therefore, an alternative option will be provided, outlining the pricing for a new 9,000-square-foot building with similar programs and materials as described in the renovation plan.



Main Entry

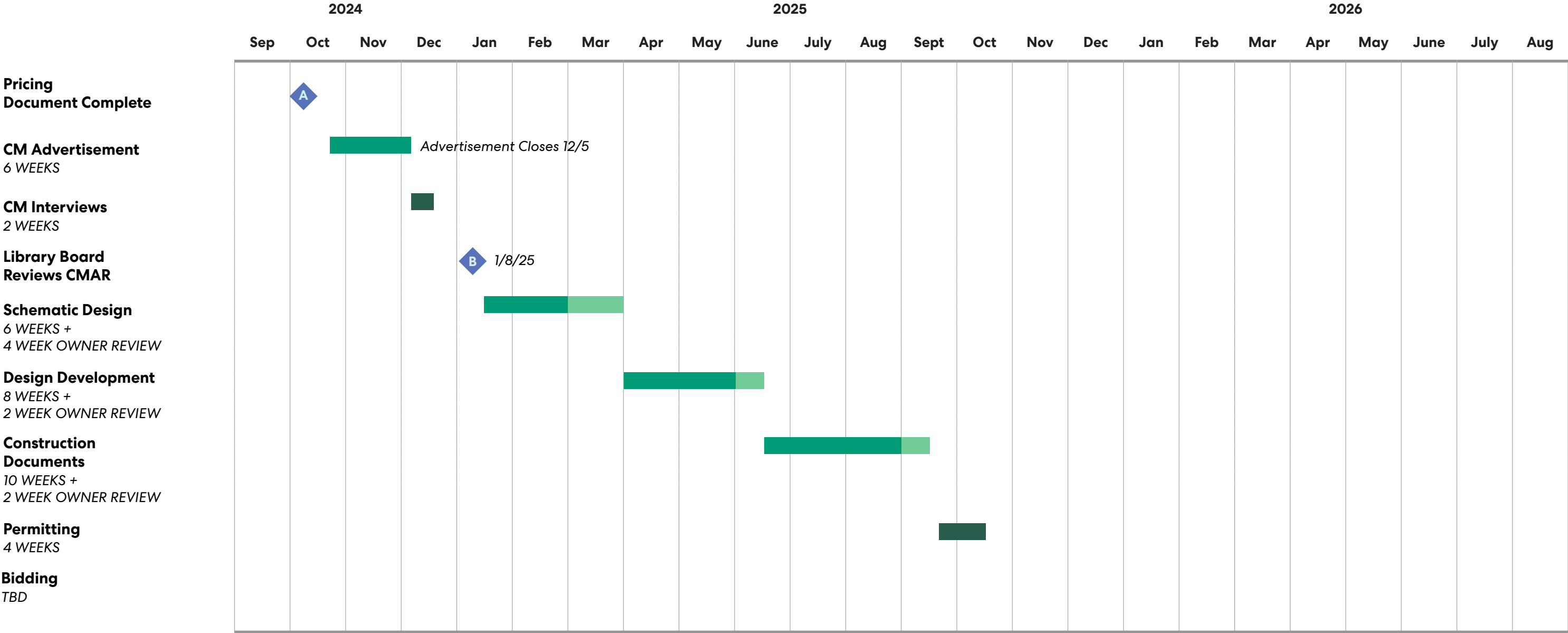


Circulation Desk



Workstations en route to Adult Collection

Proposed Schedule



*Proposed schedule to be expanded and confirmed as project plans develop.

Public Engagement what we heard...



Program

1. Desire to include a Makerspace was a comment repeated several times
2. Additional computers were requested
3. Copier was requested be located in a more private location
4. Specific request was made to include more craft/'making' titles in Adult Collection
5. Session attendees requested for adult focused spaces to be separated from Children's space
6. Additional parking was requested
7. Session attendees expressed interest in additional craft/ maker activities for seniors
8. Additional Computer Literacy classes for adults were requested
9. Session attendees expressed that a gaming space/systems would be likely be helpful in bringing young adults to library
10. Additional meeting space and private study rooms were requested
11. Vending was requested so that patrons do not have to leave the library to obtain light refreshments

*Green circles indicate images that were selected as preferred images by Public Engagement attendees



Interiors

1. Noted desire for better lighting - would be helpful to use as a mechanism to know if library is open
2. Session attendees requested additional windows to improve visibility from the exterior and experience on the interior
3. More comfortable seating for adults was requested
4. Color preferences that were expressed by attendees focused on preferences for: Bright, Lively, Colorful - GREEN
5. Session attendees expressed desire for more options for charging
6. Received request to incorporate mural of Mr. Roland

*Green circles indicate images that were selected as preferred images by Public Engagement attendees



Architecture

1. Session attendees requested increased daylighting
2. Repeat comment: More windows!
3. Heard multiple requests for Outdoor Seating (front and rear yard)
4. Session attendees highlighted need for a space to use internet when library is closed
5. Feedback gathered pointed to a desire for increased exterior lighting
6. Proposed Community Garden was well received as a way to welcome and engage the community

*Green circles indicate images that were selected as preferred images by Public Engagement attendees

Staff Engagement

what we heard...

01. General

- Library doubles as community center
- Edgard community wants to see resources brought to them
- River is seen as an obstacle to some within the Edgard community
- More lounge seating for all ages
- Opportunities for outreach: Center for Aging, Nearby schools
- Need generator with heating/cooling - natural gas not very stable
- Smaller circulation desk - no need for satellite desks

02. Program Needs

- Painting and craft programming see increased participation
- Video games for teens (Nintendo Switch, Playstation, etc.)
- Private meeting spaces for legal and notary meetings
- Sensory panels and other offerings for neurodiverse clients
- Private space with technology for Telehealth
- Computer Literacy and other technology classes
- Exterior Programming: community gardening, outdoor story time

03. Space Needs

- Makerspace
- Messy program space for crafts - Edgard clients love crafts!
- Intergenerational space - not just space in multipurpose
- Space for caregivers close to Children's Area
- Layout space at circulation space for display of upcoming programs

04. Children's Area Needs:

- More open space, shelves to line walls with more space for play
- Space for activities like Princess Tea
- Wall decals, cork board for monthly boards, lounge seating
- Performance space
- visible, designated area for storytime
- Better organization of Children's' Collection

05. Staff Area:

- Separate storage with dedicated access (not accessed via client used space)
- Staff Only Restrooms
- Increased storage (table/chairs AND general storage)
- Larger break room
- Cordless phone
- Office for Branch Director
- Dedicated IT Closet

Section 02.

Programming

Programming Summary

Through a series of meetings involving the Library staff, Library Director, Asst. Library Director as well as a public engagement session, the building program has been refined space by space. The resulting program, takes into account staff comments regarding existing use of space, community comments, and best practices.

Current collections will be updated and refined and will become more accessible and easier to navigate. All shelving will be lowered to visually open the library and improve staff sight lines throughout. The Children’s area will be increased to accommodate the organization of activities by age range. This area is also planned to include sensory and play learning stations as well as a mix of seating types for children, parents and caregivers.

The Teen/Tween demographic is a population the library would like to better serve by offering comfortable, creative space paired with access to new technologies (Gaming, Media Production, Maker Activities). Staff space is planned to grow by allocating space for back-of-house workroom functions, storage, and appropriately sized work areas.

The updated building program shows growth in community gathering and learning spaces. In order to avoid overbuilding, flexibility and frequency of use were factored into “right-sizing” the quantity and size of rooms. As a result, the Multi-Purpose Room grew by 27%, and small and medium sized Meeting/Tutoring Rooms were added to address the need for gatherings of varying sizes. The new multipurpose room will be outfitted in a way to allow use as both a Messy Program Room/Makerspace that could host children’s programs, crafts, gardening, STEM programs, and other events that may require access to water, washable surfaces, and a direct outdoor connection.

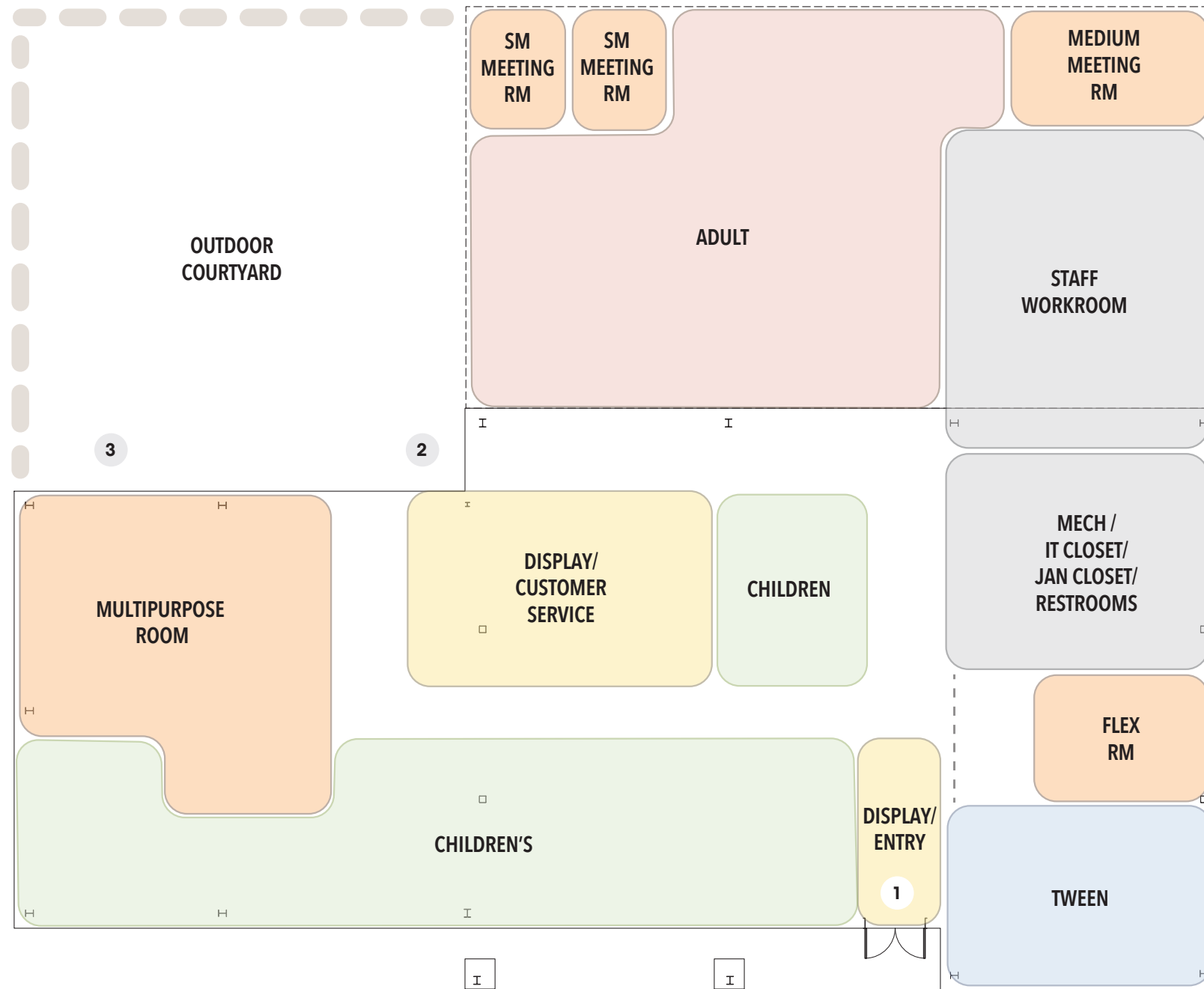
Overall planning goals include better relationships between programs, simplified wayfinding, and improved connection to the outdoors.

Space Type		EXISTING BUILDING PROGRAM					2024 PROGRAM						
		Unit/Area	Qty.	N.S.F.	%	Staff seats	Seats	Unit/Area	Qty.	N.S.F.	%	Staff seats	Seats
7.0 PROGRAMMED SERVICES													
7.1	1.0 Entry/Customer Service Areas			717	14.9%	0	0			639	9.6%	2	0
7.2	2.0 Adult Services Areas			1,666	34.7%	0	0			1,690	25.4%	1	25
7.3	3.0 Children’s/Youth Services Areas			915	19.1%	0	0			1,665	25.1%	1	36
7.4	4.0 Tween/Teen Services Areas			400	8.3%	0	0			400	6.0%	0	6
7.5	5.0 Shared Spaces			815	17.0%	0	0			1,455	21.9%	0	72
7.6	6.0 Staff + Support Spaces			289	6.0%	0	0			793	11.9%	2	0
PROGRAMMED SERVICES SUBTOTAL				4,802	100%	0	0			6,642	100%	6	139
8.0 GROSSING													
		2024 Program Multiplier											
8.1	Building Services												
8.2	Circulation (Corridors, Egress)									6,642	0.10	0	664
8.3	Construction (Exterior Walls, Building Structure)									7,306	0.14	0	1,023
ADDITIONAL GROSSING SUBTOTAL						0						0	
9.0 TOTAL BUILDING SQUARE FOOTAGE													
9.1	8.0 Programmed Services - NSF						4,802						6,642
9.3	9.0 Additional Grossing						1,229						2,353
BUILDING TOTAL GSF						6027 (actual)						8,995	

Proposed Space Plan

- Shared Spaces
- Entry/Marketplace
- Tween
- Adult
- Children
- Support

- 1** Main Entrance
- 2** Secondary Entrance
- 3** Entrance from Multipurpose to Courtyard



Program Space List

	Space Type	EXISTING BUILDING PROGRAM - APPROX					2024 PROGRAM					Functional Description / Special FF&E / Tech.	
		Unit/Area	Qty.	N.S.F.	LF	Staff seats	Seats	Unit/Area	Qty.	N.S.F.	LF		Staff seats
1.0	ENTRY / CUSTOMER SERVICE												
1.1	Library Entrance Lobby												Public address system?; digital signage;
1.1.1	General Vestibule and Lobby Area							200	1	200			Doubles as multi-purpose prefunction
1.1.2	Marketplace / New Books							25	2	50	36		
1.1.3	Marketplace / New Media							25	2	50	36		
1.1.4	Public-Access Catalog (PAC)							15	1	15			
1.1.5	Copy / Print							80	1	80			All in one with Jamex and print release computer
1.1.6	Announcements/Community Info Kiosk							15	1	15			digital display
1.1.7	Book Sale / Holds Pick up							8	1	8	15		
1.1.8	Donor History							10	1	10			Small community display
	Subtotal			270	0	0	0			428	87	0	0
1.2	Circulation/Information Services Desk												Power+Data
1.2.1	Circulation/Help Desks							75	2	150		2	Possible touchdown - 2 staff depending on sightlines
1.2.2	In Desk Book Drop							10	1	10			Laptop checkout - plan for 6-8 laptops
1.2.3	Public Queuing Area							35	1	35			
1.2.4	Book Truck Storage							8	2	16			
	Subtotal			447	0	0	0			211	0	2	0
	ENTRY/CUSTOMER AREAS SUBTOTAL			717						639	87	2	0

	Space Type	EXISTING BUILDING PROGRAM					2024 PROGRAM					Functional Description / Special FF&E / Tech.	
		Unit/Area	Qty.	N.S.F.	LF	Staff seats	Seats	Unit/Area	Qty.	N.S.F.	LF		Staff seats
2.0	ADULT SERVICES AREAS												
2.1	Adult Display / Collections												Space for patrons to see the Library's latest acquisitions.
2.1.1	Book Display Shelving							30	2	60	36		flexible mobile / retail display
2.1.2	Media Display Shelving							30	1	30	30		flexible mobile / retail display
2.1.4	Collections: Books (Fiction)							30	10	300	240		
2.1.5	Collections: Books (Nonfiction)							30	10	300	220		
2.1.6	Collections: All Media (DVD/CD/Audio Books)							30	2.0	60	60		
2.1.7	Collections: All Periodicals/Journals							30	2	60	24		
	Subtotal			0	0	0	0			810	610	0	0
2.2	Adult Services & Seating												Power at every seating/table location
2.2.1	Bar or Window seating							40	3	120		3	
2.2.2	Reader Table: 4-person							100	3	300		12	tables with lounge seating
2.2.3	Reader Seat 1-person worklounge							45	4	180		4	Lounge chairs with 1-side table (integral)
2.2.4	Lounge Seats							40	2	80		2	Lounge chairs with 1-side table
	Subtotal					0	0			680		0	21
2.3	Computer Area												
2.3.1	Staff Touchdown Computer / Info. Station							40	0	0		1	Not needed unless sightlines are insufficient
2.3.2	Public Computing Workstations							50	4	200		4	Supplement with laptop / floorboxes power+data
	Subtotal			0		0	0			200		1	4
	ADULT SERVICES SUBTOTAL			1,666	0	0	0			1,690	610	1	25

Program Space List

	Space Type	EXISTING BUILDING PROGRAM					2024 PROGRAM					Functional Description / Special FF&E / Tech.	
		Unit/Area	Qty.	N.S.F.	LF	Staff seats	Seats	Unit/Area	Qty.	N.S.F.	LF		Staff seats
3.0	CHILDREN'S SERVICES AREAS												
3.1	Children's Area												
3.1.1	Display							15	2	30			
	Subtotal			0		0				30		0	0
3.2	Children's Collections												
3.2.1	Children's Display							15	2	30	30		
3.2.2	Collections: Book Bins							8	4	32			
3.2.3	Collections: Fiction							35	6.0	210	108		
3.2.4	Collections: Non-Fiction							35	7.5	263	135		
	Subtotal			0	0	0				535	273	0	0
3.3	Children's Services & Seating												
3.3.1	Children's Service Desk							50	1	50		1	
3.3.2	Children's Public Computer Workstations							50	2	100			2
3.3.3	General Public Computer							50	2	100			0
3.3.4	Caregiver Seating							50	2	100			2
3.3.5	Reader Table: 4-person							100	2	200			8
3.3.6	Activity Table: 4-person							100	2	200			8
3.3.7	Lounge Seating							50	4	200			4
	Subtotal			0	0	0				950	0	1	24
3.4	Early Literacy Center												
3.4.1	Literacy Exploration Space							75	2	150			12
	Subtotal			0		0				150		0	12
CHILDREN'S/YOUTH SERVICES SUBTOTAL				915	0	0				1,665	273	1	36

Program Space List

Space Type		EXISTING BUILDING PROGRAM						2024 PROGRAM						Functional Description / Special FF&E / Tech.
		Unit/Area	Qty.	N.S.F.	LF	Staff seats	Seats	Unit/Area	Qty.	N.S.F.	LF	Staff seats	Seats	
4.0 TEEN SERVICES AREAS														
4.1	Tween / Teen Services Collections and Seating (8-12)													Adequate power in locations for gaming - computers need to be on separate circuits?
4.1.1	Teen Display							10	2	20	18			
4.1.2	Collections: Teen Fiction							30	1.0	30	24			
4.1.3	Collections: Teen Non-Fiction							30	1	30	24			
4.1.4	Lounge / Nook Seating							40	4	160			4	
4.1.5	Reader Table with 2 Chairs							40	2	80			2	
4.1.6	Tween Cool Something							40	2	80				
Subtotal				0	0	0	0			400	66	0	6	
TEEN SERVICES SUBTOTAL				400	0	0	0			400	66	0	6	
5.0 SHARED SPACES														
5.1	Multi-purpose Meeting Room													Doubles as messy program / Digital display + backpainted magnetic Glass board walls / speakers AV
5.1.1	Seating Area			554				15	60	700			50	
5.1.2	Kitchenette							80	1	80				
5.1.3	Table, Chair & Equipment Storage			91				100	1	100				
Subtotal				645		0	0			880		0	50	
5.2	Meeting/ Group Rooms													Size for 50 lecture format or 45 with training tables;
5.2.1	Medium Meeting Room							225	1	225			8	
5.2.2	Small Group/Tutoring Room	85	2	170				100	2	200			8	
5.2.3	Special Project Room							150	1	150			6	
Subtotal				170		0	0			575		0	22	
GENERAL SHARED SUBTOTAL				815						1,455		0	72	
														To support "messy" programs area rug for kids programs
														6-8 person; Digital display + backpainted magnetic Glass board walls small meeting room for 3-4 persons; one room can double as a one-button studio/tele health, Digital display + backpainted magnetic Glass board walls / camera / microphone TBD - special space / power - gaming? Digital displays

Program Space List

	Space Type	EXISTING BUILDING PROGRAM					2024 PROGRAM					Functional Description / Special FF&E / Tech.		
		Unit/Area	Qty.	N.S.F.	LF	Staff seats	Seats	Unit/Area	Qty.	N.S.F.	LF		Staff seats	Seats
6.0	STAFF + SUPPORT AREAS													
6.1	Staff Offices													
6.1.1	Library Manager's Office							100	1	100		1		mgr office needs a view out into library - opens to library / power+data / desktop printer
	Subtotal			0		0				100		1		
6.2	Staff Workroom /Breakroom													
6.2.1	Workstation (shared)							50	1	50		1		Break room doubles as staff workspace like Reserve.
6.2.2	Printer							35	1	35				One shared workstation / power+data
6.2.3	Mail Area							10	1	10				Mail slots on counter
6.2.4	Book Truck Storage							8	3	24				3 plus 2 staff small size
6.2.5	Storage / Supply Area							100	1	100				Combined storage adult/childrens/ including book donations
6.2.6	Laptop Charging Cart							8	1	8				Space for charging cart - 10 laptops
6.2.7	Incoming/Outgoing Holding							10	1	10				72" 4-high shelving for bins (18" deep)
6.2.8	Work Table/Work Island / food table							100	1	100		2		3' X 7' worktable; 3' clearance; Chairs for 2- 4 / power
6.2.9	Lounge Seating							40	1	40		1		
6.2.10	Kitchenette							60	1	60				
6.2.11	Part-Time Staff Lockers							6	6	36				5 lockers
6.2.12	Staff Toilet							60	1	60				Will need to confirm RR count
	Subtotal			289		0				533		1		
6.3	Maintenance/Janitorial Area													
6.3.1	IT Closet							60	1	60				Rack can be pulled out to access cabling; 1 rack need to plan for 2 racks
6.3.2	Janitor's Closet					1		40	1	40		1		shelf in closet, mop sink
	Subtotal			0		1				100				
6.5	Staff Entrance and Delivery Area													
6.5.1	Staff Entry and Delivery Area							50	1	50				36" wide door entry, receiving, storage/holding, etc.
6.5.2	Industrial Shelving							10	1	10				For delivery / holding
	Subtotal			0						60				
	STAFF + SUPPORT AREAS SUBTOTAL			289		0				793		2		

Section 03.

Project Scope Definition

Design Summary

The Saint John the Baptist Parish Library is looking to renovate and add an additional 3,000 sf of program area to the existing library located at 2979 HWY. 18 in Edgard, Louisiana. The project vision is to optimize the libraries impact within its community by adding capacity for new programming, dedicated areas for Adult, Children and Teen collections, and enhancing the overall look and feel of the library. The existing building has little natural light due to small window openings and one of the key aspirations of the project is to provide more natural light into the space and create better community connections by creating a new entry adjacent to the community park.

Site Improvement Drivers

- Increased visibility from Highway 18
- Combine library and park parcels into single, cohesive property
- Improve site lighting for enhanced security and visibility
- Enhance the library's civic and inviting presence
- Create connections with the adjacent park to the south
- Provide additional parking
- Change existing site parking and paving to permeable parking for added stormwater management

With the addition of more library square footage, this project will add more parking along Castle Drive. At the new entrance, a new courtyard plaza will have hardscape, landscape, seating and trees to provide an outdoor program space that can be used for story-time, creative activities and reading/study. The outdoor courtyard will have AV/Internet capacity to support staff and visitors.

The building and site will be altered to provide a facility which is fully compliant with ADA design standards.

Additionally, the new design features will provide a resilient facility which will can serve to support the community after hurricanes and power outages.



Existing Conditions

Located on River Road in Edgard, the Library was built in two phases and utilized pre-engineered metal building structure. The exterior cladding is a combination of unit masonry on the bottom part of the exterior wall and the top part of the wall is EFIS. Over the life of the existing building, there have been moisture infiltration issues that have required mitigation strategies for mold and have required ongoing upgrades and modifications to the mechanical systems. In addition, the existing metal roof requires replacing.

The installation of the building insulation has created areas of thermal bridging, resulting in moisture issues and thermal leaking that require mitigation.

In addition to moisture and mechanical issues, the library currently has issues with sewage drainage at the existing toilet core. A new sewage drainage system will be required to provide service to any new core areas.

The library site has parking located along the northern edge of the site along River Road. The existing parking lot is cast in place concrete and site drainage is handled through swales and shallow drainage areas on the site. Existing site trees have grown since planting and require thinning or removal to better accommodate their growth over time.



Site Aerial



Existing Photos

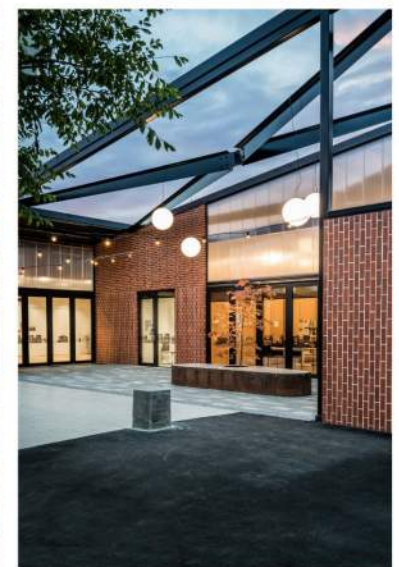
Architectural Narrative

Building Improvement Drivers

- Create a library that expresses Edgard's unique character
- Bring more daylight into the interior
- Better visual connectivity between interior and exterior
- New visual identity
- Reprogram existing building to better optimize patron and staff flows
- Provide better staff support spaces
- Create dedicated areas for adult, children and teen activities
- Add a new program activity space to better support community needs
- Use of materials that will stand up to harsh weather and moisture conditions

To create a new and optimized thermal envelope, the existing exterior building materials (unit masonry, EFIS, roofing, sheathing, and insulation) will be removed and new insulation, moisture/vapor barrier, sheathing and exterior materials will be installed. The building insulation and systems will be upgraded to meet the current energy code requirements, and the new glazing and doors will be designed to meet today's wind and hurricane structural requirements.

Careful consideration has been given to the addition placement to create simple and cohesive expansion joints. Pitched roofs provide positive water drainage and guttering will quickly move water away from the building perimeter.

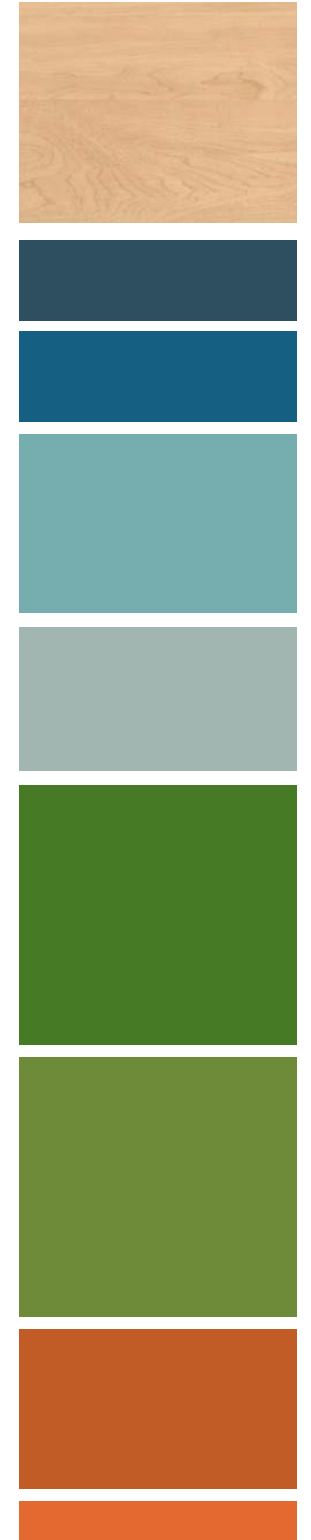
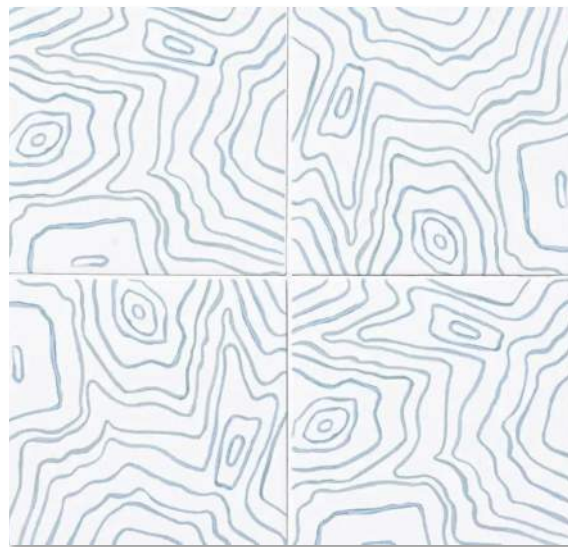


Interiors Narrative

The design goals for interior spaces are an extension of the established architectural drivers. Increased storefront and interior glazing will allow daylight to penetrate into interior spaces, while bright, fresh finishes help to convey a new identity.

Updated programming will add dedicated space for children, teens and staff. Additional meeting rooms will feature a mix of interior storefront and tackable acoustical walls, and be equipped with magnetic, back-painted glass and AV. A large multi-purpose room will double as community meeting space and maker/messy program space with AV, ample power, washable surfaces and access to water.

Ceiling finishes will be selected with special consideration for acoustical concerns, specifically in the Children's Area and multiple meeting rooms. A small area of custom millwork (wood veneer) is anticipated in the children's early literacy area. Standard finishes will be specified for all other millwork located in the multi-purpose room, kitchenette, staff desks, etc. Durable materials shall be selected, including solid surface quartz tops and plastic laminate casework. A mix of carpet tile and LVT will be used throughout. Speciality lighting will be located in a few key areas. Wall surfaces will primarily be painted drywall with some amount of wall covering.



Technical Narrative

General

a. Engineering Assumptions

- The full engineering / consultant team has yet to be engaged. Additional analysis of site utilities, existing building systems, and structure will be required at the outset of the Schematic Design phase which may alter the assumptions noted herein.

b. Applicable Building Codes

- 2021 International Building Code and/or 2021 International Existing Building Code
- NFPA 101 (2015)
- 2021 IECC w/ LA amendments
- 2020 NEC, 2021 IPC, 2021 IMC
- St. John the Baptist Parish Code of Ordinances

Mechanical

- Within the scope of this renovation is the complete removal of all existing mechanical equipment.
- All new mechanical systems should be a DOAS system like the system installed at the new Reserve Branch Library. All systems should meet or exceed the community/state requirements.
- Replace all existing ductwork and diffusers.
- Provide new code required ventilation for new toilet cores.

Electrical

- Evaluate the existing electrical system capacity to ensure adequate service for the existing library including the new 3,000 sf addition.
- Provide a new emergency generator to handle full building operation, to include lighting and HVAC systems.
- Rework existing telecom rack location and all data cabling.
- Fire alarm strobes and horns to be replaced and relocated as part of this scope of work.
- All abandoned cabling, conduits, etc. should be removed.

- New lighting will replace all existing fixtures. All new lighting should be LED.
- Coordinate new site lighting to provide higher illumination at night.
- New lighting for the exterior plaza/courtyard will provide illumination for landscape as well as general lighting.
- Provide floor boxes / electrical outlets across floor areas in both renovation and new addition areas

Plumbing

- This renovation will relocate existing plumbing fixtures and will require new plumbing and sewer lines to provide adequate new service.
- Rework all existing sewage mains back to the tie with the community service. Existing system has ongoing issues that this renovation/addition will address.

Fire Protection

- The current library is not sprinklered and it is not anticipated to be required after this scope of work (per IBC 506.2, A-3 Libraries with Construction Type III-B have an allowable area of 9,500 SF for non-sprinklered buildings)

AV / Telecom / Security

See program for specific anticipated AV requirements

- Building and Site-Wide Systems - A dedicated audiovisual network will be provided. This network will serve base building audiovisual systems and exhibit audiovisual systems as required. • Audiovisual network outlets will be provided throughout the building.
- Courtyard/Plaza - Infrastructure for events will be provided. It is anticipated that events will be served by portable equipment deployed by staff on a per-event basis. Electrical power, pathway, tie lines, and connections to the building audiovisual network will be provided
- Multi-Purpose - The multipurpose space will have audiovisual systems designed to support gatherings and events.

- A video presentation system to support events will be provided.
- Infrastructure will be provided to support more complex events requiring rental equipment.
- An AV rack location will be required in an adjacent space to house audiovisual equipment.
- Include security cameras to provide coverage of all interior and exterior spaces which are part of library
- Doors will be secured with key and lock sets

Lighting

With the constant evolution of better and more dynamic learning processes, library and multi-purpose spaces should be equipped with multi-level lighting systems that are adaptable to different learning modalities. Layers of functional general lighting along with task and accent lighting are appropriate to support a range of visual tasks such as reading, note-taking (paper or electronic), AV viewing, and one-on-one as well as lecture discussions.

In multipurpose meeting spaces, lighting at the teaching/presentation zone should be provided to highlight presenter's graphics and be controlled to be responsive to mixed media such as white board, projection or electronic display in use concurrently. All lighting fixtures shall be dimmable and zoned such that fixtures with different uses (wall washers, spotlights, general lighting, etc.) are in separate zones. A preset dimming control system is recommended with AV interface such that different scenarios can be chosen to suit the mode of learning and AV systems in use. Daylight response and occupancy sensors are recommended to optimize energy conservation.

Landscape

a. Paving

- New concrete walkways to be pedestrian-rated cast-in-place concrete

b. Planting

- Provide mix of native perennial and evergreen species,

assume min. size of 3 gallon, container grown

c. Stormwater drainage

- Maintain and improve site drainage, utilizing the existing drainage easement to the west of the site

d. ADA Accessibility

- Site circulation, from parking areas to building entrances, is to be fully compliant with ADA accessibility standards

e. Site Lighting

- New site lighting to provide appropriate light levels which will support a safe and secure site surrounding the library

Architectural

a. Building Expansion Joint

- There is an existing building expansion joint between the original construction and the 1998 addition.
- A building expansion joint will be required between the new addition and existing construction
- It is assumed the expansion joint will allow movement at the roof, exterior walls, interior walls, ceiling, and interior finishes
- This will require additional study with the structural engineer.

b. Brick Veneer Cavity Wall System

- Brick Masonry Type 1 is Norman module brick
- Brick Masonry Type 2 is Norman module brick with special bond pattern
- It is the intent that the backup wall will utilize existing CFMF
- Provide new R-13 batt insulation in stud cavities
- 5/8" Glass Mat Gypsum Sheathing?
- Continuous Insulation and Air & Water Resistive Barrier provided by R-6.5 closed-cell polyiso with glass fiber reinforced aluminum facers on both sides
- Engineered two-piece galvanized adjustable masonry ties

c. Standing Seam Metal Roofing System

- Structural standing seam roof panel system
- The new roofing system will be insulated and thermally connected with the exterior wall system, in lieu of ceiling insulation (existing condition)
- Insulation provided through new R-19 unfaced fiberglass insulation above purlins with R-11 liner system between purlins

d. Cold Formed Metal Framing

- The existing stud backup wall will be reused as part of the exterior envelope
- Additional CFMF will be required at storefront locations to frame new openings and support new storefront

e. Storefront System

- Thermally broken aluminum framing members with color-anodized finish
- Hurricane impact resistant – large missile impact test
- BOD: Kawneer 451T

f. Aluminum Framed Entrance System

- Manufacturer's standard glazed entrance doors for manual-swing or automatic operation
- Narrow stile

g. Hollow Metal Doors

- Insulated core for a maximum U-factor of U-0.37

h. Entrance Canopy

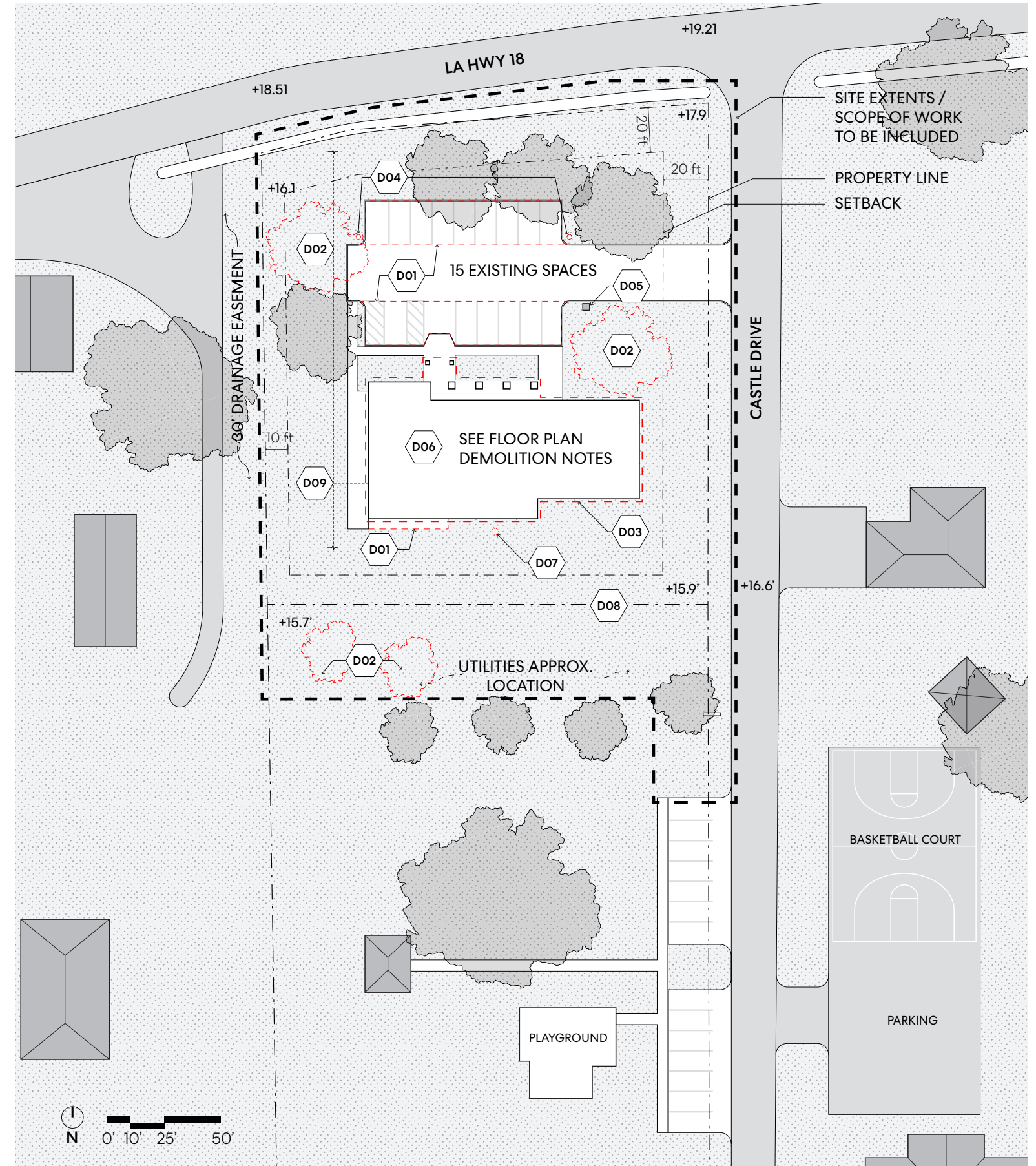
- New entrance canopies will be supported by structural steel columns and beams
- The canopies will utilize the structural standing seam metal roof panel system
- The soffits will be aluminum composite panel system
- Stormwater drainage from the canopies will be tied into the gutter and downspout system

i. Gutter and Downspouts

- Aluminum gutter and downspout system typical at perimeter of roof and canopies
- Finish to match standing seam metal roof
- Custom profiles
- Connect to stormwater drainage system

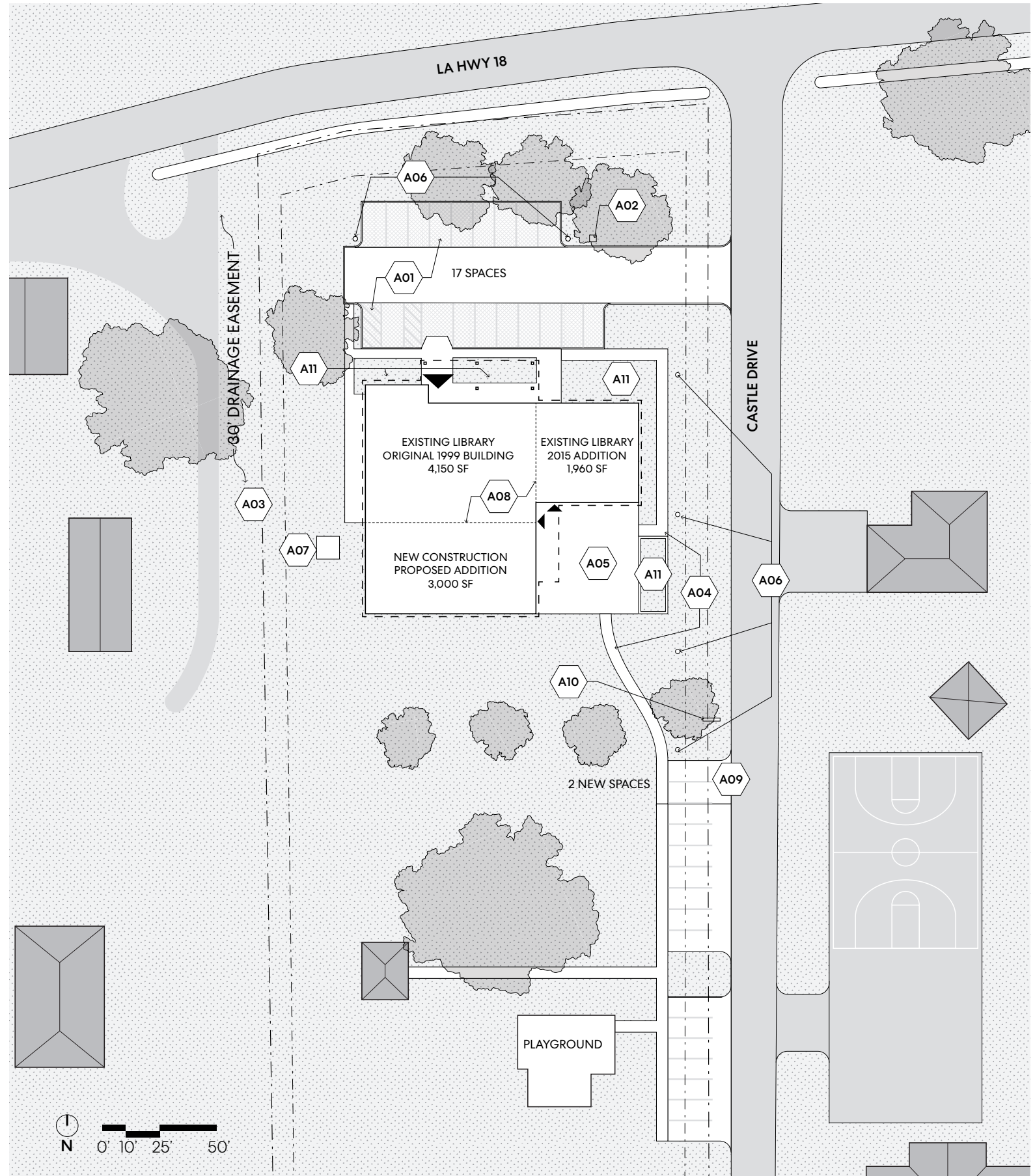
Existing Conditions Demolition Site Plan

- D01.** Remove concrete paving (parking areas to be replaced with porous paving system used at Reserve Library parking areas)
- D02.** Demolish trees
- D03.** Existing roof to be demolished / replaced
- D04.** Demolish light poles
- D05.** Existing book drop to be removed
- D06.** Slab-on-grade / footprint of existing building to remain
- D07.** Demolish abandoned internet utility pole
- D08.** Internal lot line to be removed as part of a parcel recombination. Adjacent lots are both Parish-owned.
- D09.** Existing sewage lines are damaged and must be demolished and replaced

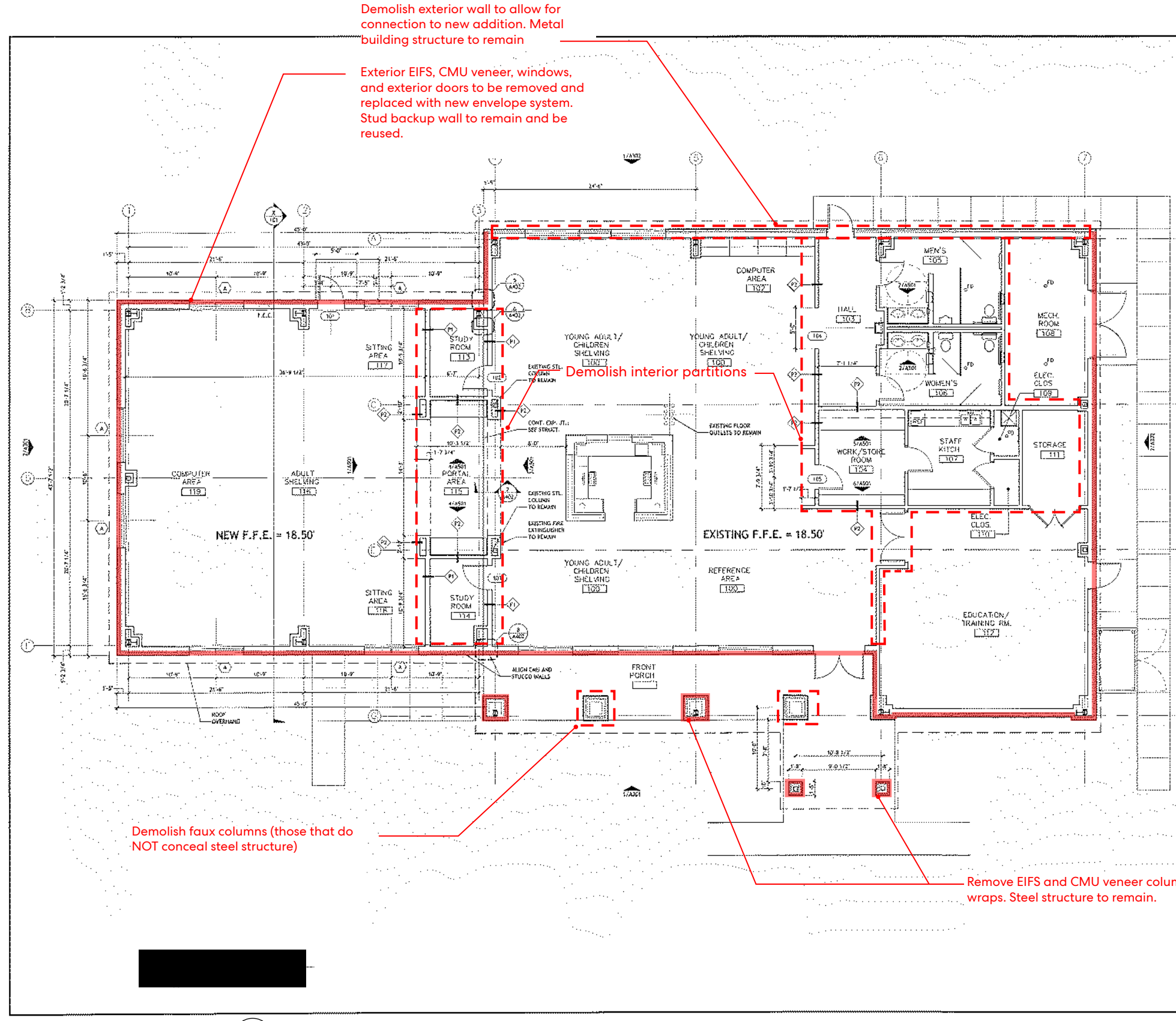


Site Plan

- A01.** Provide permeable parking surface, similar to porous paving system used at Reserve Library parking area
- A02.** New book drop-off box
- A03.** Maintain existing site drainage in coordination with the Parish's Public Works Department
- A04.** New concrete walkway
- A05.** New courtyard plaza with landscape, seating, and new covered entry
- A06.** New site lighting
- A07.** New backup generator
- A08.** Building expansion joint
- A09.** Concrete paving for new parking stalls
- A10.** Existing electrical meter and boxes (presumed to serve Harold Scott Rousell Park) may need to be relocated
- A11.** New plantings and landscape elements



Floor Plan Demolition Notes



FLOOR PLAN GENERAL NOTES

1. ALL EXTERIOR DIMENSIONS ARE SHOWN FROM FACE OF STUD OR CENTERLINE OF COLUMNS AND OPENINGS UNLESS OTHERWISE NOTED.
2. DOOR FRAMES SHALL BE LOCATED 4" FROM BACK OF FRAME TO END OF PARTITION UNLESS THE DOOR IS LOCATED UNLESS OTHERWISE NOTED.
3. CONTRACTOR SHALL PROVIDE BLOCKING IN PARTITIONS FOR ALL WALL-MOUNTED EQUIPMENT, SHELVING AND FURNISHINGS. COORDINATE WITH EQUIPMENT SUPPLIERS IF NEEDED FOR PROPER INSTALLATION.
4. SEE SCHEDULE A FOR PARTITION TYPES.

REGIONAL DESIGN GROUP, LLC
 300 LAFAYETTE STREET, SUITE 200
 NEW ORLEANS, LOUISIANA 70130
 (504) 523-6472 FAX (504) 529-1181

NO.	REVISION	DATE
1		
2		
3		
4		
5		

ST. JOHN THE BAPTIST PARISH
 EDGARD LIBRARY ADDITION/RENOVATION
 7979 HWY. 18
 EDGARD, LA 70049

1ST FLOOR PLAN






File Name	A103.dwg	Sheet Number	A103
Project Number	71205.00		
Date	11-25-2015		
Phase	PROGRESS CD		

EXISTING FLOOR PLAN








Exterior Elevations Concept

MATERIAL LEGEND

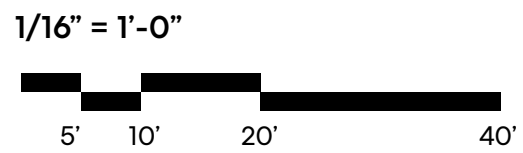
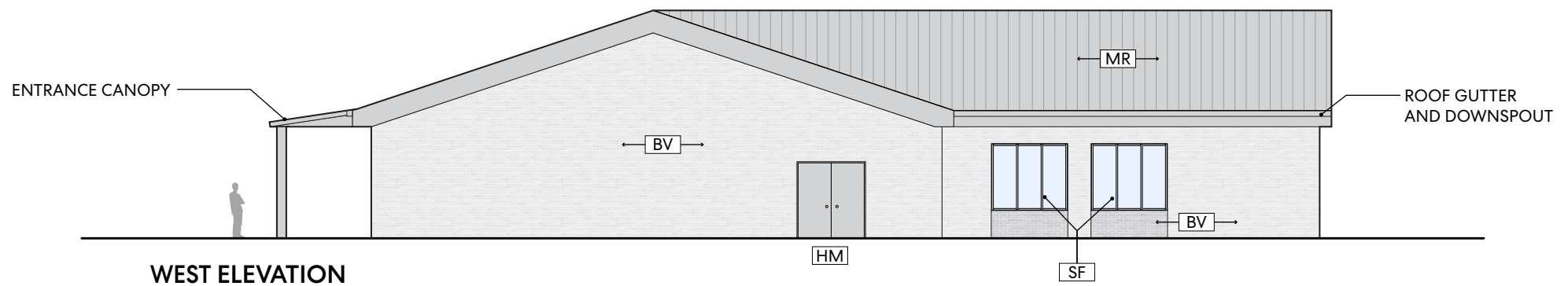
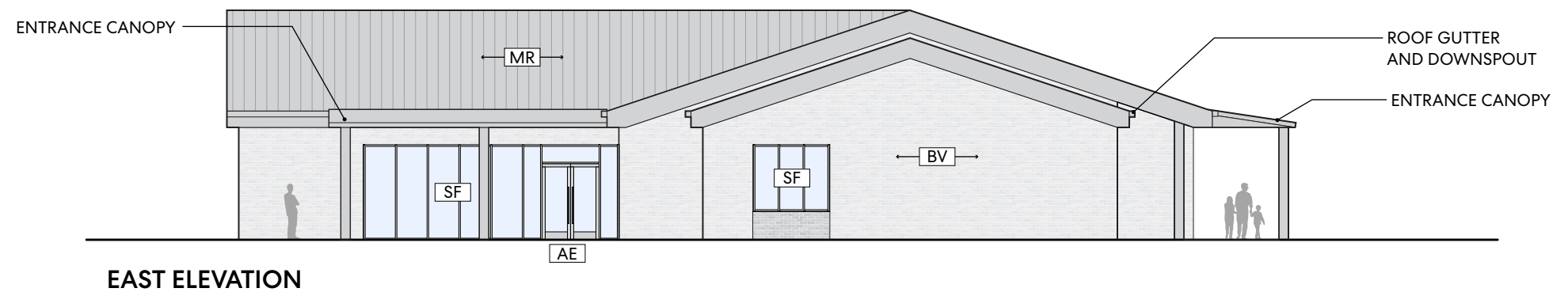
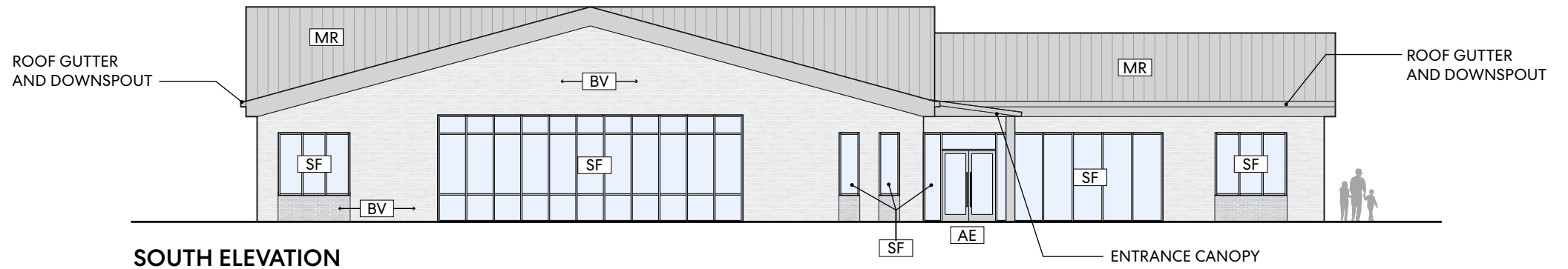
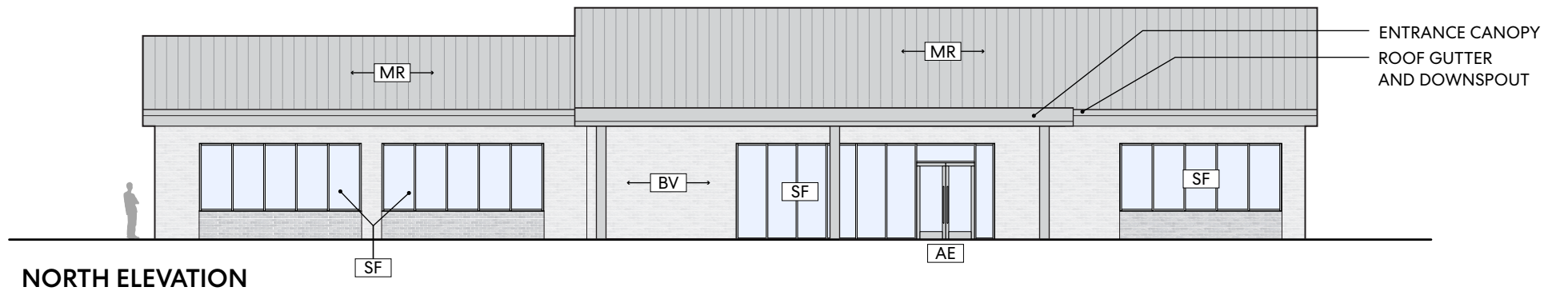
-  VISION GLASS
-  BRICK MASONRY TYPE 1
-  BRICK MASONRY TYPE 2
-  STANDING SEAM METAL PANEL
-  METAL PANEL

SYSTEMS LEGEND

-  ALUMINUM FRAMED ENTRANCE
-  BRICK VENEER CAVITY WALL
-  HOLLOW METAL DOOR
-  STANDING SEAM METAL ROOFING
-  STOREFRONT

FENESTRATION AREA:
The area of fenestration shown in the concept elevations is equal to 30% of the total facade area (max. allowable per IECC C402.4.1).

ALTERNATE:
Provide pricing for fenestration area equal to 40% of total facade area.



Legacy Tower
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