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ICfL Capital Improvement Consulting Support
Webinar 4 of 8:
Architects, Contractors & Bidding 101



Webinars @ A Glance

1. Remodels, Expansions, and Rebuilds “101” [ARCHIVED]
2. Needs Assessment [ARCHIVED]
3. Funding (Public + Private) [ARCHIVED]
4. Architects, Contractors, and Bidding [TODAY!]
5. Construction Administration [2/1/24]
6. Moving & (Re)opening [3/7/24]
7. Case Study Spotlight #1: Renovations & Redesigns [4/4/24]
8. Case Study Spotlight #2: New Builds & Rebuilds [5/2/24]

AGENDA



- **Architects vs. Contractors**
- **What do you need?**
- **ICfl can help!**
- **Procurement - Clay Ritter**
- **Bidding**
- **Architects: Selection/Costs/Phases**
- **Contractors: Selection/Costs/Phases**
- **Changes & Change Orders**
- **Bringing the Players Together**

***“Nothing great in
the world has ever
been accomplished
without passion.”***

PASSION!
PASSION!
PASSION!



Architects vs. Contractors

Architects

- Design the structure
- Engineer the electrical, plumbing, HVAC, Site/Parking, etc.
- Create detailed blueprints

Contractors

- Build to specifications of blueprint
- Subcontract work as needed



With library, it's an ongoing three-way conversation!

Which do you need?

“Are you needing overall design work done?” = Architect

- **A new building or significant reconstruction**
- **Closing off current space for offices, study or program rooms**
- **Anything that deals with electrical, plumbing, or HVAC beyond basic fixes**

“Are you needing basic work done?” = Contractor

- **Single non-retaining wall reconfigured**
- **Ceiling tile or other simple fixes**
- **Basic fixes for electrical, plumbing, or HVAC**

ICfL Can Help!

- **Idaho Architects and Landscape Architects**
<https://dopl.idaho.gov/ala/> *(includes license lookup)*
- **AIA Idaho - 2023 Annual Publication and Directory:**
<https://aiaidaho.com>
- **Library Director Assignment: Advocate for the needs of the community and work with all groups to provide consistent information + provide updates to the public**

Procurement for Political Subdivisions Idaho Code §67-28

Public Works Construction

Dollar Threshold	Requirements (I.C. §67-2805)
Less than \$50,000	No Requirements
\$50,000 - \$200,000	Solicitation of at least 3 bids
OVER \$200,000	Competitive Bidding Procedures

Services or Personal Property

Dollar Threshold	Requirements (I.C. §67-2806)
Less than \$75,000	No Requirements
\$75,000 - \$150,000	Solicitation of at least 3 bids
OVER \$150,000	Competitive Bidding Procedures

Bidding Considerations

- Use a standard rubric for evaluating
- Partner with your municipality: include the acquisitions/purchasing department to ensure adherence to standard procedures (local, county, state and federal)



Bidding Considerations

- **Quality builder**
- **Understands and cares about the library's guiding principles**
- **Comports with grant requirements (inc. prevailing wages)**
- **Consider temporary location, moving costs, storage**

As the client, you have an obligation to:

- **Provide a description or photo of the problems/issues (ex., leaky roof).**
- **Outline how the deficits impact services**
- **Describe your expectations and needs in order for the project to succeed / reach goals**

Architects – Selection:

- Question: Can you see yourself spending lots of time with this firm over the next 1-2 years or more?
- Have they done their homework?
 - Reminder: Look for evidence of commitment to your project's goals
- Be sure to check references
- Consider experience, knowledge, expertise
- Demonstrated commitment to community-based projects
- No drama!



Architects Fees + Related Costs:

- **In general, A/E fee is:**
 - **7%-8% of total costs for new build (includes Engineering)**
 - **10% of total costs for renovation (includes Engineering)**
- **Design and Plans (w/ alternates?)**
- **Furniture, fixtures and equipment (FF&E)**
- **Construction manager and quality control support**
- **Legal fees, for example contract review**
- **Building permits**
- **Code modifications**
- **Sustainability features**
- **Public utilities**

Architects Phases:



Architect Phases:

Pre-design or Programming: global definition using numerics

Schematic Design: concept development site plans, floor plans, building elevations | begin structural, mechanical, electrical, plumbing, heating, ventilation, HVAC system

Design Development: detailed planning space by space, involves the structural engineer, gets more accurate estimates and includes finishes/materials

Construction documents: detail construction drawings by contractor

Building permits - Bidding and negotiations

Construction administration or Post construction: verifying that everything is working /warranty, as needed

Contractors – Selection:

- **Who should be involved in this selection?**
- **Can you see yourself spending lots of time with this firm over the next 1-2 years (or more)?**
- **RFP / RFQ / advertise**
- **Seek a firm who:**
 - **...Specializes in libraries**
 - **...Is invested in the project enough to donate to the cause**
 - **...willing to provide monthly/weekly updates to the owner (listing progress on each item on the punch list)**
 - **...include video tours for the public, even a time lapse camera and drone footage**

Contractors – Bidding and Costs

- Purchase the Plans and Specs
- Proof of Responsibility (Questionnaire)
- Bid Form
- Bid Bond (Statute / %)
- Subcontractors (who and what work)
- Bidding Document Checklist
- Local Requirements (e.g., Buy American)
- Commencement and Completion of Work
- Liability / Insurance
- Payment Schedule
- Owner's Contingency (10-15% of bid)

Contractors – Phases:

- **First meetings (Pre-construction)**
- **Procurement**
- **Ownership of Site**
- **Construction (see bid forms)**
- **Completion and Occupancy**
- **Potential Issues**
 - **Economic / Inflation**
 - **Supply Chain**
 - **Structural Issues**
 - **Ground or Interior Toxins/Biohazards**

Changes and Change Orders:

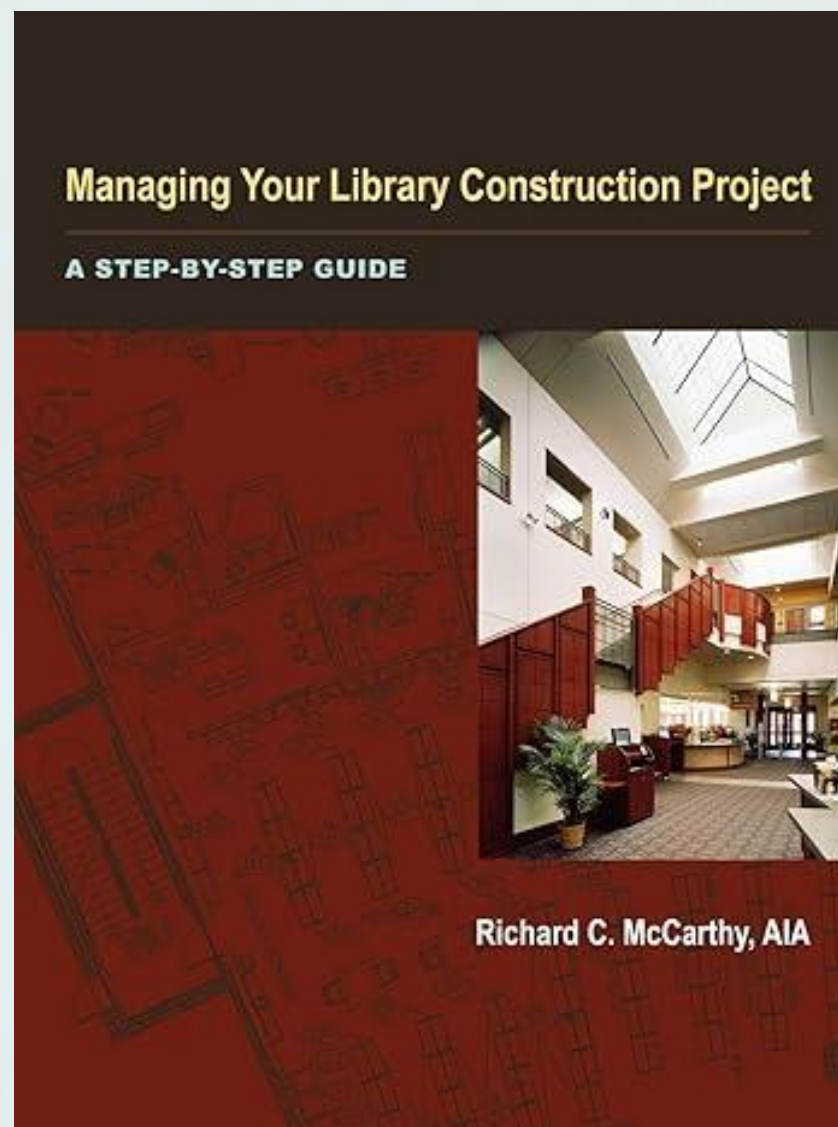
- **Costs of making changes (contingency):** cover costs due to unknowns or an upgrade during the final stages
- **Guiding principles:** to provide a pathway for decisions
- **Expect the unexpected and be ready to pivot:** be ready to make decisions in a timely fashion-preferably in real time -if you need to gather more information, set your own deadline - “by end of the day tomorrow”



Bringing the Players Together:



Check-out a...



Presentation Recap:

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Webinar 5:
Deep Dive:
Construction Administration

February 1, 2024

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QUESTIONS?