

February 26, 2025

Juliane Morian  
Rochester Hills Public Library Director  
500 Olde Towne Rd.  
Rochester, MI 48307  
Via E-mail: director@rhpl.org

RE: Rochester Hills Public Library– Architectural & Engineering Facility Condition Assessment (FCA) Services

Hello Juliane,

On behalf of our firm, I would like to thank you for the privilege of considering Synergy, and our Architectural Partner MKM, to be part of your team on this Facility Assessment project. Synergy & MKM have extensive experience with Library programming, planning, and design. We understand this planning process is a critical opportunity for you to redefine the mission of your library as an anchor institution for the neighborhood you serve!

We've addressed your concerns and challenges you outlined during the site walk-through and in the scope of work, and we've developed a custom solution for your specific Architectural & Engineering needs. Like your team, we continually strive to improve our services while implementing breakthrough technology for the client's advantage. We've assisted other Clients with comprehensive Assessment and Planning strategies that have given them peace of mind that their facilities function as intended. The following is our understanding of the project:

**Project Requirements:** Synergy & MKM will perform a comprehensive Facilities Condition Assessment (FCA) and provide a detailed phasing strategy aimed at updating the library's infrastructure for modern use, comprehensive accessibility, and building code compliance in order to serve the Community's needs.

**Project Schedule:** Synergy & MKM will begin after receipt of signed proposal. We are currently available to start **immediately, with completion within the desired (6) week timeline** (depending upon the flow of information and coordination of scheduling on-site meetings).

Our process is simple, read through this proposal, sign it, and send it back to our team. From there, we'll engage with a project kick-off and our team will get to work.

With Sincere Appreciation,



Brad Basa, PE  
Associate Principal

## ARCHITECTURAL & ENGINEERING SERVICES

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### SCOPE OF WORK

Our Architectural & Engineering Analysis will be completed based on the following Scope:

- ❖ Architectural & Infrastructure
  - » Review existing drawings, facility function/flow and provided narrative regarding operational functionality, industry outliers, accessibility, and suggested considerations for future investment
  - » Review architectural/infrastructure assessment including, but not limited to, building envelope, finishes, windows, acoustics, and interior fit out
- ❖ Mechanical, Electrical, & Plumbing (MEP) Systems
  - » HVAC Systems and Building Automation Control
  - » Plumbing Systems
  - » Electrical Systems
    - Lighting
    - Power Distribution
- ❖ Provide summarized framework diagrams outlining prioritized recommendations addressing identified issues and/or concerns
- ❖ Define preliminary ROM costs for prioritized strategies

### FACILITY INFRASTRUCTURE SYSTEMS VIABILITY ASSESSMENT

The purpose of this service is to assess the current health of the systems without invasive testing or analysis. We will provide a diagnosis report for the systems with recommendations for system testing (if needed) to determine priority of system/equipment investment or replacement. Additionally, we will document the current facility requirements and provide recommendations.

#### Discovery

*Building Data Acquisition* | gather archive & as-built building drawings, maintenance history, energy performance, masterplanning reports, building systems diagrams/schematics, TAB reports, BMS trending data and equipment maintenance manuals.

*Facility Operations Personnel Interviews* | capture insight from the building operators and end users to get their perspective of the current system performance and issues.

*Current Facility Requirements (CFR)* | interview end users/proponents, observe the current operational state of the building and document the requirements.

#### Facility Systems Assessment

*Facility Systems Condition Assessment* | review the building data and condition. Identify Facility Improvement Measures through observations.

#### Current Facility Requirements

*Current Facility Requirements (CFR)* | compile the current operational requirements and the end user/proponent requirements into an official document. The CFR is used as a guideline for operations,

maintenance, and renovations.

### Facility Systems Playbook

Facility Systems Playbook for improving the performance of the system(s) and preserving optimum results (limiting degradation) through its entire life cycle. **This playbook will provide a summarized assessment along with recommendations for investment or replacement for each of Facility Systems indicated above.**

### Coordination

- » (2) Meetings – Onsite walk-throughs and assessments with Library Staff and Facility Maintenance

### Work Products

- Current Facility Requirements
- Facility Systems Playbook
  - Systems Assessment & Recommendations
  - Issue Log
  - Field Reports
  - Diagnosis Report – MEP Systems Assessment and Recommendations for testing

## ARCHITECTURAL & ENGINEERING INVESTMENT PROPOSAL

The professional Architectural & Engineering Services described above will be provided in accordance with the investment summary below.

PROFESSIONAL ENGINEERING SERVICES INVESTMENT SUMMARY		
		Investment      *Initials/PO#
<b>Architectural &amp; MEP FCA &amp; Feasibility Study</b>	Building Data Acquisition, Interviews, CFR, Facility Systems Improvement Playbook, ROM Analysis for Prioritized Strategies	<b>\$21,890</b>
<b>Expenses</b>	Reimbursable Expenses (Not to Exceed)	<b>\$1,245</b>
<b>TOTAL</b>		<b>\$23,135</b>

\* PLEASE INITIAL or ENTER PO# NEXT THE ITEMS THAT ARE ACCEPTED

### REIMBURSABLE EXPENSES

In addition to professional fees, we would request to be reimbursed for "out of pocket" expenses related to the following: (Reimbursable Expenses will be invoiced at 1.10 multiplier)

✓ Mileage for Travel per IRS Guidelines.

Reimbursable Expenses described above will be provided for a Not to Exceed (NTE) fee of **\$1,245**

### EXCLUSIONS

Exclusions: Services not included in the base fee

- » System Testing
  - Testing, Adjusting, Balancing
  - Vibration Tests
  - Infrared Scanning
    - Building Envelope
    - Electrical Power Distribution Panels
    - HVAC Equipment
- » Energy Modeling
- » Architectural & MEP Design
- » Creation of or update of existing system schematics

## PROJECT REQUIREMENTS AND ASSUMPTIONS

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### ❖ SYNERGY & MKM WILL BE FURNISHED WITH THE FOLLOWING INFORMATION:

- ✓ Floor plans in electronic format (AutoCAD, Revit, or PDF) of the building
- ✓ 12 months of Utility Bills (if available)
- ✓ BMS Trending Logs (if available)
- ✓ Archive TAB Reports (if available)
- ✓ Archive Architectural & MEP Construction Drawings of all buildings and additions
- ✓ As-Built Architectural & MEP Drawings of all buildings and additions
- ✓ Master-planning Reports, Building Systems Studies, AHJ Reports (if available)
- ✓ Facility Systems Schematics (if available)

### ❖ SITE AUDIT

- ✓ The site survey is based on visual examination and is limited to areas that are readily accessible at the time of the building audit. The existing archive drawings will be the basis for design for areas that are not readily accessible.

## ADDITIONAL VALUED-ADDED SERVICES COSTS

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Upon Approval, Value-Added Services beyond the scope defined above will be provided, as required, on an hourly basis in accordance with our Billing Rate Schedule. We've indicated the following as potential Value-Added Services the Library might want to consider:

- ❖ Facilitate a series of planning workshops and/or community engagement
- ❖ Evaluate the Library's collection size and projected growth/shrinkage

## ACCEPTANCE OF PROPOSAL

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ACCEPTANCE OF PROPOSAL: We are eager to come alongside you in making this project your success. Here's what we need from you to get this kicked-off:

1. Review and sign this proposal
2. Issue a PO (Purchase Order) and send to [bradb@synergy-engineers.com](mailto:bradb@synergy-engineers.com)
3. We'll schedule the first meeting and get you positioned for success

AUTHORIZED SIGNATURE:

*Bradley Basa*

Signature (Synergy Consulting Engineers, Inc)

02/26/25

Date

ACCEPTANCE OF PROPOSAL: Should this proposal meet with your approval, please indicate your acceptance by signing below, initialing the enclosed *Terms and Conditions*, and returning a true copy to this office.

Signature ( Rochester Hills Public Library )

Date

The availability of Synergy personnel is subject to change, therefore, the *Final Project Deliverable* completion dates will be established immediately following the signed acceptance of this proposal.

## BILLING RATE SCHEDULE

Class	Description	Rate / Hour
10	Principal / Associate Principal	\$300-230
09	Vice President or Director	\$215-200
08	Facility Service Team Manager (Design Engineering   Performance Engineering   Health Engineering   Intelligence Engineering)	\$195-175
07	Project Manager or Engineer	\$160-165
06	Facility Engineer (Design Engineering   Performance Engineering   Health Engineering   Intelligence Engineering)	\$155-140
05	Systems (Design   Performance   Health   Intelligence) Engineer	\$135-120
04	Engineer	\$115-100
03	Engineering Technician	\$95-80
02	Specialist & Operations Coordination	\$75
01	Administrative Assistant	\$75

In addition to professional fees, Synergy Consulting Engineers, Inc. will request to be reimbursed for expenses related to travel, printing and photographic reproduction of documents, permits and approvals secured on behalf of the customer, express mail and courier services, and any other expenses related to a project.

These expenses will be detailed in all Synergy Consulting Engineers, Inc. invoices.

## TERMS AND CONDITIONS

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The Firm shall perform the services outlined in this agreement for the stated fee arrangement. The terms "Consultant," or "Firm" apply to Synergy Consulting Engineers, Inc.

### **Standard of Care:**

The Firm shall endeavor to perform its Professional Services with the standard of care, skill and diligence normally provided by a competent professional in the performance of such services.

### **Access to Site:**

Unless otherwise stated, the Firm will have access to the site for activities necessary for the performance of the services. The Firm will take precautions to minimize damage due to these activities, but have not included in the fee the cost of restoration of any resulting damage.

### **Dispute Resolution:**

In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Client and Firm agree that all disputes between them arising out of or relating to this agreement shall be submitted to non-binding mediation unless parties mutually agree otherwise. The Client and Firm further agree to include a similar mediation provision in all agreements with independent contractors, consultants, suppliers or fabricators retained for the project, thereby providing for mediation as the primary method for dispute resolution between parties to those agreements.

### **Billing/Payments:**

Invoices for the Firm's services shall be submitted, at the Firm's option, either upon completion of such services or on a monthly basis. Invoices shall be payable upon receipt. If the invoice is not paid within 30 days, the Firm may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice.

### **Taxes:**

Applicable Taxes are not included in the base fee. All applicable taxes will be added to all invoices. The tax rate will comply with state and local laws.

### **Late Payments:**

Accounts unpaid 30 days after the invoice date may be subject to a monthly service charge of 1.5% (or the legal rate) on the then unpaid balance. In the event any portion or all of an account remains unpaid 60 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

### **Insurance:** (Reference the attached insurance certificate)

The Firm shall, during the course of the project, maintain: (1) statutory workmen's compensation insurance coverage, (2) comprehensive general liability insurance coverage and automobile liability insurance coverage and (3) professional liability insurance coverage

### **Indemnification:**

The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Firm, his or her officers, directors, employees, agents and sub-consultants from and against all damage, liability and cost, including reasonable attorney's fees and defense costs arising out of or in any way connected with the performance by any of the parties named above for the services under this agreement, excepting only those damages, liabilities or costs attributable to the negligence or willful misconduct of the Firm.

The Firm shall, to the fullest extent permitted by law, indemnify and hold harmless the Client, its officers, directors, employees, agents and sub-consultants from and against all damage, liability and cost, including reasonable attorney's fees and defense costs arising out of or in any way connected with the performance by any of the parties named above for the services under this agreement, excepting only those damages, liabilities or costs attributable to the negligence or willful misconduct of the Client.

### **Certification, Guarantees and Warranties:**

The Firm shall not be required to execute any document that would result in their certifying, guaranteeing or warranting the existence of conditions whose existence the Firm cannot ascertain.

### **Limitation of Liability:**

In recognition of the relative risks, rewards and benefits of the project to both the Client and the Firm, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Firm's total liability to the any cause or causes, shall not exceed \$100,000 or insurance coverage available (remaining) at the time of settlement or judgment, whichever is less. Such causes include, but are not limited to, the Firm's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.



***Termination of Services:***

This agreement may be terminated upon seven days' written notice by the Client or the Firm should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay the Firm for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

***Assigns and Subcontractors:***

Neither the Client nor the Firm shall assign, sublet, or transfer any rights or interest in this Agreement without written consent of the other. The Firm may employ independent consultants, associates and subcontractors to assist in the performance of these services as deemed appropriate by the Firm.

***Changes in Services:***

A change in Client services may cause the Client to direct the Firm to make changes (except changes due to the Firm's errors and omissions), including additions or deletions to the Services originally described herein. The Firm shall promptly notify the Client in writing if such changes, additions, or deletions affect the Firm's ability to meet the project schedule and originally proposed fee. At such time an equitable adjustments will be negotiated.

***Ownership of Documents:***

The Client acknowledges that the Firm's reports, plans, specifications, field data, field notes, laboratory test data, calculations, estimates, and other similar documents are instruments of professional service, not products. Ownership of all documents produced by the Firm under this Agreement shall not be subject to unauthorized re-use, shall remain the property of the Firm and may not be used by the Client for any endeavor without the written consent of the Firm. Such authorization is essential due to the requirement of the Firm to assess the documents applicability to each project and to the authorities having jurisdiction. The Firm acknowledges a reciprocal agreement with the Client.

***Confidentiality:***

The Firm agrees to keep confidential and not to disclose to any person or entity, other than the Firm's employees, subconsultants and the general contractor and subcontractors, if appropriate, any data and information not previously known to and generated by the Firm or furnished to the Firm and marked "CONFIDENTIAL" by the client. These provisions shall not apply to information in whatever form that comes into the public domain, nor shall it restrict the Firm from giving notices required by Law or complying with an order or provide information or data when such order is issued by a court, administrative agency or other authority with proper jurisdiction, or if it is reasonably necessary for the Firm to defend itself from any suit or claim.



# Public Library Experience

Statement of Qualifications

February 2025



**MKM**  
architecture + design

# WELLS COUNTY PUBLIC LIBRARY

The client's mission for this project was just that: **allowing the Wells County Public Library to function better as a third place where all guests feel welcome.**



**Location:** 200 W. Washington St.  
Bluffton, IN 46714

**Size:** 38,100 SF Renovation

**Cost:** \$2.4 million

**Completion:** October 2020

**Client:** Sarah MacNeill, *Director*  
260.824.1612

The project scope included a transformation of the main lobby space, seating areas, meeting rooms, administration and genealogy departments, and the children's and teen departments. Also incorporated into the project are new circulation desks for all departments.

The Wabash River and surrounding bluffs are represented in a new biophilic undulating wood ceiling that floats above the main lobby space. The ceiling turns a corner to invite patrons into new tiered seating with bright rings of light above. A colorful bison wall mural brings a regional icon indoors, which was the result of a community-wide survey. Patrons follow the winding river pattern of the carpet to the new interactive tree house wall in the children's department. A natural color palette is used throughout the entire renovated space allowing more vibrant accents from furniture and art. Technology is made more accessible via charging stations and furniture in both public and private seating areas throughout the library. The new immersive lounge adjacent to the large meeting rooms provides a buffer zone for quiet conversation and community interaction.



# ELKHART PUBLIC LIBRARY BRANCH RENOVATIONS

The Elkhart Public Library system renovated four branch locations, starting with a feasibility study. **Stakeholder input was paramount as the library planned for the future.**



- Location:** Multiple locations  
Elkhart, IN 46516
- Size:** Cleveland Branch 7,000 SF  
Dunlap Branch 5,990 SF  
Osolo Branch 4,200 SF  
Pierre Moran Branch 4,800 SF
- Cost:** \$3.2 million
- Completion:** Cleveland Branch – September 2021  
Dunlap Branch – December 2021  
Osolo Branch – June 2022  
Pierre Moran Branch - November 2022
- Client:** Kevin Kilmer, *Assistant Director of  
Branch & Extension*  
574.522.3333 x1007

MKM provided a feasibility analysis to define the priorities for facility improvements across the library's four branch locations: the Osolo Branch, Pierre Moran Branch, Dunlap Branch, and Cleveland Branch. Through this process, the design team reacted to public input, staff, and stakeholder interviews and developed a series of strategies intended to strengthen the library's ability to serve each respective community. These recommendations were then incorporated into a series of design solutions that defined the scope of renovation and expansion at each location.

The project worked to formalize a series of design standards to unify the patron experience and service lines at each location, including decentralized circulation, natural light, centralized hearth, and enhanced outdoor programming space.

# LA PORTE COUNTY PUBLIC LIBRARY

Multiple locations, spanning two counties in Northwest Indiana  
**strive to create inclusive civic space designed to engage people** of all ages and abilities.



**Location:** Multiple locations

**Size:** Main Branch (36,000 SF renovation)  
Rolling Prairie Branch (7,000 SF)  
Coolspring Branch (7,200 SF)  
Fish Lake Branch (1,800 SF)  
Hanna Branch (1,600 SF)  
Kingsford Heights (2,100 SF ren.)  
Union Mills (2,500 SF renovation)

**Cost:** \$11.85 million

**Completion:** July 2017

**Client:** Fonda Owens, *Director*  
219.362.6156

With a growing patron base, the La Porte County Public Library system initially hired MKM to perform a series of facility studies for their seven locations spread across two counties in Northwest Indiana. This analysis evolved into a comprehensive capital improvement plan focusing on transforming each library into a “third place” for the different communities they serve. Supported by a \$12 million bond, the project addressed every location within the system simultaneously, including the renovation of three locations and the construction of four replacement facilities. With a focus on their Play/Grow/Read program, new designated Teen spaces, maker spaces, and outdoor wi-fi patios, the unified brand and approach for each location were designed to present a welcoming and modern experience for their surrounding neighborhoods.



# CARNEGIE PUBLIC LIBRARY OF STEUBEN

Renovations to the Carnegie Public Library of Steuben provides **contemporary updates and additional program spaces** to this important community hub.



**Location:** Angola, Indiana  
**Size:** 9,680 SF  
**Cost:** \$1.7 million  
**Completion:** November 2021  
**Client:** Sonya Dorris, *Director*  
260.665.3362

Renovations to the Carnegie Public Library of Steuben expanded options for meeting and presentation space as well as providing updates to the existing Children's Department. These transformations are a valued investment in this important public space for the community.

The basement level of the library, previously used for storage, was transformed to include a large meeting space for staff or community programs. Collapsible room partitions, which can be tucked away in the walls were incorporated to offer optional sectioning. Two private meeting rooms were added to accommodate smaller groups. Open seating and workstations span the hallway and corridor near the restrooms, offering quiet workspace away from the main floor of the library.

The Children's Department received contemporary updates, creating a bright and playful area for young patrons and families to enjoy. A refreshed craft and program room provides creative space for hands-on activities and a quiet, comfortable space for story time.

# EVANSVILLE VANDERBURGH PUBLIC LIBRARY MCCOLLOUGH BRANCH

As part of a system-wide master plan, investment was made in the McCollough branch for functionality and aesthetic improvements **to enhance library programs and services.**



**Location:** Evansville, Indiana  
**Size:** 18,643 SF  
**Cost:** \$3.2 million  
**Completion:** November 2024

In 2022, the Evansville Vanderburgh Public Library (EVPL) worked with MKM architecture + design on a system-wide master plan to determine which branches required renovations, additions, or replacements. It was determined that the McCollough branch was in most immediate need of renovation.

Established in 1965, EVPL McCollough is one of eight branches serving Vanderburgh County. Exterior upgrades were made to the east side of the building to direct foot traffic into the building from a larger parking area and nearer to the relocated children's area. A neutral palette was used on the walls and fixtures with splashes of color in the décor. A wooden ceiling spans the length of the north side of the building and showcases a series of drum lights designed to reflect the building's mid-century modern aesthetic. New bookshelves with custom end panel details and updated furniture were incorporated throughout.

The children's area was relocated to the front of the building to increase visibility and to allow for an expanded collection. Colorful hexagonal recesses in a new accent wall provide an interactive experience for younger patrons. Relocation of the children's area allowed for increased staff areas, which include three private offices and an open work room. A large meeting room for programs and activities was incorporated near the east entrance with glass walls to create visibility for encouraged participation and activity.



# HARTFORD CITY PUBLIC LIBRARY

To further connect patrons to this community hub, the library worked to update and extend the gathering spaces, **creating opportunities to engage with one another.**



**Location:** Hartford City, Indiana  
**Size:** 4,475 SF (renovation)  
1,965 SF (addition)  
**Cost:** \$834,728  
**Completion:** December 2022  
**Client:** Michele Risinger, Director  
765.348.1720

Hartford City Public Library worked with MKM to create an inviting neighborhood entrance to the east side of the building, which leads to the children's area. A previous addition was done in the 1980's which increased square footage and accessibility with an elevator, but structural and aesthetic issues were prohibitive. To ensure the addition looked cohesive, the project team worked to match the original brickwork, honoring the established structure. The new entrance provides a connection to the adjacent park and large play structure.

Additionally, renovations were made to the existing interiors to create a refreshed look throughout. At the main west side entrance, the decommissioned circulation desk was refinished, and a new top was added, restoring it back to its former charm. The desk was then relocated back to its original place near the main entrance. A new reading lounge was added upstairs to provide a space for patrons to relax or gather.



# WABASH CARNEGIE PUBLIC LIBRARY

Renovation and expansion of the Wabash Carnegie Public Library provides larger spaces for engagement and programming, strengthening its connection to the community.



**Location:** 188 W. Hill St.  
Wabash, IN 46992

**Size:** 15,744 SF renovation  
5,772 SF addition

**Cost:** \$2,450,000 actual (\$2.5M budget)

**Completion:** To be completed November 2024

**Client:** Rachel Castle, *Interim Director*  
260.563.2972

Built in 1903, the Wabash Carnegie Public Library was the cornerstone of the historic downtown. With functions including an enlarged Children's Department, activity spaces, community meeting rooms, and expanded collection areas, the design for the renovated and expanded facility embraces light. This design was not only an effort to acknowledge the city's acclaim as the first electrically-lighted city in the world (March 31, 1880), but to elaborate on Andrew Carnegie's desire for every public library to symbolize "enlightenment." In doing so, the new library serves as a "lantern" for the community and a beacon for things to come.

The project is anticipated to be completed in November 2024.

# NORTH WEBSTER COMMUNITY PUBLIC LIBRARY

North Webster Community Public Library's new location **provides the opportunity to expand its collection and community offerings** while improving the patron experience.



**Location:** PO Box 825  
North Webster, IN 46555

**Size:** 22,500 SF New Construction

**Cost:** \$5,450,000 actual (\$5.6M budget)

**Completion:** November 2021

**Client:** Keith Kuric, *Executive Director*  
574.834.7122

The library, with attendance numbers growing at a rapid pace, had outgrown its previous location within the North Webster Community Center. The new library provides nearly double the square feet of its previous location, while maintaining the valuable face-to-face interactions between library staff and patrons that set the North Webster Community Public Library apart. Patrons are welcomed by a new circular drive with sidewalks connecting to the neighboring North Webster Community Center. A large expanse of floor-to-ceiling windows is complimented by a brick façade. Upon entering the library, patrons are greeted at a central reception area along a large corridor connecting the various library sections for easy wayfinding. Unlike other newer libraries, the new building does not include a self-checkout, instead retaining its personable reputation by having library staff manage checkout. Wood accents throughout the library add warmth and texture, while highlighting points of interest such as a large fireplace and lounge area. The new library offers a variety of meeting room and conference room options, a fire-rated genealogy department, and large kitchen. A large, colorful donor wall near the entrance highlights the many donors that made the project possible.