

# Architect Hiring & Preliminary Design:



This is the disembodied voice of:

***Chris Bischoff***

*Ky. Dept. for Libraries & Archives*

This is a picture of Kurt Russell:



*photo: Jeff Balke - Wikimedia Commons*



Before we begin ...

... remember that I am very happy to assist  
with any of the following tasks!

## Think Long-Term:

- Begin by obtaining the 20-year population projections for your county and have an idea of the long-term space needs for your library.
  - Consider age, gender, & other breakdowns
- Use KPLA standards to create square footage benchmarks.
- <http://ksdc.louisville.edu/>

## Know What You Want:

- An important first step is listing the functions to be included in your improved facility.
- Examples could include meeting space, public computers, teen space, coffee/informal gathering space, etc., etc.

## Hiring an Architect:

- Hire someone who has experience with Kentucky public libraries. Library design is a specialized process; you don't want to have to train your architect in library construction.
- They'll understand our workflow, space relationships, needed sightlines, etc.
- Hire an architect that is a good fit with your library regarding temperament, and management style.



## Hiring Process:

- You are not required to bid for an architect, you can hire directly.
- You can hire a firm you have previously worked with.
- You can hire using an interview process.
- Do not have a design contest. This can lessen board control over whom you hire.

## Request for Qualifications (RFQ):

- Resumes for key designers, consultants, and project managers.
- Completed and ongoing projects (with dates, sizes and costs.)
- Photos of past projects.
- Size of firm, areas of expertise, number of staff.
- Other requested information.
- Don't ask for a design for your library.



## Architect Interviews:

- Each firm should get 30 minutes to present and 30 minutes for discussion--with 15 minutes between each interview.
- Interview the designer and construction administrator you will actually be working.
- Create a ranking paradigm and rank firms after each presentation.
- Determine which firms are qualified, then select by "feel."

# Use Standard AIA Contracts:



## **AIA** Document B101™ – 2007

### *Standard Form of Agreement Between Owner and Architect*

AGREEMENT made as of the    day of May in the year 2010  
*(In words, indicate day, month and year.)*

BETWEEN the Architect's client identified as the Owner:  
*(Name, legal status, address and other information)*

redacted

and the Architect:  
*(Name, legal status, address and other information)*

Pearson & Peters Architects PLC  
201 Kentucky Ave  
Lexington, KY 40502  
Telephone Number: 859-233-1213  
Fax Number: 859-2331215

for the following Project:  
*(Name, location and detailed description)*

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

## Architect Fees:

- Should be between 6% - 8% of the construction cost.
- Many architects are also willing to negotiate a flat fee.
- This should probably not be the primary determining factor.
- Be sure to have your library's lawyer review the contract.

## Working With Architects (& others!):

- **The architect works for the library.**
- **One role is for the architect to protect the library's interest.**
- Nurture mutual respect: Honor their knowledge & experience. Remember you have expertise with libraries.
- Be respectful of the architect's time: They usually have multiple projects at any given time. Expect to get the help & answers you need, but remember they have a lot going on.

## Working With Architects (& others!):

- Problems will occur: Work for & expect the resolution of problems– Remember some may require extra funds.
- Cup of coffee principle: Architects like to build things. A cup of coffee and a reasonable attitude will do a lot to keep things moving smoothly.
- Focus on function
- **Don't hesitate to say what you think.**

This is a Random Picture:





## Design Stages – General:

- Construction Cost v. Total Project Cost.
  - Total Project Cost = Architect fees + Construction Cost + Furnishings.
- You pay the arch. fee for each design phase as you go & it's approved by the board.
- **Remember: Be sure to say what you think from the very beginning.** Changes become harder to implement as the process progresses.

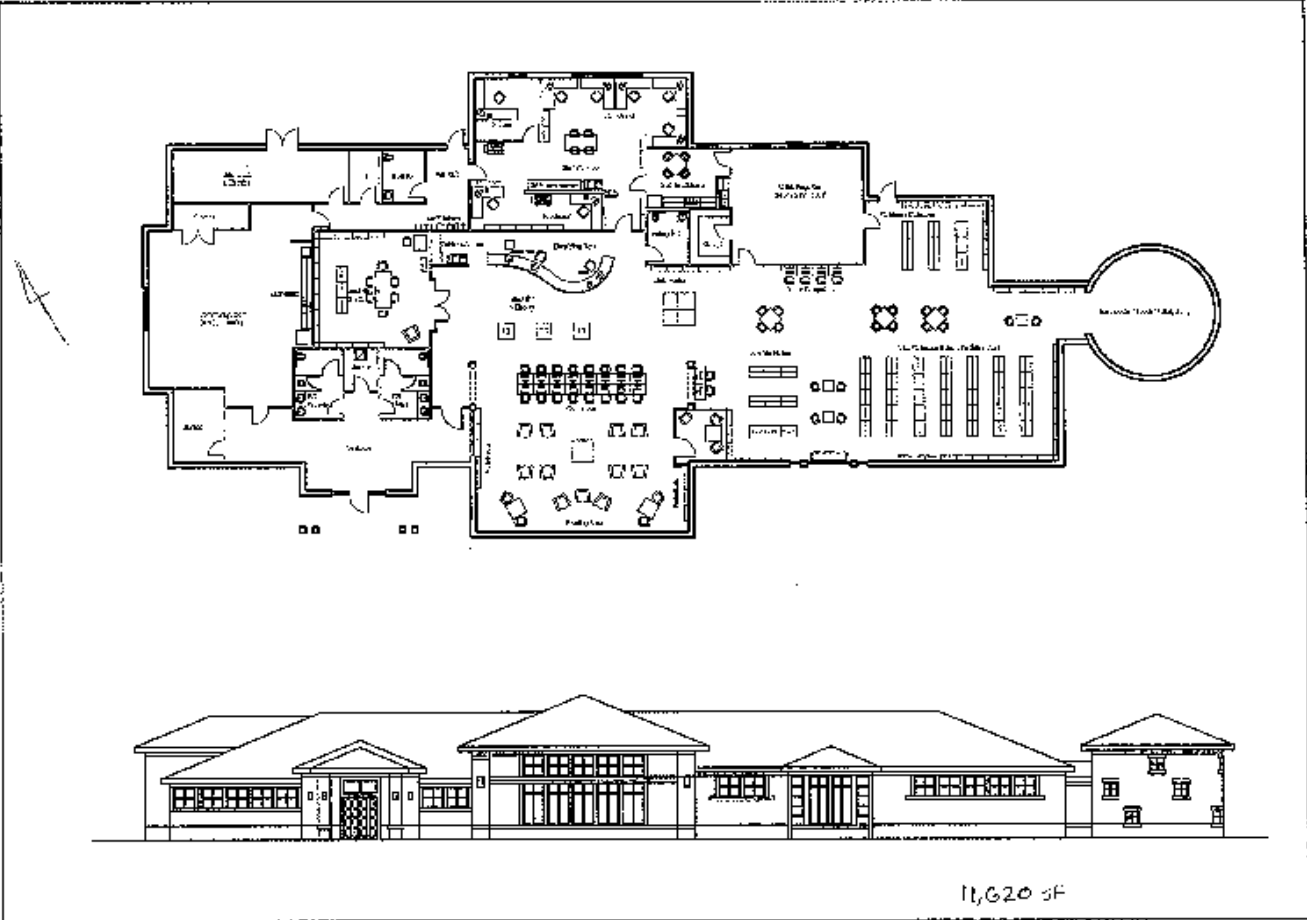
## Design Stages – Initial Planning:

- Think long-term.
- Determine needed functions.
- Try to focus on those functions, not on styling, etc.
- Could be part of schematic design phase or a separate contract.

## Design Stages – Schematic Design:

- Determines basic layout.
- Usually results in a simple floor plan and a preliminary design for the front facade.
- Fee for this phase: 20%.
- This is a good stopping point if you don't actually have funding for construction.
- This is a good point to bring in the furniture vendor.

# Design Stages – Schematic Design:



## Design Stages – Design Development:

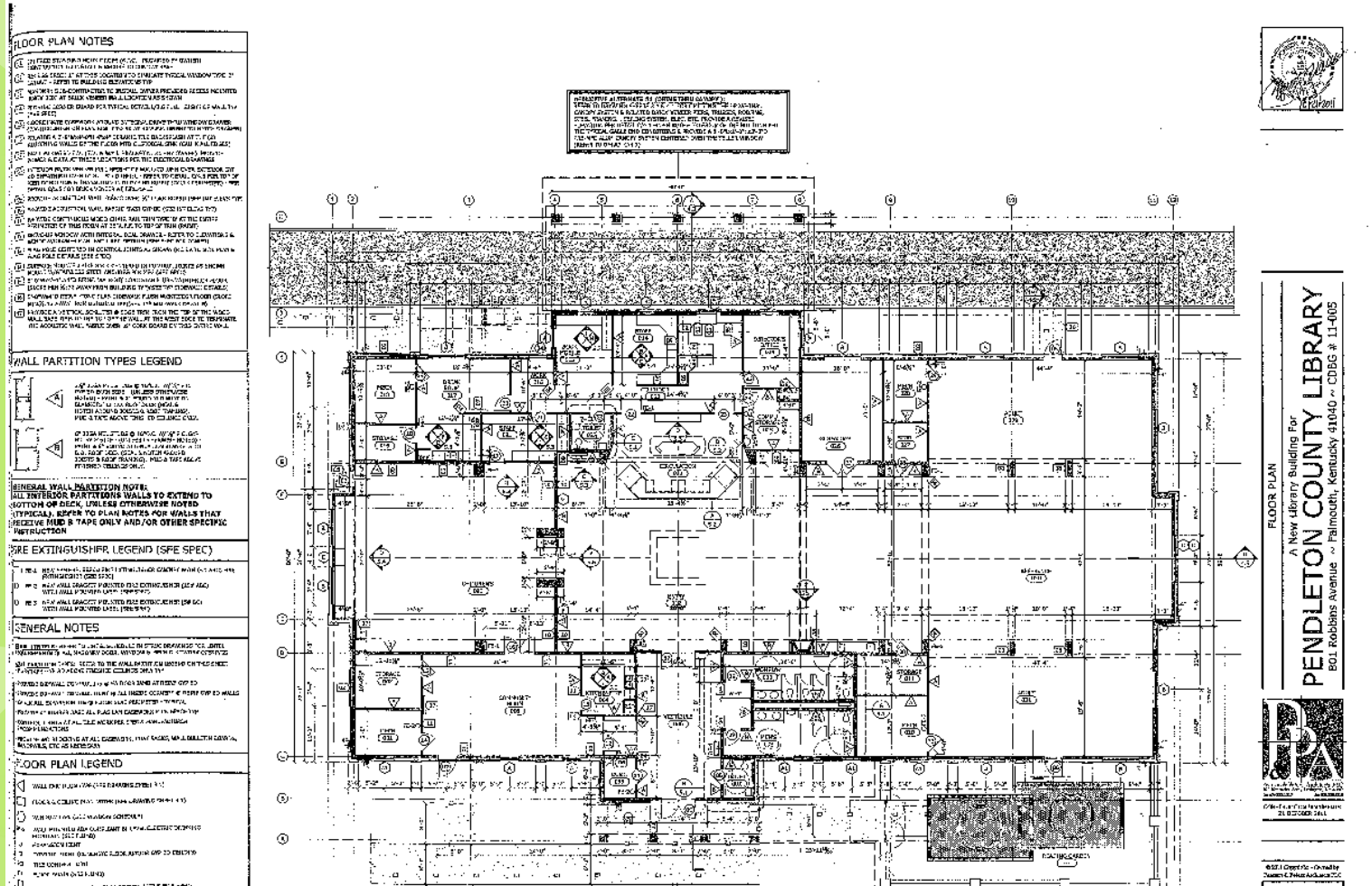
- Wall thicknesses shown, basic HVAC & utility locations considered.
- Fee for this phase: 15%.

## Design Stages – Construction Documents:

- Complete plans & specification books are prepared for bidding.
- Difficult to amend.
- Fee for this phase: 40%.



# Design Stages – Construction Documents:



# Final Design Stages:

- Bidding.
  - Fee for this phase: 5%
- Construction Administration.
  - Fee for this phase: 20%

# Remember Webinar Safety!

I know these programs can be mind-numbing, but please don't do this ...



## Items to Include:

- Always keep the focus on library function. Avoid over-emphasis on the aesthetics of the exterior.
- Be careful asking for “unique look” or “signature design.” Architects will do that naturally and you don’t want to distract them from your focus on function.
- Avoid “trendy” styling—especially if it will be difficult or expensive to modify later.

## Items to Include – Open Floor Plan:

- Create a flexible, open floor plan that is defined by furnishings rather than walls.
  - Easy to re-purpose.
  - Efficient for staff supervision.

## Items to Include – Efficient Staffing:

- Single floor allows efficient staff supervision.
- Single entry allows effective staff supervision.



## Items to Include - Marketing:

- Include lower shelving near entrance to “market” new items, A/V materials, best sellers.

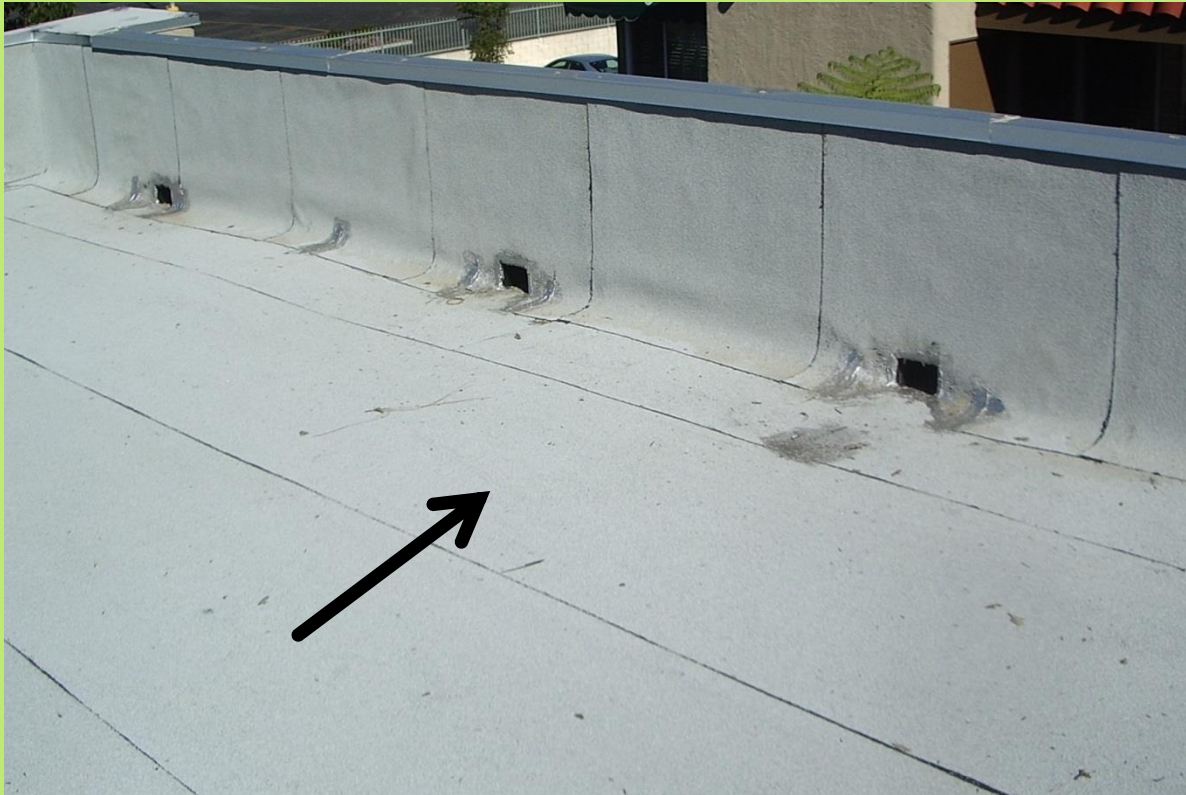
## Items to Include – Simple Maintenance:

- Try to limit the number of bulbs needed for your light fixtures.
- Make sure light fixtures can easily be reached with a normal step ladder.
- Limit the number of keys needed.

## Items to Avoid - Skylights:

- Skylights are holes in the roof that allow rain & glare to enter your building.

## Items to Avoid – Flat Roof Areas:



## Items to Avoid – Complex Roof Forms:

- Cupolas, dormers, etc. can be sources of leaks.
- Complex roofs with lots of valleys are expensive to replace.
- Problems can be **VERY** difficult to remediate.

# Items to Avoid – Complex Roof Forms:





## Items to Avoid – Complex Roof Forms:



## Items to Avoid – Rooftop HVAC Units:

- Vibration can cause leaks.
- Service traffic can cause wear.
- Service is more difficult.

## Items to Avoid - Glare:

- Lighting should be even, not simply bright.
- High or arched windows can allow glare from the sun.

# Items to Avoid - Glare:





## Items to Avoid - Glare:



## Check these items in the final drawings:

- Are there enough outlets?
- Are the switches where you need them?
- Are the correct light fixtures shown?
- Will the casework (built-in furniture and cabinets) serve your needs?
- Have you determined who will install voice wiring & data wiring? Security?

# Questions & Comments ...





Thanks for attending!

Chris Bischoff

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