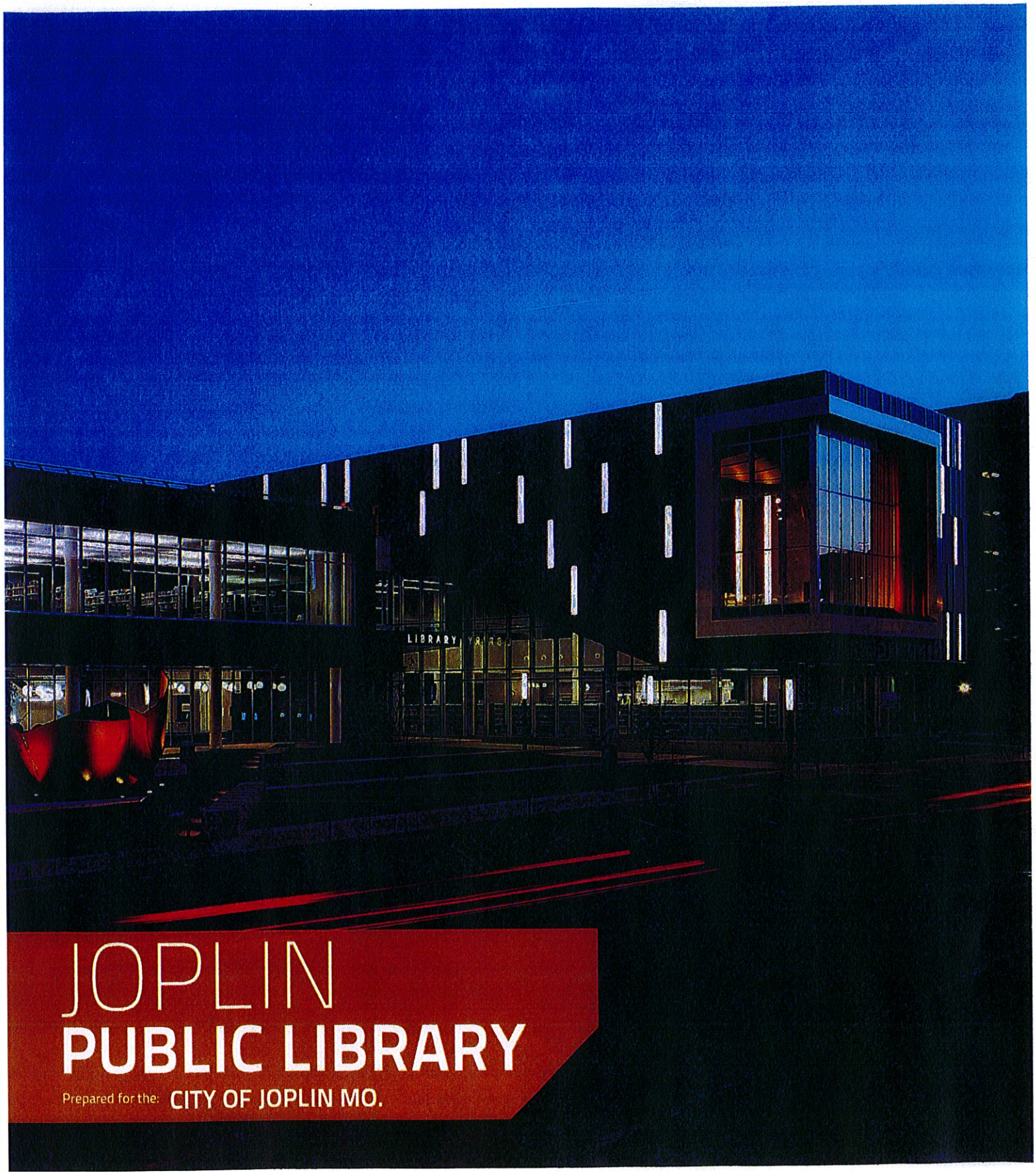
EXHIBIT C

SAPP DESIGN ARCHITECTS + OPN ARCHITECTS

Proposal Documents



JOPLIN PUBLIC LIBRARY

Prepared for the: CITY OF JOPLIN MO.

Joplin Public Library – Fee Proposal

A. Proposal Information

Bidder Name: Sapp Design Associates Architects P.C.

Signed By: _____ Dated: 1.6.2015

Michael J. Sapp, President

B. Proposal Breakdown

BASE PROPOSAL DETAIL

Design Phase	Proposal Amount Cost	Percent of Total Proposal	Proposal Hours
Preliminary Planning	$ 9,000.00	1.0%	
Strategic Plan	$ 49,500.00	5.3%	
Visioning/Com. Meetings	$ 18,000.00	1.9%	
Schematic	$ 75,000.00	8.0%	
Design Development	$ 110,000.00	11.8%	
Contract Documents	$ 335,000.00	35.8%	
Contract Administration	$ 185,000.00	19.8%	
Construction Estimating	$ 20,000.00	2.1%	
Audio Visual Design	$ 5,000.00	0.5%	
IT Design	$ 21,000.00	2.2%	
FF&E design	$ 99,000.00	10.6%	
Post Construction	$ 9,000.00	1.0%	
Total Fee Proposal	$ 935,500.00	100%	

ESTIMATED COST OF REIMBURSABLES – travel, printing, courier services, etc.

Reimbursable Expenses (List and estimate typical expense items included)	Amount	Percentage of Total Expenses
Architectural	$ 41,000.00	69%
Engineering	$ 11,300.00	19%
Strategic Plan	$ 7,200.00	12%
Reimbursable Expense Estimate	$ 59,500.00	100%

ADDITIONAL SERVICES DETAIL

Additional Services (List any additional services, if any, that your firm would propose)	Proposed Amount	Remarks
	$	
	$	
Additional Services	$	

STANDARD TERMS AND CONDITIONS

Sapp Design Associates Architects, P.C. (The Firm) *shall perform the professional services outlined in this agreement for the stated fee arrangement. The Firm will perform the services in a timely manner with due and reasonable diligence consistent with sound professional practices. The Firm will perform services under this Agreement in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.*

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.

Fee: A ***Fixed*** fee, if stated, shall constitute the total compensation due.
A ***Percentage*** fee, if stated, shall be calculated on the basis of the total cost of the work designed and specified by the Firm.
An ***Estimated*** fee, if stated, will be calculated on an hourly basis, and the estimate shall not be exceeded by more than twenty percent without written approval of the Client.
A ***Not-To-Exceed*** fee, if stated, will be calculated on an hourly basis, and will not be exceeded without prior written approval of the Client.
An ***Hourly*** fee, if stated, will be based on the actual hours expended on the project and will be calculated on an hourly basis.

Hourly Rates: Where the fee is to be calculated on an hourly basis, the rates shall be as follows:

Hourly Rate Structure, Fiscal Year 2015 (rates subject to adjustments on Annual Basis)

Project Administrator	$185.00 per hour	Library Planner	$117.00 per hour
Senior Project Manager	$170.00 per hour	Senior Interior Designer	$ 90.00 per hour
Junior Project Manager	$140.00 per hour	Interior Designer	$ 65.00 per hour
Project Architect	$130.00 per hour	Cadd Technician	$ 80.00 per hour
Architect III	$120.00 per hour	Administrative Assistant	$ 65.00 per hour
Architect II	$100.00 per hour	Clerical Support	$ 48.00 per hour
Architect I	$ 90.00 per hour	Architectural Student	$ 40.00 per hour

Reimbursable Expenses: The Client shall reimburse the Firm for direct expenses incurred during performance of the service, including printing charges, taxes, mileage, public transportation cost, tolls, permit fees, equipment rentals, long distance communication, and other miscellaneous expenses. Expenses will be billed at a multiple of 1.2 times the direct cost to the firm to cover administrative and coordination cost.

Billing/Payments: Statements for the Firm's services shall be submitted on a monthly basis. Statements shall be due upon receipt and payable within 30 days after their date. Payments shall not be contingent upon any other payments to the Client by others. If 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 all services. Payments to the Firm shall not be withheld, postponed or made contingent on the construction, completion or success of the project. No withholdings, deductions or offsets shall be made from the Firm's compensation for any reason.

Late Payments: Accounts unpaid 45 days after the statement date shall be subject to a monthly service charge of 1.5% on the then unpaid balance (18.0% true annual rate) or legal prevailing rate. In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

Indemnification: The Client shall indemnify and hold harmless the Firm and all of its personnel from and against any and all claims, damages, losses and expenses (including reasonable attorney's fees) arising out of or resulting from the performance of the services, provided that any such claim, damage, loss, or expense is caused in whole or in part by the negligent act, omission and/or strict liability of the Client, anyone directly or indirectly employed by the Client (except the Firm), or anyone for whose acts they may be liable.

Project Responsibilities: Neither the professional activities of the Firm nor the presence of the employees at a construction site, shall relieve any Contractor or any other entity of their obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the Work of construction in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. The Client agrees his Contractor is solely responsible for jobsite safety, and warrants that this intent shall be made evident in the Client's agreement with the Contractor.

Termination of Services: This Agreement may be terminated by the Client or the Firm after seven days written notice should the other fail to perform its obligation 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 termination expenses.

Ownership of Documents: All documents produced by the Firm under this agreement shall remain the property of the Firm and may not be used by the Client for any other endeavor without the written consent of the Firm.

Applicable Laws: Unless otherwise specified, this agreement shall be governed by the laws of the State of Missouri.

STRATEGIC PLANNING – JOPLIN PUBLIC LIBRARY, JOPLIN, MO

Task 1 - Background Data and Information Review

Before we ever come on-site we request, receive, and analyze three to five years of background data -- usage, budgets, staff rosters (current), plus current collection holdings by format and age cohort. We will also review collection development, policies and procedures, and all other facets of library operations and request any other studies or reports that the client believes we should be aware of and familiar with. We will prepare a Summary Report as **Deliverable #1**.

Completed – End of Week 1.

Task 2 - Demographic and Population Analysis

It is important, critically so, to know what the future service area population will be in terms of their demographic characteristics and the number of persons to be served. We will gather information from a variety of sources – City of Joplin Planning, Zoning, & Development Division of the Public Works Dept., Joplin Schools, Jasper County GIS, State of Missouri population estimates, US Census Quick Facts, and a market research firm we have worked with for the past 20 years, Decision Where, Inc. We will prepare an analysis of the demographics and population projections looking forward in five-year increments to the year 2035 as **Deliverable #2.**

Completed – End of Week 1.

Task 3 - Three Surveys

We will prepare an in-library paper survey to be available to those who visit the Library and an online survey to be mounted on the Library' website. Both surveys should be made available for a three week period – ideally starting on a Monday and concluding on the third Sunday after the Monday start. The completed in-library paper surveys would be sent to the consultant in three weekly batches for tabulation and analysis. The web survey, utilizing Survey Monkey, will "automatically" tabulated. Results of both surveys will constitute **Deliverable #s 3 and 4**. The third survey will be a telephone survey of non-users. This will be accomplished as follows:

1) Obtain a list of current holders of Joplin Public Library borrower card holders (telephone numbers only);
2) Using random digital dialing (RDD) dial numbers that are NOT on the card holder list;
3) Complete dialing until there are 400 completed responses, thus gaining a 95 percent confidence interval with a + or – factor of five percent. An estimated 20 – 25 percent of the completed calls will be mobile numbers. **Deliverable #5** will provide the results, containing both demographic information of the non-users as well as reasons why they are non-users (non-user defined as someone who has not used the JPL within the last 12 months).

Completed – End of Week 2.

Task 4 - Community and Staff Engagement

We believe it is also quite important for there to be a lot of community and staff engagement. For the community, we propose 6 - 8 focus group discussions, 10 - 15 one-on-one interviews with key stakeholders, and one general community meeting. The reason for the latter is that the focus groups and stakeholder interviews are typically with selected participants whereas the community meeting will be open to any and all who wish.

As part of the community engagement meetings and discussions we will also ask the participants to fill out the "I Want My Library To ..." survey form which consists of 17 services that a library may provide (at least some of the 17). This is a priority setting exercise. These will be tabulated and reported as **Deliverable #6.** Key stakeholders will not be included in this phase of our work.

We also meet with the Library Board. They will also be asked to participate in the "I Want ..." exercise.

For Library staff we propose two or three staff focus groups plus one-on-one interviews with key staff, including the director of the Post Memorial Art Reference Library. We ask that the staff also complete the "I Want ..." survey.

Deliverable #7 will be a summary of the focus groups, stakeholder interviews, and community meeting.

Completed – End of Week 3

STRATEGIC PLANNING – JOPLIN PUBLIC LIBRARY, JOPLIN, MO

Task 5 - Information Technology Assessment

In today's world – and assuredly tomorrow's – technology is so very, very important. For public libraries it is critical. Yes, the library book will remain a staple although ebooks will be present. Hard copy media will slowly disappear as downloading and streaming increases for everyone. For this strategic plan we will observe and inquire about your IT and your IT plan, meet with the Library and City IT personnel, converse with your customers, and provide recommendations for going forward with the strongest possible information technology backbone and system. We will issue an IT report as **Deliverable #8**.

Completed – End of Week 4.

Task 6 - Draft of Strategic Plan

Based on all of our work completed through Tasks 1 – 5 we shall prepare a draft of the Joplin Public Library Strategic Plan. The draft will set out the goals and objectives on a year-by-year basis for the next five years – FY16 – FY20 – with the new library facility taken into consideration as a new, larger, and exciting new facility will certainly have an impact on services and service delivery. The draft Plan will be **Deliverable #9**.

Completed – End of Week 5.

Task 7 - Review of Strategic Plan

We will return to Joplin for a thorough review of the Strategic Plan Draft with the Planning Committee, Library Board, and Staff. A part of the review will development of a working set of Measureable Objectives so that the Plan, once finalized, can be measured re the achievement of the goals and objectives. We anticipate a full-day review.

Completed – Mid-Week 6.

Task 8 - Finalize the Strategic Plan

Following the review we will make all necessary changes and adjustments and prepare the final document - **Deliverable #10**.

Completed – End of Week 6.

LIBRARY RESPONSIBILITIES

What responsibilities will the JPL staff have (for Strategic Plan and Building Program):

1. Designate one person to be the JPL point person throughout the project so the lines of communication are clear.
2. Form the Planning Committee and arrange for meetings as part of each site visit.
3. Make staff available for interviews and focus groups.
4. Make the In-Library Survey available and collect the responses and send them to us; we will tabulate.
5. Mount the online survey on your website.
6. Review our draft reports in a timely manner and return comments, changes, etc. to us.

BUILDING PROGRAMMING – JOPLIN PUBLIC LIBRARY, JOPLIN, MO

As we gather information, facilitate community and staff input, meet with the Library Board and the Planning Committee, and observe customer use of the current JPL facility as part of the Strategic Planning work we will concurrently be forming our thoughts regarding the new JPL building. We will not miss the opportunity in our community and staff engagement work with you to begin the process of programming the new building.

Task 9 - Detailed Staff Interviews and Focus Groups Focusing on the New Building

Immediately following delivery of the Strategic Plan we will spend two-three days in meetings, interviews, and focus groups with Library Board, Planning Committee, and Staff exploring every aspect of a new facility. The exploration will concern:

- Specific spaces that will be needed, e.g. Children's Services, Tween/Teen Services, etc., etc.;
- Specific types of furniture and equipment desired, e.g. will JPL continue to provide desktop computers, or more laptops or tables, or a combination of computing types, and what kind of seating is desired to accommodate what will surely be an increasing number of older customers using the new building, etc., etc.;
- Specifics with regard to staff work spaces, offices, and a break room;
- Specifics about gathering spaces – is an auditorium needed/wanted, conference rooms, a program room(s) for children's services, group study rooms, etc., etc.;
- Specifics about adjacencies, that is, upon entering the building what do you want to customer to see first, and where will Tween/Teen Services be located and should some of the gathering spaces be accessible at times when the balance of the building may be closed, etc., etc.; and
- Specifics about the number of floors, or levels, parking requirements, truck deliveries, rest rooms, janitorial/custodial closets, etc., etc.

Truth be told, there are a million decisions that have to be made – not all in the course of two or three days – but over the course of the planning, programming, design, construction, furnishing and equipping, and moving into and occupying a grand new Joplin Public Library. The decision-making "drilling down" starts with these two-three days of meetings and discussions.

Completed – End of Week 6.

Task 10 - Detailed Draft of Building Program

Our next task will be preparation of the draft of the building program. The program will be a space-by-space written description of the building that provides the following information for each space:

- Description of Assignable Spaces, to include;
    - Space name and functional description,
    - Summary of square foot allocation including number of units, unit area (net square feet [NSF]) and total net square feet per unit (unit example = Four-place table[s],
    - Total NSF,
    - Internal walls and circulation (moving about) net assignable square feet (NASF).
    - Occupancy (range of number of persons, customers and/or staff, to occupy the space when in use and at capacity),
    - Preliminary {generic) listing of furniture and equipment on an item-by-item basis, e.g. linear feet of shelving by section, capacity of items per total linear feet, number of reading tables by number of seats (chairs), etc., etc.,
    - Spatial relationships, i.e. adjacencies,
    - Environmental and engineering needs for each space to include.
        - Acoustics,
        - Communications,
        - Data cabling,
        - Electrical,
        - Finishes,
        - Lighting,
        - Security, and
        - Utilities; and
    - Other comments relative to the specific space.

- Other sections, preceding The Description of Assignable Spaces, to include;
    - The Contemporary Public Library Building,
    - Exterior considerations, e.g. parking, landscaping, etc.,
    - Interior considerations, e.g. glass treatment, signage and graphics, doors, etc.
    - Mechanical systems considerations,
    - Building characteristics, e.g. acoustical treatment, drinking fountains, etc.,
    - Building technology considerations, e.g. library technologies, communications, etc.
    - Lighting considerations, e.g. sources, illumination measurements, efficiency, etc.,
    - Security considerations, e.g. fire prevention and protection systems, building security systems, e.g., and
    - Summary of capacities.

The draft will also include:

- Preliminary capital cost estimates projected to the anticipate mid-point of construction; and
- Preliminary operational cost estimates projected to first full year of anticipated year of occupancy and then projected forward for the following four years.

The draft will be **Deliverable #11.**

Completed – End of Week 7.

Task 11 - Review of Building Program Draft

This task will be similar to Task 6 with the focus on the Building Program draft.

Completed – Mid-Week 8.

Task 12 - Final Building Program

Following the review we will make all necessary changes and adjustments and prepare the final document – **Deliverable #12**.

Completed – End of Week 8.