

# Port Moody Public Library Space Needs Analysis

## Immediate Needs Study

October, 2014



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## **1. INTRODUCTION**

Kasian Architecture was commissioned by the City of Port Moody in June 2014 to carry out a space needs analysis with proposed renovation/expansion plans to the existing Port Moody Public Library.

The existing library was completed in 1995 as part of the Port Moody Civic Centre complex development. The entire complex is a two storey structure with the library portion being single storey space. The existing library is approximately 1230 sm in area. Currently with the population increase in the area and changing demands on public libraries, upgrade strategies are needed to address PMPL's spatial and operational needs.

At this time the team includes Kasian Architecture and LEC Group for cost estimation. The team met with Lynne Russell, Director of Library Services, Port Moody Public Library and Dave Stevens, Manager of Facilities, City of Port Moody in early June, 2014. The team visited the facility after the initial meeting.

The team was provided with a list of previous studies which include:

- Port Moody Public Library Strategic Plan 2013-2017
- Port Moody Public Library Community Needs Assessment, 2012
- PMPL Space Needs Analysis 2005, by Cornerstone Planning Group
- Port Moody Public Library Space Needs Analysis Overview, May 22, 2014
- Misc. documents on the proposed renovation/expansion plan from Ms. Lynne Russell.

The team was provided drawings of the existing building (1994) and some as-built drawings (2005) of the adjacent recreation centre with some updated site information around the city hall and library area.

The space needs analysis project is comprised of three elements:

### 1. Immediate Needs Analysis

This study is to address the library's immediate (projected for next year) changed spatial needs. Contemplated area of change is mostly in the front part of the library involving both public and staff work areas.

### 2. Mid-term Needs Analysis – Stage 1

In this study, options are to be identified for expansion of the library in the near future (projected for the next 3 to 5 years). Options are to be evaluated based on overall advantages/disadvantages and high-level cost estimates. At the conclusion of this study, a preferred expansion option is to be identified.

3. Mid-term Needs Analysis – Stage 2

In this study, the identified preferred expansion from stage 1 study will be further developed with proposed functional layout. High level Cost estimate will be developed based on the proposed layout.

The focus of this report is on the Immediate Needs Analysis study. Within this task, with detailed input from the Director of Library Services, areas that need to be reconfigured or improved were identified. A block plan and subsequently floor plans were proposed that address the library's immediate spatial and operational needs. A high level cost estimate was completed for the proposed renovation plan.

## 2. IMMEDIATE NEEDS STUDY DESCRIPTION

The team worked closely with the Library Director to identify areas of the library that required renovation or reconfiguration in order to address the library's immediate needs. The Library Board's Strategic Plan 2013 – 2017, and its vision for library service, were carefully reviewed to help determine what should be prioritized.

### Objectives

The objectives of the immediate needs analysis are as follows:

- Single service point: To create a single service point, near the front of the library, where customers can get assistance from library staff with both circulation needs (i.e. loans, registration, fines payments) and information/reference queries. The service point is to be relatively small in size and use modular kiosk-style furniture.
- Returns handling: To move returns processing operations “behind the scenes” and out of the public area of the library. This will enable future plans to install an automated materials handling and sorting system for returns. This area needs to be located adjacent to the library entrance.
- Learning/information commons: To create a large open area in the front center section of the library with a focus on technology, digital services and collaboration/group study. Furniture will be movable and the design flexible.
- Collection merchandizing & library entrance: To use the library entrance to merchandize and promote the library's collection, and to provide quick and easy access to self-service functions (self check-out and, in the future, self check-in).
- Noise and soundproofing: To address noise concerns frequently raised by library customers with regards to the children's area of the library and the silent/quiet study areas. It was requested that physical sound reduction methods be investigated.

### Renovation Plan

A renovation plan was proposed to address the above requirements. A summary of the proposed plan is as follows:

#### Returns Processing, ParkLane Room & Bob Brown Room

- **Returns handling**: The current location of the meeting/program room (ie. ParkLane Room) will become the returns handling space. This space is adjacent to the library entrance, and the

single service desk. It was identified as the space best suited for a future automated returns handling system. Some activities currently undertaken in the circulation workroom, along with the delivery of shipments from InterLINK, will move to the returns handling workroom area to provide a more efficient workflow.

- **Meeting/program room:** The meeting/program room (ParkLane Room) will move to the current location of the Bob Brown silent study room – which will subsequently be enlarged. This will give the meeting room more visibility to people using the library and make it a more usable functional space for library programs.
- **Silent study:** The Bob Brown silent study room will move to the study room in the far corner of the library. This is a quieter area of the library than this room's current location.

#### Staff work area & storage

- Expansion of the Bob Brown Room will encroach on existing staff work areas.
- The current circulation work room, program storage room, and staff work room area will, thus, be reconfigured to create a more open staff work room. This space will have minimum partitioning to maximize its flexibility in use.

#### Library entrance

- Creation of a merchandizing area with addition of modular book display units.
- Relocation of self check-out stations to this area.
- Installation of a book chute which delivers books directly into the returns handling space.

#### Circulation desk

- Existing circulation desk will be removed. Less space in the public area of the library will be required for these operations, due to returns handling moving out of this area.
- Modular kiosk-style furniture – with a much smaller footprint than the existing circulation desk – will be installed to create a single service point to handle both circulation and information queries. A detailed plan of this service point is not provided at this stage.

#### Information desk and adjacent fixtures

- The existing Information desk will be removed from the centre area of the library as will shelving, paperback racks and other fixtures.
- This will open up space for a learning/information commons area. A detailed plan of this new area is not provided at this stage.

### Sound Improvement Measures

- The children's area of the library and the two study rooms have been identified as needing sound improvement.
- An allowance will be provided as part of the cost estimates so that detailed acoustics research can be carried out at the later design stage.

### Carpet replacement

- It is recommended that all existing carpet in the library be replaced at this time.
  - The above work will mean that considerable sections of the existing carpet will need to be replaced.
  - There is an identified project in the near future in the Facilities Capital Budget to replace all carpet in the library due to the fact that the existing carpet is in very bad condition in multiple locations throughout the building.
  - The existing carpet is no longer in stock.
  - Furthermore, the disruption caused by carpet replacement activity would be more effectively handled in one operation.

### **Floor Plans and Cost Estimates**

Refer to Appendices for proposed floor plans and cost estimate.

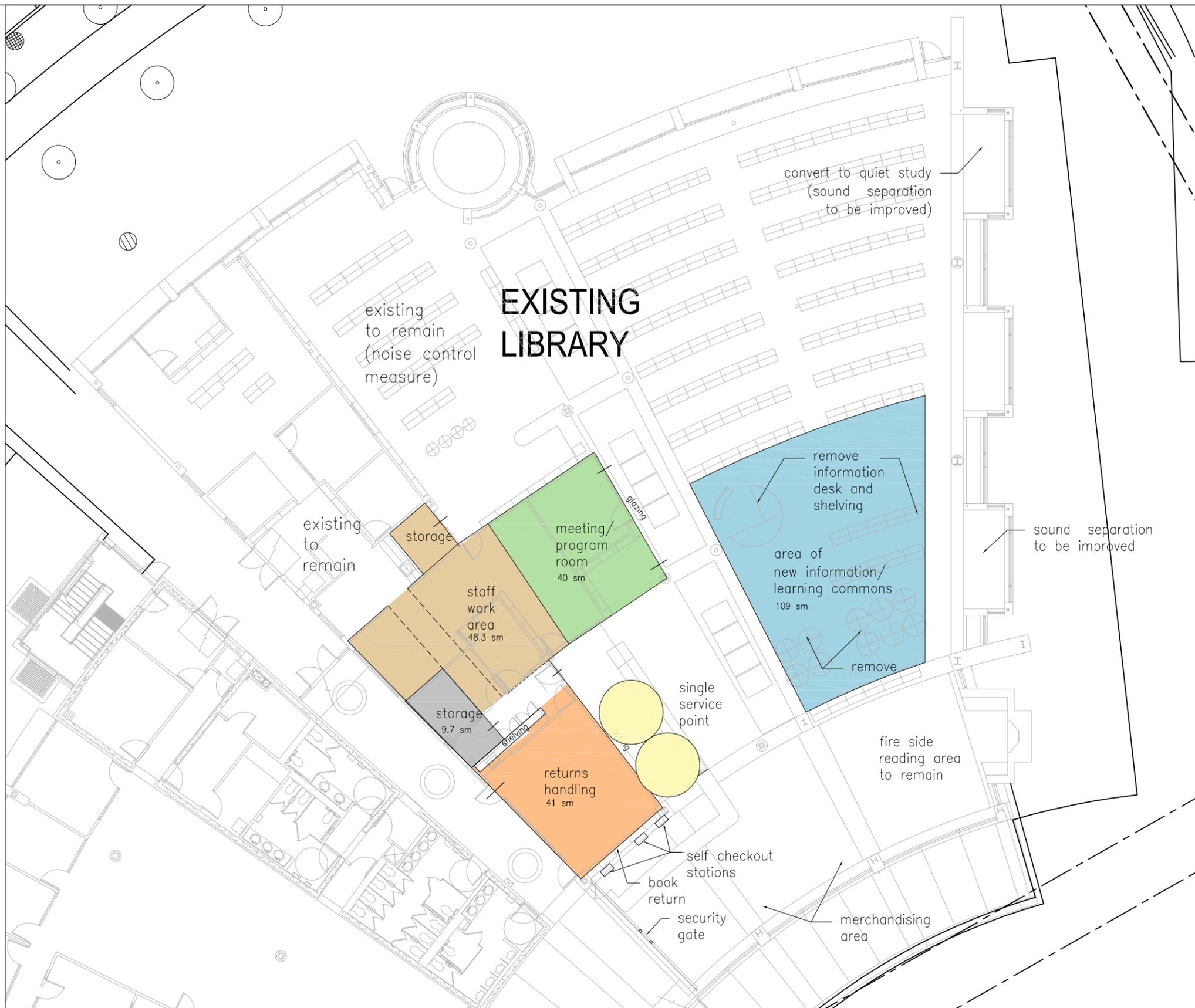
### **3. APPENDICES**

Appendix 1 Block Plan

Appendix 2 Demolition plan

Appendix 3 Proposed floor plan

Appendix 4 Cost estimate



IMMEDIATE NEEDS PLAN AREA SUMMARY

- PROGRAM SPACE: 40 SM
- RETURN HANDLING SPACE: 41 SM
- A/V STORAGE: 9.7 SM
- STAFF WORK AREA: 48.3 SM
  
- NEW INFORMATION/LEARNING COMMON: 109 SM.

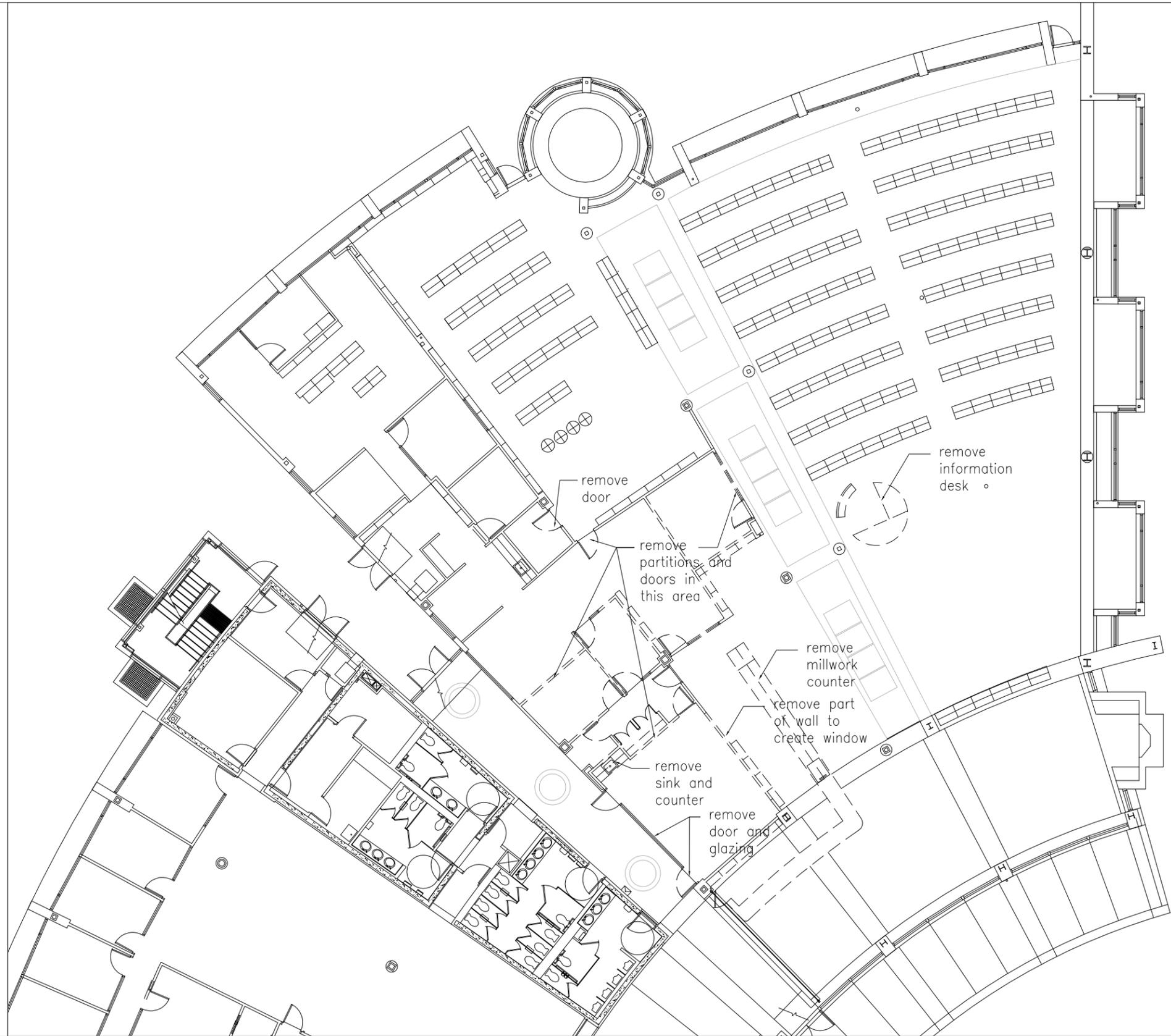
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**PORT MOODY PUBLIC LIBRARY**  
SPACE NEEDS ANALYSIS

Port Moody, BC

IMMEDIATE NEEDS PLAN





2014/09/10  
 1M 5M

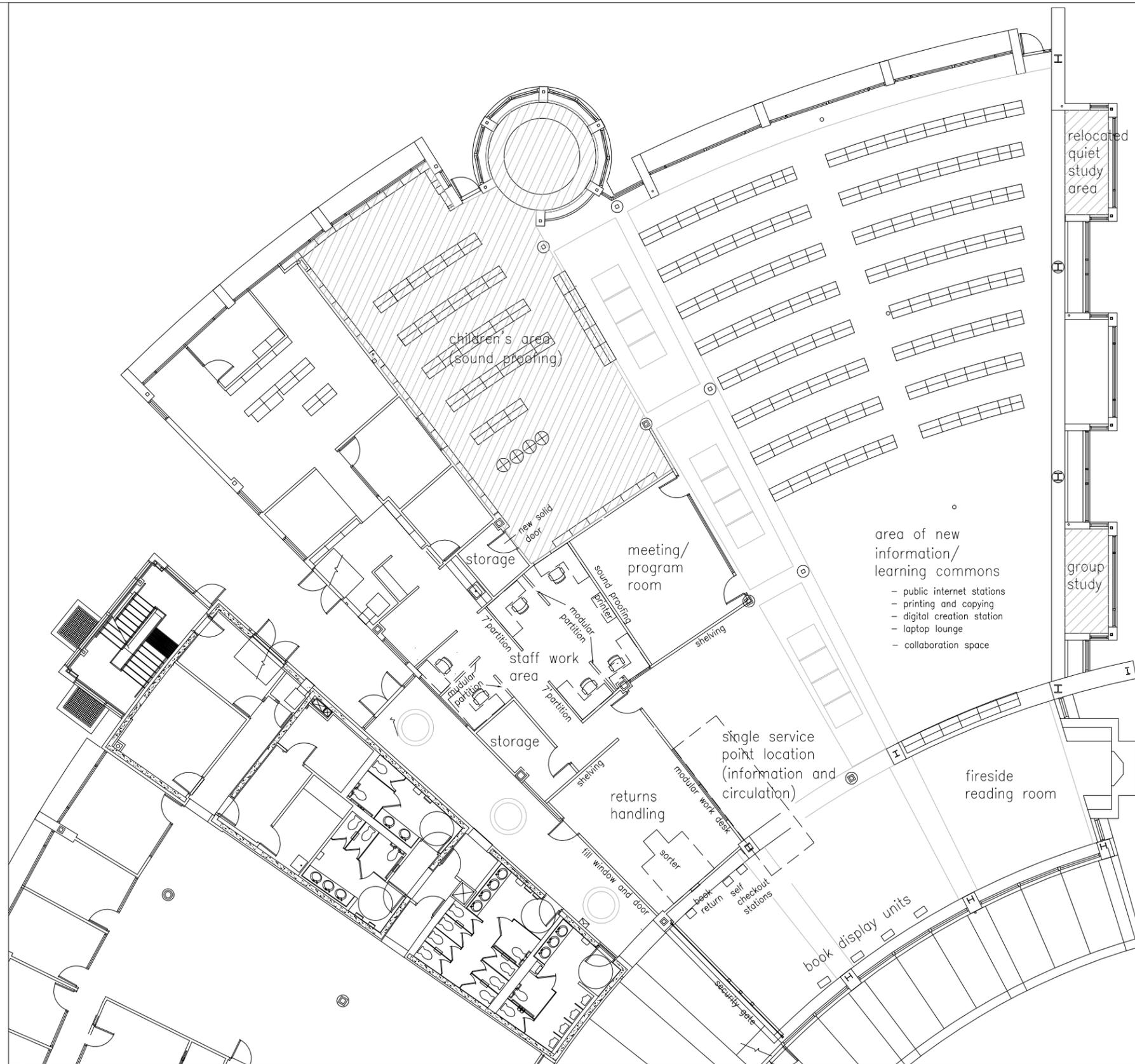
# PORT MOODY PUBLIC LIBRARY

SPACE NEEDS ANALYSIS

Port Moody, BC

IMMEDIATE NEEDS  
 DEMOLITION PLAN





**GENERAL NOTES**

- 1 Work to include associated electrical and mechanical adjustments / upgrade in renovated areas.
- 2 Furniture and finishing, including workstations, book shelves, display units, modular stations, modular partitions and window covering are owner supplied items.
- 3 Lighting upgrade or changes are needed in the following spaces:
  - Staff work area
  - Returns handling
  - Single service point
  - Fireside reading area
  - Entrance area
  - Meeting/program room
- 4 All interior glazing starts at 3' and go up to u/s of ceiling unless otherwise noted.
- 6 Allow for electrical/communication upgrade in the Area of new information/learning commons.
- 7 Allow for acoustics improvement where shown on drawing.

**LEGEND**

-  Indicates areas that need acoustics improvement
  - Children's area: needs to contain noise
  - Quiet Study and Group Study: need to block noise



2<sup>nd</sup> October 2014

Kasian Architecture Interior Design and Planning Ltd.  
1500 West Georgia Street – Suite 1685  
Vancouver, BC  
V6G 2Z6

Suite 301  
1224 Hamilton Street  
Vancouver, BC  
V6B 2S8

Attn: Ms. Sherri Han  
Senior Designer

T: (604) 568-3711  
F: (604) 568-3229

Dear Ms. Han,

[www.lec.bc.ca](http://www.lec.bc.ca)

**PORT MOODY PUBLIC LIBRARY, PORT MOODY, BC  
IMMEDIATE NEEDS STUDY**

We have prepared a Preliminary Stage Cost Plan based on the Immediate Needs Study Layout.

Please note the conditions on which the costs are based and the items excluded.

Yours very truly,  
LEC Group

A handwritten signature in black ink, appearing to read 'George Evans'.

George Evans PQS (F), MRICS  
Partner

GE/sr

1919/G141002Est



# PORT MOODY PUBLIC LIBRARY PORT MOODY, BC

2<sup>nd</sup> October 2014

Cost Plan

Submitted To:

Mr. Sherri Han

Kasian



LEC GROUP



2<sup>nd</sup> October 2014

## PROJECT DESCRIPTION

The project comprises renovations to the Port Moody Public Library. The scope is a reworking of the public areas located at the front section of the library including upgrades to finishes, communications and sound attenuation.

## COST SUMMARY

Description	\$
Renovation Costs	\$ 212,200
General Contractor's Overhead and Fee	\$ 39,800
Allowances	\$ 39,100
Furniture, Fixtures and Equipment (Allowance)	\$ 100,000
Design and Project Management Costs	\$ 77,700
	-----
Project Total	\$ 468,800

## DOCUMENTS AND DATA

This report has been prepared from information contained in the following:

Description	Date	Author
Architectural floor plans (unnumbered)	9 <sup>th</sup> September 2014	Kasian Architecture Interior Design and Planning Ltd.

## PROJECT CALENDAR

No start date has been indicated. We estimate a project of this scope should take approximately 8 to 10 weeks to complete.



2<sup>nd</sup> October 2014

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## CONTRACT CONDITIONS

The costs are based on the work being executed through a fixed lump sum contract on standard form documents.

Tenders will be received from in select competition from at least three general contractors and three subcontractors for each major sub trade.

## EXCLUSIONS

GST  
Hazardous materials abatement

## ASSUMPTIONS

We have provided an indication of potential furniture, fixtures and equipment and other related soft costs. We do not have any specific information regarding the final fit out of the space, fixtures that are either required or already on hand or the particular requirements or practices of the Port Moody Public Library and City of Port Moody.

The Development Costs included are intended to provide a reasonable place holder. City and Library input is required in order to produce a more accurate project cost projection.

## DESIGN CONTINGENCY

A design contingency of 10% is included in our cost plan. At this early stage in design there are many unknowns and we are required to make a number of assumptions during the preparation of our estimates. The contingency is intended to help offset any potential differences between our assumptions and the intent of the designers.

## INFLATION AND MARKET CONDITIONS

No allowance is included for construction industry inflation. The current market is moderating at a fairly constant level and no significant increases are expected in the next six months. There are some sectors of the industry that are starting to experience shortages in sub trade contractors. While this is not happening across the full range of projects it is a situation that bears monitoring. If the project is delayed more than six months, we recommend the bidding climate is reviewed prior to tendering.



2<sup>nd</sup> October 2014

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## CONSTRUCTION CONTINGENCY

Construction projects can lead to discovery of additional unforeseen scopes of work. An allowance of 5% of the construction cost has been included to help offset these potential costs.

## METHODOLOGY

The costs were developed through measurement of labour material and equipment in as much detail as the design will permit. Allowances are included where the design has not developed sufficiently to measure scopes of work in detail.

All measurement was carried out in accordance with the Standard Method of Measurement published by the Canadian Institute of Quantity Surveyors.

# DETAILED COST ANALYSIS

PORT MOODY PUBLIC LIBRARY, IMMEDIATE NEEDS STUDY  
PORT MOODY, BC



2nd October 2014

ELEMENTAL COST ANALYSIS					Gross Floor Area: 160 m <sup>2</sup>		
					\$	\$/m <sup>2</sup>	%
<b>PARTITIONS &amp; INTERIOR DOORS</b>					<b>36,800</b>	<b>230</b>	<b>13</b>
<b>Standard Partitions</b>					<b>29,600</b>	<b>185</b>	
Steel stud and drywall partitions	133	m <sup>2</sup>	125.00	16,700			
Part height partitions	10	m <sup>2</sup>	150.00	1,500			
Glazed partitions	19	m <sup>2</sup>	600.00	11,400			
<b>Interior Doors</b>					<b>7,200</b>	<b>45</b>	
Single solid core wood doors	6	No	1,200.00	7,200			
<b>FINISHES</b>					<b>84,800</b>	<b>530</b>	<b>29</b>
<b>Floor Finishes</b>					<b>75,900</b>	<b>474</b>	
Carpet tile	942	m <sup>2</sup>	75.00	70,700			
Resilient Flooring	56	m <sup>2</sup>	60.00	3,400			
Area Rug	9	m <sup>2</sup>	200.00	1,800			
<b>Ceiling Finishes</b>					<b>3,200</b>	<b>20</b>	
Re instate t bar as required for renovated areas	160	m <sup>2</sup>	20.00	3,200			
<b>Wall Finishes</b>					<b>5,700</b>	<b>36</b>	
Paint only drywall	571.52	m <sup>2</sup>	10.00	5,700			
<b>FITTINGS &amp; EQUIPMENT</b>					<b>11,800</b>	<b>74</b>	<b>4</b>
<b>Specialties</b>					<b>11,800</b>	<b>74</b>	
Signage allowance	1	Sum	1,500.00	1,500			
Sound proofing	188	m <sup>2</sup>	55.00	10,300			

PORT MOODY PUBLIC LIBRARY, IMMEDIATE NEEDS STUDY  
PORT MOODY, BC



2nd October 2014

ELEMENTAL COST ANALYSIS					Gross Floor Area: 160 m2		
					\$	\$/m2	%
<b>MECHANICAL</b>					<b>22,200</b>	<b>139</b>	<b>8</b>
<b>Plumbing &amp; Drainage</b>					<b>0</b>	<b>-</b>	
<b>Fire Protection</b>					<b>4,000</b>	<b>25</b>	
Rework sprinklers as required	160	m2	25.00	4,000			
<b>HVAC</b>					<b>16,000</b>	<b>100</b>	
Rework ductwork distribution and diffusers including rebalancing the system in areas where room layouts have changed	160	m2	100.00	16,000			
<b>Controls</b>					<b>1,600</b>	<b>10</b>	
Adjust controls accordingly	1	Sum	1,600.00	1,600			
<b>Mechanical General Requirements</b>					<b>600</b>	<b>4</b>	
General contractor's on site overhead costs related specifically to the Mechanical trade	1	Sum	600.00	600			
<b>ELECTRICAL</b>					<b>41,100</b>	<b>257</b>	<b>14</b>
<b>Distribution</b>					<b>14,100</b>	<b>88</b>	
New power distribution as required for renovated area	160	m2	50.00	8,000			
New power for upgraded information area	122	m2	50.00	6,100			
<b>Lighting and Power</b>					<b>17,900</b>	<b>112</b>	
New lighting in areas identified in report	256	m2	70.00	17,900			
<b>Communication Systems</b>					<b>8,500</b>	<b>53</b>	
New data and communication in renovated and information areas	282	m2	30.00	8,500			
<b>Electrical General Requirements</b>					<b>600</b>	<b>4</b>	
General contractor's on site overhead costs related specifically to the Electrical trade	1	Sum	600.00	600			

PORT MOODY PUBLIC LIBRARY, IMMEDIATE NEEDS STUDY  
PORT MOODY, BC



2nd October 2014

ELEMENTAL COST ANALYSIS				Gross Floor Area: 160 m2		
				\$	\$/m2	%
<b>ANCILLARY WORK</b>				<b>15,500</b>	<b>97</b>	<b>5</b>
<b>Demolition</b>				<b>15,500</b>	<b>97</b>	
Remove partitions	174	m2	25.00	4,400		
Remove glass partitions	18	m2	50.00	900		
Remove doors	12	No	100.00	1,200		
Remove millwork	44	m	45.00	2,000		
Mechanical demolition	1	Sum	3,200.00	3,200		
Electrical demolition	1	Sum	2,400.00	2,400		
Miscellaneous demolition	1	Sum	1,410.00	1,400		
<b>GENERAL REQUIREMENTS AND FEE</b>				<b>39,800</b>	<b>249</b>	<b>14</b>
General Requirements	12%			25,500		
Fee	6%			14,300		
<b>ALLOWANCES</b>				<b>39,100</b>	<b>244</b>	<b>13</b>
Design Contingency	10%			25,200		
Escalation Allowance	0%			0		
Construction Allowance	5%			13,900		
<b>CONSTRUCTION TOTAL (Excluding GST)</b>				<b>291,100</b>	<b>1,819</b>	<b>100</b>

PORT MOODY PUBLIC LIBRARY, IMMEDIATE NEEDS STUDY  
 PORT MOODY, BC



2nd October 2014

ELEMENTAL COST ANALYSIS

Gross Floor Area: 160 m2

\$ \$/m2 %

**FURNITURE, FIXTURES AND EQUIPMENT ALLOWANCE (F.F. and E.) 100,000 625 56**

**SOFT COSTS 77,700 486 44**

Design Fees	\$ 291,100	15%	43,665.00	43,700
Project Management	3 Months		7,500.00	22,500
Municipal fees	1	Sum	6,000.00	6,000
Administration	1	Sum	3,000.00	3,000
Legal and Accounting	1	Sum	2,500.00	2,500

**F.F. and E. COSTS AND SOFT COST TOTALS 177,700 1,111 100**