



**AGENDA**  
PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
SPECIAL DATE MEETING

November 8, 2024

2:00 p.m.

Community Meeting Room

411 E. Chapman Avenue

Call-in Number: (669) 900-6833

Meeting ID: 850 1206 7452









Password: 046086

ZOOM Link: [meetings.placentialibrary.org](https://meetings.placentialibrary.org)

**Mission Statement:**

Placentia Library District inspires, opens minds, innovates, and connects our community.

**District Goals:**

-  Strengthen connections and expand community relationships.
-  Provide equitable access.
-  Adapt to community needs.
-  Cultivate thriving collections of resources.
-  Provide and promote relevant library services.
-  Maintain fiscal responsibility and integrity.
-  Support and empower staff.
-  Provide an inviting, pleasant, and safe place to explore.

**AGENDA DESCRIPTIONS:** *The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Board may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.*

**REPORTS AND DOCUMENTATION:** *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 200.*

**PLEDGE OF ALLEGIANCE**      Library Board President

**CALL TO ORDER**

1. Call to Order      Library Board President
2. Roll Call      Recorder

3. Adoption of Agenda

*This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).*

Presentation:      Library Director

Recommendation:      Adopt by Motion

Placentia Library District Board of Trustees Special Date Meeting Agenda, November 8, 2024

4. Oral Communications

*Members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board. Presentations by the public are limited to 5 minutes per person. Members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board. Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized. Reference: California Government Code Sections 54954.3, 54954.2(b).*

**NEW BUSINESS (Item 5)**

5. Discuss and Approve a Change Order from IDS Group Proposal for a HVAC Screen.

**ADJOURNMENT**

6. The Library Board of Trustees will adjourn the Special Meeting Date November 8, 2024 meeting.

\*\*\*\*\*CERTIFICATION OF POSTING\*\*\*\*\*

I, Lina Nguyen, Executive Assistant of the Placentia Library District, hereby certify that the Agenda for November 8, 2024 Special Meeting Date of the Library Board of Trustees of the Placentia Library District was posted on November 6, 2024.

  
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Lina Nguyen, Executive Assistant

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Discuss and Approve a Change Order from IDS Group Proposal for a HVAC Screen

**DATE:** November 8, 2024

**BACKGROUND**

The ongoing District's Outdoor Learning Experience (OLE) Project aims to enhance the District's outdoor spaces, providing our community a space to gather for library activities and programming. During the initial stages of project planning, the plans discussed and reviewed at the initial meeting with the City's Planning and Building personnel was orally approved. Since then, a new building inspector required the District to submit plans for a HVAC screen for the roof units. The purpose of this change order is to approve the addition of a screening structure around the HVAC unit. This screen will minimize the visual impact of the HVAC equipment and improve the overall appearance of the outdoor area.

The change order is for Architectural and Structural Design for screening of the existing mechanical equipment and ducting.

The change order will result in an additional cost of approximately \$28,471 with options to include renderings (\$3,644) and screen scope breakdown (\$6,998). The revised budget for the outdoor project is within allowable thresholds but will require amendment from initial projections.

Attachment A is IDS Group proposal.

**RECOMMENDATIONS**

1. Approve change order to add HVAC screen to the Outdoor Learning Experience (OLE) Project, as presented, inclusive of feedback received from the Library Board of Trustees.
2. Roll call vote.



October 23, 2024

Mr. Carlo Maskarino  
Business Manager  
**Placentia Library District**  
411 East Chapman Avenue  
Placentia, CA 92870

Submitted Via Email: [cmaskarino@placentialibrary.org](mailto:cmaskarino@placentialibrary.org)

**Subject: Proposal to Provide Mechanical Equipment Screens**

Dear Mr. Maskarino,

We are pleased to submit this proposal to provide Architectural and Structural Design for screening of the existing mechanical equipment and ducting. It is our understanding that the City Planners have required that the equipment be screened from public view from the north parking lot and west side of the building. As options, we are including east and north facing screening of the equipment from the north-east portion of the parking lot and renderings of the proposed screening from two views.

### **Scope of IDS Services and Deliverables**

Our scope of services consists of providing architectural and engineering design and construction administration services in support of the project's intended work, according to the following:

- Conduct site visit to document existing building/ equipment.
- Attend (2) virtual design meetings with the City's project team as needed.
- Provide required structural engineering consulting services in support of the proposed scope of work.
- Provide architectural consulting services in support of the project scope screening the mechanical equipment from view. Refer to Attachment B screens 1 and 2.

#### **Conceptual and Design Development Phase:**

- Prepare preliminary Conceptual Design plan and elevations and provide to the District for Teams review.
- Incorporate District's preliminary Design comments and submit them for District approval.
- Prepare Design Development set for District's review and approval.

#### **Construction Documents/Plan Review Phase:**

- Prepare 100% CD incorporating all the District's DD comments and submit to plan review agencies having jurisdiction over the project for their review and approvals.
- Provide technical support during plan check submittal and review through permit ready to issue. Revise documents as required.
- Incorporate plan check corrections into the final/ approved Construction Documents' drawings and specifications.

#### **Bid and Construction Administration Support Phase:**

Provide bid and Construction Administration support services:

- Review and provide written responses to the contractor's requests for information.

- Review and process shop drawings and submittals.
- Attend site/construction progress meetings to review construction progress (maximum of 2 site meetings including punch walk). We presume that the City Project Manager will conduct the meetings and prepare the meeting minutes.
- Provide punch list.

#### Optional Renderings:

Our scope of services consists of providing two rendered 3D images according to the following:

- One view from the ADA parking perspective.
- One view from the north parking area.

#### Optional Screens:

Our scope of services consists of providing additional screens:

- Screens 3, 4 and 5 shown in Attachment B.

#### Project Schedule

- Initial Conceptual sketches to be provided for Client comment by November 22, 2024 (assuming Notice to proceed by October 30, 2024)
- Balance of project schedule to be determined when conceptual design is approved.

#### Assumptions and Limitations/Exclusions

The scope of services is limited to the specific, explicit scope statements set forth above. There are no scope items that may reasonably be assumed as implicitly included with this scope of services. This listing serves only to help clarify the proposed scope of services and may not be considered a complete listing. No work from Civil, Electrical, Mechanical, Plumbing or Landscape divisions is necessary.

#### **General:**

- The project will be subject to the current California Building Code (CBC), Mechanical (CMC), Plumbing (CPC), and Electrical (CEC) – the proposal anticipates that approved plans will comply with the 2022 code cycle.

#### **Structural:**

- Depending upon our ability to determine structural as-built information from our site visit efforts described below, it may be necessary for the County to provide for removal of nonstructural materials so IDS can further observe and document the existing structure in areas important to planned building modifications.
- Based on the adequacy of information gathered for the existing structure, it may be necessary for IDS to make judgements as to the details of existing construction. Additionally, IDS will depend on the accuracy of record drawings in terms of depicting as-built construction. In this regard, it may be found during construction that IDS's assumptions, and/or the record drawing information, do not match actual as-built conditions. Such conditions are not foreseeable and shall be considered as the basis for additional services to the extent that additional engineering time is required to deal with such unforeseen conditions.
- It is assumed that the existing building and mechanical yard walls will support the proposed screens.
- Structural calculations as required by the jurisdiction having authority for fastening library shelving to building walls and slab will be provided by the vendor as a deferred submittal.

**Fee Proposal**

We propose to provide the services outlined in the Scope of Work within this proposal for a lump sum amount of **\$28,471.00** as identified below excluding plotting and reproduction expenses estimated at \$500.00. Optional service for renderings is \$3,644 and additional screening is \$6,998. A breakdown of the fee estimate for each task is shown in **Attachment A**. Additional work can be provided upon your approval on a time-and-materials basis per the Rate Sheet in **Attachment C**.

Breakdown per discipline for main scope

- Architectural/PM \$ 19,008
- Structural Engineering \$ 9,463
- **TOTAL \$ 28,471**

Optional Renderings

- Architectural/PM \$ 3,644

Optional Screen Scope Breakdown by discipline

- Architectural/PM \$ 3,710
- Structural Engineering \$ 3,288
- **TOTAL \$ 6,998**

Thank you for the opportunity to provide our services to you. Please don't hesitate to email at [shelley.sivak@idsgi.com](mailto:shelley.sivak@idsgi.com) or call us (949) 387-8500 if you require further information regarding this proposal. We look forward to working with you on this project.

Sincerely,

IDS Group, Inc.



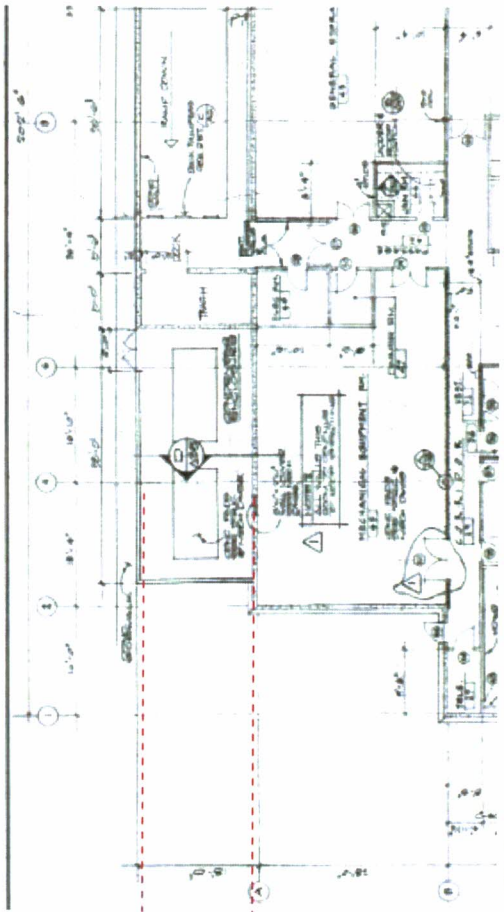
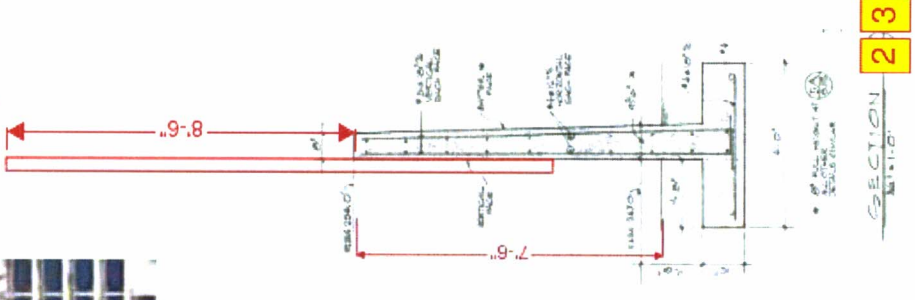
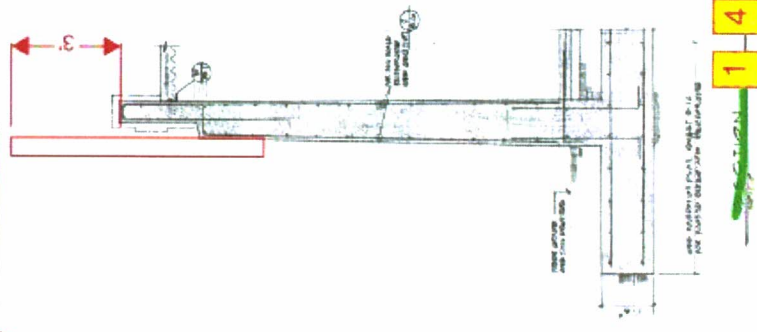
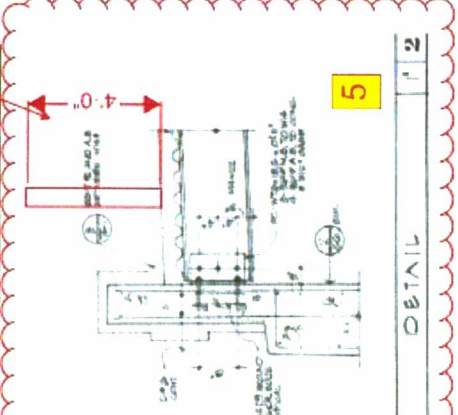
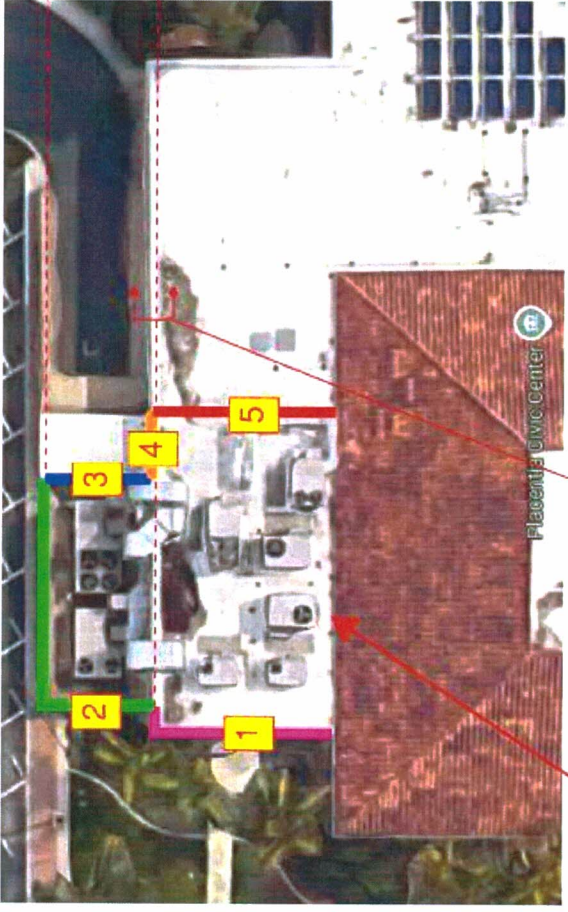
Shelley Sivak  
Architect, LEED AP  
Project Manager

CC: Said Hilmy, Ph.D., SE, LEED AP, Principal, S368



Attachment A  
Placentia Library District  
Mechanical Equipment Screens

Task	Description	Principal	QC Mgr./ Associate	Sr. PM	Arch	Arch. Drafting	Sr. Cost Est.	Arch. Total	Principal	Sr. Struct. Engineer	Struct. Engineer	CAD Drafting	Struc. Total	Cost
1	Site visits			2	4						8			\$2,522.00
2	Conceptual Design			2	8	16				1	2	4		\$4,719.00
3	Design Development	1	2	2	8	24				1	8	10		\$8,077.00
4	Construction Documents		2	4	8	24				1	8	10		\$8,499.00
5	Bid and CA		4	4	8	4					6	2		\$4,002.00
6	Cost Estimator						4							\$652.00
														\$0.00
														\$0.00
														\$0.00
7	Reimbursables- allowance													\$500.00
Total hrs		1	4	14	36	68	4	127		1	3	26	62	
Total fees		\$234.00	\$844.00	\$2,954.00	\$6,300.00	\$8,024.00	\$652.00	\$19,008.00	\$234.00	\$561.00	\$5,600.00	\$3,068.00	\$9,463.00	\$28,471.00
	Optional Scope													
	Renderings			4	16			20						
		\$0.00	\$0.00	\$844.00	\$2,800.00	\$0.00	\$0.00	\$3,644.00						\$3,644.00
	Screens 3, 4 & 5			2	8	16		26			8	16		
		\$0.00	\$0.00	\$422.00	\$1,400.00	\$1,888.00	\$0.00	\$3,710.00	\$0.00	\$0.00	\$1,400.00	\$1,888.00	\$3,288.00	\$6,998.00



**Proposal: perforated screen wall 1 + perforated screen wall 2**

Screen wall 1: screen wall extend 3' height from existing parapet wall which attached to existing building exterior wall.

Screen wall 2: screen wall extend 8'-6" height (arch will need to do the view study to confirm the final desired screen wall height) from top of concrete wall and attached to existing concrete wall

**Structural work:**

check existing bldg. wall and out of plan anchorage, existing cantilever wall and foundation. Design structural column where screen wall can attached. Design anchorage between structural column and existing wall.

**Potential additional design**

Design or replace existing concrete cantilever wall and foundation. Additional kicker or bracing for structural column.

Additional site walk to confirm size after the final scope of work been approved

**Additional add on for the proposal: perforated screen wall 3 + 4 + 5**

Screen wall 3: screen wall extend 12' height from top of concrete wall and attached to existing concrete wall

Screen wall 4: screen wall extend 5' height from existing parapet wall which attached to existing building exterior wall.

Screen wall 5: 5'-8" screen wall height from top of existing roof attached to existing concrete metal deck

Structural work: check existing concrete metal deck where screen wall attached. Design screen wall attached to existing metal deck and kicker



Attachment C

**IDS Group,  
Inc. 2024  
Rate Sheet**

Title – Association	Hourly Rate
Principal	\$234
Associate Principal	\$220
Senior Project Manager   Associate	\$211
Senior Planner	\$211
QA/QC Manager	\$211
Registered Architect or Engineer	\$197
Project Manager	\$197
Senior Architect or Engineer	\$185
Senior Cost Estimator	\$175
Project Architect or Engineer	\$175
Senior Designer	\$170
Designer Architect or Engineer	\$160
Spec Writer	\$160
Engineering Designer - BIM	\$139
Architectural Job Captain   Designer	\$132
CAD Drafting Engineer   Architect	\$118
Office Administration	\$73

Expenses such as, but not limited to, plan check fees, permits, inspections, testing services, title company fees, special delivery charges, plotting/ presentation boards, maps, aerial photographs, and reprographics/ illustrations that may be required for community or other stakeholder presentation, shall be billed to the owner at Consultant's direct cost plus 10%.