Scott Bova, AIA | Principal Architect presents
Navigating the pre-construction project process to "Get off Go"
November 13, 2022

Active in ALA + NYLA

Previous experience at HHF, HAS, WHP, CHA, MTK, BRI & NY Medical College Library

Pre-Design - info gathering & organizing phase (vision)

Needs, budget & schedule are defined before seeking design input

Typical phases:
Pre-Design 5% (for libraries between 5-15%)
Libraries Schematic Design 10%
Design Development 15%
Construction Documentation 25%
Project Bidding / Award
Construction Administration 45%

Pre-Design Tasks
- Define the problem Info / Data Gathering
- Building Assessment
- Building Programming
- Feasibility Study
- Establish a Budget (Board)
- Identify the Project Team

Establish Project Goals
Project Goals are "What" , Project Objectives are "How"
What are the needs?
What are the benefits? (shared, long lasting, personal)
What is the desired outcome?
What is the project schedule?
What is the project budget?

Information Gathering
- Review the library strategic plan
- General Observations in the Library (walk around, make notes)
- Community Surveys (thick skin)
- Public Information Mtgs (when warranted)
- Municipal Input / Guidance (zoning, planning)
- Colleague Networking
- Staff Feedback

Building Assessment Records
- Building Condition Study
- Record Drawings /As-builts
- Previous studies / reports
- Updated Property Survey
- Equipment / Maintenance Records
- Utility Records

Project Budgeting
- Budget vs. 'Estimate'
- Establish reserves
- Explore bonding options
- Seek Grant Opportunities
- Understand **_all_** costs
- Consider phasing the project
- *Be Realistic*

Common Library Projects
- Building Renovation
- Building Addition
- New Construction
- New defined space / area
- Building Systems (HVAC, electric, plumbing, etc.) establish a cycle of repairs
- Accessibility
- Furniture, fixtures, equipment

Final thoughts and questions
- Don't Go It Alone
- Engage Professional Designers early on

- Seek referrals from fellow directors or the library system
- Visit a recently completed library
- Follow a construction project currently ongoing
- Contact local AIA (Architects Association)
- Utilize ALA resources
- Most importantly for budgeting is to know what's available
- Drawings are generally good for about 10 years
- Question about budget - percent for soft costs? -Depends on the bldg. but generally 15-20%.
- Sustainability vs. Practicality: find a balance - you can't do it all
- NY Codes are changing and must be met - chalk it up to cost of doing business and consider community value / patron use.
- Municipal Libraries: when a municipality wants to change project scope after a period of time has elapsed - use of the pre-design process really helps define priorities and hopefully keeps things on course.
- Healthy to think about projects over time and tied together. This is why the assessment phase is so important - to create a pattern to maintain the facility
- Budget - what about operational costs? Not typically part of the pre-design phase.

Transparency is important. Provide recent and relevant information for News Articles and/or Press Releases - Be careful with the numbers - that's what will be remembered.