Scott Bova, AIA | Principal Architect presents
Navigating the pre-construction project process to “Get off Go”
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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.