

November 16, 2006

Mr. Charles Joray, Director
KOKOMO-HOWARD COUNTY PUBLIC LIBRARY
220 N. Union Street
Kokomo, Indiana 46901-4614

Dear Mr. Joray,

This letter is intended to serve as a proposal for assistance in development of a facilities master plan for the Kokomo-Howard County Public Library. Expansion and/or new construction would be evaluated at the three existing library facilities.

Over the last two years, the library has engaged in a site selection process for the main library. During that time, questions over the allocation of square footages has been raised by both Board members and staff. We feel that it would be helpful to re-evaluate the allocation of square footage so that the library has a clear view of how their buildings can best serve the patrons of Kokomo-Howard County.

A few years ago, a feasibility study identified the square footages necessary for the population of Kokomo. We believe that most of the information contained in that study remains valid and we do not propose to re-analyze that information in as much detail as we did in the previous study. We would propose to revalidate those square footages. The primary focus of this study would be to review Kokomo facilities in a view of the county. We would propose the following basic steps:

Primary Process

1. Meet with each library board member for half hour to an hour to gather their views on the allocation of resources and square footages in the county. We would also gather their views on population growth and overall best way to serve the county.
2. We would meet with the library administration and staff to gather their opinions on what may have changed in the feasibility study regarding programming, ideas and service.
3. Based on the information gathered, we would develop a few options that would propose different methods of allocating square footages to the main building, South Branch, Russiaville and potentially future branches that may be appropriate for the library.
4. We would develop conceptual site and building layouts for these options to allow the staff and library board to view how the sites and the floors could be organized.
5. Some of the schemes will likely be interdependent and require a phased implementation.

6. We would develop conceptual cost estimates for each option.

Schedule

Depending on availability of staff and Board Members, the work could be completed in 2 months.

Variables

We recognize that for the downtown facility, there is a possibility that it could either be a new building or potentially a renovation of the existing building, depending on the square footage that may ultimately be allocated to a facility and site selection. It should be noted that this study is intended to allow the library board and staff to visualize how all of the buildings could fit together in a wider master plan of facilities. One of the purposes of this study would be to allow all of the buildings to work together in terms of long range plans. It would allow the library to move forward with implementing some of these plans on one building even if land acquisition or other issues delay another component.

The deliverables to the library would include a narrative of the process and the strengths and weaknesses of each option, site plan and floor plan of each option and an approximate cost estimate for each option.

An optional service that we offer would be to illustrate in three dimensions how the buildings or proposed additions could look visually; however, we believe that this step should not be taken until the options would be narrowed down and a general strength of direction selected by the library.

Cost

We propose these services on an hourly rate basis not to exceed \$12,000. The primary staff members working on this project would be Mike Montgomery and Stuart Godfrey.

We appreciate the opportunity to submit this proposal. Please do not hesitate to call with any questions.

Sincerely,

K.R. MONTGOMERY & ASSOCIATES



Michael L. Montgomery AIA

mlm/sg