

## Minutes January 19, 2018

### Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling, Mary Sowinski (arrived 3:30 PM)

Absent:

Others:

Vicki Reuling called the meeting to order at 3:03 p.m.

**Report on agenda posting:** Erica reported on the agenda posting in accordance with Wisconsin Open Meeting Law.

**Agenda approval:** Motion by Catherine, seconded by Tom to approve the agenda in any order. All ayes, motion carried.

**Review and approval of minutes from January 4, 2018 meeting:** Motion by Tom, seconded by Rosie to approve the January 4, 2018 minutes with corrections as presented. All ayes, motion carried.

**Approve payment of Hoffman invoice 17221-6:** Vicki reported on a discussion about the discrepancy in the estimated reimbursables and costs included in the original contract. Motion by Janet, seconded by Catherine, to approve payment of invoice 17221-6 for Hoffman Planning, Design & Construction, Inc. All ayes, motion carried.

**Review payment spreadsheet:** A copy of the disbursement journal to date was shared.

**Interior design update:** Janet reviewed the samples for interior finishes. Some discussion of details and selection of last items. Janet will respond to Amy with final decisions. It was decided in a discussion with the architect this week that all signage has been removed from the bid package, including the soffit signage. The interior committee will work on signage.

**Book arch to children's area:** The interior design group has informed the architect that the design and construction of the book arch will be an owner responsibility item. Some discussion of logistics of design.

**Construction document drawings:** The committee reviewed the Owner Review Set documents.

- Plantings will be removed from the bid; Mary will take responsibility for selecting and acquiring the appropriate plants for the rain garden.
- Clarified the "line of disturbance" boundary between the library and the historical society for this project.
- Vicki briefly addressed the concerns within the draft of a memorandum of understanding between the historical society and the library board. This committee will be concerned with two construction related items: 1) change orders (approval by historical society) and, 2) reimbursement by the historical society for construction costs. Vicki will work with the historical society to establish a system of approval for change orders.
- Rosie asked about the stonework on the fireplace. Noted general question for Jon about how we

will work with the contractor on final selection of materials (per options to substitute)

- Question about any height restrictions for bookshelves around the sprinkler system.
- Questions will be brought to Jon and Jody at the next meeting.

**Bid process:** Vicki, Tom, and Erica had a phone conference with Jon in which they discussed the bid process details. A project manager at Hoffman has been working to formulate legal bid documents and Vicki has been liaising with Sue Harris, town clerk, to prepare the RFP for release on January 26. There will be a site visit/walk through with Jon Rynish/Hoffman at 10:30 AM on February 1, 2018 for contractors. Bids must be submitted by February 15, 2018 at 1 PM at the town office. The official public bid opening will be at 1:10 PM in the town board room. Hoffman will then qualify the bidders by February 19 so the library board can approve the contractor bid and with anticipation of awarding of the bid at the town board meeting (both) on Tuesday, February 20. The DCC will need to meet at 4 PM on February 19 to approve the bid prior to the library board/town board.

There will be a discussion with the architects about how to handle the situation of high bids at the meeting on Tuesday, January 23.

**Sub-committee on changes and issues:** Vicki asked the committee about a recommendation of having a subgroup of the DCC – Erica, Tom, and Vicki – to approve change orders and necessary decisions up to a set dollar amount (\$5,000). This will be taken to the library board as a recommendation of the DCC.

**RFP – Low voltage (IT):** Erica presented the RFP prepared by her with assistance from Hoffman and WVLS. The committee advised finding out what the dollar limit for competitive bidding contracts, then getting a ballpark on what projects like this have cost. Erica will follow up.

**Review design schedule:** The design schedule has been updated to reflect the bid dates.

**Reclamation plan:** It appears the details of the reclamation plan will need to be worked out with the contractor.

**Public Comments:** Janet asked the question about handling information/marketing as the project rolls out. It was noted that this was not a part of the DCC charter. Catherine suggested that this be brought up at the library board meeting.

**Next Meeting: Tuesday, January 23, 1:30 PM at the Demmer Library.** There being no further business, Tom made a motion to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 5:04 p.m.

Respectfully submitted: Erica Brewster