

## **Minutes January 23, 2018**

### **Demmer Library Design and Construction Committee**

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Vicki Reuling, Tom Rulseh, historical society representative – designated proxy for Mary Sowinski

Absent: Mary Sowinski

Others: Jon Rynish, Jody Andres (Hoffman)

Vicki Reuling called the meeting to order at 1:33 p.m.

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

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

**Review and approval of minutes from January 19, 2018 meeting:** Motion by Rosie, seconded by Janet to approve the January 19, 2018 minutes with corrections as presented. All ayes, motion carried.

**Outstanding items on construction document drawings:** The DCC reviewed an e-mail from Erica to the DCC and the architects reviewing questions on the plan from both the DCC and Erica's review of the documents. Jon had responded with some specific answers.

**Substitutions:** many of the interior finish items were specifically marked "no substitutions." Jon says that as samples come in, if something comes back that varies too far from the selection sample, Jon will bring that to the DCC for discussion.

**Finishes:** Janet (per interior committee) reviewed questions on AF-601 interior design finish schedule. Schedule will be updated to reflect discussion. Reviewed questions on the toilet rooms, will update schedule to reflect changes to toilet room fixture color, addition of vanity lights, and clarifying independent function of bathroom exhaust fans. Janet will store the samples unless Amy Moore requires use of them.

**Sprinkler system:** this program outlines a "scope design." A specific design will be done by a subcontractor in accordance with coverage over higher shelving. A sprinkler contractor will be aware of possible changes to shelving arrangement, including height.

**Plantings/Seeding:** Jon reviewed with the civil engineer and the documents will incorporate last e-mail information sent by Mary Sowinski.

**Electrical:** Hoffman confirmed there is training included in those sections on specific aspects of the system, similar to the plumbing, HVAC, and sprinkler system. Jon also confirmed with the electrical engineer that the lighting under the porch (book drop area) will be on dusk-to-dawn timers.

**Asbestos:** Will need to be done for the entire building (last report was done for the lift area only). Hoffman suggests that the DCC/library do that independently to be able to have those results ready for the contractor.

Final cost estimate: Jon reviewed the 1/23/2018 cost estimate for the project. Currently the cost estimate is very close to the 11/22/2017 estimate. Hoffman reviewed some of the scope adjustments and outstanding open items still included in the budget.

**Construction document review and sign-off:** Vicki asked if once these documents are signed off, changes to the plan would require a change order. However, before the contract with the contractor is signed, there is an opportunity to discuss changes (suggestions from the contractor, etc.) and create an addendum/post bid addendum to the plan.

Motion by Vicki, seconded by Catherine, to approve construction documents for the Demmer Library renovation and addition project as presented by Hoffman Planning, Design & Construction, Inc., with changes as discussed. All ayes, motion carried.

Vicki reviewed the publication of the bid (appearing in the Vilas County News Review on 1/24/2018). Hoffman stated that the bid would also be appearing in trade journals/electronic newsletters, and if the DCC had a specific general contractor that should see the posting, Hoffman can contact directly. A full set of bidding documents will be sent to the Town of Three Lakes in Vicki then further reviewed the timeline for the bidding. 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 meet at 4 PM on February 19 to approve the bid prior to the library board/town board.

Tom Asbeck will be acting chair for the meetings when Vicki is not available.

**Sub-committee on changes and issues:** Vicki returned to the recommendation discussed at the prior meeting of having a subgroup of the DCC to approve change orders.

Motion by Janet, seconded by Tom A., to create a subcommittee on changes and issues, consisting of Vicki Reuling, Tom Asbeck, and Erica Brewster, to have authority over changes up to \$5,000. All ayes, motion carried.

Bill Hayes, president of the historical society, responded via email about representatives of the historical society to be involved in change orders involving the space specific to the historical society. He recommended that two of three designated representatives be included in those decisions: the board vice president, finance director, and/or board designee to the DCC. Janet asked to clarify if those individuals would be available via phone or email. All three are local, year-round residents and would be able to respond in a timely manner (e.g., 24 hours).

Catherine asked what occurs if the historical society disagrees with the change order. The consensus is that there would be negotiation

Tom Rulseh (proxy for Mary Sowinski), moved, seconded by Catherine, that for change orders specific to the historical society space, that there be consultation with representatives from the historical society to include at least two of the following: the historical society vice president, the historical society finance

director, and/or the historical society board designee to the DCC. All ayes, motion carried.

**RFP – Low voltage (IT):** Vicki suggested that when this RFP is put out, that we ask respondents to break out their cost estimates per area in case we need to choose portions to not act on immediately. This will be forwarded to the library board.

**Public Comments:**

**Next Meeting: Thursday, February 15, 1:30 PM at the town board room.** There being no further business, Tom A. made a motion to adjourn, seconded by Janet. All ayes, motion carried. The meeting adjourned at 3:15 p.m.

Respectfully submitted: Erica Brewster