

## **Minutes February 15, 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 (Hoffman)

Vicki Reuling called the meeting to order at 1:27 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 Janet to approve the agenda in any order. All ayes, motion carried.

**Review and approval of minutes from January 23, 2018 meeting:** Motion by Tom, seconded by Janet to approve the January 23, 2018 minutes as presented. All ayes, motion carried.

**Approval of Hoffman and advertising bills:** Motion by Rosie, seconded by Catherine, to approve payment of invoice #17221-7 in the amount of \$11,830.88 from Hoffman Planning, Design & Construction for design expenses, reimbursables, and interior design contract in January 2018. All ayes, motion carried.

Motion by Janet, seconded by Tom A., to approve reimbursement of \$519.50 to the Demmer Library operating budget for expenses related to advertising the construction and IT bids. All ayes, motion carried.

**Bid process review:** construction and IT/low voltage bids were opened at 1:10 PM and 1:20 PM respectively. Two construction bids were received: DeLeers Construction for \$1,632,076.00 and Greenfire Management, LLC for \$1,588,360.00 for bids without costs for alternate bids included.

The construction budget Hoffman was aiming for was \$1,830,000 which includes the building construction cost budget (\$1,771,216) and contractor fee budget (\$58,450). Hoffman will take these bids and qualify the low bidding contractor and comparison review for the alternate bid additions and deductions to determine the final low bid. Hoffman will review the requirements of the bid, including performance bond, bid bond, and other considerations, including voluntary alternates.

Vicki reviewed a disbursement worksheet showing total project funds available with disbursements to date.

Outline of the process for contracting with general contractor:

#### **Monday**

- DCC will receive qualification feedback from Hoffman and approve selection of alternate bids

#### **Tuesday**

- Library board receives and approves recommendation of the DCC
- Town board would receive recommendation of library board to select a general contractor based on bids and alternates

Hoffman can provide the template for the contract that the town will use to initiate contracting with the general contractor.

Reviewed the alternates submitted with the bids:

1. Replacing the maker room window with a larger format window similar to planned for front of building.
  - a. DeLeers -\$470
  - b. Greenfire -\$400
  - Noted that both architects noted “deductions” for that work rather than additions.
2. Salvage and reuse 15 leverlocks
  - a. DeLeers -\$2348
  - b. Greenfire -\$3040
3. Extend sanitary stub across stair and cap under maker room
  - a. DeLeers +\$792
  - b. Greenfire +318
4. Add electrical boxes in multipurpose and conference room
  - a. DeLeers +\$6,104
  - b. Greenfire +\$2,434
5. East and west porch framing – gluelam vs. heavy timber (in original bid)
  - a. DeLeers +\$312
  - b. Greenfire +\$6,468
6. Salvage and reuse 2 automatic door operators
  - a. DeLeers -\$2,723
  - b. Greenfire -\$4,295

Reviewed the bid process for the low voltage/IT project. Received one bid from PieperPower System Technologies. Tom will assist Erica in reviewing the bid and making a recommendation. The bid received did not include a quote for Hearing Loop installation.

Briefly discussed options for construction management that can be pursued once we know the budget available.

**Sub-committee on changes and issues:** The proposal for the sub-committee has been approved by the library board.

**Furnishings update:** Erica provided an update about the progress being made on furnishings. The library staff has been working closely with the consultant from South Central. They have identified the major furnishing needs and styles and have begun selecting fabrics. One major consideration is the bookshelves – identifying a woodworker and determining number of additional fixtures needed.

**Stormwater management report:** Vicki reported on the storm water review with the DNR. The report is complete and we have received the documentation that is posted during construction. The town did agree to pay the \$1,400 charge.

**State conditional approval:** A conditional approval was received from the state for the project pending

planning designs for specific areas. One issue that was raised was state code does require posting separate sex bathrooms for certain occupancy loads. Jon is working to review the code and determine which occupancy we were falling into. The state is still requiring letter of the code. Otherwise, as of now, our approval is status quo and moving forward.

**Status of asbestos survey:** Vicki reported that a contract has been signed with NorthStar Environmental. Erica reported that they are working with NorthStar Environmental to schedule the survey. They have committed to having the work completed by 3/1 as requested. The survey was originally scheduled to take place on 2/14, but NorthStar needed to cancel due to emergency response to flooding at Aspirus hospital in Wausau. They will call on Monday morning and schedule for the week of 2/19. If any abatement is needed, that should be scheduled first in the demolition phase.

**Memorandum of understanding with historical society:** The historical society has drafted a memorandum. The DCC is mainly concerned with payment of the pledged amount from the historical society, and any change orders in construction. The creation of a workgroup from the library board has been placed on the board's agenda for their 2/20 meeting.

**Book arch into children's area:** Tabled until next meeting.

**Public Comments:** Vicki informed the committee that there was a problem with the posting of the RFP for bids for the town project. It is likely their project timeline will be pushed back and there may be some challenges for staging and coordination, especially if the town project doesn't proceed, but shouldn't affect the library project timeline in general.

**Agenda for next meeting:**

- Update from Hoffman on qualification
- Determination/selection of alternates
- Recommendation to library board based on low bid

Jon will join by conference call.

**Next Meeting:** Monday, February 19, 4 PM in the lower level of the library. There being no further business, Tom made a motion to adjourn, seconded by Janet. All ayes, motion carried. The meeting adjourned at 3:05 p.m.

Respectfully submitted: Erica Brewster