

Minutes February 19, 2018

Demmer Library Design and Construction Committee

Committee Attendance: Tom Asbeck, Erica Brewster, Janet Dixon, Catherine Marshall, Rosie Obukowicz, Mary Sowinski (arrived 4:13 PM)

Absent: Vicki Reuling

Others: None

Tom Asbeck called the meeting to order at 4:00 p.m.

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

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

Review and approval of minutes from February 15, 2018 meeting: Motion by Rosie, seconded by Janet to approve the February 15, 2018 minutes as presented. All ayes, motion carried.

Update from Hoffman on bidding general contractor qualifications: Noted Greenfire Management had included the scope but not the cost for relocating the electrical line in their bid. When followed on up by Hoffman, Greenfire representatives explained reasoning that WPS must do or at least approve the work so they did not feel they could include the cost in their bid. Hoffman discussed with Greenfire and the Association of General Contractors to assure that this was not a concern for disqualification of bid.

Reviewed bid summary provided by Hoffman: both bidders were qualified and met all requirements of the bid.

Tom asked if Greenfire Management has indicated who the actual contractor would be as Greenfire Management describes themselves as a management firm, not a builder. Jon said they can get the information for the DCC.

Greenfire Management and DeLeers stated that they have but have not yet provided a list of subcontractors (local contractors) to Hoffman.

Neither contractor expressed concern about liquidated damages or start date presented in the bid.

Tom asked if Hoffman had worked with Greenfire. Yes, on a small project for Northland Pines School District. No comment on quality of work was volunteered.

Clarified DCC/library board/town is obligated to select the low bid if both general contractors are qualified.

Determination of alternate options:

Reviewed the alternates submitted with the bids and selected preferred alternates.

1. **Accept** - 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.
- Also clarified that we could further pursue that with other study room windows.
- 2. **Accept** - Salvage and reuse 15 lever locks
 - a. DeLeers -\$2348
 - b. Greenfire -\$3040
- 3. **Accept** - Extend sanitary stub across stair and cap under maker room
 - a. DeLeers +\$792
 - b. Greenfire +318
- 4. **Accept** - Add electrical boxes in multipurpose and conference room
 - a. DeLeers +\$6,104
 - b. Greenfire +\$2,434
- 5. **Reject** - East and west porch framing – gluelam vs. heavy timber (in original bid)
 - a. DeLeers +\$312
 - b. Greenfire +\$6,468
- 6. **Accept** - Salvage and reuse 2 automatic door operators
 - a. DeLeers -\$2,723
 - b. Greenfire -\$4,295

Motion by Janet, seconded by Catherine to accept alternates 1, 2, 3, 4, and 6. All ayes, motion carried.

Recommendation of general contractor to the library board based on low bid: Motion Catherine, seconded by Rosie, to recommend Greenfire Management, LLC as the general contractor to be selected to perform the work based on qualifications and low bid submitted on 2/15/2018. All ayes, motion carried.

Steps in developing contract with general contractor: Jon emailed two sample contract forms: 1) Consensus standard short form agreement document, and 2) AIA industry standard contract form. Hoffman can offer some limited guidance on the form, but the bulk of the form needs to be filled out by the library/town.

Jody recommended starting by asking the town which document they prefer. When asked, Jody said they prefer to use the Consensus document whenever possible and, as it is copyrighted, could provide the legal access to the document to the library/town for this project.

Hoffman can help fill in blanks with general project information but not comfortable with striking out or changing the template. It would be up to the town attorney to review and make any modifications.

The town/library would complete the first draft of the contract and then send to Greenfire, which may send to their attorney, and then returned for further review by the town/attorney. Hoffman suggested allowing a couple of weeks timeline to complete contracting process.

Recommended that liquidated damages to be included part of the contract.

Update on qualifications for IT/low voltage bid: Reviewed the single IT/low voltage bid.

Security system: \$26,295. Concern was raised about the cost as the total was as much as the rest of the

system combined. The question was raised about the necessity of the security system and how the design for the system was developed. Discussion about the functionality of the proposed system vs. the cost and recommendation to the library board. As the use of a security system is a policy concern, the DCC will refer the decision to the library board.

Cable TV: \$2,281.50

Voice/data cabling: \$11,854

Telephone system: \$6,847

PA system (voice and auxiliary sound): \$3,365

Total: \$24,347.50 (without security system included)

Recommendation of IT/low voltage contractor to library board: No formal motion at this time. Will take the whole bid to the library board and recommend that the staff meet with Pieper Power representative and work on a solution that is specific to the Demmer building project.

Public Comments: None

Agenda for next meeting:

- Review the final draft of the construction contract
- Review the IT/low voltage contract, as needed

Next Meeting: Wednesday, March 7, 4 PM in the lower level of the library. There being no further business, Mary made a motion to adjourn, seconded by Catherine. All ayes, motion carried. The meeting adjourned at 5:00 p.m.

Respectfully submitted: Erica Brewster