

**West Tisbury Library  
Building Committee Meeting Minutes  
July 18, 2012**

Committee Members:	Leah Smith (Chair), Mark Mazer, Tucker Hubbell, Linda Hearn, Ian Aitchison, Paul Levine
Daedalus:	Richard Marks, Christina Oppen
Architects:	Conrad Ello, Ted Steinemann
Public:	Beth Kramer, Glenn Hearn, Dan Waters, Max Skjoldbrand

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Leah Smith called the meeting to order at 3:00PM.

**Committee Updates:**

Leah requested a copy of the plans submitted to the Zoning Board of Appeals (ZBA) that shows the demarcation of property line, turning radius of the parking spaces and drive aisles and the distance between the property line and the edge of parking lot.

Mark reported on the Historical Commission, which approved the plan with requests for additional information later on regarding roof shingle color, divided lights in round clear window in front of building and post lighting. Other than that, the Commission approved the plan to move forward.

The Board of Health review is scheduled for next week. The Conservation Commission site walk is scheduled for this week and next Tuesday (the 24<sup>th</sup>) is the hearing. Chris Alley, Beth and Leah will attend this meeting.

**Project Budget/Estimates:**

Richard distributed copies of the latest reconciled estimate at 50% CD and provided an update on the project costs and budget.

The generator, fire tank and additional sprinklers have been added back in. The current base budget is approximately \$177,000 over the approved project budget – this does not include the Alternate to add wood flooring, which is an \$80,000 add. The budget maintains the \$200,000 contingency and a \$150,000 project contingency. Daedalus asked Oudens Ello to come up with a list of value engineering recommendations. OEA has come up with approximately \$150,000 worth of potential cuts, which include bookkeeping and clarifications.

OEA reviewed the estimate with the Daedalus team and had discussions with the Library staff about built-in times. The project team has identified 20-30% of what is proposed to be new furniture which can be reused from the existing Library. Existing FF&E will have to be taken apart and stored and electrostatic painted before re-installing. Leah asked how much storage would be required and how much it would cost; Richard noted that the team is looking in to that and would provide additional information at a later date. Ian asked if the existing furniture is good enough to last a lifetime. Beth responded that she, Linda Hughes and the Library staff had reviewed every piece of

furniture and equipment in the existing Library to determine which pieces were good enough to reuse. Richard noted that there are three line items in the middle of the budget for FF&E: steel shelving and end panels, furniture and computer terminals. A subgroup met in Lakeville to view the Lakeville Library configuration to determine where existing collections and future collections should go. The subgroup was able to develop a good strategy based on the number of volumes and lineal feet of existing collections (e.g. DVDs, etc...). Daedalus has contacted some shelving manufacturers to get some initial pricing. Mark asked what the savings would be to reuse the existing shelving while factoring the storage costs. Richard estimated a possible savings of approximately \$10,000 but noted while the existing shelving is harder to remove and save, it also difficult and expensive to demolish and dispose of shelving that would not be used and commented that it is too early to give an exact figure. Mark asked the Building Committee if the removal could be a community project. Leah and Beth agreed that it may be possible.

Richard commented that the real gap in the budget at the moment is the funding for the wood flooring. The thickness of the underlayment varies between carpet and wood flooring and Richard noted that the Building Committee needs a funding guarantee ASAP.

Richard explained that two budget items show additional cost are 1) The parking lot estimated at \$145,991.00, which will be built by the project and cost to be offset by the Town contribution of \$45,991.00 and 2) the wood flooring at an estimated cost of \$88,000. Erik inquired about the \$100,000 credit shown for LEED reimbursement. Richard explained that the reimbursement will not be sent right away, however, we are showing the credit to the overall project expense in the budget.

Dan Waters noted that the Foundation's fundraising goal is \$325,000 and that he felt it was safe to assume that a minimum of \$100,000 would be raised. The Foundation's current fundraising goals are for landscaping, the parking lot and wood flooring. Dan commented that the individual line items are not being sold and that the Foundation has adopted a "greenest, cleanest, environmentally safe building we can afford" campaign to sell the whole project as a package. Dan confirmed, from the Foundation's point of view, that the funding will be received for the wood flooring.

Ian suggested that the estimate may be pitched 2-3% higher than what bids will most likely come in at. Tucker expressed concern that the bids will come in 5% higher, which leaves no room in the budget. Ian suggested that the Committee consider having deduct alternates and asked if the project team is still in contact with Cape Light Compact. Richard confirmed that the team is still discussing the possibility of getting \$20k from CLC, but it is not currently being carried in the budget as a confirmed reimbursement. Linda suggested that the landscaping be removed, to be addressed later by the Committee and/or Town, and that the Committee vote to include the wood flooring. Mark made a motion to include the wood flooring in the base documents and budget. Paul seconded the motion. The vote was unanimous to approve.

Paul noted that he is concerned about the bids. Richard commented that we are reasonably satisfied with the number of contractors that have requested a Prequalification package. He suggested that the project team and Building Committee come up with some deduct alternates and noted that this strategy was applied to a school project Fairhaven where the bid came in low enough that the Bldg. Comm. did not have to take any deduct alternates.

Ian asked if the 12 month construction schedule was too tight. Richard noted that provisions have been put in to the RFP for Temporary Quarters to extend the use to 18 months, if required. Leah

asked if there would be other increased costs associated with a longer construction schedule. Richard noted that both the GC and Architect may charge for extended time Leah asked if there were any other penalties associated with these contracts. Conrad noted that the Millis project is having problems with liquidated damages. Richard noted that Daedalus has never collected liquidated damages. Richard noted that the GC estimates their general conditions based on the time and suggested that there may be a potential cost savings for keeping the project schedule shorter.

Richard and Christina provided an update on the status of the Prequalification. An addendum was issued to extend the bid date to allow for more time to get more responses. A few trades (e.g. HVAC & Elevators) had fewer than three requests as of today.

Beth gave an update on the status Temporary Quarters RFP. Only one interested party had received a copy of the RFP and one addendum had been released to potentially extend the rental period to 18 months, if necessary. Beth expressed concern about a lack of responses. Richard suggested that an extension of the deadline could be done via addendum 48 hours prior to the due date/time. Christina drafted an addendum for release and emailed the file to Beth during the meeting.

### **Architect's Update:**

Conrad distributed a list of potential value engineering (VE) suggestions for review and discussion. Items on the list included:

- Removal of plantings (to be funded by the Foundation, per Leah)
- Reduction in batting and rigid insulation (OEA confirmed the revised design will still meet LEED requirements)
- Less expensive pull-down stair solution for accessing attic spaces and equipment.
- Removal of foundation drains. OEA confirmed the foundation drains are separate from the drains that manage roof run-off. (Committee agreed the site has well-draining soil and should not be a problem).
- Simplified and less expensive security system (similar to residential, bldg does not need the type of high end system required in high crime areas).

Tucker asked if the \$37,000 line item carried for "demo existing building" includes the removal of the Reading Room and if the project could save money by removing the Reading Room with donated labor. Richard suggested that it may save a few thousand.

Richard confirmed that the Temporary Quarters line item had been reduced to \$70,000 with another \$22,000 for moving expenses. Ian asked if the existing sheds were moving. Beth confirmed that the Friends of the Library will move the sheds by Monday.

Conrad noted that Clara Batchelor (landscaping designer) suggested that the perennial beds be moved prior to construction. Beth noted that there is now a Landscaping Subcommittee that will be reviewing these items. Conrad also noted that there is approximately \$1,500 in the budget to remove the low stone walls and suggested that if the Building Committee or Community could move them it would save a little money and the stone could be kept and reused. Leah noted that the current sign should also be moved. Linda asked about the status of Little Alley's. Beth confirmed that the Library has someone that is willing to move it, however, they still need to find space to store it during construction.

Max noted that the budget for architecture has gone up and asked if all the sprinkler heads are required. Conrad confirmed that the concealed spaces require sprinklers by code (larger than 6"). Conrad also confirmed that there will be a more formal pricing set available for estimating on August 2<sup>nd</sup> and that there will still be some time to adjust items as necessary before the bid.

Ian noted that he was surprised that contractors at a recent meeting were quoting \$165 - \$170 (listed in the estimate at \$115). Richard noted that his team was having difficulty getting updated pricing from local vendors and would continue to look in to what the current prices are.

Leah asked why the cost of the doors was high. Richard noted that commercial doors are more expensive than residential doors. Richard and Conrad also commented that the price includes installation and hardware.

Beth asked if the Building Committee had made a formal decision about the spray applied acoustic treatment and whether it would be used throughout the building. Richard noted that it is currently carried as K-13 throughout the building and noted that it could be carried as a potential deduct alternate (change to Tectum for a credit, if necessary). Mark noted that the spray applied is his preference.

Kathy asked why there were so many motorized shades and suggested that they break and are costly and should be manual, except the skylights that aren't easily reached. Conrad agreed to review the suggested locations for reductions where unnecessary. Leah asked about the size of the projection screen. Conrad noted that it may be slightly larger than the one at Town Hall.

Leah asked if there would be another estimate after 75% and Richard noted that there would not be any further estimates. Kathy suggested that the Building Committee aggressively identify \$250,000 worth of potential deducts.

Building Committee agreed to meet next week to review the estimate in details.

**Other Matters:**

None

The next Building Committee meeting will be held on Monday, July 23<sup>rd</sup> at 4:00pm to be held at Town Hall and will have a memo to the architect by Wednesday the 25<sup>th</sup> with their comments.

The Building Committee will meet on August 6<sup>th</sup> at 3:30PM to review technical specifics and interior design presentation.

Richard and Conrad confirmed that the 75% CD cost estimate should be ready by August 17<sup>th</sup>. The Building Committee agreed to meet on August 20<sup>th</sup> at 3:00pm.

Kathy & Beth confirmed that the next Temporary Quarters meeting will be held on July 18<sup>th</sup> at 4:00pm.

The meeting was adjourned at 4:35PM.