

Virtual Library Board Meeting

Monday June 1, 2020

7:00 am

Due to the COVID-19 pandemic, the Library Board will hold its meeting as a virtual meeting. The Library Board will **not** meet at the Library. Rather, members of the Library Board and staff will join the meeting by using Zoom via a computer, tablet, or smartphone, or by calling into the meeting using their phones, as described immediately below.

Members of the public can also join the meeting by using Zoom via a computer, tablet, or smartphone, or by calling into the meeting using their phones, as described immediately below.

Please note Participants will arrive to the meeting in a “waiting room.” If Closed Session is underway, participants must wait in the waiting room until the meeting is once again in open session. If participants are already in the meeting, they will be moved to a breakout session during the Closed Session and brought back into the meeting once the Closed Session is finished.

Topic: Virtual Library Board Meeting

Time: Jun 1, 2020 07:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/6957671486?pwd=aEp0dGRhWGpVQnp2RG11blpydHYyUT09>

Meeting ID: 695 767 1486, Password: 081540

One tap mobile +13126266799,,6957671486#,,1#,081540# US (Chicago),

+19292056099,,6957671486#,,1#,081540# US (New York)

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Meeting ID: 695 767 1486, Password: 081540

Find your local number: <https://us02web.zoom.us/j/6957671486?pwd=aEp0dGRhWGpVQnp2RG11blpydHYyUT09>

Present: Bullette, Craft, Ott and Director Williams

Absent: Boehnen, Boyden, Leary and Salerno

Meeting called to order at 7:05 am

Interview with *Dimension IV Madison Design Group* Ray White-architect, Tim Gordon interior designer

EXPERTISE:

- 1. Please describe your experience upgrading restroom facilities in public buildings. How do you plan to handle the disruption to restroom services to the library’s patrons? How will you handle the disruption of restroom services to library staff?**

Have done restroom upgrades in Libraries, can cost more time and money to do the renovations in stages, at Stoughton worked around least busy times, used 1 unisex restroom for entire building during construction, could look at using a porta potty during construction, process is 4-

5 weeks if just replacing fixtures, no walls or flooring removed/replaced and contractor has all materials on hand at start of work, 6-10 weeks if more involved work

2. What steps will you take to minimize disruption to library patrons and staff?

Can try to schedule work 4 am -noon to allow open hours in afternoons and evenings, will use dust partitions, active work times may be different for different phases of project

3. What controls are in place for on-site workers who will have access to our building during patron hours? (i.e. Does your firm conduct background checks?, etc.)

Dimensions IV does not itself do background checks, will work with local police department to do background checks

4. You note in your Statement of Qualifications that you are available to facilitate project meetings on a monthly basis. To what degree are you able to facilitate bi-weekly meetings?

2 meetings during initial design phase, monthly during construction phase, additional fees for additional meetings

COST: How will you ensure that the contract work remains on task and on budget?

Design is created to the budget, be aware of "scope creep" in which costs increase because of choices, may use alternate materials choices for products, planning for contingencies, don't eliminate contingency too quickly, check code requirements early on to be sure that intended work does not trigger other requirements

TIMELINE:

1. Do you expect delays in securing supplies and materials for the project due to the COVID-19 pandemic that could disrupt the anticipated timeline? If so, what plans do you have in place to help secure supplies as quickly as possible to move forward on this project?

Certain products have longer lead times (doors, light fixtures). Use domestic products where possible to avoid delays in shipping from overseas, don't start construction until all materials are in to ensure that work can be completed quickly

2. In your Statement of Qualifications, you note that you will provide three job site observations and construction phase progress meetings throughout the course of construction. More frequent job site services can be provided at an additional cost. The American Institute of Architects suggests a reasonable standard design fee is 6% to 7% of the total project cost. We've noticed that your fee comes in at 14.5% of the total cost of the project

6%-7% fee range is based in new construction, renovations are usually more complex, smaller projects usually have higher % fees (presented State of WI fee guide for an example)

- a. **Why are only three site visits included in your cost? Assumes that general contractor is responsible for means and methods of construction and that general contractor manages sub-contractors (Dimension IV presumes visits at following point, Demo and beginning of rough-in, punch list upon substantial completion, and certification of pay applications)**

b. How will you adequately manage contract work with only three site visits?

Assistance with clarifications and contractor questions during process is included but does not require site visit

DELIVERABLES: Will the firm be willing to provide any and all ancillary documents (i.e. plans, etc.) that may arise as the project work is underway at no additional fee?

This question was clarified in an email exchange which is attached for review, to clarify the intention of the question: This is a time and cost sensitive project, how are change orders minimized?

Dimension IV has an internal quality review of project documents to help ensure that all factors are taken into account for the project, may be able to get building permit waived since the Library is part of the Village, if not waived, general contractor is responsible for the building permits. Use of "A" and "B" choices for materials and fixtures can help with cost and availability issues.

Can the project be completed for the budget allowed? Probably yes, but if needed to open up floors for plumbing, costs will be higher. Drawings indicate that locations of fixtures should meet code for accessibility, would be updating fixtures, adding grab bars, etc. Will measure verify that restrooms were built according to the drawings.

Adjourn to executive closed session as allowed by WI State Statute 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Re: Interviewing / Hiring A/E services for interior upgrade project)

Meeting adjourned at 8:15 am