

Renovation Committee Meeting

September 14, 2015

Present at the meeting were: Lucy Hospodarsky; Dr. Maribeth Carlini; Elizabeth Vanarsdale; Arthur Cottrell; John Mitchell.

There were no public comments.

The meeting began with a presentation by Art Cottrell from FWC as to the progress that has been made on the renovation project up to this point. The drawings are ready except for the items needed from the engineer. During the previous week an engineer from Toji Engineering came and took measurements of the East Building. Once Toji completes their part of the drawings Art will combine everything into one package that can be used for the bid process.

Art pointed out that there would be a barrier between the East Building and the YA area and that a dumpster would need to be placed along the back wall of the library.

The next step after the drawings are completed would be to finish the RFP and have it reviewed by an attorney and the city building inspector. The committee will engage the city attorney to review the RFP and the contract.

Once the bid packet is ready we will publicize the project. This would be done by publishing a legal notice about the project. Art suggested publishing in Pioneer Press and the committee agreed that it would be best to place the legal notice in more than one publication in order to attract as many bidders as possible. The legal notice would specify the dates and times when potential bidders could pick up the bid packet and the date to respond by. Then a date would be set to publicly open the bids after which the decision would be made as to whether to award the project to one of the bidders. The library also has the option of selecting bidder(s) to bring in to question in more detail.

Art will develop a process for answering questions from the bidders and then forwarding those questions and answers to other bidders in order to keep the playing field level.

Art mentioned that his goal was to have the bid package ready for review by the end of September.

One item that needs to be added to the RFP is that references will be required. Art will work with committee members to list questions that can be used when contacting references. Art will also work with developing points to consider when evaluating bidders.

Another item to consider is whether to word the RFP as a contract. Art suggested that we use the standard AIA contract rather than combine the two documents.

Committee members will begin reviewing the RFP and make a list of things that seem to be missing as well as any wording that might need to be changed. The director will review the grant contract with the state to see if there is any requirement for the RFP or contract.

The director presented a proposed layout for the renovation of the Adult Area using the Border's shelves. The plan designed by him and the computer technician arranges all the areas (eg fiction, computers, biography etc.) together and also includes the use of two display cases from the Historical Society. The biggest concern about the Border's shelves is that there are enough units for the project but there might not be enough shelves. The director and computer technician will be meeting to move the units in the East Building to get a count of the number of shelves available. If there are not enough the library might have to have shelves cut.

The project will also be affected by the decision made regarding the carpeting purchased by a previous administration. The committee and the board will be meeting to discuss whether to: install the carpeting at the same time the Border's shelving is set up; install the carpet in an area other than the adult room; or sell the carpeting to the city.