

NEW LIBRARY BUILDING TIMELINE AND REMAINING WORK

Budget: the USLD has sufficient funds to complete the building improvements.

Staffing:

Roger Howard has resigned. The USLD should have a Project Manager to complete the remaining Public Works contracts, as well as to manage contracting and payment for smaller items. Roger and Tim Halloran have recommended we hire Peter Carletti as the new Project Manager to complete the remaining work outlined below, including preparing, advertising and awarding contracts, and assuring oversight of contractors work, and providing contract administration and payments. As Project Manager he would also coordinate work that must be sequenced.

Action Item: The USLD should pursue hiring Peter Carletti as Project Manager. He is on the MRSC roster. Roger Howard is willing to assist the USLD to bring Peter Carletti up to speed on the projects. His contract would be similar to Roger Howard's and need to be reviewed by legal representatives before starting work. Roger will work into April to assist with this phase. Brooke to send contract for legal review and to BOT for signature in April. (Optimistic)

The USLD should consider keeping Brooke on part time through the life of the project so the new Director can focus on library operations. Brooke is familiar with the work needed to complete the remodel and furnish the new building.

Action Item: The USLD should consider retaining Brooke Pederson as a part-time employee until the building project is completed

WORK REMAINING ON NEW BUILDING:

Lighting, Electrical and Incidentals:

The original lighting proposal was developed by library staff without any consultation with an electrical engineer. An electrical engineer would provide drawings and specifications that will be adequate to include in bid documents for an electrical contractor to supplement existing electrical service and to supply and install lighting and data as well as accommodate air conditioning.

Action Item:

The Project Manager would contract for an (1) electrical engineering consultant. The resulting specifications, drawings and plans will be incorporated into a Public Works bid package with standard specs as well as the general conditions to the construction contract for (2)an electrical contractor. It will include the lighting/electrical/data drawings and specs. This should also include the A/C work and any upgrade to the electrical panel that may be necessary. It could also include a spec for the attic insulation and any other small items you may want to include.

Proposed Electrical Contract Schedule: no other major work can be done until this is complete

May 1	Electrical Engineer start work
June 30	Final package
July	Project advertised for bid 30 days (currently 1 interested contractor Electric West)
August	Finalize contract and work schedule (6-8 weeks)
October	Install electrical and lighting
November	Flooring, shelving, punch list, etc
December	Move-in, soft opening
January	Grand opening

Air Conditioning

Barron Heating can install and the cost would be under the threshold for bidding but they still need to comply with Public Works contracting requirements and pay schedules. Barron will need to coordinate with electrical contractor to insure adequate space in electrical panel or addition of subpanel.

Action Item: USLD PM should contract with Barron Heating as described above:

USLD should improve the rear of the building and grade and gravel the parking area prior to Barron installing the compressors.

Action Item: USLD should contract for or arrange volunteer effort to improve rear of building as above.

Insulation

USLD should hire a firm to blow insulation into the attic. R-38 is code. Attic vents must be clear. The Cost would be under the threshold for bidding but they still need to comply with Public Works contracting requirements and pay schedules.

Action Item: USLD PM should contract with insulation firm as described above:

Interior Modifications

USLS should hire a carpenter to complete the work identified by the joint task force and originally identified in the Agreement with Wild Ass Custom Milling. If they are available, the District could contract with them. (see below).

Action Item: USLD PM should contract with firm as described above providing a sole source justification if warranted.

Accessibility

The rear doors require accessible ramps. One possibility is to pour a slab to elevate the entire grade. Another option is to grade the area, bring in crushed gravel and then pour the ramps. The USLD should hire a contractor to design and pour accessible entry ramps.

Action Item: USLD PM should contract with a firm to complete work described above.

Action Item: Volunteer David Adams should install door closers on rear doors (already purchased).

Interior doors

Once the new flooring is installed, Doorman Commercial will reinstall the glass doors, at an appropriate height above the finished floor. They will achieve this by shortening the overhead transom. This work was included in their bid, but has not yet been paid.

Action Item:

Contact Doorman Commercial when schedule for flooring install is set.

Building Exterior

Front

- Paint the front of the building; consider including library logo.
- Install signing.
- Install book drop.

Rear

- Rear wall should be painted with an elastomeric coating to seal the concrete.
- Consider building a roof to cover the entry doors.

Interior Modifications remaining from July 2018 Agreement with Wild Ass custom Milling Inc. (Note work was suspended pending structural retrofit of building)

1. Any unsealed concrete should be leveled to the finished floor and treated with a waterproofing sealant, in keeping with the rest of the finished floor.
2. Complete the window in the wall between the staff area and the conference room including framing, sheetrock, painting, trim and install wooden frame and glass panel, similar to the other relight on the east wall.
3. Widen the doorway leading into the conference room from the main room opening to accommodate a door 36 w x 80 high (to meet accessibility standards). The new door will swing to the right as you enter from the main room. Finish the new door and install. Relocate door stop.
4. Once new front doors are in place construct a door with cabinet-type lock and key to secure the glass block access panel on the left of the front entry door. Cap this area to prevent heat going up into overhead space.
5. Remove left rear staff room door and hinges, remount hinges and install this door on the breakroom replacing the current full-panel door (behind the circulation desk).
6. Replace the glass door and frame of the old gun cabinet with shelves as in the adjacent office.
7. Install bathroom accessories .

Additional work items as discussed and mutually agreed to.

1. Trim the opening around the new front doors.
2. Install Overhead kitchen cabinet purchased by USLD from Lowe's Arcadia stock cabinet.
3. Trim door trims and doors to accommodate finished floor (prior to floor install?)