

MEETING MINUTES

2019 NOV 14 AM 8:26

Project: Belmont Library Belmont, MA	Meeting Date: October 22, 2019
Time: 7:00 PM	Meeting Location: Homer Building - Gallery
Meeting: Library Building Committee - #17	Report By: Alicia Monks
Attending: Clair Colburn, Chair Kathy Keohane Sally Martin Steve Engler Heli Tomford Bob McLaughlin	Bart Nelson Bob Schafer Jenny Fallon Madeline Fraser Cook Conrad Ello, Oudens Ello Architecture Alicia Monks, Daedalus Projects
Absent: Steven Dorrance Stephen Sala, PBC Marcie Schorr Hirsch	Peter Struzziero, Library Director Noel Murphy, Oudens Ello Architecture Phil Chang, Oudens Ello Architecture Sara Eardensohn, Oudens Ello Architecture

Item	Action
17-1 Meeting Minutes dated September 10, 2019 from the Library Building Committee meeting were approved as noted. MOTIONED by Steve Engler and SECONDED by Sally Martin. All in Favor. One abstention.	
17-2 Medford Temporary Library. Medford's existing and proposed libraries are similar to Belmont. Medford's temporary library is located at 200 Boston Avenue in Medford at the lowest level of an office building. Their space is 8,500 sf in two disconnected spaces. It is a small and modest library. Peter will report further on his conversations and lessons learned from the Medford Director at the next meeting.	Peter
17-3 The Table Group, which is comprised of representatives from the Trustees, Foundation, Building Committee and Friends, will be coordinating the messaging and goals for the project and the work that will be taking place over the next couple of years.	
17-4 Oudens Ello reviewed the renderings included as part of basic services: <ul style="list-style-type: none"> - Site Plan (not presented, but is included) - 2D Floor Plans (not presented, but are included) - Four interior renderings <ul style="list-style-type: none"> - View of gathering stair from the second floor - View of main gathering space from the entry door - View of multi-purpose meeting space. Different options of this rendering showing a variety of uses and furniture layouts could be made available, for a fee. - View of the Children's Room - Four exterior renderings <ul style="list-style-type: none"> - View from Concord Avenue – front of the library - Aerial view looking down Concord Ave - Aerial view of South façade which shows Wellington Brook, solar panels and the green roof - View from the Underwood Lawn - Two illustrative cross sections one of which could be annotated to highlight sustainability features. - Four illustrative floor plans – 3D cut away floor plans plus roof plan 	
The deliverable for these renderings will be digital files, formatted for both slide presentation and boards. Prints and mounting can be paid as a reimbursable expense to Oudens Ello.	

APPROVED

- 17-5 Options that are available at an additional cost include:
- Interior and Exterior Views. Suggestions included:
 - Quiet Study Rooms
 - Adult Reading Porch
 - Teen Room
 - Maker Space
 - Belmont Room
 - Eye Level View of new greenspace adjacent to Wellington Brook
 - 360 degree panoramic views from a static view point
 - Real time pre-recorded walk through
 - Real time walk through controlled by the user. This option would require proprietary software and possibly VR goggles.
 - Custom digital animation
 - Narrated video that tells the story about the library and its needs
 - Physical Model

Oudens Ello shared examples of each of these options for discussion. Oudens Ello recommended the narrated video (with an estimated cost of \$5,000 to \$10,000) and physical model (with an estimated cost of \$15,000 and \$18,000).

Bob Schafer MOTIONED that the Building Committee recommend to the Belmont Library Foundation (and Table Group) have a narrated video and a physical model developed to cultivate support for the library project. Jenny Fallon SECONDED the motion. All voted in favor.

The Building Committee requested two additional renderings from Oudens Ello at a cost of \$3,500 each. The Teen Room and the Quiet Study Rooms are important additions to the new building program and therefore will be key renderings to present during the November 12th Community Meeting.

Bob Schafer MOTIONED that the Oudens Ello be asked to produce two additional still renderings of the Teen Space and the Quiet Study Rooms for a total of \$7,000. Jenny Fallon SECONDED the motion. All voted in favor.

Oudens Ello

- 17-6 Schematic Design Budget: the Building Committee's budget has a total of \$16,379 which remains uncommitted prior to the approval of the renderings. \$9,379 remains uncommitted after the approval of the additional renderings. Additional funds will become available if Oudens Ello does not expend all of their remaining \$8,191 of reimbursable expenses.

- 17-7 Project Budget: the budget was review and discussed. Bob Schafer MOTIONED to approve the project budget dated 10/22/19 indicating a January 2024 Construction Start with an estimated project cost of \$35,257,654. Jenny Fallon SECONDED the motion. All voted in favor.

- 17-8 Oudens Ello will outline the changes and their associated costs since the Feasibility Study including sustainability and escalation components.

Conrad

- 17-9 Oudens Ello shared a sampling of construction cost information from the MBLC of other public library projects. Notably, the Library Project's 2021 cost per square foot estimates are below the escalated cost for Medford's new public library (2019).

Conrad

- 17-10 A schedule for the next several weeks was discussed:
- Library Building Committee – October 29 at 7:00 in Gallery, Homer Building
 - Community Forum – November 12 at 7:00 pm in the Assembly Room, Library
 - Town Meeting – November 13 – 10 minutes to present
 - Select Board Meeting – December 2
 - Other Upcoming Meetings

The Building Committee was encouraged to attend both the Community Forum and the Town Meeting.

17-11 Three invoices were submitted for approval.

- Oudens Ello, September 2019 invoice for \$18,772.94. Approval was MOTIONED by Sally Martin and SECONDED by Bob Schafer. All voted in favor.
- Daedalus Projects, August and September 2019 invoices for \$9,000. Approval was MOTIONED by Sally Martin and SECONDED by Bob McLaughlin. All voted in favor.

The meeting was ADJOURNED.

Next meeting: Tuesday, October 29, 2019. Meeting will be held in the Gallery in the Homer Municipal Building.

Reminder

Attached: Approved Project Budget dated October 22, 2019

Total Project Budget

Belmont Public Library TOTAL PROJECT BUDGET	Prepared by Daedalus Projects	October 22, 2019
Category	Project Budget	Billed to Date
Administration		
Legal Fees	\$10,000	
Owner's Project Manager		
Design Development	\$68,235	
Construction Contract Documents	\$102,353	
PreQualification & Bidding	\$42,647	
Construction Contract Administration	\$597,057	
On Site Representative	incl	
Closeout	\$42,647	
Reimbursable & Other Services	incl	
Cost Estimates	incl	
Advertising, Printing, Copying & Bidding	\$14,000	
Owner's Insurance (Builder's Risk)	\$76,901	
Administration Subtotal	\$953,840	
Architecture and Engineering		
Basic Services		
Schematic Design - remobilization	\$77,814	
Design Development	\$509,327	
Construction Contract Documents	\$509,327	
Bidding and PreQualification	\$122,238	
Const. Contract Administration & Closeout	\$896,415	
Architect Reimbursables (NTE Allowance)	\$75,000	
Additional Services		
FF&E and Signage	\$75,000	
Security Design	\$30,000	
AV / IT Design	\$30,000	
Architectural/Engineering Subtotal	\$2,325,120	
Furnishings and Equipment		
Steel Shelving & End Panels	\$400,000	
Furniture	\$700,000	
Window Treatments	\$100,000	
IT - Computers & peripherals	\$100,000	
Phone System - handsets	\$30,000	
Tel / Data System	\$50,000	
AV Equipment (projectors, flatscreens, etc)	\$30,000	
Wayfinding and Decorative Signage	\$35,000	
Security System for Collection	\$150,000	
FF&E Subtotal	\$1,595,000	

Total Project Budget

Category		Billed to Date
	Project Budget	
Construction Costs		
Hazardous Material Abatement (Allowance)	\$345,000	
Demolition	\$208,000	
Building & Site Construction	\$16,924,400	
Design Contingency - 10%	\$1,747,740	
Subtotal Direct Cost	\$19,225,140	
General Conditions (9%)	\$1,730,263	
Bonds & Insurance (1.65%)	\$317,215	
Fee (2.25%)	\$432,566	
Subtotal Indirect Cost	\$2,480,043	
Subtotal Direct + Indirect	\$21,705,183	
Escalation - February '21 start (+10%)	\$2,170,518	
TOTAL Construction Cost	\$23,875,702	
Misc. Project Costs		
Survey	completed	
HAZMAT Specifications	\$4,000	
Commissioning Agent (HVAC)	\$70,000	
Enhanced Commissioning	\$20,000	
IT Consulting	\$30,000	
Construction testing	\$50,000	
Hazardous Materials (Monitoring)	\$25,000	
Geotech/Borings	\$30,000	
Moving Expenses	\$100,000	
Temporary Quarters	\$1,000,000	
Municipal Bonding Costs	tbd	
Utility Backcharges	\$50,000	
Utility Company Rebates	tbd	
Miscellaneous	\$10,000	
Misc. Project Costs Subtotal	\$1,389,000	
Other Soft Costs		
Owner's Project Contingency (4%)	\$955,028	
Soft Costs Subtotal	\$955,028	
Total Project Budget - February '21 start	\$31,093,689	
Total Project Budget - November '23 start (+2%)	\$34,646,715	
Total Project Budget - January '24 start (+1%)	\$35,257,654	