

Wolfeboro Public Library Board of Trustees
Building Committee
February 19, 2016

Attending as members of the Building Committee: Katherine Barnard, Joyce Davis, Prue Fitts, Mike Hodder, Pat McLaughlin, Roger Murray III, Cindy Scott, Candace Thayer, Barbara Widmer, Inger Woerheide

Attending as members of the Wolfeboro Public Library Foundation Board: Alan Harding, John Sandeen

Attending as members of the Friends of the Wolfeboro Public Library: Ann Calvert, Andrea Dudley, Gail Johnson, Jeannie Muir, Judy O’Keefe

Attending as members of Town Staff: Dave Ford, Director of Public Works; Rob Houseman, Town Planner

The meeting convened at 10:07. Each attendee and their organization(s) was introduced.

Old Business:

Mike moved and Joyce seconded that Kathy Barnard and Roger Murray be appointed to the Building Committee. The motion carried unanimously.

New Business: Construction Management Process and Other Options – Presentation by Dave Ford, Director of Public Works

Mike opened the Public Hearing and introduced Dave Ford. Questions were encouraged to be asked as the presentation progressed. Dave complemented the attendees for being interested and concerned citizens which would lead to a good project. Handouts of the RFQ and explanations of terms related to construction management were distributed. Examples of the construction management process in Wolfeboro are a Public Works garage which had a fire, the Town Hall and Abenaki Lodge. Kingswood High School, a Governor Wentworth School District project, and the Congregational Church also used construction management.

Guaranteed Maximum Price is an arrangement in which an owner contracts with an entity to perform a fixed scope of work in exchange for a price that is guaranteed not to exceed a stated maximum price. The GMP will typically include a base cost along with several allowances and contingencies that, depending upon their ultimate use, may result in a final cost below the stated GMP. These “savings” may fall to the owner or

may be shared with the entity providing the GMP. Architects and engineers (professional services) are not held to a price. The construction manager (CM) will bill out all major parts of the project.

Mike Hodder asked about incentives. If the risk is shared (between the Town and CM) the savings are split. If the CM assumes all the risk, he keeps the savings.

John Sandeen asked about time frames for GMP. Typically, the longer the time frame the higher the quoted GMP may be to protect the CM's risk.

Alan Harding asked Dave where he fit into this process. Dave said he was a staff resource and would assist/advise in decisions and would help the Library Building Committee (LBC) put together a good team. Mike said the LBC is very happy to have this professional assistance and that being able to rely upon Town staff is critical to the success of the project. Rob Houseman said his office would help with the development and distribution of the RFQ and would assist in scoring the submitted proposals. Dave and Rob feel that a renovated, expanded library is an exciting community and legacy project.

Dave said traditionally projects used Design-Bid-Build as a project delivery method. The Construction Management at Risk (CMAR) method commonly uses GMP. In the Integrated Project Delivery method the team (CM, architect, engineer) is experienced in working together and is hired up front. The synergy of the team is vital to the project.

Pat McLaughlin wanted to know why CMAR was "at risk". Dave explained that it was the CM's job to make sure the project gets done for a certain price and has the sub-contractors bid elements of the project. The more that is committed to design and planning, the closer the CM gets to an accurate price. All bids are competitive except fees for professional services.

Roger Murray III raised questions related to the Foundation's fund raising for the 2018 Warrant Article. There is intermediate funding to conduct the studies necessary to provide the roof solution. The construction management team, once chosen, will provide three roof solutions and their costs. It is hoped that they will have a GMP by the fall. Also needed are specific bids for heating, lighting, electric, etc. The Library Trustees will have a 2017 Warrant Article authorizing them to spend money from their Building Trust Fund complete the design phase.

Joyce Davis said renovations can be tricky. Dave said, through serving on the Tuftonboro Library Building Committee and other civic projects, he has a good list of architects experienced in library and civic buildings. He feels that the construction management process encourages local contractors and is confident that teams will respond to the RFQ. Dave ball-parked two months from release of RFQ to awarding of contract and three to four months for preliminary GMP which would be further refined as the design phase becomes more specific. CCI did the Town Hall Renovation. Bauen built Abenaki Lodge. North Branch did the high school and the Congregational Church. Dave said he hoped for proposals from ten teams from which three to five teams would be selected for interviews. Rob said Town Staff could be relied upon for a list of construction management teams and proposal scoring guidelines. Both Rob and Dave will participate in the interview process. Attendance at a pre-bid conference is mandatory for each team. The LBC should choose interview dates before the RFQ goes out. A drop box for plans and other library documentation will need to be set up prior to RFQ mailing. Rob will assist.

The **Scope of Work** specified in the RFQ is:

A. Phase 1: Design and Pricing

- 1) Building analysis to develop a design that complies with all applicable codes
- 2) Existing flat roof analysis and three priced alternatives to the LBC
- 3) Upon LBC selecting the preferred roof alternative, move forward with developing plans sufficient to develop GMP
- 4) Prepare plans and construction GMP to upgrade the existing building to bring it to full code compliance and to renovate the space in accordance with the conceptual plan

B. Phase 2: Complete Design/Finalize Price – Upon receiving a successful Town Vote in March 2017 to authorize design funding the TEAM shall:

- 1) Architect to develop a scope of work to complete design and specifications suitable for the CM to price out major elements of the project (site work, concrete, structural, electrical, mechanical, etc.)
- 2) CM works with Trustees and Architect to provide construction pricing as the designs progress and to provide valuable input as to practical solutions to design challenges.

C. Phase 3: Construction

- 1) CM to develop scope of work and bid out project sub-components, develop a construction schedule and finalize the GMP
- 2) CM responsible for bidding out packages and overseeing construction
- 3) Architect responsible for construction administration and leading team with project execution, including dealing with changes and unexpected issues

Cindy said the LBC contract with Johnson-Roberts, Architects does not specify who owns the current conceptual plans. She and Mike will fine-tune the dates, location of drop box, etc. in the RFQ prior to distribution.

Dave mentioned that it is assumed that the library land has terrible soil conditions. He said the parking lot needs to be looked at critically and boxed out with under-drains. This will be expensive. Mike mentioned that when the Town was building the Town Gardens, they discovered that one foot down was a heavy layer of clay which makes drainage difficult. It is assumed that the library land also contains this heavy clay layer. A soil composition test will be conducted as part of the roof and support walls engineering studies.

The Library Board of Trustees mirrors the Town's procurement policies.

At 11:18 am, Mike said he would run the Building Committee meeting within the Public Hearing. Kathy moved and Pat seconded that the LBC adopt the Integrated Project Delivery method for the repair, renovation and expansion of the library. The motion was unanimously approved.

A subcommittee, composed of Mike and Cindy, was established to edit the RFQ. Input should be transmitted to Mike and Cindy. Mike moved and Kathy seconded that edited version of the RFQ be approved by the LBC. The motion carried.

Mike closed the public hearing.

Prue moved and Inger seconded that the meeting be adjourned.

Respectfully submitted,
Candace Thayer