

## **MINUTES**

### **Rice Library Building Committee**

July 11, 2018

6:00 PM

Kittery Town Hall – Council Chambers

#### **Attendees**

Jim Anderson, Chair

Fran Farr

George Dow, Vice Chair

Peggy Myers

Kendra Amaral

Tim Brochu

Charles Denault

Jennifer Brewer

Doug Greene

Jeff Pelletier

Lee Perkins

Patty Moore

#### **Administrative Items**

Approval of the June 20<sup>th</sup> meeting minutes.

#### **Discussion – Architect/Engineer Qualifications and RFQ Development**

Discussion of RFQs that had been uploaded to shared Dropbox. It was agreed that both the Falmouth, ME and Sherborn, MA RFQs were good starting examples on which to construct the RFQ. Tim Brochu also indicated that he had uploaded an AIA (American Institute of Architects) example for the committee to review. It was agreed that key to a successful hiring process is the development of a well-written RFP with requirements and needs clearly articulated.

There was also discussion regarding whether the initial document would be an RFQ (Request for Qualifications) or an RFP (Request for Proposal). A process was suggested whereby applicants would submit an RFP in one envelope, with the pricing information presented separately. This allows the review of the qualitative aspects of the applicant separate from the bias of the cost of such proposal. There was some disagreement with this process and the actual methodology will be discussed in future meetings.

It was agreed that relevant portions of the prior programming report developed would be included in the bid package for applicants. Additionally, any relevant information from the two other Library committees (Taylor and Transition) would also need to be included.

#### **General Selection Process**

1. Interviews to be held after receiving responses.
2. Possibility of conducting a design charette with applicants.
3. RFP must include a pre-proposal meeting for applicants.

#### **General Discussion - Rice Library Building**

Several specific items discussed concerning the Rice Library Building:

### Stonehill Report – Full Report to Dropbox

This report focused on the environmental issue created by the release of contaminants in the soil and ground water of the library property by the dry cleaners across the street from the library. There were plumes of contamination that went through the library site necessitating the development of monitoring wells. There is also a mechanism in the basement similar to a radon remediation system which cleans air of any residual contaminants. The monitoring wells are no longer functional and can be abandoned, but will need an application and approval to do so. The Committee agreed it would be desirable to have Stonehill come to the next meeting to review the report and discuss options moving forward.

### Library Designation as Historic Site

Limitations on renovation not as strict since the Town has never taken funds for the library or had the site declared an Historic District.

### Other Items for RFP

1. Lee Perkins to provide report concerning asbestos remediation in the building.
2. Information concerning the acceptance of the fire escape as an egress by the town must be included with RFP.
3. Lee Perkins to provide list of all improvements done to the Rice building.
4. Roof condition – needs to be reviewed. While there have been sections replaced and some patching, the entire roof has not been done since 1888.

### **Master Schedule/Process**

A general discussion concerning the overall schedule of the project was discussed and this schedule would need to be embedded in the RFP. The goal was for a vote in November 2019 for a bond authorization. The funding would start with a BAN (Bond Anticipation Note) and would be converted to a full bond in FY21 once the full cost of the project is known.

The FY19 Capital Investment Plan has \$100K included for design in order to get the process started.

Discussion regarding whether the project would be bid as Design, Bid, Build or CM at Risk (a process where the contractor bids the project and assumes all risk of overruns. The latter option would be extremely difficult with the renovation of such an old building.

### **Next Meeting**

The next meeting has been scheduled for September 12th at 6:00PM in Town Hall Council Chambers.

The meeting was adjourned at 7:45 PM.

Respectfully submitted:

Patricia Moore