



RICE LIBRARY BUILDING COMMITTEE

November 29, 2018

6PM

Council Chambers

Town Hall

AGENDA



1. Review & Approve Meeting Minutes
 - a. September 26 Minutes
2. Committee Membership
 - a. Open Seats
 - b. Secretary Volunteer (Minutes)
3. Design Proposals
 - a. Discuss Proposals
 - b. Select Short List to Interview
4. Next Meeting
 - a. Interviews – December 11, 6PM

Materials: (available in the Project Drop Box)

- Proposals
- Rating Sheet for Proposals
- Draft September 26 Minutes

MINUTES

Rice Library Building Committee

September 26, 2018

6:00 PM

Kittery Town Hall – Council Chambers

Attendees

Jim Anderson, Chair
George Dow, Vice Chair
Tim Brochu
Jennifer Brewer
Doug Greene
Jeff Pelletier
Lee Perkins
Patty Moore
Kendra Amaral

Absent

Jennifer Brewer
Peggy Myers
Jeff Pelletier
Charles Denault

Administrative Items

Approval of the September 12th meeting minutes.

Architect/Engineer RFP Development – Discussion

Introduction

Discussion regarding the need for the RFP to be clear concerning what is needed. The project must come in on schedule and on budget and meet the expectations of the renovation/expansion.

Project Cost Estimates

The committee discussed the current bonding capacity of the town as it relates to the project. The plan is to not bond the design phase of the project and instead include these costs in the annual CIP. There was continued discussion regarding what the option might be if the project costs come in above a comfortable bonding capacity. It was suggested that the Taylor proceeds might be able to offset as well as private fundraising, but subject to further Town Council discussion and consideration. Moving forward in the planning and design process, the Committee must assume that the Taylor proceeds are not part of the current, envisioned program budget.

Jim Anderson distributed a draft of the Program Master Budget which assumed a \$338/sf costs for the new construction portion of \$3,381,000, \$600,000 for Rice Building improvements, site development and utilities, and \$912,000 for allowances and fees. With an added contingency of 5% and a two-year escalation at 3.5% per year, the overall INITIAL budget is approximately \$5.5M. Construction cost budget is \$4.3M.

It was also discussed that the committee must remain flexible regarding the phasing of the project which may or may not include using Taylor as storage and shutting down both buildings for a period of time.

Other Discussion Points Concerning the Draft RFP

1. Committee agrees on target construction cost to include in RFP of \$4.3M.
2. Architect should have experience with a library project
3. Architect will need to meet with committee to determine space and equipment needs
4. Agreement to remove food service edits submitted
5. No need for a traffic engineer as there are many site analysis and parking studies available
6. There will be mandatory pre-proposal meeting and tour
7. Deadlines – too short? The approximate 30-day submission requirement seems reasonable, but can be gauged better, with Designer feedback at the pre-proposal meeting
8. Next steps:
 - a. Final edits to be made and consolidated for final review. Final to be posted on, or before Friday, October 5th.
 - b. RFP to be released October 12th and due back November 8th
 - c. Pre-proposal meeting for October 23rd at the Rice Library at 2:30 PM

It was stressed that no one on the committee should be distributing the RFP or answering any questions concerning the RFP. All requests for the RFP MUST go through the Town Manager's office. The RFP Submittal is a 2-step process. Designer's will submit two envelopes, one with qualifications, one with price. The price envelope remains sealed until after qualifications review and shortlist. The Town Manager will open sealed envelopes and advise Committee of results.

Master Schedule/Process

Jim Anderson presented and discussed a revised project schedule to the Committee.

Other Items

Jim Anderson distributed a letter from the Kittery Energy and Sustainability Advisory Committee (KESAC) which requested that the project consider energy efficiency a seek a design team with the appropriate experience in energy efficient development.

Next Meeting

The next meeting will be scheduled once the RFP responses have been received.

The meeting was adjourned at 7:45 PM.

Respectfully submitted:

Patricia Moore