



RICE LIBRARY BUILDING COMMITTEE

January 26, 2021

6PM

AGENDA



1. Project Update
 - a. Construction Schedule and Activity
 - b. Budget and Fundraising
 - c. Confirm Add/Alts
 - d. Maine Historic Update
2. Groundbreaking Ceremony
3. Subcommittee Updates
 - a. Finishes
 - b. IT
 - c. FFE
4. Next Steps
 - a. Action Items
 - b. Next Meeting

Materials:

- Project Schedule
- Project Budget and Fundraising
- Weekly Project Reports
- Groundbreaking Draft Concepts

The public may view the meeting via Zoom webinar. Register in advance for the webinar at:
https://us02web.zoom.us/webinar/register/WN_osHx1p2uR-eLWSOaDirERg

Due to the Declaration of a State of Emergency for the State of Maine and Town of Kittery, this meeting will be held remotely in accordance with LD 2167.

Rice Library RFP Schedule

ID	Task Name	Duration	Start	Finish	1st Quarter												2nd Quarter												3rd Quarter												4th Quarter												1st Quarter												2nd Quarter												3rd Quarter												4th Quarter											
					Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec											
1	PRECONSTRUCTION	498 days	Thu 8/6/20	Thu 7/21/22	8/6																																																PRECO																																															
16	Design Development Phase	38 days	Thu 8/6/20	Tue 9/29/20	Design Development Phase																																																																																															
17	Development of DD Documents	7 days	Thu 8/6/20	Fri 8/14/20	Development of DD Documents																																																																																															
18	Issue Complete DD Set	0 days	Fri 8/14/20	Fri 8/14/20	Issue Complete DD Set																																																																																															
19	Development DD Estimate	13 days	Mon 8/17/20	Wed 9/2/20	Development DD Estimate																																																																																															
20	WR Internal Estimate Review	18 days	Thu 9/3/20	Tue 9/29/20	WR Internal Estimate Review																																																																																															
21	Owner Internal DD Review before presentation	4 days	Thu 9/24/20	Tue 9/29/20	Owner Internal DD Review before presentation																																																																																															
22	Present the DD estimate to Committee	0 wks	Tue 9/29/20	Tue 9/29/20	Present the DD estimate to Committee																																																																																															
2	Planning Board Approvals	30 days	Thu 8/13/20	Thu 9/24/20	Planning Board Approvals																																																																																															
3	1st Planning Board Meeting (Public Hearing)	0 days	Thu 8/13/20	Thu 8/13/20	1st Planning Board Meeting (Public Hearing)																																																																																															
4	2nd Planning Board Meeting(2nd Public Hearing)	0 days	Thu 8/27/20	Thu 8/27/20	2nd Planning Board Meeting(2nd Public Hearing)																																																																																															
5	Final Planning Board Meeting	0 days	Thu 9/24/20	Thu 9/24/20	Final Planning Board Meeting																																																																																															
10	State Fire Marshall Review	79 days	Fri 8/14/20	Tue 12/8/20	State Fire Marshall Review																																																																																															
11	Submit DD Set to SFMO Initial Review	0 days	Fri 8/14/20	Fri 8/14/20	Submit DD Set to SFMO Initial Review																																																																																															
12	Submit CD set to SFMO for Permit	0 days	Tue 10/20/20	Tue 10/20/20	Submit CD set to SFMO for Permit																																																																																															
13	SFMO Permit Review Time	33 days	Wed 10/21/20	Tue 12/8/20	SFMO Permit Review Time																																																																																															
15	Submit for Building Permit	33 days	Wed 10/21/20	Tue 12/8/20	Submit for Building Permit																																																																																															
14	SFMO Permit Issued	0 days	Tue 12/8/20	Tue 12/8/20	SFMO Permit Issued																																																																																															
23	Construction Documents Phase	46 days	Mon 8/17/20	Tue 10/20/20	Construction Documents Phase																																																																																															
26	Development of CD Documents	46 days	Mon 8/17/20	Tue 10/20/20	Development of CD Documents																																																																																															
25	Complete Haz Mat Report	3 wks	Wed 9/30/20	Tue 10/20/20	Complete Haz Mat Report																																																																																															
24	Owner Internal Review of CD's	8 days	Fri 10/9/20	Tue 10/20/20	Owner Internal Review of CD's																																																																																															
27	Complete CD Set Issued to GC	0 days	Tue 10/20/20	Tue 10/20/20	Complete CD Set Issued to GC																																																																																															
6	Building Committee Meetings	39 days	Tue 8/18/20	Tue 10/13/20	Building Committee Meetings																																																																																															
7	1st Meeting	0 days	Tue 8/18/20	Tue 8/18/20	1st Meeting																																																																																															
8	2nd Meeting(DD Budget Presentation)	0 days	Tue 9/29/20	Tue 9/29/20	2nd Meeting(DD Budget Presentation)																																																																																															
9	3rd meeting	0 days	Tue 10/13/20	Tue 10/13/20	3rd meeting																																																																																															
28	Bidding Phase	445 days	Tue 10/20/20	Thu 7/21/22	Bidding																																																																																															
29	CD's Issued to Subs for Pricing	0 days	Tue 10/20/20	Tue 10/20/20	CD's Issued to Subs for Pricing																																																																																															
30	Sub Bids Due	3 wks	Wed 10/21/20	Tue 11/10/20	Sub Bids Due																																																																																															
31	Deveolpment of GMP Estimate	5 days	Wed 11/11/20	Tue 11/17/20	Deveolpment of GMP Estimate																																																																																															
32	GMP Presentation to Owner	0 days	Tue 11/17/20	Tue 11/17/20	GMP Presentation to Owner																																																																																															
33	Signed GMP Contract	0 wks	Tue 12/1/20	Tue 12/1/20	Signed GMP Contract																																																																																															
34	SFMO and Building Permits Issued	0 wks	Tue 12/8/20	Tue 12/8/20	SFMO and Building Permits Issued																																																																																															
37	Owner to Relocate Fiber Optic Line(Need to Confirm with Library)	10 wks	Thu 12/17/20	Mon 3/1/21	Owner to Relocate Fiber Optic Line(Need to Confirm with Library)																																																																																															
38	Owner to Move out of the Existing Bldg	3 wks	Tue 2/23/21	Mon 3/15/21	Owner to Move out of the Existing Bldg																																																																																															
35	NTP	0 days	Mon 3/15/21	Mon 3/15/21	NTP																																																																																															
36	Federal Transportation Road Improvments	16 wks	Fri 4/1/22	Thu 7/21/22	Federal																																																																																															
39	Procurement (Long Lead Items)	80 days	Mon 1/18/21	Fri 5/7/21	Procurement (Long Lead Items)																																																																																															
41	Steel	10 wks	Mon 1/18/21	Fri 3/26/21	Steel																																																																																															
42	Windows	8 wks	Mon 2/1/21	Fri 3/26/21	Windows																																																																																															
43	Mechanical Equipment	10 wks	Mon 2/1/21	Fri 4/9/21	Mechanical Equipment																																																																																															
44	Elevator	14 wks	Mon 2/1/21	Fri 5/7/21	Elevator																																																																																															
40	Rebar	3 wks	Mon 2/22/21	Fri 3/12/21	Rebar																																																																																															
45	CONSTRUCTION	280 days	Tue 3/16/21	Wed 4/20/22	CONSTRUCTION																																																																																															
46	1888 Building	205 days	Tue 3/16/21	Wed 1/5/22	1888 Building																																																																																															
47	Interior	205 days	Tue 3/16/21	Wed 1/5/22	Interior																																																																																															
48	MEP Makesafe Existing Structure	5 days	Tue 3/16/21	Mon 3/22/21	MEP Makesafe Existing Structure																																																																																															
49	Ground Level	103 days	Mon 8/2/21	Tue 12/28/21	Ground Level																																																																																															
50	Selective Demo	7 days	Mon 8/2/21	Tue 8/10/21	Selective Demo																																																																																															
51	Create Openings/Structural Supports	10 days	Wed 8/11/21	Tue 8/24/21	Create Openings/Structural Supports																																																																																															
52	Masonry Infills	8 days	Wed 8/25/21	Fri 9/3/21	Masonry Infills																																																																																															
53	MEP's	15 days	Wed 8/25/21	Wed 9/15/21	MEP's																																																																																															
54	Framing & Drywall	15 days	Thu 9/16/21	Wed 10/6/21	Framing & Drywall																																																																																															
55	Prime and first coat paint	5 days	Thu 10/7/21	Wed 10/13/21	Prime and first coat paint																																																																																															

RICE PUBLIC LIBRARY

Budget

January 22, 2021

PHASE	GMP Negotiation	CURRENT		REMAINING
		ESTIMATE Construction	ACTUAL Spent to Date	
Soft Costs				
<i>Design and Engineering</i>				
Existing Conditions	19,000	19,000	19,000	-
Programming	7,500	7,500	7,500	-
SDs	105,000	105,000	105,000	-
Intitial Permitting	5,000	5,000	5,000	-
Phase 1 Cost Estimating	4,000	4,000	4,000	-
DDs	105,000	105,000	105,000	-
Final Permits & Approvals	12,000	12,000	10,800	1,200
Phase 2 Cost Estimating	-	-	-	-
CDs	115,000	123,000	115,000	8,000
Bidding & Negotiating	12,800	12,800	12,800	-
CA - Shop Drawings, Requisite Reviews, 24 Site visits	54,000	54,000	-	54,000
<i>Other CA - Time and Materials</i>				
Site Plan	3,200	3,200	3,200	-
Geo Tech	7,345	7,345	7,345	-
Signage Design	10,000	10,000	-	10,000
Reimbursables	8,000	8,000	6,186	1,814
Subtotal Design & Engineering	467,845	475,845	400,831	75,014
<i>Misc Owner Soft Costs</i>				
Misc Expenses	5,000	5,000	1,324	3,676
Bonding	60,000	9,566	9,566	-
Permit Fees	5,472	5,472	5,472	-
Legal	7,500	15,000	13,330	1,670
Relocation Services (previously Construction Phasing)	15,000	93,000	-	93,000
Preconstruction Services	55,000	55,000	50,267	4,733
Owner Representative / Clerk of the Works	130,000	130,000	10,000	120,000
Signage Fabrication	10,000	10,000	-	10,000
Misc Consultants and Contracts	44,000	44,000	4,048	39,953
FFE (includes consulting)	243,110	243,110	2,505	240,605
<i>Technology/Security</i>				
Consulting	13,000	13,000	-	13,000
Hard Costs	85,000	85,000	-	85,000
Capital Campaign Consultant	50,000	50,000	16,668	33,332
Subtotal Soft Costs	1,190,927	1,233,993	514,011	719,982
	19%			
Hard Costs				
Construction (Reno & Exp)	4,650,000	4,643,191	-	4,643,191
Subtotal Hard Costs	4,650,000	4,643,191	-	4,643,191
Contingencies				
Construction Contingency (15%)	Inc Above			
Owner's Contingency	295,000	295,000	-	295,000
Design Contingency ("held by owner")	-	-	-	-
Subtotal Contingencies	295,000	295,000	-	295,000
Contingency as % of Total Project	4.8%			
TOTAL	\$ 6,135,927	6,172,184.3	514,011	5,658,173
VARIANCE		(36,257.30)		

Soft Costs as % of Construction

25%

	COSTS	CIP	BOND	NEH	RPLC	OTHER GRANTS	TRANSFER FROM RPLC ASSETS	TOTAL FUNDED	UNFUNDED	
AVAILABLE FUNDS	\$	500,000	\$ 5,000,000	\$ 500,000	\$ 50,000	\$ 166,725	\$ 63,000			
BASE PROJECT										
<i>Design Costs</i>	475,845	475,845						475,845	0	
<i>Owner's Costs</i>										
Other Soft Costs	367,038	24,155	342,883					367,038	(0)	
FFE ¹	243,110			243,110				243,110	0	
IT Consulting	13,000		13,000					13,000	0	
IT ²	85,000		926	84,074				85,000	0	
Capital Campaign Consultant	50,000			50,000				50,000	0	
<i>Construction</i>										
Construction	4,643,191		4,643,191					4,643,191	0	
Other Contingency	-							-	0	
Owner's Contingency	295,000			122,816	50,000	59,184	63,000	295,000	0	
BASE PROJECT TOTAL³	6,172,184.3	500,000	5,000,000	500,000	50,000	59,184	63,000	6,172,184	(0)	
	TRUE									
ENHANCEMENTS/ADD ALTS										
										Priority
IT ⁶	82,155							-	(82,155)	1
Wood ceiling over circulation desk ⁴	7,546					7,546		7,546	0	1
Exterior stairway	38,000					38,000		38,000	0	1
Folding Partitions ⁷	42,320							-	(42,320)	2
Upper parking lot improvements ⁵	83,233							-	(83,233)	3
Children's Garden	43,642							-	(43,642)	3
FFE (TBD)								-	0	
ENHANCEMENTS TOTAL	296,896	-	-	-	-	45,546	-	45,546	(251,350)	
GRAND TOTAL FUNDED COSTS	\$ 6,469,080	\$ 500,000	\$ 5,000,000	\$ 500,000	\$ 50,000	\$ 104,730	\$ 63,000	\$ 6,217,730		
AVAILABLE REMAINING FUNDING		\$ -	\$ -	\$ -	\$ -	\$ 61,995	\$ -		61,995	
GRAND TOTAL - Under/(Over)										(189,355)

- Notes:**
1. Base project costs include VE items 9, 12, 14, & 15
 2. Base project costs include VE item 10.
 3. Base project does not include \$32,310 in Lower Parking Lot work to be done by Town through DPW; funds not identified yet.
 4. Finishes Com eliminated addlt wood ceilings elsewhere in the bld.
 5. Unclear what remaining costs for DPW will exist with funded Enhancement.
 6. Based on intitial IT Est with Tel added.
 7. Track/ceiling structure will be installed as part of base project

1. Design Update

- The design is generally complete. Issues that have arisen out of the GMP negotiations are being addressed by Lassell and SSA, including:
 - Revised roofing details to eliminate the internal drainage system and add external gutters (sketch issued)
 - Increase in the incoming fire service line to 6"
 - Slight modifications to the exterior grade to accommodate an underdrain system
 - The Alternate for the lower level retaining wall is to be designed by the structural engineer. The Town will be ready to commit to the Alternate.
 - SSA is working on the design of the retaining wall. The retaining wall is the only open issue on the design side.
- Lassell is currently waiting on updated civil drawings and will be issuing an Addendum after those are received. Lassell issued Addendum 4 Dated 1/8/21 with VE items.
- Lassell has spoken to the lighting designer regarding the VE lighting package and the pricing on the original lighting fixtures can be met. Visible Lighting can match the VE package pricing. Visible to resubmit their proposal to the electrical supply houses. Then pricing will go to Yankee Electric.
- The Owner-Architect contract is near completion and circulation for signature.
- A digital copy of the drawings will go to WR to upload into Procore.

2. Construction Update

- The Town's Attorney and Wright-Ryan's attorney worked on the final language regarding the contract terms and conditions. Wright-Ryan has executed the contract and will send it to the Town for signature. The Construction Contract has been executed by Wright Ryan and the Town of Kittery. The construction contract includes the bid documents and Addenda 1-3.
- Wright Ryan and the Town have agreed upon a final GMP value of \$4,643,191 (without alternates) and have also finalized the Assumptions and Clarifications that accompany the GMP, which are an exhibit to the construction contract.
- In order to get started on the submittals and site logistics, the Town and Wright Ryan have drafted a Limited Notice to Proceed which will cover the work in the months of January and February. The total obligation of the Town is expected to be \$50-\$100,000 for this early enabling work. Wright-Ryan has executed the Limited Notice to Proceed and will send it to the Town for signature. Wright

- Ryan and the Town of Kittery have executed a Limited Notice to Proceed. A Full Notice to Proceed is due by 2/1/21 for a 3/1/21 construction start date.
- Wright Ryan to send the Town the hard copies of the contract and Limited Notice to Proceed with original signatures.
 - Wright Ryan issued an overall construction schedule. Schedule to be reviewed with the Town. CHA/RM has reviewed the schedule. WR to confirm the schedule with their subs.
 - Wright Ryan issued an overall site logistics plan. Site logistics plan to be reviewed with the Town. The plan for deliveries is to unload off of Wentworth Street and use police details as needed. WR/Wes and superintendent to go to site to confirm the approach. WR's superintendent will have a plan for the trucks and unloading. There won't be idling in the morning. Wentworth St. will be under construction in 2022 as the construction on the library finishes up.
 - The Add Alternates deadline is 90 days from the executed contract (4/5/21).
 - Addendum #4 will be Change Order #1. Subcontractor contracts will include Addenda 1-3. WR is getting feedback on Addendum #4.
 - Wright Ryan indicated there was a \$25k increase in the structural steel price. WR reached out to 2 other subs also and the low bidder is still the best price. WR to issue SBL a Letter of Intent. Two additional VE items were discussed. WR suggested a floor tile alternate and to change the foundation insulation thickness from 4" to 2" for a total savings of \$5k.
 - Wright Ryan/Wes to keep a list of all of the VE and do one change order for all of the GMP changes including adds. Lighting, dampers, carpet tile and foundation insulation, Alternate #4, steel increase, Addendum #4 to be on the list.
3. Town Approvals
- The Building Commissioner has begun reviewing the plans in preparation for issuance of a Building Permit. The building permit application has been submitted and a CD set has been sent to the Building Commissioner.
4. Library Coordination
- The Town has issued an RFP for moving. Prices are due in early January. The move will take place in February. Two bids were received on 1/5. SSA suggested the move could be done with skilled oversight and local movers to reduce cost. The Town will meet this week to select the vendor. The Town will give CHA the dollar value for the budget update.

- The Library will be coordinating the consolidation of services in the Taylor Building.
5. Community Coordination
 - Wright Ryan has developed a site logistics plan which will be shared with the abutters and general community in January.
 - CHA is developing content for the Library website to inform residents about the upcoming work. CHA to develop web content by the end of the month.
 6. State Approvals
 - The state fire marshal review and approval of the plans has been completed and a Construction Permit has been issued.
 - Lassel is following up with the state fire marshal to review the code interpretation of the thru floor penetrations. Lassel is confirming with their code consultant the use of dampers in the floor. This would eliminate \$6k if they are not needed.
 - Lassel is also checking on the standpipe in the stair.
 7. Meeting Schedule
 - A kickoff meeting has been tentatively set for January 13, 2021 at 1:00 PM. Kickoff meeting is to be scheduled.
 - The next Building Committee meeting will be 1/26/21 at 6pm. Groundbreaking schedule and logistics to be discussed. Around 3/1 would be the right time to have the groundbreaking. Kendra and the Town are working on the details of the Groundbreaking and will get back to the team.

B. ACTION ITEMS

1. Town

- ~~Sign Wright-Ryan Contract~~
- Finalize Architect Contract
- Issue bonds for project
Closing by end of January
- ~~Sign Limited Notice to Proceed~~
- Continue to review project documents
- Open proposals for moving services and issue contract to selected vendor
- Notify public of changes to library services

- Determine if any of the add alternates can be taken (Building Committee noted that first priority is the walkway and steps from the entry to the lower level)
- Review Construction Schedule
- MOU to be signed before construction starts

2. Library

- Begin move out process
- Review low voltage issues and make changes as required to operate only from Taylor Building

3. Wright Ryan

- Issue contracts to subcontractors
- Develop cash flow projection
- Set up Procore
- Develop list of long lead items
- Develop schedule of values
Wright Ryan issued on 1/19/21
- Draft a Full Notice to Proceed
- Meet with Yankee on existing conditions and low voltage

4. SSA and Lassel

- Follow up with Visible Lighting on lighting VE package
- Follow up with State Fire Marshal
- ~~Issue final construction drawings~~
- Provide comments on schedule
- PDF of contract to go to Town

5. CHA

- Finalize Builder's Risk policy
~~Responses due from MMA to Wright Ryan's questions~~
- Issue construction testing RFP and select firm
- ~~Review final contract documents with Town Attorney~~
- Set up preconstruction meeting
- Provide content for Town website
- Review documents prepared by Wright Ryan
- ~~Provide comments on schedule~~

1. Design Update

- The design is generally complete. Issues that have arisen out of the GMP negotiations are being addressed by Lassell and SSA, including:
 - Revised roofing details to eliminate the internal drainage system and add external gutters (sketch issued)
 - Increase in the incoming fire service line to 6"
 - Slight modifications to the exterior grade to accommodate an underdrain system
 - The Alternate for the lower level retaining wall is to be designed by the structural engineer. The Town will be ready to commit to the Alternate.
- Lassell is currently waiting on updated civil drawings and will be issuing an Addendum after those are received. Lassell issued Addendum 4 Dated 1/8/21 with VE items.
- Lassell has spoken to the lighting designer regarding the VE lighting package and the pricing on the original lighting fixtures can be met. Visible Lighting can match the VE package pricing. Visible to resubmit their proposal to the electrical supply houses. Then pricing will go to Yankee Electric.
- The Owner-Architect contract is near completion and circulation for signature.

2. Construction Update

- The Town's Attorney and Wright-Ryan's attorney worked on the final language regarding the contract terms and conditions. Wright-Ryan has executed the contract and will send it to the Town for signature. The Construction Contract has been executed by Wright Ryan and the Town of Kittery.
- Wright Ryan and the Town have agreed upon a final GMP value of \$4,643,191 (without alternates) and have also finalized the Assumptions and Clarifications that accompany the GMP, which are an exhibit to the construction contract.
- In order to get started on the submittals and site logistics, the Town and Wright Ryan have drafted a Limited Notice to Proceed which will cover the work in the months of January and February. The total obligation of the Town is expected to be \$50-\$100,000 for this early enabling work. Wright-Ryan has executed the Limited Notice to Proceed and will send it to the Town for signature. Wright Ryan and the Town of Kittery have executed a Limited Notice to Proceed. A Full Notice to Proceed is due by 2/1/21 for a 3/1/21 construction start date.
- Wright Ryan issued an overall construction schedule. Schedule to be reviewed with the Town.

- Wright Ryan issued an overall site logistics plan. Site logistics plan to be reviewed with the Town. The plan for deliveries is to unload off of Wentworth Street and use police details as needed.
 - The Add Alternates deadline is 90 days from the executed contract (4/5/21).
3. Town Approvals
- The Building Commissioner has begun reviewing the plans in preparation for issuance of a Building Permit. The building permit application has been submitted and a CD set has been sent to the Building Commissioner.
4. Library Coordination
- The Town has issued an RFP for moving. Prices are due in early January. The move will take place in February. Two bids were received on 1/5. SSA suggested the move could be done with skilled oversight and local movers to reduce cost.
 - The Library will be coordinating the consolidation of services in the Taylor Building.
5. Community Coordination
- Wright Ryan has developed a site logistics plan which will be shared with the abutters and general community in January.
 - CHA is developing content for the Library website to inform residents about the upcoming work.
6. State Approvals
- The state fire marshal review and approval of the plans has been completed and a Construction Permit has been issued.
 - Lassell is following up with the state fire marshal to review the code interpretation of the thru floor penetrations. Lassell is confirming with their code consultant the use of dampers in the floor. This would eliminate \$6k if they are not needed.
7. Meeting Schedule
- A kickoff meeting has been tentatively set for January 13, 2021 at 1:00 PM.
 - The next Building Committee meeting will be 1/26/21 at 6pm. Groundbreaking schedule and logistics to be discussed. Around 3/1 would be the right time to have the groundbreaking.

B. ACTION ITEMS

1. Town

- ~~Sign Wright-Ryan Contract~~
- Finalize Architect Contract
- Issue bonds for project
- ~~Sign Limited Notice to Proceed~~
- Continue to review project documents
- Open proposals for moving services and issue contract to selected vendor
- Notify public of changes to library services
- Determine if any of the add alternates can be taken (Building Committee noted that first priority is the walkway and steps from the entry to the lower level)
- Review Construction Schedule
- MOU to be signed before construction starts

2. Library

- Begin move out process
- Review low voltage issues and make changes as required to operate only from Taylor Building

3. Wright Ryan

- Issue contracts to subcontractors
- Develop cash flow projection
- Set up Procore
- Develop list of long lead items
- Develop schedule of values
- Draft a Full Notice to Proceed

4. SSA and Lassel

- Follow up with Visible Lighting on lighting VE package
- Follow up with State Fire Marshal
- Issue final construction drawings
- Provide comments on schedule

5. CHA

- Finalize Builder's Risk policy
- Responses due from MMA to Wright-Ryan's questions

- Issue construction testing RFP and select firm
- ~~Review final contract documents with Town Attorney~~
- Set up preconstruction meeting
- Provide content for Town website
- Review documents prepared by Wright Ryan
- Provide comments on schedule

1. Design Update

- The design is generally complete. Issues that have arisen out of the GMP negotiations are being addressed by Lassell and SSA, including:
 - Revised roofing details to eliminate the internal drainage system and add external gutters (sketch issued)
 - Increase in the incoming fire service line to 6"
 - Slight modifications to the exterior grade to accommodate an underdrain system
- Lassell is currently waiting on updated civil drawings and will be issuing an Addendum after those are received
- Lassell has spoken to the lighting designer regarding the VE lighting package and the pricing on the original lighting fixtures can be met.

2. Construction Update

- The Town's Attorney and Wright-Ryan's attorney worked on the final language regarding the contract terms and conditions. Wright-Ryan has executed the contract and will send it to the Town for signature.
- Wright Ryan and the Town have agreed upon a final GMP value of \$4,643,191 (without alternates) and have also finalized the Assumptions and Clarifications that accompany the GMP, which are an exhibit to the construction contract.
- In order to get started on the submittals and site logistics, the Town and Wright Ryan have drafted a Limited Notice to Proceed which will cover the work in the months of January and February. The total obligation of the Town is expected to be \$50-\$100,000 for this early enabling work. Wright-Ryan has executed the Limited Notice to Proceed and will send it to the Town for signature.
- Wright Ryan issued an overall construction schedule. Schedule to be reviewed with the Town.
- Wright Ryan issued an overall site logistics plan. Site logistics plan to be reviewed with the Town.

3. Town Approvals

- The Building Commissioner has begun reviewing the plans in preparation for issuance of a Building Permit.

4. Library Coordination

- The Town has issued an RFP for moving. Prices are due in early January. The move will take place in February.

- The Library will be coordinating the consolidation of services in the Taylor Building.

5. Community Coordination

- Wright Ryan has developed a site logistics plan which will be shared with the abutters and general community in January.
- CHA is developing content for the Library website to inform residents about the upcoming work.

6. State Approvals

- The state fire marshal review and approval of the plans has been completed and a Construction Permit has been issued.
- Lassell is following up with the state fire marshal to review the code interpretation of the thru floor penetrations.

7. Meeting Schedule

- A kickoff meeting has been tentatively set for January 13, 2021 at 1:00 PM.
- The next Building Committee meeting has not been scheduled

B. ACTION ITEMS

1. Town

- Sign Wright-Ryan Contract
- Finalize Architect Contract
- Issue bonds for project
- Sign Limited Notice to Proceed
- Continue to review project documents
- Open proposals for moving services and issue contract to selected vendor
- Notify public of changes to library services
- Determine if any of the add alternates can be taken (Building Committee noted that first priority is the walkway and steps from the entry to the lower level)

2. Library

- Begin move out process
- Review low voltage issues and make changes as required to operate only from Taylor Building

3. Wright Ryan

- Issue contracts to subcontractors
- Develop cash flow projection
- Set up Procore
- Develop list of long lead items
- Develop schedule of values

4. SSA and Lassel

- Provide response on lighting VE package
- Follow up with State Fire Marshal
- Issue final construction drawings

5. CHA

- Finalize Builder's Risk policy
- Issue construction testing RFP and select firm
- Review final contract documents with Town Attorney
- Set up preconstruction meeting
- Provide content for Town website
- Review documents prepared by Wright Ryan

Rice Public Library Groundbreaking Ceremony Concepts

Goals of the Ceremony:

- Mark the important milestone of beginning construction
- Recognize those who played a critical role in achieving the milestone
- Get the community excited about the finished project and how the Library will serve the community from this amazing facility.

Ceremony Options:

Virtual Ceremony

Produce a show of pre-recorded remarks from key people and Library patrons sharing their thoughts on the project and what the Library means to them.

People can record themselves easily on smart phones and computers and send their videos to the Town to be compiled with a montage of pictures and messages from Library patrons. Pictures can cover the Library's past (building, events, former Board members, etc).

Video will be compiled/produced by our team from Channel 22 (Randy) and can be aired on Channel 22, Facebook, and the Library and Town's websites.

Press Release Ceremony

Take pictures of key people with the ceremonial shovels at a dirt pile on site. Pictures can be taken individually so all do not have to gather at the same time. The pictures and a written press release with remarks can be issued and posted online. This can be combined with the virtual ceremony option.

In Person Ceremony

Plan a socially distanced program that is "closed" to the public but filmed for broadcasting. Program will have a limited number of speakers to keep distancing and safety protocols. Properly spaced piles of dirt can then be "shoveled" to signify the groundbreaking.

The public may be allowed to "watch from afar" to further ensure distancing. Strategies would have to be developed to prevent watchers from bunching around each other and violating safe social distancing.

Other options to celebrate project:

Invite members of the community to submit drawings of what a "21st Century Library in Kittery means to me". Selected favorites, chosen by the Building Com, can be printed onto banners to be hung on the construction fencing along Walker, and at the Taylor building.

April is poetry month and Rice Library has a history of celebrating this month with great success. Invite members of the community to submit poems that celebrate the Rice Library past and future. Feature the poems on our websites, and invite the "winning" poem to be read at a Council meeting or other event. Post a new poem every week or month during construction with a picture of the construction progress/activity.

Key People:

- Library Building Committee
- Town Council
- Rice Public Library Corp Board
- Library Working Group (pre-bldg Com)

- Library Staff
- Design and Construction teams