



## **RICE LIBRARY BUILDING COMMITTEE**

**February 23, 2021**

**6PM**

**AGENDA**



1. Project Update
  - a. CHA Personnel Change
  - b. Construction Schedule and Activity
  - c. Maine Historic Update
2. Groundbreaking Ceremony
3. Subcommittee Updates
  - a. Finishes
  - b. FFE
4. Contingency and Change Order Framework
5. Next Steps
  - a. Action Items
  - b. Next Meeting

### **Materials:**

- Project Update Dashboard
- Contingency and Change Order Framework

The public may view the meeting via Zoom webinar. Register in advance for the webinar at:

[https://us02web.zoom.us/webinar/register/WN\\_gCCFtmByQ1iwFKLejkv2Cw](https://us02web.zoom.us/webinar/register/WN_gCCFtmByQ1iwFKLejkv2Cw)

**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 Public Library Monthly Report

CHA Project Number: 066398. 000



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February 2021

01	Work Completed – Reporting Period
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This is the first report for the Rice Public Library Project. The reporting period is from February 1, 2021 through February 19, 2021 and will cover all work completed during that timeframe. Reports will be issued monthly, with the next report available March 2021.

The following activities occurred between February 1, 2021 and February 19, 2021.

#### Preconstruction Activities

- 2/3/21: A Preconstruction Meeting was held with Wright Ryan Construction, Scott Simons Architects, Lassel Architects, CHA, and the Town of Kittery.
- 2/4/21: A FF&E Meeting was held with Scott Simons Architects, CHA and the FF&E Subcommittee. Initial furniture selections were presented as well as design ideas for the shelving colors and graphics.
- 2/10/21: A Preconstruction Meeting was held with Wright Ryan Construction, Scott Simons Architects, Lassel Architects, CHA, and the Town of Kittery.
- 2/10/21: The Finishes Subcommittee met. Scott Simons and the Finishes Committee were in attendance.
- 2/11/21: The historic photographer, Bruce Harvey of Harvey Research and Consulting met with CHA on site and documented the exterior and interior of the Rice Public Library existing building at 8 Wentworth Street for coordination with Maine Historic and the National Endowment for the Humanities Grant received by the Library.
- 2/17/21: A Preconstruction Meeting was held with Wright Ryan Construction, Scott Simons Architects, Lassel Architects, CHA and the Town of Kittery.
- 2/18/21: A Neighborhood Informational Meeting was held via Zoom. Wright Ryan, Scott Simons Architects, CHA, The Town of Kittery and 35 Kittery residents were in attendance. CHA presented the construction project, and site logistics.

02	Work Projected – Next Month
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Between 2/20/21 and March 2021 the following Preconstruction and Construction Activities are planned.

#### Preconstruction Activities

- 2/24/21: A Project Kickoff Meeting has been scheduled between Wright Ryan, Scott Simons, Lassel Architect, CHA, and the Town of Kittery.
- 2/25/21: There will be a Preconstruction Meeting with the Town of Kittery, Planning & Development, CHA and Wright Ryan.
- 2/25/21: There will be an FF&E meeting to review preliminary costs.
- 3/3/21: A Preconstruction Meeting will be held with Wright Ryan Construction, Scott Simons Architects, Lassel Architects, CHA and the Town of Kittery.
- 3/10/21: A Preconstruction Meeting will be held with Wright Ryan Construction, Scott Simons Architects, Lassel Architects, CHA and the Town of Kittery.

- Also occurring in the month of March will be the virtual Groundbreaking. The Town of Kittery is working on a plywood shovel cutout for residents to take selfies with. Invites to go out in February. There will be photos and videos taken of the groundbreaking to post on the Library project website.

#### Construction Activities

- 3/15/21: Wright Ryan will mobilize on site. The construction fence will be installed. Site clearing will be done as needed. Ledge removal will begin and excavation for the foundation.

03	Design Update
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Previously, Construction Documents were issued on 10/20/20. Addendum #1 was issued on 11/4/20 reflecting responses to prebid RFIs 1-22. Addendum #2 was issued on 11/9/20 reflecting responses to prebid RFIs 24-41. Addendum #3 was issued on 11/9/20 reflecting responses to prebid RFIs 42-47. Addendum #4 was issued on 1/12/21 reflecting the value engineering for the internal gutter changed to an external gutter and lowering the perimeter drain.

The following is the design update for the month of February. Two memos were issued regarding insulation at exterior walls. Mineral wool insulation was changed to glass fiber blanket insulation to document the VE savings discussed during the GMP. And the foundation insulation was changed from 4" to 2" at the frost walls.

Revised Site Drawings were issued on 2/10/21 indicating the revision to the granite stairs and retaining wall to the lower parking lot at the northwest corner of the building. Sebago Technics has indicated this as Revision #3 to their drawings.

Electronic copies of drawings were sent to Wright Ryan for their coordination with their subcontractors and submittals.

04	Construction Update
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Wright Ryan has issued their construction schedule dated 1/25/21 and provided an update dated 2/5/21 with additional information requested by CHA and the Town of Kittery regarding procurement lead times and IT install timeframes for the Owner's coordination. Wright Ryan is confirming their project schedule with their subcontractors as they are awarding the subcontractors.

It was discussed with the team that the project schedule will be updated monthly at the time of the Pay Application and the critical path items will be reviewed with the project team. Three week look ahead schedules will also be provided by Wright Ryan once construction begins.

Wright Ryan plans to mobilize on Monday, 3/15/21. The construction fence is scheduled to be installed on that date. Construction will then begin with clearing of the project site, ledge removal and excavation for foundations. A freestanding 4'x8' sign will also go up the week when Wright Ryan mobilizes.

Wright Ryan is in the process of confirming the pricing on Addendum #4. It is not expected at this time that there will be a cost for Addendum #4. This will be confirmed in the coming weeks.

Wright Ryan has submitted their first Pay Application to cover the cost of the bond and some minor costs for General Conditions to cover time spent in January. This was reviewed by CHA, Lassel and Scott Simons and was signed and emailed to the Town of Kittery to process.

Wright Ryan has issued approximately 20 contracts to their subcontractors and has made progress quickly on the release of subcontractors. Wright Ryan will be meeting with Yankee Electric in the coming weeks to verify the existing conditions and evaluate the fire protection coverage during construction.

#### Submittals

4 Issued to Date

2 Closed within 15 Days (Allowed by Contract)

2 Open within 15 Days

#### RFIs

4 Issued to Date

3 Closed within 7 Days (Allowed by Contract)

1 Open within 7 Days

05	Library Coordination
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During the month of February the Library has been working on moving out of the existing building at 8 Wentworth Street and as of 2/17/21 the Library was fully moved out ahead of schedule. The existing building is ready for Wright Ryan to begin their make safe of the mechanical, electrical and plumbing systems.

A copy of the Memorandum of Understanding from Maine Historic Preservation has been sent to CHA for distribution to Wright Ryan and Scott Simons & Lassel Architects for their information and coordination.

The Builder's Risk policy has been finalized by CHA. There was some coordination with Wright Ryan with the coverage. Some coverage will be provided by Wright Ryan to cover gaps in the Builder's Risk policy and this will be submitted as a Change Order to the Town.

#### Alternates

The deadline for the Alternates as indicated in the GMP is 90 days from the executed contract, or 4/5/21. The Library should continue to evaluate these for consideration into the construction project. Currently drawings have been provided by Sebago Technics for Alternate No. 4 and this is with Wright Ryan to confirm pricing.

No. 1	Provide wood ceilings at circulation desk	Add \$7,546
No. 2	Provide Acoustic panels in Reading Room 104	Add \$3,638
No. 3	Add upper parking lot including curbing and paving	Add \$83,233
No. 4	Provide concrete walkway with granite steps from entry to lower level	Add \$38,000
No. 5	Provide cove lighting in new building along existing façade	Add \$13,081

No. 6	Add folding panel partitions between Rooms 003, 004, 005	Add \$42,320
No. 7	Provide Children's Garden	Add \$43,642

06	Community Coordination
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The neighborhood informational session was held via Zoom on Thursday, 2/18/21. Thirty-five residents were in attendance in addition to CHA, the Town of Kittery, Scott Simons Architects and Wright Ryan. Some questions were asked in regards to the traffic impact along Traip Avenue. This will continue to be evaluated and communicated throughout the project to minimize the impact to the neighborhood. It is not expected that there will be much use of Traip Avenue, but when it is needed there may be a solution reviewed with the Town where the short section of Traip Avenue off of Wentworth Street is used for the occasional use and the longer section through the neighborhood is not used.

The Rice Public Library Project website is currently under development and it will include items such as the Project Team, Photos & Videos, Contact Information, Schedule Updates and the Groundbreaking. It is expected that this will be available in the month of March.

07	Budget Update
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Please see attached for the budget update to date. No change orders have currently been issued but there are some that are expected in the coming weeks and they are listed below. The project is currently on budget.

Change Orders issued to Date: None

Change Orders are expected to be Issued for the carpet tile alternate savings, foundation insulation savings, and the steel increase. The pricing is being finalized for Addendum #4, but a cost is not expected at this time. Pricing will also be finalized for Alternate #4 for the exterior stairway.

08	Attachments
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- Value Engineering & Change Orders to Date

## Rice Public Library

Kittery, Maine

2/19/2021

### Value Engineering & Change Orders to Date

Lighting Savings	\$0	Lighting supplier will meet the VE lighting package price suggested by Wright Ryan's Electrical Contractor, but an additional savings of \$5,000 was not available.
Fire Dampers	\$0	This is contingent on the State Fire Marshal's review. It is expected that these will be required.
Carpet Tile	-\$2,000	Alternate Carpet Tile suggested by Wright Ryan.
Foundation Insulation	-\$2,325	Wright Ryan suggested changing the foundation insulation thickness from 4" to 2".
Addendum #4	TBD	Wright Ryan is confirming pricing with Subcontractors as they are awarded. A cost is not anticipated at this time.
Steel Increase	\$25,000	Increase in steel prices since the drawings were bid in November.
Subtotal	\$20,675	
Alternate #4	\$38,000	Exterior Stairway
Subtotal	\$58,675	
GMP	\$4,643,191	
TOTAL	\$4,701,866	Total with Value Engineering and Change Orders



## **RICE LIBRARY BUILDING COMMITTEE**

### **Framework for Use of Contingency and Change Orders**

#### **DRAFT**

The Rice Library Building Project has a limited contingency for the purpose of covering change orders and scope adjustments for the project. The following framework will be used to allocate the contingency and decide on change orders.

A monthly report on the construction costs, spent YTD, and status of contingency and change orders will be provided to the Com.

Change Order Approval Framework:

	<b>Require Com Approval</b>	<b>Do Not Require Com Approval</b>
<b>Reductions - All</b>	Changes in finishes, fixtures, equipment functionality, or facility performance or aesthetic	All others
<b>Increases – Technical</b> Eg: allowance overages, unforeseen existing conditions, life safety, permit compliance		All
<b>Increases – Scope Changes</b> Eg: finishes, fixtures, equipment functionality, facility performance or aesthetic, add/alts	All	