



## RICE LIBRARY BUILDING COMMITTEE

April 20 2021

6PM

AGENDA



1. Presentation of Finishes and FF&E Overview – SSA
2. Project Update
  - a. Construction Schedule and Activity
  - b. Budget Update
3. Children's Garden Process
4. Next Steps
  - a. Action Items
  - b. Next Meeting

### Materials:

- Project Update Dashboard
- Budget
- Children's Garden Process DRAFT

The public may view the meeting via Zoom webinar. Register in advance for the webinar at:  
[https://us02web.zoom.us/webinar/register/WN\\_GN\\_kOWbQpyABWp-YH9dNw](https://us02web.zoom.us/webinar/register/WN_GN_kOWbQpyABWp-YH9dNw)

**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



Prepared for:  
Town of Kittery  
185 Rogers Road  
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Prepared by:



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April 2021

01	Work Completed – Reporting Period
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This is the third report for the Rice Public Library Project. The reporting period is from March 17, 2021 through April 16, 2021 and will cover all work completed during that timeframe. Reports will be issued monthly, with the next report available May 2021.

The following activities occurred between March 17, 2021 and April 16, 2021.

Construction Activities

- 3/17/21: A Construction Meeting was held with Wright Ryan Construction, Lassel Architects, CHA, and the Town of Kittery.
- 3/17/21: Weekly check in calls continued on Wednesdays between the Town of Kittery and CHA to review ongoing progress and potential issues.
- 3/23/21: A Building Committee Meeting was held. CHA was in attendance.
- 3/24/21: A Construction Meeting was held with Wright Ryan Construction, Scott Simons Architects, Lassel Architects, CHA, and the Town of Kittery.
- 3/25/21: An FF&E meeting was held between Scott Simons Architects and the Town of Kittery.
- 3/31/21: A Construction Meeting was held with Wright Ryan Construction, Lassel Architects, CHA, and the Town of Kittery.
- 4/7/21: A Construction Meeting was held with Wright Ryan Construction, Lassel Architects, CHA, and the Town of Kittery.
- 4/14/21: A Construction Meeting was held with Wright Ryan Construction, Scott Simons Architects, Lassel Architects, CHA, and the Town of Kittery.

02	Work Completed – Reporting Period Photos
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Photos were taken on 3/31/21 and 4/14/21 of the exterior of the building showing the beginning of work to clear the site.



1. Exterior: south corner of site looking north.



2. Exterior: southeast side of site looking northwest.



3. Exterior: southeast corner looking northwest.



4. Exterior: southeast corner of site looking south.



5. Exterior: Signage is up out front indicating daily noise levels.



6. Excavation is underway for the addition's foundation.



7. Exterior: Rebar for the foundation has arrived on site.



8. Excavation is barricaded off with fall protection.

03	Work Projected – Next Month
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Between 4/17/21 and May 2021 the following Construction Activities are planned.

Construction Activities

- 4/15/21 - 4/20/21: Catch basin work will be coordinated with the Town.

- 4/19/21: Excavation for foundations will continue.
- 4/20/21: A Building Committee meeting will be held. Scott Simons Architects and CHA will be in attendance.
- 4/21/21: Weekly check in phone calls between the Town of Kittery and CHA will continue.
- 4/21/21: A Construction Meeting will be held with Wright Ryan Construction, Scott Simons Architects, Lassel Architects, CHA and the Town of Kittery.
- 4/22/21: Forming and pouring the elevator pit and foundations will begin.
- 4/27/21: An FF&E meeting will be held to finalize furniture selections.
- 4/28/21: A Construction Meeting will be held with Wright Ryan Construction, Scott Simons Architects, Lassel Architects, CHA and the Town of Kittery.
- 5/5/21: A Construction Meeting will be held with Wright Ryan Construction, Scott Simons Architects, Lassel Architects, CHA and the Town of Kittery.
- 5/12/21: A Construction Meeting will be held with Wright Ryan Construction, Scott Simons Architects, Lassel Architects, CHA and the Town of Kittery.
- 5/12/21: Foundation waterproofing is expected to begin.

04	Design Update
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No further Addenda have been issued.

The following is the design update for the month of April:

ASK-03 was issued clarifying the mechanical equipment platform requirements.

ASK-04 was issued clarifying ceiling and door demo in the existing building.

ASK-05 was issued clarifying the sun shade detail at the storefront.

ASK-06 was issued clarifying the beam drilling pattern for the folding partitions.

ASI-1 was issued clarifying the final floor finishes.

PR-1 was issued requesting Wright Ryan to price curbing options for the lower level parking lot.

RFI #19 Sketch response was issued to reduce the design of the site stairs for Alternate #4.

05	Construction Update
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Wright Ryan will provide an updated overall schedule with the April Pay Application submission. The overall schedule remains the same with a turnover date of 3/15/21.

Three week look ahead schedules were provided by Wright Ryan for the construction meetings held on 3/29/21 and 4/5/21.

Wright Ryan began on site with the site clearing including removal of trees and brush. The trees planned to come down on the south corner of the site have been removed. The electrical vehicle charging station was disconnected and removed. The exploration of the ledge occurred, and removal began. There was a 250 cubic yard allowance in Wright Ryan's contract. As of 4/14/21 the ledge removed was 37 cubic yards. The amount of ledge surveyed so far appears like it will be within Wright Ryan's allowance. Drilling for the elevator pit occurred this week and has been completed and capped off for safety.

CMP has been out to the site to review the cabinet and meter. They requested that the electric pole be moved to the other side of the driveway so that it does not need to be moved twice with the upcoming sidewalk work. The additional conduit cost is expected to be minor for Wright Ryan and absorbed within the GMP.

Wright Ryan submitted their third Pay Application including General Conditions costs for March and sitework to date by HL Patten. This was reviewed by CHA, Lassel and Scott Simons Architects and was signed and emailed to the Town of Kittery to process.

Wright Ryan has been proceeding with the issuance of RFIs and Submittals and the priority and long lead item materials continue to be submitted including the steel and windows.

Submittals

- 62 Issued to Date
- 59 Closed within 15 Days (Allowed by Contract)
- 2 Open within 15 Days
- 1 Open within 21 Days

RFIs

- 19 Issued to Date
- 5 Closed within 7 Days (Allowed by Contract)
- 12 Closed within 14 Days
- 2 Open past 7 Days

06	Library Coordination
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The Alternates were reviewed and decided upon at the last Building Committee Meeting. Alternates #1, #2, #4, #5, #6 were accepted and Wright Ryan will issue a change order for these accepted Alternates. Alternate #4 was provided by Wright Ryan as a budget number and they are currently working through the RFI process to arrive at a solution with the steps and retaining wall that fall within the Alternate #4 budget carried.

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

07	Community Coordination
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The Rice Public Library Project website is now live for viewing. It includes links to the Project Team, Project Updates, Photos & Videos, Contact Information, Schedule Updates and the Groundbreaking video. The link for the project website is: [www.ricepubliclibraryproject.com](http://www.ricepubliclibraryproject.com).

08	Budget Update
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Please see attached for the budget update. Potential Change Orders 1-8 have been issued to date. The project is currently on budget.

Change Orders issued to Wright Ryan to Date:

Change Order 01: Steel Escalation Cost & Additional Builders Risk

Change Orders are expected to be issued for the accepted Alternates, PCO 001 for the foundation insulation credit and PCO 003 for Addendum #4.

09	Attachments
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- Budget Update dated 4/16/21



Category	Budget	Committed	Pending	Remaining	Comments
<b>Construction</b>					
<b>Allowances</b>					
COVID 19 Safety Measures	\$ 10,000	\$ -		\$ 10,000	
Shoring & Underpinning	\$ 28,400	\$ -		\$ 28,400	
Ledge Removal	\$ 41,250	\$ -		\$ 41,250	
Lower Level Retaining Wall	\$ 10,000	\$ -		\$ 10,000	
Winter Conditions	\$ 29,000	\$ -		\$ 29,000	
Architectural Woodwork Retrofit	\$ 8,000	\$ -		\$ 8,000	
Insulation Upgrades at Existing Building	\$ 2,500	\$ -		\$ 2,500	
Parapet & Internal Gutter Framing	\$ 35,520	\$ -		\$ 35,520	
Firestopping not specified in trades	\$ 4,000	\$ -		\$ 4,000	
State Roofing replacement/repairs	\$ 10,500	\$ -		\$ 10,500	
Plaster Patching	\$ 12,000	\$ -		\$ 12,000	
Floor Prep & Moisture Mitigation	\$ 7,350	\$ -		\$ 7,350	
Internal Roof Leaders related to Addendum 3	\$ 26,000	\$ -		\$ 26,000	
Fire Dampers not shown currently	\$ 6,000	\$ 20,200		(\$ 14,200)	
Subtotal	\$ 230,520	\$ 20,200		\$ 210,320	
Percentage		8.76%		91.24%	
<b>Fundraising/Grants</b>	\$ 208,316				
<b>Alternates</b>					
PCO 005: Alternate #1: Provide wood ceilings at circulation desk	\$ 7,546	\$ 7,546			
PCO 006: Alternate #2: Provide acoustic panels in Reading Room 104	\$ 3,638	\$ 3,638			
Alternate #3: Add upper parking lot including curbing and paving	\$ 83,233	\$ -			
Alternate #4: Provide concrete walkway with granite steps from entry to lower level	\$ 38,000	\$ 38,000			
PCO 007: Alternate #5: Provide cove lighting in new building along existing façade	\$ 13,081	\$ 13,081			
PCO 008: Alternate #6: Add folding panel partitions between Rooms 003, 004 & 005	\$ 42,320	\$ 42,320			
Alternate #7: Provide Children's Garden	\$ 43,642	\$ 43,642			(not by Wright Ryan, Community Project)
Subtotal	\$ 231,460	\$ 148,227		\$ 60,089	
Percentage					
<b>CM Contingency</b>	\$ 86,001	\$ -		\$ 86,001	
Subtotal	\$ 86,001	\$ 0		\$ 86,001	
Percentage		0.00%		100%	
<b>Owner</b>					
<b>Contingency</b>	\$ 295,000				
PCO 001: 2" Foundation Insulation Credit		(\$ 646.70)			4/16: Approval emailed to WR.
Change Order 1: PCO 002: Steel Escalation Cost		\$ 26,447			4/1: Signed and returned to WR.
PCO 003: Addendum #4			\$ 10,331.39		4/13: CHA & LA comments went back to WR.
*Change Order 1: PCO 004: Builders Risk		\$ 7,035			4/1: Signed and returned to WR.
Unsubmitted PCO: Carpet Tile Alternate			(\$ 2,000.00)		
Subtotal	\$ 295,000	\$ 32,836	\$ 8,331	\$ 253,833	
Percentage		11.13%	2.82%	86.05%	

\* To be charged against the Builders Risk in the Budget outside of the Owner's Contingency



RICE PUBLIC LIBRARY

Budget

April 16, 2021

PHASE	CURRENT ESTIMATE CONSTRUCTION		ACTUAL
	BUDGET	SPENT TO DATE	REMAINING
<b>Soft Costs</b>			
<i>Design and Engineering</i>			
Existing Conditions	19,000	19,000	-
Programming	7,500	7,500	-
SDs	105,000	105,000	-
Intitial Permitting	5,000	5,000	-
Phase 1 Cost Estimating	4,000	4,000	-
DDs	105,000	105,000	-
Final Permits & Approvals	12,000	12,000	-
Phase 2 Cost Estimating	-	-	-
CDs	123,000	115,000	8,000
Bidding & Negotiating	12,800	12,800	-
CA - Shop Drawings, Requisite Reviews, 24 Site visits	54,000	5,400	48,600
<i>Other CA - Time and Materials</i>			
Site Plan	3,200	3,200	-
Geo Tech	7,345	7,345	-
Signage Design	10,000	-	10,000
Reimbursables	8,000	6,260	1,740
<b>Subtotal Design &amp; Engineering</b>	<b>475,845</b>	<b>407,505</b>	<b>68,340</b>
<i>Misc Owner Soft Costs</i>			
Misc Expenses	5,000	1,324	3,676
Bonding	9,566	9,566	-
Permit Fees	5,472	5,472	-
Legal	15,000	13,330	1,670
Relocation Services (previously Construction Phasing)	93,000	35,511	57,489
Preconstruction Services	55,000	52,967	2,033
Owner Representative / Clerk of the Works	130,000	20,000	110,000
Signage Fabrication	10,000		10,000
Misc Consultants and Contracts	44,000	10,407	33,593
FFE (includes consulting)	243,110	16,072	227,038
<i>Technology/Security</i>			
Consulting	13,000	6,656	6,344
Hard Costs	85,000		85,000
Capital Campaign Consultant	50,000	25,002	24,998
<b>Subtotal Soft Costs</b>	<b>1,233,993</b>	<b>603,812</b>	<b>630,181</b>
<b>Hard Costs</b>			
Construction (Reno & Exp)	4,643,191	121,961	4,521,230
<b>Subtotal Hard Costs</b>	<b>4,643,191</b>	<b>121,961</b>	<b>4,521,230</b>
<b>Contingencies</b>			
Construction Contingency (15%)			
Owner's Contingency	295,000	32,836	262,164
Design Contingency ("held by owner")			
<b>Subtotal Contingencies</b>	<b>295,000</b>	<b>32,836</b>	<b>262,164</b>
<b>Contingency as % of Total Project</b>			
<b>TOTAL</b>	<b>6,172,184.3</b>	<b>758,609</b>	<b>5,413,576</b>

VARIANCE

Soft Costs as % of Construction

25%

## Children's Garden Development Process

### DRAFT FOR DISCUSSION PURPOSES

Purpose: develop a landscape plan that creates an engaging outdoor space that serves the Library and Town at large, through public involvement in the visioning and design process.

Subcommittee of Library Bldg Committee

Members:

- ?

#### 1. Program/Visioning – May

- Gather input from key stakeholders through a combination of surveys and public meetings.  
What is your vision for the Children's Garden and what activities do you want to see it support?
  - Library Staff
  - Library patrons
  - Donors
  - Foreside Business Group
  - School families
  - General public
- Determine process for selecting landscape designer/vendor
  - IFQ/Design Challenge or RFP?

#### 2. Invitation for Quals/Proposals - June

- Issue Invitation incorporating objectives gleaned from stakeholder input
- Review proposals and short-list
- IF DESIGN CHALLENGE:
  - Negotiate terms and approach of challenge with short-list and issue

#### 3. Select Vendor and Launch Design – July – Sep

- Select vendor based on proposals or design challenge results
- Schematic design development
- Gather feedback from key stakeholders through a combination of surveys and public meetings
  - Library patrons
  - Donors
  - Foreside Business Group
  - School families

#### 4. Finalize Design and Cost Estimate – Oct - Nov

- Finalize design and cost estimate
- Gather feedback from key stakeholders through a combination of surveys and public meetings
  - Library patrons
  - Donors
  - Foreside Business Group
  - School families

#### 5. Installation – Spring 2022 (when WR has turned site over to Town)