



Sherborn Library

4 SANGER STREET
SHERBORN, MASSACHUSETTS 01770
(508) 653-0770

Sherborn Library Building Committee

Job Description and Responsibilities

Applications of interest for the Library Building Committee shall be reviewed by the Board of Library Trustees and screened by the Trustees' Nominating Committee. Applicants shall be residents of Sherborn who can demonstrate expertise in any of the following professions: construction, engineering, HVAC, architecture, interior design, energy, green design, finance, or relevant prior experience. The Library Building Committee is a voluntary Committee under the auspices of the Library Trustees.

Members will be appointed to the Committee with the Library Director and Town Administrator serving as *ex officio* members.

During construction, the Library Building Committee will work with the clerk of the works or facilities director, owners' project manager (OPM), architects, engineers, general contractor, landscape architect, interior designer, Massachusetts Board of Library Commissioners Building Consultant(s), Town Counsel, and other project consultants. The Board of Library Trustees may request representatives from the Library Building Committee to accompany the Trustees in presenting reports at public forums for the project and attend meetings of interested boards and committees in Sherborn.

The Library Building Committee will serve for approximately two years, commencing with their appointment by the Library Trustees in April 2015, and concluding during the first year of operating in the renovated and expanded Library in 2017. Eligible candidates must have the ability to meet once a week during the peak of construction and visit the job site when necessary to make decisions.

The following list describes the primary responsibilities of the Library Building Committee (voted by the Board of Library Trustees 12/16/14):

Design Development & Construction

- Review documents to procure bids for the owner's project manager (OPM) and architect
- Make recommendations to Town Officials on the selection of the OPM and architect
- Negotiate and contract with the project manager and architect
- Oversee design development and the creation of construction documents
- Review bid documents and procure bids for the general contractor and subcontractors
- Make recommendations to Town Officials on the selection of the general contractor and subcontractors
- Negotiate and contract with the general contractor and subcontractors
- Review bid documents and request bids for other goods and services that do not fall under the scope of work for the architect or builder, and make recommendations to contract for other goods and services
- Monitor the construction process
- Review the interior design components and selection of furniture, fixtures and equipment
- Monitor the project budget and schedule
- Approve or make recommendations to approve change orders within the assigned limit
- Authorize payment requests within the budgetary limit

Post Construction

- Accept the building and secure the certificate of occupancy
- Approve and follow up on punch list or warranty items
- Recommend final payments
- Recommend the closure of project accounts
- Receive as-built drawings
- Create a final report to Town Officials

Send letters of interest describing relevant skills and experience to:

Mary O. Moore, Chair, Board of Library Trustees
maryomoore@hotmail.com, or Elizabeth Johnston, Director, Sherborn Library elizabeth.johnston2@comcast.net Phone - (508) 653-0770