Sherborn Library Project Update: **BOS Meeting 7.13.16**



View from side near Police Station

Sherborn Library Project Update

1) Timeline Review

4/2015-12/2015

ATM & Town Vote LBC Convenes MBLC Grant Received Hire OPM - DTI Hire Design Firm -BAA Review Escalation Review Estimates Finalize Budget

1/2016-7/2016

Design Phase

Meet w/Town Depts & Committees

Schematic Design Approval & Estimate

Design Development Approval and Estimate PLAN TO TOWN PLANNER 7/27 for Meeting 8/10.

8/2016-10/2017

Construction Documents (Late Aug/Sept) Prepare Bid Ad (Oct)

Construction Bid/Award

(Dec)

Library Relocates (TBD)

Construction Begins (Dec 16)

13 months schedule estimated

Late December 2017/ January 2018 (anticipated) New Library Opens!

Sherborn Library Project Update

- 2) Key Project Dates/Milestones*
 - ✓ Schematic Design approved March 2016
 - ✓ Design Development approved May 2017
 - Construction Documents (originally due early August, now early October)

Schedule slipped (40+ days)

Complicated by incomplete info re: Town Campus utilities, etc.

LBC recommended subsurface radar and geoprobes to reduce risk Planning Board meeting now is 8/10 with plans due 7/27

New design calls for relocation of:

- Underground storage tank and pump
- Emergency generator for sprinkler system
- Stormwater detention changed from standalone to expanded basin
- Conservation Commission comment on basin expansion We also considered:
- Potential to share resources with TH/Police
- Impact of design on NPDES/MS4 permit
- Preserving the aesthetics of design

This all results in additional costs but exact estimate TBD

- ✓ Construction Bid Award 11/21
- ✓ Construction Administration 13 months to build
- ✓ Occupancy Dec 17 or Jan 18

Sherborn Library Project Update

3) Relocation plans

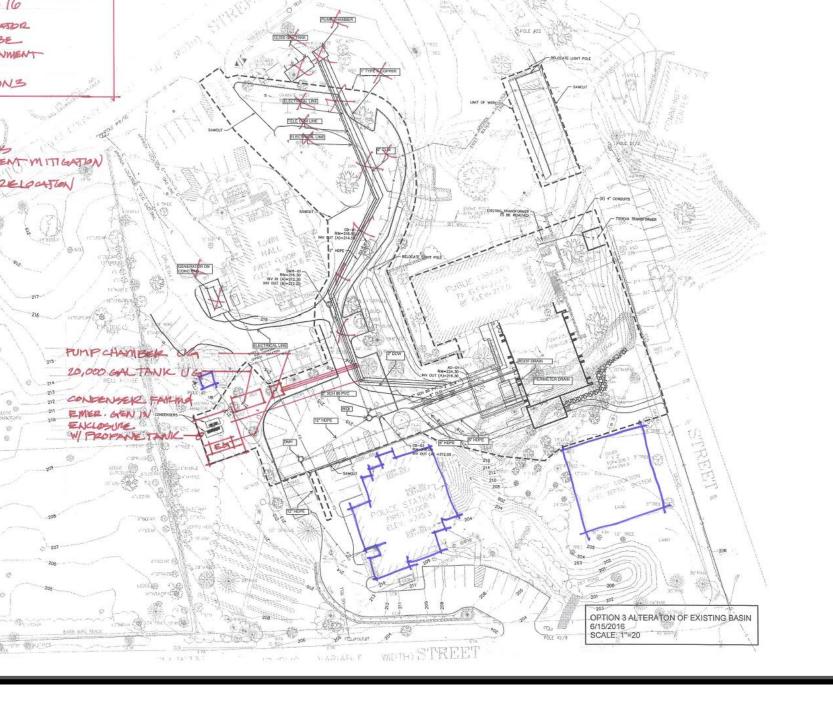
- ✓ Plan is to relocate late Sep. '16 thru Dec '17 to SCC First Floor some advance work still to be done, lease starting August 1st.
- ✓ 40+ years of cleanup. With help from numerous volunteers, Friends, staff we've started to clear out attics, book bins, reduced the collection, arranged for storage of valuables and solicited moving bids. Dumpster has arrived. The Library will be completely empty during construction so this is no small task. LBC lead Libby Yon coordinating with Elizabeth Johnston along with help from Friends Alexis Madison, Abby Fiske.

4) Other

- ✓ Town Campus Parking. Current design is least disruptive to Town campus. Still a work in progress. Town has \$10K to spend on access study during construction, proposal w/TA.
- Cooperation from Town Hall & other Departments. Thank you for making this a priority for Sherborn.
- ✓ PR/Communication.
 - Ongoing Quarterly updates to BoS, circulated to Town leaders.
 - Starting Fall, monthly updates to town residents and town officials.
 - Goal is to maintain "Gold Standard" and keep everyone informed.

Sherborn Library Project Update – Additional materials

- Site plan
- Project Schedule
- Project Itinerary
- Renderings
- Acknowledgments/Thank you



Window Help

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User Meetings Town Department Meetings Historical Preservation Meetings LBC Meeting	6 days Wed				Apr May Jun	Jui Aug Sep	Oct NOV Dec	Jan Peb Mar	Apr May Jun	Jui Aug Se		Dec Jai
Town Department Meetings Historical Preservation Meetings LBC Meeting	-	/20/16 Thu 3/3/16										
Historical Preservation Meetings		2/3/16 Wed 2/10/16										
LBC Meeting	15 days Wed	2/3/16 Tue 2/23/16						1				
-	0 days Tue 2	/23/16 Tue 2/23/16		2/23								
Submit SD Review Set	0 days Thu 2	/11/16 Thu 2/11/16		2/11				1				
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LBC Presentation	0 days Thu	3/3/16 Thu 3/3/16		3/3								
Authorization to Proceed	0 days Tue	3/8/16 Tue 3/8/16		 3/8 		1		1 1 1				
esign Development	50 days Tue	3/8/16 Mon 5/16/16						1				
Design Process	8.4 wks Tue	3/8/16 Wed 5/4/16		*								
User Meetings	39 days Tue	3/8/16 Fri 4/29/16						1				
Town Department Meetings	1 day Wed 4	/27/16 Wed 4/27/16			•							
Submit DD set + Estimate	9 days Wed	5/4/16 Mon 5/16/16										
Authorization to Proceed		/16/16 Mon 5/16/16			٠			1				
onstruction Documents	92 days Tue 5	/17/16 Wed 9/21/16						1				
CD Process	18.4 wks Tue 5	/17/16 Wed 9/21/16			÷			1				
Planning Board Presentation	1 day Wed 8	/10/16 Wed 8/10/16				•		1				
Final Building Review	1 day Wed 8	/10/16 Wed 8/10/16										
Final Plumbing Review	1 day Wed 8	/10/16 Wed 8/10/16										
75% Set (Estimated)	11 days Wed 8	/17/16 Wed 8/31/16						1 1 1				
Final Review + Cost Estimate	-	/21/16 Wed 9/28/16				· ·		1 1				
idding and Negotiation	48 days? Wed 9	/28/16 Fri 12/2/16										
Submit Bid Advertisement to CR	-	/28/16 Wed 9/28/16					·	1				
Bid Advertisement	-	0/5/16 Wed 10/5/16				•		1				
Pre Bid Walkthrough	-	/12/16 Wed 10/12/16										
Filed Sub Bid Opening		/26/16 Wed 10/26/16					1. E.					
General Bid Opening		1/9/16 Wed 11/9/16				1	1 A A	1 1 1				
Meet with LBC w/ Recommendation	-	/16/16 Wed 11/16/16					· .	1				
LBC Vote and Award		/21/16 Fri 12/2/16										
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145 South Street, Third Floor, Boston, Massachusetts 02111 www.beaconarch.com | 617.357.7171

MEMORANDUM

To: Sherborn Library Team	Project: Sherborn Library Renovation and Addition		
	Project No.: 15-564		
Attn:	Re: Project Itinerary		
Cc:	Date: April 22, 2016		
	Update: 5/18/2016, <mark>7/11/2106</mark>		
Elizabeth Johnston (SLD)			
John Sayre-Scibona (DTI)			
Richard Smith (A&S)			
lim Balmer (BBC)			
Peter Richardson, Danielle Spicer, Juli Riemensh	neider (GIA)		
Dan Wall, Jeff Faucon, Phil Marcotty, Chris Lukas	, Gil Martin, Michael Wright, Dana Etherington, Vicki Rybl (RDK)		
Marcy Stefura, Amanda Shaw (SAI)			
Steve McHugh (CS)			
leremy Mason (HE)			
Peter Timothy (AMFA)			
Peter Byerly, Rich Ryan, Jake Weed (BAA)			

- Responsibility/Attendees Key:

 LBC
 Library Building Committee
 - SLS Sherborn Library Staff
 - SLD Sherborn Library Director
 - DTI Design Technique, Inc (OPM)
 - BAA Beacon Architectural Associates A&S Adams & Smith

 - BBC Boston Building Consultants (Structural)
 - GIA Green International Affiliates (Site/civil & Landscape)
 - RDK Engineers (MEP-FP & LEED) RDK
 - Stefura Associates (Interiors & Furnishings) SAI
 - CS Construction Specifications
 - Howe Engineering (Code) HE
 - AMFA AM Fogarty & Associates (Estimator)
 - MBLC Massachusetts Board of Library Commissioners
 - SBI Sherborn Building Inspector
 - SPI Sherborn Plumbing/Gas Inspector
 - SWI Sherborn Wiring Inspector
 - STP Sherborn Town Planner
 - SFD Sherborn Fire Department
 - DEP Massachusetts Department of Environmental Protection
 - GC General Contractor (TBD)

The following is a list of proposed itinerary items and meetings for the Sherborn Library project:

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CONSTRUCTION DOCUMENTS

Early May - Mid July 2016

Date	Itinerary Item/ Meeting Agenda	Responsibility/ Attendees
6/1/2016	Meeting w/ Town Officials (Selectmen, Police, Fire, CMD)	Complete
6/13/2016	LBC Committee Meeting	LBC, DTI, BAA, A&S
6/21/2016	LBC Committee Meeting - Site Redesign	LBC, DTI
TBD	Sherborn Historic Commission Presentation (TBD)	LBC, DTI, BAA, A&S
Bi-weekly	LEED Conference Calls (5/18; 6/1; 6/15; 6/29)	RDK, BAA, A&S, GIA, DTI, SLD
(ongoing)		
TBD	IT/Programming/Furniture Layout Finalization	SLD, DTI, BAA, A&S, SAI, RDK
7/8/16	MBLC DD Comments Meeting & Review	BAA, A&S, SLD, DTI, MBLC
TBD	LBC Presentation (Required?)	BAA, A&S, RDK, SAI (GIA?)
8/10/16	Sherborn Town Planning Meeting	BAA, A&S, GIA, DTI, STP
TBD	Final Meeting with Town Inspectors	BAA, A&S, DTI, HE, RDK, SBI, SPI, SWI
TBD	Final Meeting with Fire Department	RDK, BAA, GIA, DTI, SFD
TBD	Public Presentation (Required?)	BAA, A&S, SLD, DTI
8/17/2016	75% CD Set Due	BAA, A&S, BBC, GIA, RDK, SAI, CS
8/31/2016	75% CD Estimate Due	AMFA
TBD	Request Prevailing Wage Rates Sheets from Dept of	BAA, DTI, CS
	Labor & Standards (valid for 90 days – 10/8/16)	
9/21/2016	100% Construction Documents & Final Estimate	LBC, DTI, BAA, A&S
	Presentation to LBC for vote	
9/21/2016	Send CD Dwg Set & Specs to MBLC	BAA
9/28/2016	LBC vote to proceed	
9/28/2016	Prepare & Submit Bid Advertisement for Central Register	DTI, SLD, BAA

BID/AWARD July -August 2016

Date	Itinerary Item/ Meeting Agenda	Responsibility/ Attendees
10/5/2016	Advertisements for Bid appears (in Central Register &	DTI, SLD
	local newspaper) & post Notice. [Note: Contractors	
	obtaining bid docs to be posted/updated daily &	
	submitted each week to Central Register]	
10/12/2016	Pre Bid Walkthrough	BAA, DTI, SLD
	Final Addenda prior to Filed Sub Bid Opening	BAA, DTI, (Engineers/ Consult.TBD)
10/26/2016	Filed Sub Bid Opening	BAA, DTI, SLD
	Distribute filed sub-bidder tab sheet via Addenda	BAA, DTI
	Final Addenda prior to General Bid Opening	BAA, DTI, (Engineers/ Consult.TBD)
11/9/2016	General Bid Opening	BAA, DTI, SLD
11/16/2016	Present Recommendations to LBC for vote	BAA, A&S, DTI, SLD
Wk of	Town Awards Contract (must be w/in 30 days of General	BAA, DTI, SLD
11/21/2016	Bid Opening - by 11/9/16)	

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CONSTRUCTION ADMINISTRATION

December 2016 - Decemb	er 2017
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Date	Itinerary Item/ Meeting Agenda	Responsibility/ Attendees
Late Nov/16	Meet with Building Officials & Submit Permit Apps	GC
12/5/2016	Kickoff Construction Meeting	GC, BAA, DTI, LBC
Weekly (TBD)	On-Site Construction Meetings	GC, BAA, DTI, LBC (Engineers/
		Consultants TBD)
TBD	LEED Meetings/Conference Calls	GC, BAA, RDK, GIA, DTI, SLD
Monthly (TBD)	LBC Meetings	DTI, LBC, BAA, A&S
Dec/16	Final FFE Docs for Bid	SAI/DTI/SLD
Dec/16 to Mid	Furniture Bids	SAI/DTI/SLD
Jan/17		
Jan-Feb/17	Furniture Order Placements	SAI/DTI/SLD
Nov/Dec/17	IT Installations	GC, DTI
Nov/Dec/17	Furniture Installation	GC, BAA, A&S, SAI, DTI
Dec/17	Substantial Completion and Occupancy	GC, BAA, DTI, LBC
Mid Jan/2018	Punchlist	GC, BAA, A&S, DTI, BBC, GIA, RDK, SAI
Dec- Jan 2018	Commissioning	GC, BAA, RDK, DTI
TBD	LEED Submission	GC, BAA, RDK, GIA, DTI, SLD
Jan/2018	Wrap up and close out	BAA, LBC, DTI

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Library Addition – view from Sanger Street



Library Addition – view from Police Station



Children's Room (upstairs – addition)



Community Room (downstairs addition)



Sherborn Library Project Update: **With thanks to many....**

CAMPAIGN STEERING COMMITTEE

Steven E. Borgeson, Chair H. Stacey Brandon Alexandra G. Morrill Henry J. Rauch Steven L. Solomon Richard Toney Dudley H. Willis

LIBRARY TRUSTEES

Mary O. Moore, Chair Kristiina Almy Brian Connolly H. Stacey Brandon Bruce Eckman Christopher Kenney James W. Murphy Henry J. Rauch Jennifer R. Searle

LIBRARY BUILDING COMMITTEE

James D. Kolb, Chair Mark Brown Roger L. Demler Christopher Kenney Richard Littlefield Alexis Madison Adam Page Heather Willis Elizabeth Yon

SHERBORN LIBRARY STAFF

Elizabeth Johnston, Library Director Donna Bryant, Public Services Librarian Cheryl Ouellette, Children's Librarian Cynthia Hinckley, Tech. Svcs. Librarian Jenn Collins, Library Assistant Gwenyth Swain, Library Assistant Christine Lam, Library Assistant Aiden Thomas, Library Assistant