

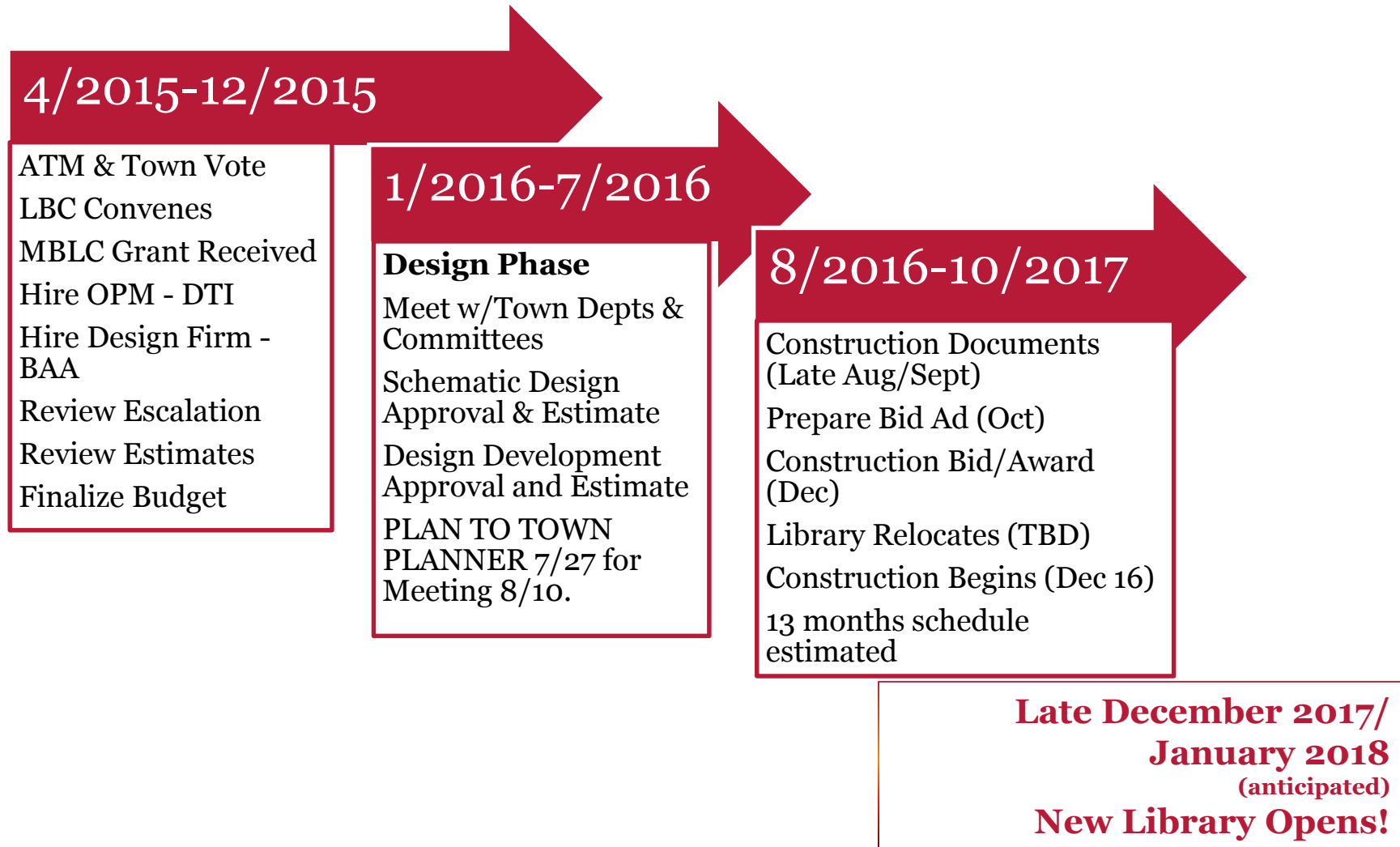
Sherborn Library Project Update: BOS Meeting 7.13.16



View from side near Police Station

Sherborn Library Project Update

1) Timeline Review



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**

*Proposed dates/subject to change

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.

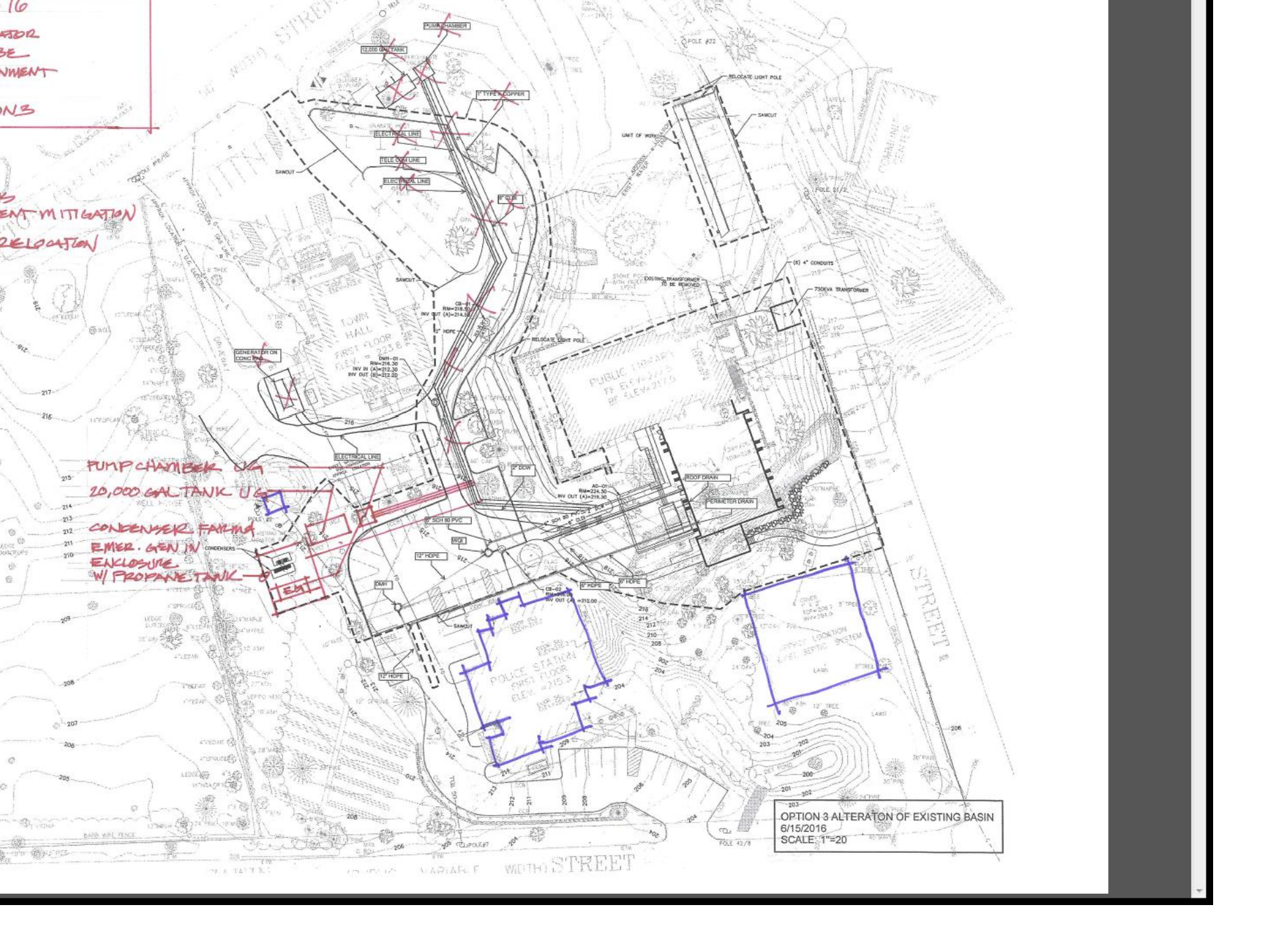
Sherborn Library Project Update – Additional materials

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

10
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ENT MITIGATION
RELOCATION

PUMP CHAMBER U/A
20,000 GAL TANK U/A
CONDENSER FAIRING
EMER. GEN IN
ENCLOSURE
W/ PROPANE TANK



OPTION 3 ALTERATION OF EXISTING BASIN
6/15/2016
SCALE: 1"=20'

MEMORANDUM

To: Sherborn Library Team	Project: Sherborn Library Renovation and Addition
Attn:	Project No.: 15-564 Re: Project Itinerary
Cc:	Date: April 22, 2016 Update: 5/18/2016, 7/11/2106
Elizabeth Johnston (SLD) John Sayre-Scibona (DTI) Richard Smith (A&S) Jim Balmer (BBC) Peter Richardson, Danielle Spicer, Juli Riemensneider (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) Jeremy 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** RDK Engineers (MEP-FP & LEED)
- SAI** Stefura Associates (Interiors & Furnishings)
- CS** Construction Specifications
- HE** Howe Engineering (Code)
- 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:

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 (ongoing)	LEED Conference Calls (5/18; 6/1; 6/15; 6/29)	RDK, BAA, A&S, GIA, DTI, SLD
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 Labor & Standards (valid for 90 days – 10/8/16)	BAA, DTI, CS
9/21/2016	100% Construction Documents & Final Estimate Presentation to LBC for vote	LBC, DTI, BAA, A&S
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 & local newspaper) & post Notice. [Note: Contractors obtaining bid docs to be posted/updated daily & submitted each week to Central Register]	DTI, SLD
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 Bid Opening – by 11/9/16)	BAA, DTI, SLD
11/21/2016		

CONSTRUCTION ADMINISTRATION

December 2016 - December 2017

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 Jan/17	Furniture Bids	SAI/DTI/SLD
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

Library Addition – view from Sanger Street



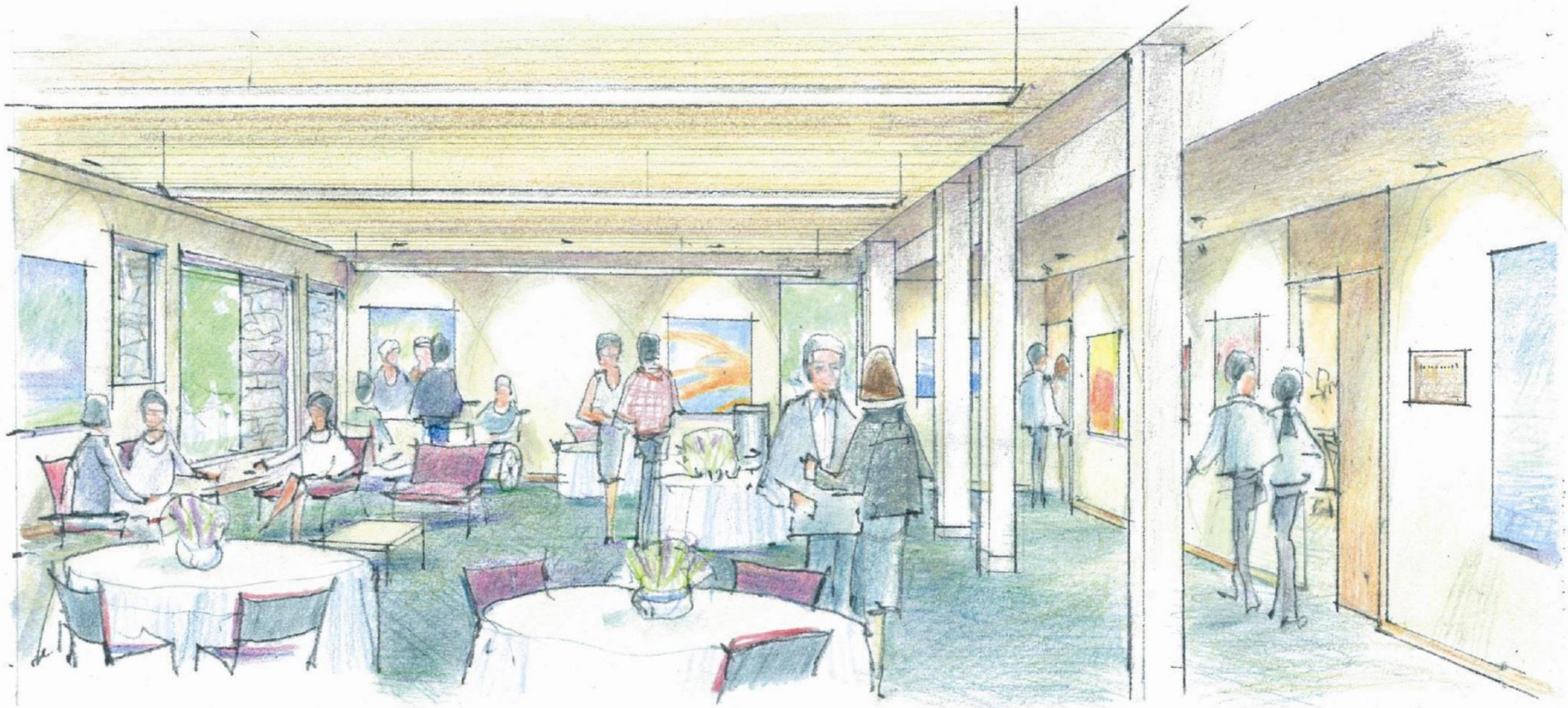
Library Addition – view from Police Station



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