

Minutes of the Special Meeting of the Building Committee of the Board of Library Trustees of the Orland Park Public Library held January 14, 2019

The meeting was officially called to order by Christian Barcelona, President at 7:01 p.m.

Call To Order

Members present: Christian Barcelona, President; Elan Kleis, Secretary (7:27 p.m.); Dan McMillan, Trustee; Charles McShane, Trustee

Roll Call

Other Members present: Joanna Leafblad, Vice President; Nancy Healy, Trustee

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager

Michael C. Barnes, Architect
Floyd Anderson, Architect
Lisa Schmidt, Architect

Introduction of Visitors

Public Comment

None

New Business

Discussion of the Building Renovation

Wight and Company Architect Floyd Anderson began the meeting by reviewing a handout that illustrates the differences between a Construction Manager Agency vs. Construction Manager at Risk and the CM's role with the various construction models. Anderson pointed out that a CM Agency is a fee-based service in which the construction manager is responsible exclusively to the owner and acts in the owner's interest. The CM offers advice on project delivery but has no financial guarantee of responsibility to the owner. Using a CM Agency delivery, the owner holds the subcontracts and assumes the risks of delivery including cost and schedule. The Construction Manager acts as the library's agent throughout the project. The CM at Risk model is a delivery method which entails a commitment by the CM to deliver the project within a Guaranteed Maximum Price (GMAX) which is based on the construction documents and specifications at the time of the GMAX plus any reasonably inferred items or tasks.

Architect Anderson explained that the Architect of Record takes more responsibility to make sure the drawings are to code as the AOR is legally responsible if something should go wrong. The AOR stamps and stands behind the drawings throughout. Architect Lisa Schmidt said the drawings that Wight and Company creates will be used for the bid process. Specifications are included to protect the design of the project.

Architect Anderson stated Michael Barnes and Wight and Company will work together throughout the

project with a shift of emphasis later when Barnes has finished the design phase. Architect Anderson explained the Traditional Design-Bid-Build method takes the longest of all the methods because there is no overlapping between architect, design architect and general contractor. With concern to the current building, Anderson explained that a general contractor was hired for the project. All subcontractors were allowed to submit project bids, which were then shortlisted to 8-9 firms. The firms were interviewed and the list was then shortened to 5 firms which were then asked to bid. The GC conducted a bid analysis and then determined which offered the lowest responsible bid. With the CM agency method the CM would be brought on after the design element is complete. A public bid would occur with all subcontractors which the CM coordinates. Unlike the GC the CM does not perform any of the construction work on projects.

Architect Anderson explained that the project team within the Integrated Design and Delivery method Performs like a CM at Risk but they will guarantee the cost. If the price exceeds the quote Wight and Company will absorb the overage and will refund the monies if the costs are lower.

Vice President Leafblad asked how things would be handled if there was a difference of opinion between the architect or CM and the library. She further asked if the library's interest would override that of Wight. Architect Anderson stated that it is Wight's responsibility to handle all disputes, although he has not had that occur. He also stated that Architect Barnes would be a third party who could also mediate between parties if there was a need.

Trustee McMillan mentioned the library should have lien waivers in place throughout the project. Vice President Leafblad inquired if title companies would need to handle the waivers and Architect Anderson stated that title companies are not needed. Wight and Company would sign off on all waivers.

Architect Anderson stated that all involved within the renovation project are on staff at Wight and Company except Architect Barnes. Two separate contracts for Barnes and Wight would be drawn up. Architect Barnes said that a CM should be hired very early on in the project so costs can be kept to a minimum. Director Weimar stated that she would like to have all aspects of the Master Plan touched in some way and that some needed upgrades will be adjusted to minimize the cost. Savings could occur within the furniture, fixtures and equipment (FF&E) budget line, and the library has several options available in order to bring the project budget down to the appropriated \$3 million cost. Weimar mentioned that Lohan Anderson gave all project drawings to Wight and Company when the two firms merged. Trustee McMillan inquired as to which firm owns the drawings of the current library building. Director Weimar stated Wight and Company owned them and that the library may request reproducible prints, as well as electronic versions and use them with the AOR's permission. Architect Anderson stated he would give the library the drawings at no cost.

In answer to the trustees question on permit fees, Director Weimar mentioned the Village will waive all impact fees for the library, but if some plans need an engineer's review, the library would be responsible for payment.

Architect Anderson stated that Wight's Head CM could not attend the meeting but would be more than willing to talk to Attorney Dennis Walsh and/or staff and answer any questions he may have. Director Weimar stated that conversation would need to occur before the regular meeting of Board of Library Trustees scheduled for Monday, January 21.

President Barcelona asked who would be held liable for injuries that occur during the project. Architect Anderson stated that the CM at Risk holds their own insurance, while a CM Agency does not and the library would then be responsible. Trustee McMillan stated the library needs to be protected at all levels.

Trustee McMillan mentioned that Wight and Company as the architectural firm will use their own engineers and if specialty engineers are needed, Wight will handle their hiring. Architect Schmidt stated that Wight and Company has worked with other engineers in the past quite cohesively.

Director Weimar reiterated that the options available to the committee to choose from include hiring Wight and Company as the AOR using their Integrated Design and Delivery method, along with Michael Barnes as the Design Architect; or Michael Barnes as the AOR working with another

architecture and CM; or working with Wight and Company exclusively. Michael Barnes doing the project on his own will be a longer process. Architect Schmidt stated that if the goal is to begin the project in October 2019 the design phase should begin in early February. In answer to Trustee McMillan's inquiry at the last committee meeting, Director Weimar stated the building committee may only make non-monetary decisions with regards to the renovation project. There will be more meetings each month for the Building Committee going forward. She mentioned a quorum is needed at each meeting in order for the project to move along. Director Weimar asked how long the project could last. Architect Barnes stated the project could last approximately one year from start of construction with phasing. Architect Schmidt mentioned if there are several phases the construction could be pushed out longer which will add costs.

Finance Manager asked who makes the payments to the subcontractors throughout the project. Architect Anderson said he would prefer Wight and Company make the payments so they are able to use it as a leverage. Director Weimar inquired about prevailing wage and Anderson assured that Wight takes care of that aspect and it will become part of the agreement.

Trustee McMillan asked how quickly the project would begin if Wight and Company was hired for the project. Architect Anderson stated that the fee proposals from Barnes and Schmidt would be given to the library before the January 21 meeting. If the library decides to go with the Integrated Design and Delivery approach Wight will provide the CM proposal which will indicate the scope of work. A one-on-one interview with the construction side of Wight and Company will also be arranged. Anderson stated that Craig Polte will be the preferred CM for the library's project. Trustee McShane shared that he had reservations about using the Integrated Design and Delivery method. Trustee McMillan stated that the Open Book method can be difficult to work with. Director Weimar reminded the architects the proposals must be received by Friday for the board packets.

Trustee McMillan stated that Wight and Company has the resources to complete the project while Michael Barnes has the design experience.

Secretary Kleis asked for the fee structure of the various architects who could be involved in the project. Director Weimar mentioned the proposals should list the hourly rates for each. Trustee McShane asked if the library could find out the typical design architect fees before Monday's meeting. Director Weimar stated it may be difficult to find the same scope of project using a design architect as ours. Trustee McMillan said he would check with an architectural firm he is familiar with. Director Weimar mentioned that a CM usually receive a rate of 4% of the project cost.

Final Action on a Recommendation to the Board of Library Trustees for selecting an architect for the library renovation project

Trustee McShane motioned to Recommend to the Board of Library Trustees to select Michael C. Barnes for the library renovation project. Secretary Kleis seconded.

A roll call vote as follows: Barcelona – aye; Kleis – aye; McMillan –aye-, McShane – aye.

Motion passed. 4 ayes, 0 nays

Final Action on a Recommendation to the Board of Library Trustees for selecting a construction manager for the library renovation project

Trustee McMillan motioned to Recommend to the Board of Library Trustees to select Wight and Company's Integrated Design and Delivery method with them as Architect of Record and Construction Manager for the library renovation project

Discussion- Director Weimar will call Villa Park Public Library and Joliet Public Library to discuss their renovations.

A roll call vote as follows: Barcelona – aye; Kleis – aye; McMillan –aye-, McShane – aye.

Motion passed. 4 ayes, 0 nays

Final Action on a Recommendation to the Board of Library Trustees to authorize the Building Committee to make non-monetary decisions for the library renovation project

Trustee McMillan motioned to Recommend to the Board of Library Trustees to authorize the Building Committee to make non-monetary decisions for the library renovation project

Discussion- Trustee McMillan mentioned special meetings may be needed in order to vote on monetary decisions

A roll call vote as follows: Barcelona – aye; Kleis – aye; McMillan –aye-, McShane – aye.

Motion passed. 4 ayes, 0 nays

Adjournment

Trustee McMillan motioned to adjourn the meeting and it was seconded by Secretary Kleis. A roll call vote as follows: Barcelona - aye; Kleis – aye; McMillan –aye-, McShane –aye.

Motion passed. 4 ayes, 0 nays

The meeting was adjourned at 8:33 p.m.

Elan Kleis
Secretary

Approved: _____

Date: _____

Minutes prepared by Mary Adamowski

