

West Tisbury Library Building Committee

Minutes -June 2, 2010

Present- Leah Smith (Chair), Linda Hearn, Mark Mazer, Paul Levine, Bob Schwartz, Tucker Hubbell, Beth Kramer (Library Director)

Also present-Michael Josefek.

Leah welcomed Michael Josefek as the OPM elect. She said we were here to discuss the RFP for the Designer/Architect who will be doing the site analysis and design schematics for phase one and the contract for the OPM. We have funding only for the first phase.

Michael Josefek thanked the committee for selecting him for the job. He said he takes pride in the fact that for most jobs for which he has been the OPM, he has been able to garner enough savings for the town to cover his contract. He was able to do that for the Town Hall project. He likes to communicate with the committee through the Chairperson and all agreed that was fine. Generally the cost of the OPM services for the whole job is 3-5 %. He said that this project is about 12,000 sq. ft. which he would guesstimate might be 4-4.5 million. His fee would range from around \$200,000 to 250,000. Pre-construction costs are around 30%, construction 60%, and close -out 10%. His rate for pre-design and the design phase is \$100 p/hr. When construction begins it could drop down to \$ 75 p/hr. Any staff work is billed at \$40 p/hr. There was a short discussion about Beth doing some of the paper work and copying at the library.

Michael said that there will be reimbursable expenses such as transportation (\$60 p/day), copying and professional liability insurance (probably \$1200 for rest of the year.) He is also doing the Chilmark job so at times the cost could be shared.

Beth asked Michael if he could give us a ballpark figure for the cost to get us to the December deadline for turning in the application to the state. He said it will probably take a month or two to choose an architect and then 4 months for the schematics. His cost might be \$50,000-60,000. An architect is usually around 12-13% of the total cost, so that might be \$500,000. It could be 40 to 50% (\$200,000 - 250,000) of the total cost of the job for schematics and meeting with all the subs so that they can work up the most accurate cost estimates.

The committee had a short discussion on getting information to make the job easier for the architect to get started. This would include locating a survey or existing site plan, ZBA decisions, abutting property info, plans of the existing library. Tucker will look into the ZBA decisions and survey. Beth has a copy of the plans.

Michael reminded everyone that they need to take the ethics test that is required for all municipal workers and committee members. Beth will send the link to those that need it.

Leah asked where we will be advertizing for the RFP. Michael said in the Central Register and local papers. The architect could probably be on board in 60 days. There will likely be 12 to 15 firms responding to the RFP and we could pare that down to 3 or 4 by the first week in July. We could then conduct interviews and possibly make the decision by the end of July.

Tucker said that it was important for our town that we pick a firm that is strong on green design. There was a brief discussion about LEED certification and the cost of it. We will need to weigh the benefits of certification which will enable us to get grant money versus cost of certification.

Again the subject of site selection was brought up. Should we be thinking about a different site? Was it addressed by the space needs committee and feasibility study? Beth said that it has been stated over and over in a number of forums that people want the library to stay in town.

Someone said Dan Waters had suggested we do time capsules (maybe 3 different ones- children, young adult, and adult) as a way of getting people involved. Linda Hearn said the forums had been great and everyone seemed to be for the expansion, but we need to find a way to get people who have questions to come and speak their mind. Paul felt we needed to get young people at the forums. He suggested maybe we could call the WT School to get kids involved. Mark suggested maybe the school would want to send two kids to our meetings. The charter school should be included also.

Michael again said he would be willing to have a class for local contractors to learn how they could be involved in some of the sub work. He also said there may be ways kids could connect with the architect.

At the next meeting, Wednesday, June 9th, Beth will have info on exactly what the state wants in terms of schematics. Michael will email a boiler plate RFP to Beth and Leah for review this week. Tucker will get copies of plot plans for the library and Lamberts Cove Rd lot. Michael emphasized how important it is to do our homework so there are no surprises. This is especially important when going to town meeting. Leah said that at the first forum someone had suggested we lift the building and put another floor under it. Michael said these are the kind of questions that should be addressed. If we are thinking about something we should voice it, since more than likely someone else is thinking the same thing. This way we cover all the possible questions.

The meeting was adjourned at 6:30.

Respectfully submitted,

Tucker Hubbell