

MEETING MINUTES

MEETING INFORMATION

MEETING NAME	SPPL CD Meeting	MEETING LOCATION	SPPL Conference Room and Zoom
MEETING DATE	29 February 2024	MEETING TIME	11:00AM

PROJECT NAME Sun Prairie Public Library Remodel and Addition

FEH PROJECT NUMBER 2023402

PROJECT ADDRESS 1350 Linnerud Drive, Sun Prairie WI 53590

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
<input checked="" type="checkbox"/> Svetha Hetzler	SPPL Director	608.825.0900	shetzler@cityofsunprairie.com
<input checked="" type="checkbox"/> Rex Owens	SPPL Board President	608.513.1551	rexowens00@gmail.com
<input checked="" type="checkbox"/> Theresa Stevens	SPPL Fdn Exec Director	608.886.0718	execdirector@sunlibfoundation.org
<input checked="" type="checkbox"/> Kim Bellmann	FEH Design	563.583.4900	kimb@fehdesign.com
<input checked="" type="checkbox"/> Christy Monk	FEH Design	563.583.4900	christym@fehdesign.com
<input checked="" type="checkbox"/> Sarah Jansen	FEH Design	414.200.9660	sarahjj@fehdesign.com
<input checked="" type="checkbox"/> Kevin M. Johnson	Hunzinger – Owner's Rep	414.416.3377	kevinjohnson@hunzinger.com
<input type="checkbox"/> Steev Baker	SPPL	262.365.4614	sbaker@sunlib.org
<input checked="" type="checkbox"/> Lynn Montague	Youth Services - SPPL	608.825.0903	lmontague@cityofsunprairie.com
<input checked="" type="checkbox"/> Jan Holmes	Tech Coordinator - SPPL	608.837.7323x2032	jholmes@cityofsunprairie.com
<input checked="" type="checkbox"/> Kate Hull	Tech Services - SPPL	608.825.0901	khull@cityofsunprairie.com
<input checked="" type="checkbox"/> Erin Williams Hart	SPPL	608.825.0902	ewilliamshart@cityofsunprairie.com
<input checked="" type="checkbox"/> Steve Stocker	City of Sun Prairie Alderperson, Library Board Liaison	608.354.8511	sstocker@cityofsunprairie.com
<input checked="" type="checkbox"/> Rose Daily	City Sustainability Coordinator	608.825.0931	rdaily@cityofsunprairie.com
<input checked="" type="checkbox"/> Sandy Xiong	Sun Prairie Media Center	608.825.0893	sxiong@cityofsunprairie.com
<input checked="" type="checkbox"/> New Lor	Sun Prairie Facilities Supervisor	608.825.0858	nlor@cityofsunprairie.com
<input checked="" type="checkbox"/> Deb Haeffner	SCLS		debh@scls.info
<input checked="" type="checkbox"/> Mara Trusty	Sun Prairie Media Center		mtrusty@cityofsunprairie.com
<input checked="" type="checkbox"/> Rachel Packard	Sun Prairie Media Center		rpackard@cityofsunprairie.com
<input checked="" type="checkbox"/> Colin Lessig	Sun Prairie Media Center		cllessig@cityofsunprairie.com

1) Goals for Success

2) Review Previous Meeting Minutes

3) Timeline

- a) Receive Bids April 18
- b) Prebid meeting April 3.
- c) FEH Design will meet with Kelly at the City on Friday to discuss procurement.

4) Opinion of Probable Cost

- a) The cost of sitework increased due to adding fire hydrants and improving the existing parking lot.
- b) Substructure and superstructure have been fine tuned.
- c) The cost of fire protection was increased.
- d) The cost of interior construction was increased.
- e) The electrical cost includes photovoltaic, micro-grid, and BESS.
- f) Contingency was reduced from 8% in Design Development to 7% in Construction Documents.
 - i) This maintains 5% construction contingency.
 - ii) It was recommended that a portion of the construction contingency (about \$150,000) be included in the project budget so decisions by the owner group can be made more efficiently.
 - iii) The goal is to have the bids come in between \$17.5M and \$18.7M.
- g) Optional alternates
 - i) Bird safety glazing (add alternate).
 - ii) Speed table at main entrance (add alternate).
 - iii) Eliminate PV/Microgrid/BESS Items (deduct alternate).
 - iv) Provide Early Literacy Structure (add alternate).
 - v) Eliminate First responder Antenna Cable (deduct alternate).
 - vi) Eliminate Terrazzo in Atrium (deduct alternate).
 - vii) Eliminate Atrium beyond reduced size shown (deduct alternate).
 - viii) Eliminate Amphitheatre
 - (1) It was decided that since individuals within the community have made direct donations for the amphitheater, it should take priority over the atrium.
 - (2) It was asked that the option to eliminate the amphitheater be removed from the alternates list.
 - ix) It was advised that the current budget should work for the library board, considering all the contingencies built into it.
 - x) It was discussed to consider the mill overlay for the parking lot an alternate. That suggestion was not taken, and it will remain part of the base bid.
- h) Kevin is to send FEH Design their cost review by Wednesday of next week.
- i) Bidders are to understand the apparent low bidder will be selected from base bid AND accepted alternates. This should incentivize contractors to keep bids on alternates accurate.
 - i) FEH Design to Contact Scott at the City about the fees associated with obtaining permits.
- j) There will be a spot on the bid form for bidders to list a different date of substantial completion. If there are long lead time items, this may extend the anticipated substantial completion date.
- k) There is to be a checkbox on Quest that the bidders have downloaded the Buy American requirements.
- l) The Library Board has the authority to wave irregularities.
- m) It will be requested for bidders to provide a major milestone schedule, to compare it with our phasing and keep it on budget.
- n) Possible in-kind vendors to be Quarra Stone and Hallman Lindsay Paints.
- o) Subcontractor identification will be on a separate form.

5) Other items

- a) EIGP Microgrid/Solar Panel/BESS item and the Inflation Reduction Act
 - i) 500 foot bores are currently noted on the drawings for the geothermal system.
 - (1) This could be changed to 320' bores if needed.
 - ii) The geothermal field is under the new parking lot.
 - iii) Inflation Reduction Act
 - (1) Last Tuesday it was decided to not go for the EIGP2022 grant for multiple reasons that would negatively impact the project.



- (2) The project could receive significant direct pay from the Inflation Reduction Act.
 - (3) There are currently no Davis Bacon requirements in the budget.
 - (a) FEH Design to add Davis Bacon requirements into the budget ONLY for the microgrid.
 - (b) Certified payrolls should be used for these Davis Bacon items.
 - (4) FEH Design is to send Rose the specification for review.
- b) LEED Progress Update
 - i) The LEED project coordinator will be Christy, the contractor group is to turn data over to the Architect.
 - c) AV Equipment Update – Recap
 - i) SCLS network will be used.
 - (1) AVI is a preferred vendor.
- 6) Construction Documents – Project Manual**
- a) Working Hours
 - b) Work by owner/ Owner Provided Items
 - i) The sculpture, two benches, and plaque are to be owner-furnished-contractor-installed.
 - ii) Existing kitchen appliances should be removed and reinstalled by the contractor.
 - c) Concurrent work
 - i) Furniture moving and install.
 - ii) The aquarium will require the consultant to communicate with the contractor.
 - iii) A separate company will be solicited by the owner to give quotes on moving the book collection.
 - (1) The cost will depend on how much of this moving can be done by library staff.
 - iv) The book sorter is to be installed by specific technicians.
 - v) Contractor to remove and dispose of concrete sidewalk tiles.
- 7) Construction Documents - Drawings**
- a) Phasing Plan
 - i) Phase 1 – 6 to 8 months
 - (1) For the final 2 weeks during this phase, there will be disruption along the east wall as plumbing, mechanical, and electrical will be making penetrations through the existing east wall.
 - (2) Access to the Media Center will be through the community room. A temporary partition will be added to the community room.
 - ii) Phase 2 – Staff area, adult collection and Renk room to be renovated.
 - (1) The amphitheater would most likely begin construction in phase 2 or 3, as utilities and exterior grading would need to be finished first
 - iii) Phase 3 – complete renovation of existing children’s collection and south wall.
 - iv) Phase 4 – 4 months
 - (1) Community Center
 - (2) Complete renovation of Media Center
 - (3) Patrons will be able to enter through the main entrance during this phase, but construction must be completed one side at a time, to allow the other side to be open for patrons.
 - (4) There will be some days when the library will have to be completely closed to the public and library staff. Advance notice of closures is requested of the contractor.
 - b) Logistics
 - i) Hours of Operation
 - (1) Monday-Thurs 10:00am -9:00pm
 - (2) Fri 12:00pm-6:00pm
 - (3) Sat & Sun unchanged.
 - ii) The date for the new hours will be August 12.



- iii) It was suggested that volunteer groups be used to help move the books between phases.
- iv) Supplemental lighting is to be added in the children's area during phase 1.
- v) The construction workers are to park their personal vehicles in Sheehan Park.
- vi) There will be by-weekly progress (construction) meetings.
- c) Fireplace
 - i) It was decided to keep this gas element as is but provide power for a future electric fireplace. The gas meter would need to be removed to have the net zero certification.
- d) Community room overhead door.
 - i) It was requested to have glass/translucent panels.
 - ii) The double doors into the Community Room will be salvaged and replaced with new doors that have automatic latch bolts and sound seals. With the automatic latch bolts, the doors will latch into the frame and floor, and not the other door panel as they currently do. Both door panels will be able to be used for exiting.
- e) Drawings
 - i) Civil may need to show a barrier/fence around the retention pond depending on city ordinance currently being developed.
 - ii) Skate stops are to be added on amphitheater seat edges.
 - iii) FEH Design to consider extra precautions to make sure new parking lot bollards are durable.
 - iv) It was questioned whether existing shelving should be shown for construction phasing.
 - v) The aquarium is to be emptied at the end of May, before the summer library program and prior to construction.
 - vi) The current ceiling tile is to be replaced and not reused.
 - vii) FEH Design to review and evaluate the need to repair water damage around larger skylights.
 - viii) FEH Design to check the condition of existing shingles and evaluate if there is a need to replace them soon.
 - ix) Signage
 - (1) The names from the existing donor wall will be listed on "books" on a new donor wall on the north wall outside of the Community Room.
 - (2) The dedication plaque with original city council members is to be relocated.
 - (3) Add donor signs for the towers.
 - (4) Library staff to review sign schedule and send corrections to FEH.
 - (a) "Story Time" within the drawings should change to "Youth Program Room" everywhere.
 - (5) Library Staff to provide the graphic that will go on the Makerspace storefront windows.
 - (6) Sign to be mounted on entrance outside Media Center.
 - (a) Screens and On Air sign to be inside Media Center. On Air lights at the studios in the Makerspace.
 - (7) There are 171 names to be included on the aquarium to recognize the 100 EW Campaign. This number needs to be updated in the drawings. The colors of the acrylic panels that will be used for the names should be sent to Lynn.
 - x) The adult reference desk is to match the style shown for main welcome desk with craftsman slats.
 - xi) Color-changing LED lights should be provided in the Youth Program room.
 - (1) FEH Design to provide data on how these products perform over a long time.
 - xii) People counters to be located at the 2 sets of exterior doors.
 - xiii) The library is looking into having an ATM. They would like one that doesn't charge a fee, if possible. The data connection will need to be verified. A standard electrical outlet is required.
 - xiv) FEH Design to coordinate with the design team whether a TV or projector will be used in the Board Room.
 - xv) FEH Design to ensure the projector is being shown in Youth Program room in all relevant consultant drawings.

- xvi) Air quality management plan.
- xvii) It was determined to not have cooling in Vest 1000.
- xviii) It was requested to refeed existing floor boxes, if possible.

8) Next steps and assignments

- a) Library Board Meeting 14 March @ 6:00PM; documents due 7 March for Packet

ACTION ITEMS

- 1. Update the bid documents with the items above.
- 2. Update documents and budget for the Library Board meeting.

For meeting minutes this is the author's understanding of the items discussed. Please notify us of any discrepancies within 7 days so revised minutes can be issued. No response will indicate acceptance by all parties.

WRITTEN BY Kim Bellmann

NEXT MEETING NCT Meeting at Bid Opening 18 April.

ATTACHMENTS none
