

MEMORANDUM

5 October 2023

A meeting was held at the Walker Architecture Group on 5 October 23 with Chris Walker, Kat Clowers, Sidney Phibbons and Rich Bartz to determine project status and resolve any outstanding issues.

It was agreed that the upcoming POC meeting on 18 October be moved to 1 November due to the delayed availability of the second professional cost estimate.

Chris provided a list of alternatives for the project. These represent desired library features which were removed from the basic build contract. The contractor will price each so that the FOL could add them to the contract if sufficient funds are available. The list includes:

1. Digital pylon sign
2. Wood decks (enlarge Childrens' area deck to 12' x 12')
3. Transfer switch for generator
4. Aluminum canopy at book mobile
5. Carport for book mobile
6. Rainwater collection
7. Concrete pad for conex and additional site electrical at back of site
8. Etched glass partitions between young adult and adult library
9. Fencing (although not discussed at the meeting, it was agreed that this will be added to the list)

Other topics discussed include:

1. "Library" sign lighting. Under sign lighting to be used.
2. IT specs provided to Walker Architecture.
3. The contract will be Firm Fixed Price.
4. Beneficial Occupancy approval is a contractor responsibility.
5. Trawler boom bases not needed.
6. Sod installed instead of seeding.
7. Paving replaced, not resurfaced. Solves grading problems as well.

8. Solar on roof not included due to associated costs.
9. Flooring and ceiling to be replaced in Young Adult area which will make it a seamless look throughout facility.
10. FOL to provide Walker Architecture with Builder's Risk Insurance questionnaire to be completed by winning contractor.
11. There will be three HVAC units: the existing unit to handle Hardee's original footprint, unit 2 to accommodate the library expansion (adult area, et al), and a smaller unit to handle the auditorium, et al.
12. Circulation desk designed and provided separately by CPRL.
13. Children's bathroom facilities designed to prevent falls, i.e. usable without stools.
14. Rear SE entrance walkway removed so that carts can be maneuvered easily between inside/outside activities, i.e. no curbs.
15. Walker Architecture to invoice FOL within the month for project activities to date.

Richard C. Bartz
Chairman, Project Oversight Committee