

Project Oversight Committee

Minutes 01 November 2023

The meeting was called to order at 2:01pm at the Pamlico County Library.

POC members were all present (Richard Bartz (chair), Ben Bowditch, Doug Brinson, Katherine Clowers, Josh Rose. Also in attendance were Chris Walker, Sidney Phibbons, Bonnie Cap and Pete Cap.

Kat made a motion to approve the minutes of 16 August 23 and the 5 October 23 memorandum of a meeting held at the Walker Group office. The motion was seconded by Ben and approved by the committee.

The most recent activity was reviewed and included:

- Freezer/cooler and two on-site sheds are being removed along with the debris in the recycle area of the new library site. Thanks to Doug, Bonnie, and Oriental Rotary.
- A program specific audit was conducted of SCIF activity, and FOL is in compliance with NC State guidance and procedures.
- Available FOL funding as of 31 October:
 1. FOL \$311,418
 2. SCIF I \$298,781
 3. SCIF II \$1,558,291
 4. Total \$2,168,490
 5. Expected additional revenue by EOY: \$50,000 (Bate Foundation, CPRL pledge, FOL unobligated general fund)
- Expected New Building + Design/Mgt costs: \$2.34M to \$2.64M
- Shortfall: \$120K to \$420K

Chris Walker presented the professional cost estimator's latest figures to include costs for the nine alternatives. The base figure with a 5% contingency is \$2,280,889 and includes warranties and insurance. Alternatives would add \$288K approximately. If any of the alternatives are selected at the time of contract, the cost would be as stated, but if they are selected after award, the cost is not guaranteed. Some of the alternatives could be handled locally, and this area

requires more discussion as soon as possible. Chris indicated that we would likely get several contractor bids, possibly 4 or 5. This would affect the bid prices in our favor.

Chris discussed the milestone schedule such that:

- 14 November 23 Send out requests for proposals to contractors
- 15 December 23 Bids to be returned for a 30 day review
- 01 January 24 Alternatives decision
- 15 January 24 Award Contract
- 01 February 25 Construction completed

Chris provided his views on a solar array at the new library site after a FOL request to do so. It's feasible and would cost approximately \$120K to satisfy a 100KW requirement. Additionally, a backup 100KW generator would cost around \$50K. The generator and solar array are not included in the bid package.

Contract management and procedures were discussed. After award, a preconstruction meeting will be held to discuss schedules and develop a plan of action. Cash payments are normally made monthly after the work is reviewed with the Architect and client/FOL. It was decided that the monthly review be attended by a small group. Josh made a motion to give Rich that responsibility along with a \$5,000 limit for immediate change orders decisions. Substantive or large dollar decisions would remain with the POC at face-to-face meetings and/or electronically when necessary. The motion was seconded by Doug and approved by the POC.

The meeting was adjourned at 3pm.

