

Special Building Committee/Board Meeting
Tuesday, August 5, 2008
2:00 PM
Midland Public Library
Boardroom

Minutes

**Board & Staff Present : D. Baker, Town Engineer, A. Campbell, B. Desroches,
P. File, B. Fullerton, G. Griffith, J. LeFebvre,
B. Molesworth, C. Moore, V. Nihill, B. Reynolds, J. Swick,
G.-A. Walker**

Guests : J. Knibb, Architect, Mayor James Downer

Call to order

G.-A. Walker called the meeting to order at 2:00 PM and asked J. Knibb to proceed with his presentation of the construction drawings for the Library expansion project.

J. Knibb distributed an agenda.

1. Plans status

Several sets of drawings, architectural, structural and mechanical, were given to Town Engineer, D. Baker for his perusal and comments. J. Knibb explained that there is still work to be done on the mechanical drawings.

He quickly outlined the extent of the construction drawings and drew particular attention to pages A 10.1 and A 10.2 which show public service desk design with questions for Staff to answer. He needs to have the answers in the next week and a half.

In response to an earlier question about fire exits from the lower level Reference Dept. during construction, J. Knibb showed a picture of temporary scaffolding that can be used for the 2nd and 3rd floors and the existing window in the Reference office will be lowered with temporary steps out of the building. This system has been used at Pearson Airport among other locations. A locking system keeps people from accessing the unit but lets people out, much like an emergency exit crash bar.

The site survey that was completed showed sanitary and storm pipe on Elizabeth St. but they are too high up to service the new lower level in the expansion, therefore, the connection will have to be made to the King St. storm and sanitary pipes and will have to run through the parkette.

2. Schedules

The working drawings will be done at the end of August and the permit and tender sets issued September 5, 2008. By September 29th all tenders will be received and then the construction permit is usually issued within 20 working days, so that would be October 6, 2008. J. Knibb asked that, given the winters here, does the Board want to start in October or would they rather wait until spring. The use of hoarding and propane in winter construction will increase the cost but if we wait until the spring the cost will likely have gone up anyway. If we start in October the contractors can hold the price. The cost increase of waiting could be the equivalent of the cost of propane and the hoarding. The duration of the construction is 18 months. The consensus was that the construction start as soon as possible and a motion was proposed.

Moved by : J. LeFebvre

Seconded by : V. Nihill

That construction begin as soon as possible.

CARRIED

J. Knibb reviewed two possible methods for phasing in the construction, both of which will have differing degrees of disruption to library operations. A separate phase method would see the expansion finished so that we could move out of the old part completely while it is being refurbished. This method means less disruption to Library service but will add time and cost.

Second method is one rolling phase which would see construction happening, at times, on the new addition and the existing building. This method, although cheaper, would make it far more difficult to continue library operations.

These methods need to be discussed with the possibility of using a combination of both.

3. Budget

A budget document prepared by Roth Knibb was distributed. J. Knibb reviewed the original budget amount on page 6 and the new budget increases line by line. We started with a 10% contingency, but with money already spent on items like the move of the elevator and the increases just outlined the contingency is now down to 5%. J. Knibb explained that we really should have a 10% contingency given the work that has to be done on the old, existing building, should problems arise.

B. Moleworth stated that he wasn't comfortable with leaving only a 5% contingency in place. D. Baker suggested that we wait and see what the prices from contractors come in at and then go to Council, if need be, and ask for another 5%. It was agreed that, in the meantime, B. Molesworth make Council aware of the potential situation.

G.-A. Walker stated that she would like the Board to discuss this issue. J. Knibb also added that pricing from some contractors has been escalating at a rapid rate.

Carpet/tile as flooring and the related costs were then discussed. J. Knibb pointed out that carpet/tile pricing ranges from \$25. - \$45./ sq. metre. As the budget is now there is an allowance for \$5. a square foot for the existing building with installation being \$1./square foot, so we have \$36./square metre left which would provide us with a good mid-range product.

The stone to be used to face the new addition on the Elizabeth St. side was discussed. J. Knibb reviewed that the existing stone will be removed from the one story fiction room before it is demolished and will be used as a base or link to the old building. Another stone will have to be chosen to face-up the rest. J. Knibb showed 3 different samples of different types and qualities each at a different cost. Concrete block is \$4 / sq.ft., unpolished limestone is \$7.50/sq.ft. and polished limestone is \$10.50/sq.ft. He suggested a random pattern of 12" X 24" stone which are 4" thick. The difference in price between the cheapest and the most expensive is \$20,000. The difference between the two preferred samples is \$12,000. The design and look for the project is very important.

J. Knibb needs a decision on finishes, carpet tile and cabinetry within the next 3 or 4 weeks.

4. Any preferred local or other contractors' names?

D. Baker stated that the Town of Midland has a procurement policy and asked if the method of inviting a pre-qualified list of contractors to submit tenders will be used. J. Knibb responded in the affirmative and asked if there were local contractors that might be able to take on a project of this size. Several in the area were suggested although there are no contractors in Midland large enough to handle this project. It was felt that some local people could fill some of the sub trade works.

Meeting Adjournment

At this point J. Knibb, D Baker and Mayor Jim Downer left the meeting so that the Board could discuss and make decisions about increasing the contingency percentage and the choice of stone.

Call to Order

G.-A. Walker called the meeting to order at approximately 3:10 PM

A thorough review and discussion of the financing of the project took place.

P. File suggested that the Board go to Council now and ask for the increase and then the money is in place if we need it. The Board agreed.

Moved by : J. Swick

Seconded by : A. Campbell

That the Board approves an additional 5% increase in the total construction budget and that Council be made aware of the reasons.

Carried

The choice of stone was then discussed. There was a general consensus that the polished limestone at \$10.50 /sq. ft. be used.

A brief discussion ensued regarding the use of carpet vs. tile for flooring.

B. Molesworth suggested that we would be moving away from tile except in high traffic areas.

Adjournment

Moved by : J. LeFebvre

That the meeting be adjourned at 3:30 PM.



Chairman of the Board



Chief Librarian