Sherborn Library Project Update:
BOS Meeting 7.13.16

View from side near Police Station

Sherborn Library Project Update

1) Timeline Review

4/2015-12/2015

- ATM & Town Vote
- LBC Convenes
- MBLC Grant Received
- Hire OPM - DTI
- Hire Design Firm - BAA
- Review Escalation
- Review Estimates
- Finalize Budget

1/2016-7/2016

Design Phase

- Meet w/Town Depts & Committees
- Schematic Design Approval & Estimate
- Design Development Approval and Estimate
- PLAN TO TOWN PLANNER 7/27 for Meeting 8/10.

8/2016-10/2017

- Construction Documents (Late Aug/Sept)
- Prepare Bid Ad (Oct)
- Construction Bid/Award (Dec)
- Library Relocates (TBD)
- Construction Begins (Dec 16)
- 13 months schedule estimated

Late December 2017/ January 2018
(anticipated)
New Library Opens!

Sherborn Library Project Update

2) Key Project Dates/Milestones*

- ✓ **Schematic Design approved March 2016**
- ✓ **Design Development approved May 2017**
- ✓ **Construction Documents (originally due early August, now early October)**

  Schedule slipped (40+ days)
  Complicated by incomplete info re: Town Campus utilities, etc.
  LBC recommended subsurface radar and geoprobes to reduce risk
  Planning Board meeting now is 8/10 with plans due 7/27
  New design calls for relocation of:
  - Underground storage tank and pump
  - Emergency generator for sprinkler system
  - Stormwater detention changed from standalone to expanded basin
  - Conservation Commission comment on basin expansion

  We also considered:
  - Potential to share resources with TH/Police
  - Impact of design on NPDES/MS4 permit
  - Preserving the aesthetics of design

  This all results in additional costs but exact estimate TBD
- ✓ **Construction Bid Award** 11/21
- ✓ **Construction Administration** 13 months to build
- ✓ **Occupancy** Dec 17 or Jan 18

*Proposed dates/subject to change

Sherborn Library Project Update

3) Relocation plans

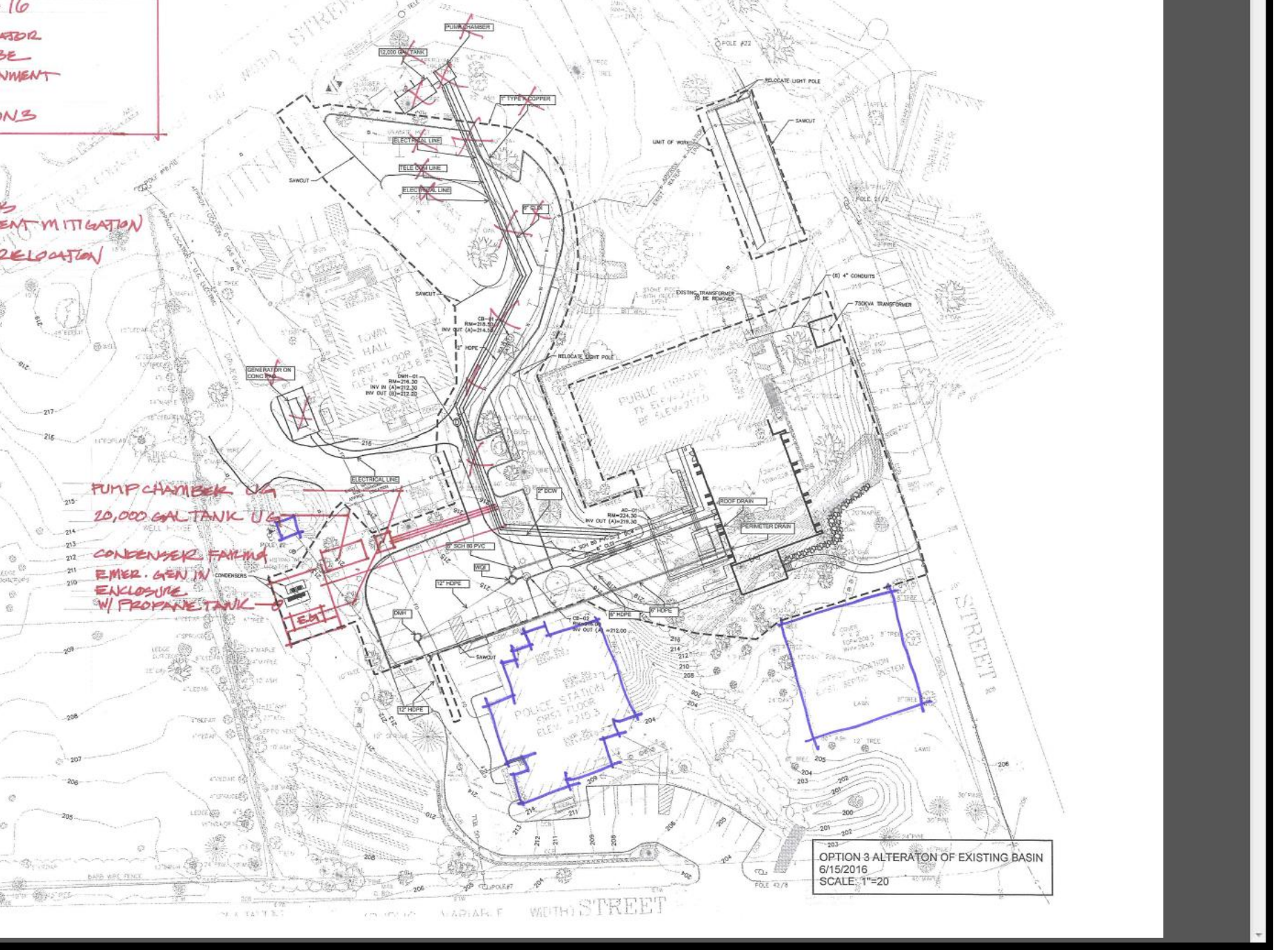
- ✓ Plan is to relocate late Sep. '16 thru Dec '17 to SCC First Floor – some advance work still to be done, lease starting August 1st.
- ✓ **40+ years of cleanup.** With help from numerous volunteers, Friends, staff we've started to clear out attics, book bins, reduced the collection, arranged for storage of valuables and solicited moving bids. Dumpster has arrived. The Library will be completely empty during construction so this is no small task. LBC lead Libby Yon coordinating with Elizabeth Johnston along with help from Friends Alexis Madison, Abby Fiske.

4) Other

- ✓ **Town Campus Parking.** Current design is least disruptive to Town campus. Still a work in progress. Town has $10K to spend on access study during construction, proposal w/TA.
- ✓ **Cooperation from Town Hall & other Departments.** Thank you for making this a priority for Sherborn.
- ✓ **PR/Communication.**
  - Ongoing Quarterly updates to BoS, circulated to Town leaders.
  - Starting Fall, monthly updates to town residents and town officials.
  - Goal is to maintain "Gold Standard" and keep everyone informed.

Sherborn Library Project Update – Additional materials

- Site plan
- Project Schedule
- Project Itinerary
- Renderings
- Acknowledgments/Thank you



PUMP CHAMBER UG
20,000 GAL TANK UG
CONDENSER FARMS
EMER. GEN IN
ENCLOSURE
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PUMP CHAMBER
12,000 GAL TANK
1" TYPE K COPPER
ELECTRICAL LINE
TELE COM LINE
ELECTRICAL LINE
SAWCUT
RELOCATE LIGHT POLE
LIMIT OF WORK
(6) 4" CONDUITS
750KVA TRANSFORMER
EXISTING TRANSFORMER TO BE REMOVED
TOWN HALL FIRST FLOOR
GENERATOR ON CONC PAD
ELECTRICAL LINE
2" DCW
ROOF DRAIN
PERIMETER DRAIN
6" SCH 80 PVC
WGI
12" HDPE
DMH
6" HDPE
POLICE STATION FIRST FLOOR
APPROX LOCATION EXIST. SEPTIC SYSTEM
STREET
OPTION 3 ALTERATON OF EXISTING BASIN
6/15/2016
SCALE: 1"=20

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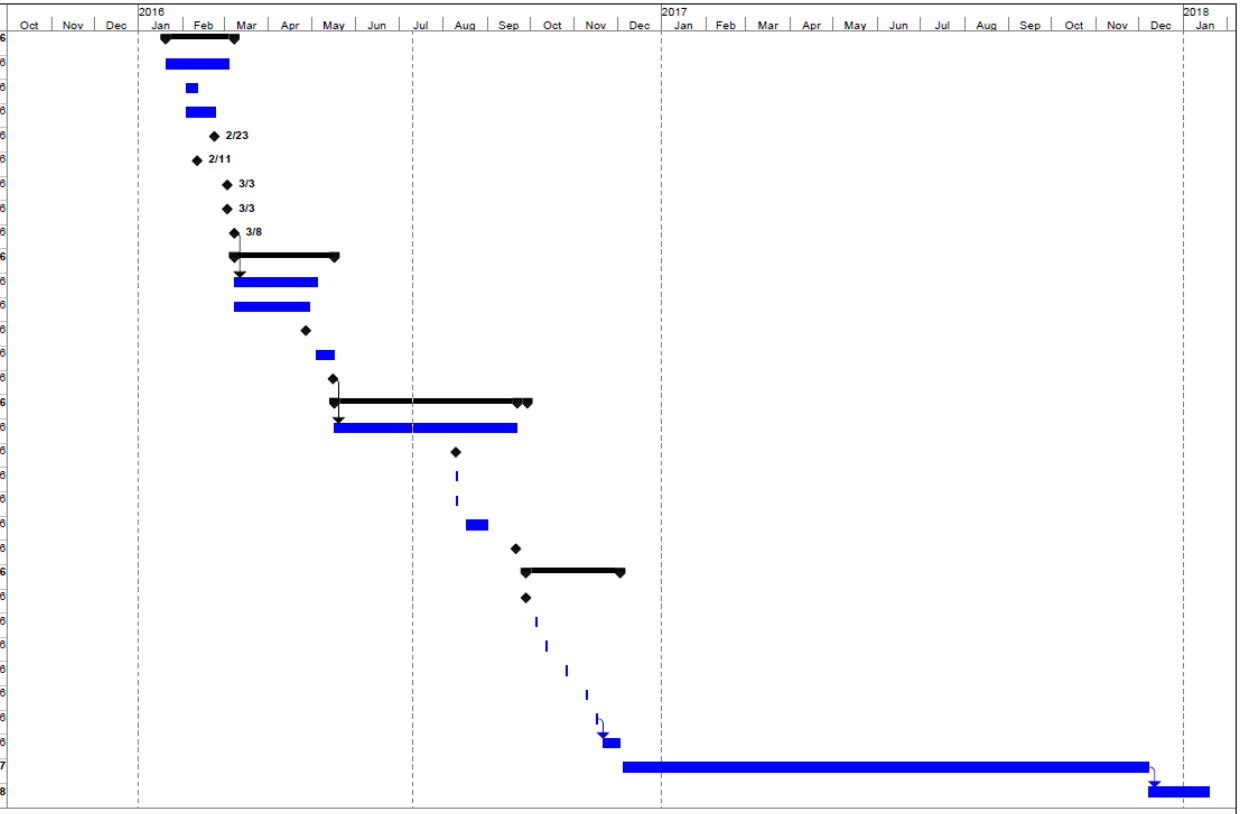
Task Name	Duration	Start	Finish
Schematic Design	**34 days**	**Wed 1/20/16**	**Tue 3/8/16**
Design Process	32 days	Wed 1/20/16	Thu 3/3/16
User Meetings	6 days	Wed 2/3/16	Wed 2/10/16
Town Department Meetings	15 days	Wed 2/3/16	Tue 2/23/16
Historical Preservation Meetings	0 days	Tue 2/23/16	Tue 2/23/16
LBC Meeting	0 days	Thu 2/11/16	Thu 2/11/16
Submit SD Review Set	0 days	Thu 3/3/16	Thu 3/3/16
LBC Presentation	0 days	Thu 3/3/16	Thu 3/3/16
Authorization to Proceed	0 days	Tue 3/8/16	Tue 3/8/16
Design Development	**50 days**	**Tue 3/8/16**	**Mon 5/16/16**
Design Process	8.4 wks	Tue 3/8/16	Wed 5/4/16
User Meetings	39 days	Tue 3/8/16	Fri 4/29/16
Town Department Meetings	1 day	Wed 4/27/16	Wed 4/27/16
Submit DD set + Estimate	9 days	Wed 5/4/16	Mon 5/16/16
Authorization to Proceed	1 day	Mon 5/16/16	Mon 5/16/16
Construction Documents	**92 days**	**Tue 5/17/16**	**Wed 9/21/16**
CD Process	18.4 wks	Tue 5/17/16	Wed 9/21/16
Planning Board Presentation	1 day	Wed 8/10/16	Wed 8/10/16
Final Building Review	1 day	Wed 8/10/16	Wed 8/10/16
Final Plumbing Review	1 day	Wed 8/10/16	Wed 8/10/16
75% Set (Estimated)	11 days	Wed 8/17/16	Wed 8/31/16
Final Review + Cost Estimate	6 days	Wed 9/21/16	Wed 9/28/16
Bidding and Negotiation	**48 days?**	**Wed 9/28/16**	**Fri 12/2/16**
Submit Bid Advertisement to CR	1 day?	Wed 9/28/16	Wed 9/28/16
Bid Advertisement	1 day	Wed 10/5/16	Wed 10/5/16
Pre Bid Walkthrough	0.2 wks	Wed 10/12/16	Wed 10/12/16
Filed Sub Bid Opening	0.2 wks	Wed 10/26/16	Wed 10/26/16
General Bid Opening	1 day	Wed 11/9/16	Wed 11/9/16
Meet with LBC w/ Recommendation	1 day	Wed 11/16/16	Wed 11/16/16
LBC Vote and Award	10 days	Mon 11/21/16	Fri 12/2/16
Construction	**13.2 mons**	**Mon 12/5/16**	**Thu 12/7/17**
Closeout	**1.5 mons**	**Fri 12/8/17**	**Thu 1/18/18**



Project: Sherborn Library
Date: Mon 7/11/16

Task	Project Summary	Inactive Summary	Manual Summary	External Milestone
Split	External Tasks	Manual Task	Start-only	Progress
Milestone	External Milestone	Duration-only	Finish-only	Deadline
Summary	Inactive Milestone	Manual Summary Rollup	External Tasks	

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2016-07-11_ProjectItinerary.pdf - Adobe Acrobat Pro
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BEACON
ARCHITECTURAL ASSOCIATES

145 South Street, Third Floor, Boston, Massachusetts 02111
www.beaconarch.com | 617.357.7171

MEMORANDUM

To: Sherborn Library Team Attn:	**Project:** Sherborn Library Renovation and Addition **Project No.:** 15-564 **Re:** Project Itinerary
Cc:	Date: April 22, 2016 Update: 5/18/2016, 7/11/2106
Elizabeth Johnston (SLD) John Sayre-Scibona (DTI) Richard Smith (A&S) Jim Balmer (BBC) Peter Richardson, Danielle Spicer, Juli Riemenshneider (GIA) Dan Wall, Jeff Faucon, Phil Marcotty, Chris Lukas, Gil Martin, Michael Wright, Dana Etherington, Vicki Rybl (RDK) Marcy Stefura, Amanda Shaw (SAI) Steve McHugh (CS) Jeremy Mason (HE) Peter Timothy (AMFA) Peter Byerly, Rich Ryan, Jake Weed (BAA)	

Responsibility/Attendees Key:

LBC	Library Building Committee
SLS	Sherborn Library Staff
SLD	Sherborn Library Director
DTI	Design Technique, Inc (OPM)
BAA	Beacon Architectural Associates
A&S	Adams & Smith
BBC	Boston Building Consultants (Structural)
GIA	Green International Affiliates (Site/civil & Landscape)
RDK	RDK Engineers (MEP-FP & LEED)
SAI	Stefura Associates (Interiors & Furnishings)
CS	Construction Specifications
HE	Howe Engineering (Code)
AMFA	AM Fogarty & Associates (Estimator)
MBLC	Massachusetts Board of Library Commissioners
SBI	Sherborn Building Inspector
SPI	Sherborn Plumbing/Gas Inspector
SWI	Sherborn Wiring Inspector
STP	Sherborn Town Planner
SFD	Sherborn Fire Department
DEP	Massachusetts Department of Environmental Protection
GC	General Contractor (TBD)

The following is a list of proposed itinerary items and meetings for the Sherborn Library project:

CONSTRUCTION DOCUMENTS

Early May - Mid July 2016

Date	Itinerary Item/ Meeting Agenda	Responsibility/ Attendees
6/1/2016	Meeting w/ Town Officials (Selectmen, Police, Fire, CMD)	Complete
6/13/2016	LBC Committee Meeting	LBC, DTI, BAA, A&S
6/21/2016	LBC Committee Meeting – Site Redesign	LBC, DTI
TBD	Sherborn Historic Commission Presentation (TBD)	LBC, DTI, BAA, A&S
Bi-weekly (ongoing)	LEED Conference Calls (5/18; 6/1; 6/15; 6/29)	RDK, BAA, A&S, GIA, DTI, SLD
TBD	IT/Programming/Furniture Layout Finalization	SLD, DTI, BAA, A&S, SAI, RDK
7/8/16	MBLC DD Comments Meeting & Review	BAA, A&S, SLD, DTI, MBLC
TBD	LBC Presentation (Required?)	BAA, A&S, RDK, SAI (GIA?)
8/10/16	Sherborn Town Planning Meeting	BAA, A&S, GIA, DTI, STP
TBD	Final Meeting with Town Inspectors	BAA, A&S, DTI, HE, RDK, SBI, SPI, SWI
TBD	Final Meeting with Fire Department	RDK, BAA, GIA, DTI, SFD
TBD	Public Presentation (Required?)	BAA, A&S, SLD, DTI
8/17/2016	75% CD Set Due	BAA, A&S, BBC, GIA, RDK, SAI, CS
8/31/2016	75% CD Estimate Due	AMFA
TBD	Request Prevailing Wage Rates Sheets from Dept of Labor & Standards (valid for 90 days – 10/8/16)	BAA, DTI, CS
9/21/2016	100% Construction Documents & Final Estimate Presentation to LBC for vote	LBC, DTI, BAA, A&S
9/21/2016	Send CD Dwg Set & Specs to MBLC	BAA
9/28/2016	LBC vote to proceed	
9/28/2016	Prepare & Submit Bid Advertisement for Central Register	DTI, SLD, BAA

BID/AWARD

July –August 2016

Date	Itinerary Item/ Meeting Agenda	Responsibility/ Attendees
10/5/2016	Advertisements for Bid appears (in Central Register & local newspaper) & post Notice. [Note: Contractors obtaining bid docs to be posted/updated daily & submitted each week to Central Register]	DTI, SLD
10/12/2016	Pre Bid Walkthrough	BAA, DTI, SLD
	Final Addenda prior to Filed Sub Bid Opening	BAA, DTI, (Engineers/ Consult.TBD)
10/26/2016	Filed Sub Bid Opening	BAA, DTI, SLD
	Distribute filed sub-bidder tab sheet via Addenda	BAA, DTI
	Final Addenda prior to General Bid Opening	BAA, DTI, (Engineers/ Consult.TBD)
11/9/2016	General Bid Opening	BAA, DTI, SLD
11/16/2016	Present Recommendations to LBC for vote	BAA, A&S, DTI, SLD
Wk of 11/21/2016	Town Awards Contract (must be w/in 30 days of General Bid Opening – by 11/9/16)	BAA, DTI, SLD

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CONSTRUCTION ADMINISTRATION

December 2016 - December 2017

Date	Itinerary Item/ Meeting Agenda	Responsibility/ Attendees
Late Nov/16	Meet with Building Officials & Submit Permit Apps	GC
12/5/2016	Kickoff Construction Meeting	GC, BAA, DTI, LBC
Weekly (TBD)	On-Site Construction Meetings	GC, BAA, DTI, LBC (Engineers/ Consultants TBD)
TBD	LEED Meetings/Conference Calls	GC, BAA, RDK, GIA, DTI, SLD
Monthly (TBD)	LBC Meetings	DTI, LBC, BAA, A&S
Dec/16	Final FFE Docs for Bid	SAI/DTI/SLD
Dec/16 to Mid Jan/17	Furniture Bids	SAI/DTI/SLD
Jan-Feb/17	Furniture Order Placements	SAI/DTI/SLD
Nov/Dec/17	IT Installations	GC, DTI
Nov/Dec/17	Furniture Installation	GC, BAA, A&S, SAI, DTI
Dec/17	Substantial Completion and Occupancy	GC, BAA, DTI, LBC
Mid Jan/2018	Punchlist	GC, BAA, A&S, DTI, BBC, GIA, RDK, SAI
Dec- Jan 2018	Commissioning	GC, BAA, RDK, DTI
TBD	LEED Submission	GC, BAA, RDK, GIA, DTI, SLD
Jan/2018	Wrap up and close out	BAA, LBC, DTI

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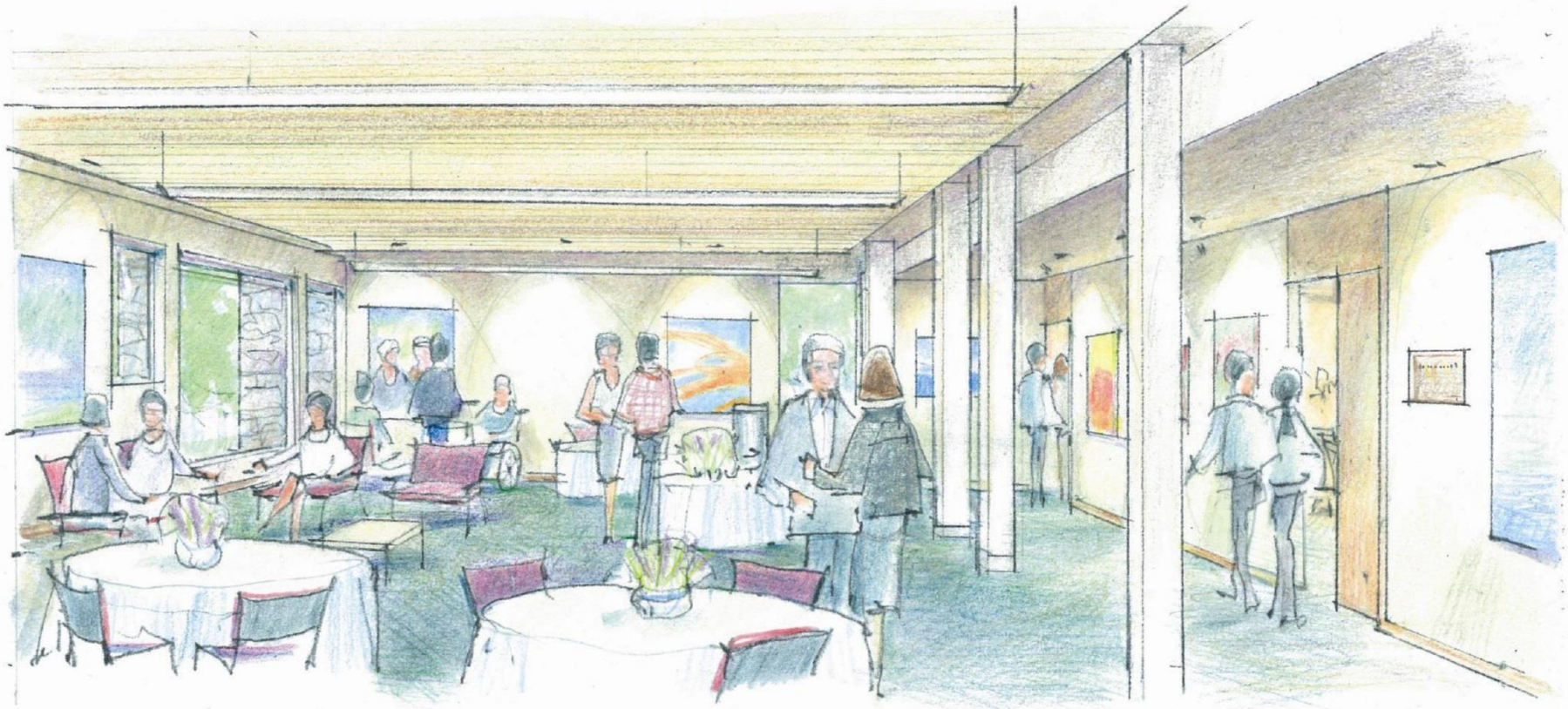
Library Addition – view from Sanger Street

Library Addition – view from Police Station

Children's Room (upstairs – addition)

Community Room (downstairs addition)



Sherborn Library Project Update:
With thanks to many….

CAMPAIGN STEERING COMMITTEE
Steven E. Borgeson, Chair
H. Stacey Brandon
Alexandra G. Morrill
Henry J. Rauch
Steven L. Solomon
Richard Toney
Dudley H. Willis

LIBRARY TRUSTEES
Mary O. Moore, Chair
Kristiina Almy
Brian Connolly
H. Stacey Brandon
Bruce Eckman
Christopher Kenney
James W. Murphy
Henry J. Rauch
Jennifer R. Searle

LIBRARY BUILDING COMMITTEE
James D. Kolb, Chair
Mark Brown
Roger L. Demler
Christopher Kenney
Richard Littlefield
Alexis Madison
Adam Page
Heather Willis
Elizabeth Yon

SHERBORN LIBRARY STAFF
Elizabeth Johnston, Library Director
Donna Bryant, Public Services Librarian
Cheryl Ouellette, Children's Librarian
Cynthia Hinckley, Tech. Svcs. Librarian
Jenn Collins, Library Assistant
Gwenyth Swain, Library Assistant
Christine Lam, Library Assistant
Aiden Thomas, Library Assistant