



OWNER REPRESENTATION | CLERK-OF-THE-WORKS | BUILDING INSPECTION
 COMPREHENSIVE PROJECT MANAGEMENT | ESTIMATING AND SCHEDULING

08.20.2019

MEETING MINUTES

Attendees: Cynthia Dalrymple, John Dumville, Theresa Manning, Ezra Morency

SAFETY

CONTRACTORS ON SITE

1. 3 workers from Upland Construction on site
2. Electrician on site

DISCUSSED

1. Adding a data line to the West of the book drop on Ground level
 - a. This is for a desk and a computer stationed here for book checkout for children
 - b. The Library had always had it at this location, it was just not drawn in.
 - c. Library will pay for additional data line and labor
 - d. Library needs to tell Key Communications about the additional data jack
 - e. Peter of Upland Construction was informed. Him and the Electrician started adding the additional data line.
2. Additional coat rack locations
 - a. Finalize with Jay and Patrick next week
3. Furniture layout will be discussed and finalized next week
 - a. Maybe 4 little tables on wheels in Children Area; that would be placed around the structural post that is remaining?
 - b. Maybe place a bench and some Chairs at East end of 2 floor in the 4 bookcase area
4. Should we have the meetings at 10 am now?
 - a. We are still there now when the Library opens

SCHEDULE

1. Drywall was delivered and will begin again tomorrow. They will be done next Wednesday.
2. Exterior trim is being installed

OPEN

1. Send approved shop drawings and submittals to VIS (being done regularly)
2. Coat Racks location
 - a. See if ok in the entry vestibule
 - b. Pegs for coat racks. Not shelves and rod
 - c. One lower and one higher peg board in Children Area?
 - d. One peg board in Entry Vestibule?

Patrick will be gone 8/19-8/23.



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BUDGET

Original Contract Sum:	737,451.00
Concrete Cutting Up Charge:	2000.00
Windows: Change to standard finish	-700.00
Windows: Change to standard hardware	-2000.00
Steel beam/posts not required below Main Floor Arch:	-500.00
Credit Electric baseboard heat	-2582.00
Elevator Model Change	-3054.00
Earthwork revised quote Northwoods vs Peeler	-14,950.00
Add 12" Cellulose at existing Attic	1840.00
Add 3" Sound insulation between floors	3450.00
Add Automatic door opener (handicap paddles)	3220.00
Add Concrete dumpster pad	1380.00
Add Electric baseboard heat at Vault area	1035.00
Temp Electric Service	977.74
Upgrade Electric Service to 300 amps	2180.00
Add Rinnai Backup Heaters	11960.00
Additional Joists sistered onto drilled joists	
Additional joists added to strengthen old joists	
Additional emergency light	
Adjusted Fire Alarm pricing	
Breakroom add concrete to make level	
Additional Locks and Doors	
Additional Framing/Drywall for Distribution Box / Heat Pump	
Total Savings:	-23,786.00
Total Upcharge:	+28,042.74
Total Change Orders:	4256.74
Upland Original Contingency:	19,550.00
Total Change Orders:	- 4,256.74
Upland Adjusted Contingency:	15,293.26
Total Cost of Project:	737,451.00



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Library Contingency:

Add 3 window seats	2070.00
Granite Corner Stone:	Library Pay Directly
IT:	2344.13
Fan:	571.00
Trash Receptacle:	549.00
Accent Lighting for Donor Wall	
Change of Existing Lighting in History Room	
Sidewalk to trash	
New Lighting layout for Main Room	
Child Tamper Proof Outlets	
Switch sink location with water fountain location (109, 112)	

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 VIS Construction Consultants