



**Central Branch Renovation Committee Minutes
Meeting 2017-02 held Friday, February 10, 2017 – 8:30 AM
Poolside Training Room – Artillery Park**

In attendance:

Library Board: Monica Stewart (Committee Chair), Barbara Aitken, Claudette Richardson

KFPL Staff: Laura Carter (Director, Branch Experience), Patricia Enright (Chief Librarian / Chief Executive Officer), Mary Glenn (Administrative Support), Andrew Morton (Manager, Facilities), Chris Ridgley (Budget Analyst)

City of Kingston: Rob Crothers (Project Manager, left the meeting at 9:15 AM); Speros Kanellos (Director, Facility Management and Construction)

Regrets: Ralph Gatfield

Agenda attachments:

- Financial update (including Relocation)

1. Approval of Agenda

R. Crothers reported that the City's legal counsel advised that because the City is the owner of the building, tender documents were to follow the City's process rather than the Library's. This will be discussed later in the meeting (under 3.2) and should be raised at the Project Management Committee (PMC) meeting on February 27.

It was moved by M. Stewart and seconded by S. Kanellos that the agenda be approved as distributed. Carried

2. Minutes of January 6, 2017

It was moved by M. Stewart and seconded by S. Kanellos that the public minutes be approved as distributed. Carried

It was moved by M. Stewart and seconded by S. Kanellos that the In Camera minutes be approved as distributed. Carried

3. Business Arising from the Minutes

Selection of the Children's furniture and consultation with the Municipal Accessibility Advisory Committee (MAAC) (from 4.4) will be added to the Action Items chart.

S. Kanellos said that one main component of wayfinding is signage for the front of the building and things that need to be considered are placement and location of the main sign, lighting, and the possibility of an electronic or digital sign. A. Morton arrived at this time (8:35 AM). S. Kanellos will arrange for a meeting with key library staff before the tender closes to discuss signage and wayfinding so that any changes (type of sign, location of the sign which might impact things such as a power source) are incorporated into the tender before the tender closing.

3.1. Service Agreement with the City of Kingston FMCS

S. Kanellos reported that a draft has been prepared and an agreement will be presented at the next meeting.

There was brief discussion regarding project management costs. S. Kanellos explained that the proposal is to keep costs to a minimum; however, at the same time City staff are required to charge for actual time spent on the project. Library representatives expressed concern because the City facility management team is short-staffed at the moment. S. Kanellos gave assurance that the project will get the attention it needs.

3.2. Tendering Process (added to the Agenda)

The City's legal counsel advised that because the City is the owner of the building, the City's tendering and procurement policy would need to be followed. S. Kanellos reported that this change resulted in many changes that had to be made to the tender documents.

There were several concerns expressed by library representatives regarding this change and it was felt that this has put the library in an untenable situation. A board member stated that it was clearly discussed at the June 27, 2016 PMC meeting, reiterated at the September 26 meeting, and is clear in the Terms of Reference that the Library's process was to be used. The Library has its own Procurement Policy and the process agreed to is in the Building Charter.

It was asked whether the City's legal counsel were apprised of the discussion in the minutes and what had been agreed to for the Terms of Reference and the Building Charter. It was asked that the Mayor, who will be required to sign the documents, be apprised. There was also a concern with the possibility of additional costs for project management fees because of the additional time involved.

Other library staff and board members also expressed concern. City council approved the capital budget for the renovation project. The library has been following its own procurement policy for years for many projects including the building of Calvin Park branch. The library appears to be caught between two departments. There were concerns with mixed messages to the contractors. It was felt that this does not reflect well on the City.

S. Kanellos will speak with D. Leger and legal counsel and report back. He will also ask for clarification particularly with regards to how this might impact future library projects. For example, what impact would this have on a future library roof replacement project?

This will be added to the next PMC agenda.

It was acknowledged that the change in the tendering process created extra work for the City facilities management staff. Library board and staff expressed their appreciation to R. Crothers and S. Kanellos for making the changes to the tender and getting it out in a timely way.

3.3. Relocation of Operations

There was nothing new to report.

4. Updates

4.1. Communication Plan

It was reported that the library has received a donation from the Lions Club for the Children's area. Although the donation will not become part of the budget, it was suggested that this be included in the construction or the FF & E contract.

4.2. Project Design

R. Crothers reported that the first addendum has been prepared, mostly for clarification. He reported that a few changes resulted from the constructability review and some changes were administrative but there is nothing major in terms of change to design.

4.3. Project Schedule

The tender closes on March 1 and the contractor will be given 24 hours to submit a detailed breakdown of their pricing for the project. All things being equal, we will accept the lowest bid and should have a recommendation quickly. P. Enright, A. Morton, L. Carter, R. Crothers and S. Kanellos will be at the tender opening.

S. Kanellos reported that in order to help stay on schedule, the contract has been prepared in advance and has been reviewed by the purchasing department, copied to the library for comment, and the legal department has been given a heads up. S. Kanellos will follow up to make sure things are in place ahead of time to help avoid delays.

S. Kanellos reported that often an additional week or so is needed before the contract can be executed, i.e. to ensure the general contractor has things such as insurance in place. The last person to sign the contract will be the Mayor and the earliest would be March 7 but realistically, it is expected this would happen closer to March 14.

Library representatives expressed a concern with the timelines. S. Kanellos said that another option would be to have work such as the demolition begin before the contract is signed by having a quick agreement done up for that part of the work. R. Crothers added that the documents include a requested completion date of March 1, 2018 which would keep us on schedule. R. Crothers left the meeting at this time (9:15 AM).

4.4. Quality Control Plan

It was reported that the City Mechanical / Electrical Manager and the Commissioning Agent have reviewed the drawings and as a result there have been some changes to the addendum.

4.5. LEED Report

S. Kanellos asked if the library would consider changing one of the parking spaces to a carpooling space in order to earn 2 LEED points. It would have to be one of the library spaces because the City-administered parking spaces can't become a carpool space.

The library will not pursue this because it would be too difficult to do this with a staff parking space. A security code is needed to access those spaces, there is a long waiting list of staff waiting for a spot, and additionally staff pay for their parking space.

4.6. Commissioning Report

It worked well to have the commissioning agent look at the specs (constructability review) for a reasonable cost.

5. Closed meeting:

There was nothing for discussion that required a closed meeting.

5.1.1. Project Scope / Project Budget / Project Schedule

S. Kanellos reported that the first addendum requests pricing for additional brick replacement to give us the ability to have more brick work done if needed and if the budget allowed. S. Kanellos will follow up to see if the addendum includes work such as pointing.

Budget

C. Ridgley reviewed the relocation budget and reported that there is very little change. The storage of moving boxes is no longer needed and will be removed from the budget. The only projected item left is the move back in.

C. Ridgley reported that the budget has been revised to align with the Class A budget estimate which has been received. She reported that there has been an increase in the furniture budget and the contingency budget has been adjusted accordingly.

S. Kanellos suggested that the budget items not be adjusted but that the original budget items be kept with the difference to come from the project budget or the contingency budget. He had a concern with increasing the budget and decreasing the contingency budget at this point.

There was discussion and the preference of library staff and representatives was to reflect the new budget items which have been confirmed. The earlier budget was a temporary budget and it was felt that it is cleaner to include confirmed budget amounts, with any changes moved to contingency. There are items for which we are still waiting on prices and the budget is still in flux. The recommendation from S. Kanellos was acknowledged, however it was agreed to maintain the format presented by the Library.

Library staff asked what the process would be with regards to the invoices now that the tendering process is going through the City's process and who the invoices would be made out to. There were concerns with how it might impact the Library's financial audit process.

S. Kanellos believes that nothing else has changed and that invoices will still go first to the architect from the general contractor. The architect will review and certify the invoice for payment and send them to the City for review. S. Kanellos said that he believes invoices would still go to library staff for review before the invoice is paid, however, he will follow up and report at the next meeting.

5.1.2. Risk Management Plan

S. Kanellos reported that he has received mostly minor comments regarding the site plan application. The one thing that was flagged is that we need to provide a control manhole and sampling chamber. This must be accessible 24/7 and the consultant will include this. MAAC has reviewed the site plan application and also identified a few things. Before the last addendum goes out, a checklist will go to MAAC to make sure we have caught all FADS related issues. S. Kanellos has also received comments from the City Planner and although a few minor things (such as the colour of the concrete pavers) were mentioned it appears that there are no heritage concerns.

Once we receive all the comments from the site plan application, it will be forwarded to the consultant to be addressed. Once the consultant has addressed the comments, the application will be recirculated to the City and the Library before it is re-submitted. We want to make sure we capture anything that might impact the construction drawings.

S. Kanellos confirmed that the site plan process is moving along and that he expects to receive comments regarding the building permit shortly. He also confirmed that all pre-qualified bidders have indicated that they will be submitting a bid.

At the last meeting there was discussion regarding millwork. L. Carter reported that this could be discussed at the same time we meet with the architects to discuss signage and wayfinding. The products have been chosen but the colour and the fabric have not been chosen. MAAC has been consulted during the process and have been supportive and will be consulted before the final sign off.

S. Kanellos reported that although we do not expect to find anything, we will monitor and have a plan in place for things such as oil contamination, or discovery of human remains or archaeological findings, when the front is dug up.

A. Morton reported that the last of the three boilers at Central branch has failed and a decision was made to repair one of them. L. Carter will post an update on the library website explaining that the library lights need to stay on around the clock while we are waiting for the boiler to be repaired because we are running temporary heaters throughout the building and the building works on a breaker system.

6. New Business / Other Business:

There was no other business.

7. Adjournment and next meeting date:

The meeting was adjourned at 10:00 AM. The next meeting will be held on Friday, February 24, 2017 at 8:30 AM – Artillery Park – Poolside Training Room.

Appendix A – Action / Follow up items

Action Items	Who	✓	Comments
4.2. Budget - will find out what is included in the signage and wayfinding budget line.	L. Carter		Waiting for response from consultant
4.2 A Morton will confirm the IS&T Budget estimate with Phoneworks.	A. Morton		Required for budget confirmation
Wayfinding – bring a recommendation or strategy	R. Crothers		
4.4 consult with MAAC regarding the selection of Children’s furniture	L. Carter		

Action Items	Who	✓	Comments
3.2 Tendering process <ul style="list-style-type: none"> - Add to the February 27 PMC meeting agenda - Inform legal counsel and mayor regarding decisions made at PMC and included in Terms of Reference and Charter - Get clarification, particularly with regards to how this might impact future projects. i.e. would this impact a future library roof replacement? - Invoices - check on the process and on who the invoices will be made out to 	C. Ridgley S. Kanellos S. Kanellos S. Kanellos		
5.1.1 Make sure things are in place ahead of time for the signing of the contract to avoid delays.	S. Kanellos		
5.1.1 Check if the section regarding brick work in the Addendum includes work such as pointing.	S. Kanellos		