

A solid olive green rectangle serves as a background for the text.

PHASE 3 RENOVATION UPDATE

Phase 3 Updates: July 2023

Construction work kicked off on July 5. Leading up to July 5, staff worked hard to relocate, disassemble, and store the following items:

- Circulation Desk contents downsized and moved to the Youth Room
- Youth Room media shelving were disassembled and placed in storage
- Sorter was disassembled and placed in storage
- Teen Scene materials were shifted to the west side of the Birkerts wing and the shelving was disassembled and placed in storage
- Book Club Books were weeded and moved to the low shelves in the Claudia Ireland Room
- Hold Shelving was transferred to the Grand Hall, just outside the Claudia Ireland Room
- Perennials, shrubs, and the serviceberry tree in the garden outside the front entrance were transplanted to the west side of the Birkerts addition.

Staff members have been flexible, creative, and full of hustle during this last month of turmoil, moving, heavy lifting, and change! Everyone jumped in to make sure that everything was swiftly moved, patrons were helped with smiles, and everyone found their way around the new changes. Additionally, everyone offered lots of helpful suggestions and feedback to make sure that this transition went so smoothly. We are fortunate to have such a collaborative and hardworking team here.

AIA Construction Management Contract

The AIA contract for Construction Management services was executed by all parties on June 8. The GMP for the project is \$3,677,232. A project budget to date can be found following this report.

Project Communications

On July 7, we sent an informational email about the project to our email contacts. The email shared details of the project, how to enter the building, and how to find items in the library.

Project Logistics

The construction fencing is now in place and interior walls have been hung to block patrons from entering the construction zone. Signage has been placed on each side of the fence sharing information about the project and how to access the building.

Owner-Architect-Contractor (OAC) Meetings

Starting July 19, all OAC meetings will be held in person on the project site. The minutes of past meetings can be found on the following pages.

Contingency

The project has a total contingency of \$141,966. The contingency has been used for three items so far:

Carpet tiles for study room area	\$6,710
Jersey Barrier Fencing	\$34,309
Cove Lighting above Study Rooms	\$11,450

The amount remaining in the contingency is \$89,497.

Progress Photos



New directional vinyl floor stickers made in the Idea Lab.



Signage on construction fencing.



View into old Teen Scene.



View of previous sorter room and old Teen Scene.



View of demolition after Circulation desk was removed.



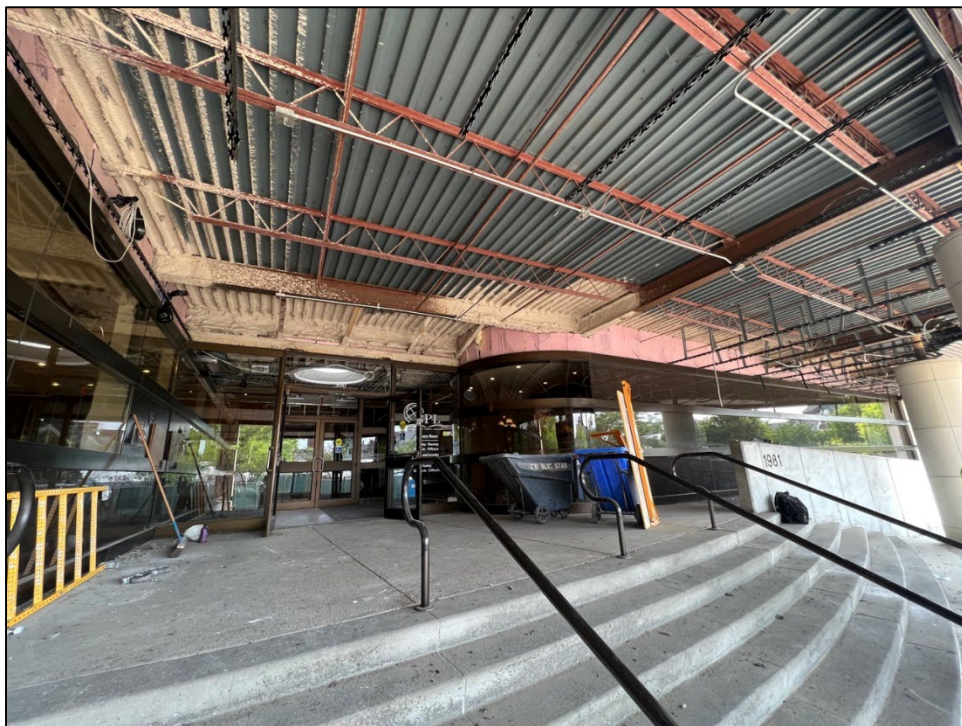
View into the former Circulation area from Idea Lab.



View of west side of former Circulation area (Idea Lab on left)



View of east side of former Circulation area.



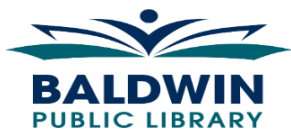
View of exterior ceiling under demolition.



View of vestibule ceiling during demolition.



View of exterior book drop after removal of door.



Rebekah Craft <rebekah.craft@baldwinlib.org>

Updates about Baldwin's Expansion & Renovation: Front entrance, Circulation Desk & Lobby

2 messages

Baldwin Public Library <newsletters@baldwinlib.org>

Thu, Jul 6, 2023 at 9:52 AM

Reply-To: newsletters@baldwinlib.org

To: rebekah.craft@baldwinlib.org



Baldwin Public Library
LEARN. CONNECT. DISCOVER.

Updates about Baldwin's Expansion & Renovation: Front entrance, Circulation Desk & Lobby

Our third and final phase of renovations started July 5. The project will last approximately 9 to 10 months and is expected to be completed in April 2024.

Read more about the project at www.baldwinlib.org/renovation

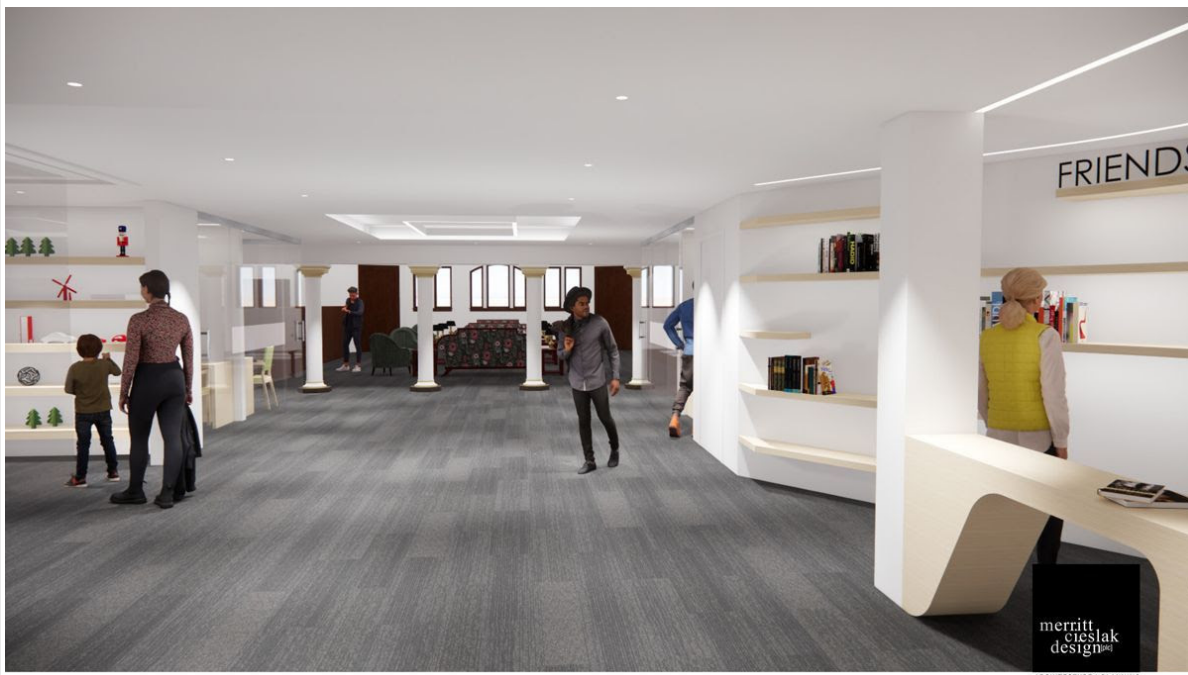
If you'd like to receive periodic updates about the project, please sign up for the Renovation mailing list [here](#).

First Steps

- A new, accessible ramp has been installed on Martin Street.
- Barricades have been set up along Merrill and Bates Street and no parking is available on the sides of the street closest to the library.
- Starting Friday afternoon, July 7, please use the new temporary front entrance on Martin Street through the Children's Garden & Terrace.

Interior Renovation

- Our former circulation area will be renovated to add a dedicated Friends of the Baldwin Public Library sale area, four new study rooms to fit 2 people each, and an expanded staff office area.
- This portion of the project is expected to be completed in October 2023.



Where can I find...?

- **The checkout desk** – Inside the Youth Room terrace door



- **My holds** – In the Grand Hall on the wall outside the Claudia Ireland Room



- **Friends Used Books and Media for sale** – In the center of the Grand Hall



- **Hot Picks** – On the shelving next to the Adult Services Desk



- **New Non-fiction** – Along aisle 9 in the Adult Services area



- **Teen / YA materials** – Aisles 18, 19, and 20 of the Adult Services wing.



- **Idea Lab Entrance** – through the hallway adjacent to the Adult Services computers



- **Curbside Pickup** – On Chester Street at the library's loading dock



- **Street Side Drop Box** – On Martin Street at the corner of Bates. Note: You will need to park your car in the adjacent spot to access the drop box.



Where do I return items?

- At the street side drop box on Martin
- To a staff member at the circulation desk

More Project Information

1. Based on public input, Baldwin's third and final phase of improvements will bring the following benefits to our users:

- Expansion of the Front Entrance by 2,000 square feet
- Accessible, street-level entrance with interior ramp and passenger elevator
- Renovation of 3,000 square feet of interior space
- Energy-efficient, glare-reducing glass from floor to ceiling
- New furniture, flooring, and lighting
- New café and collaboration space with vending machines
- Dedicated sale area for the Friends of the Baldwin Public Library
- Addition of four new enclosed study rooms
- Outdoor terrace and gardens to visually connect with Shain Park

2. Construction will begin on July 5, 2023, is expected to last 9-10 months, and will be completed by April 2024. The library will remain open throughout the construction project.

3. Library materials will continue to be available and library programming will continue to be offered. Curbside pickup will be available on Chester Street at the library's loading dock. Please ask any staff member for help locating materials or meeting rooms.

4. The library's street side drop box has been relocated to Martin Street. An adjacent parking spot on Martin Street is reserved for users returning items to the drop box. The automated materials return system will be unavailable and out of service until the new entrance reopens in spring 2024.

5. No new taxes will appear on your tax bill as a result of this construction. The project is paid for with the library's existing voter-approved millage.

If you'd like to receive periodic updates about the project, please sign up for the Renovation mailing list ([click here](#)).

The latest on Instagram

Baldwin Public Library: PHASE 3 RENOVATION BUDGET

	Current Budget
Renovation Costs	
Constr. Costs incl. FOL counter, Study Rooms, Snow Melt	\$ 3,429,574
Deduct alts - Skylight \$239,030 and Light Cove \$11,450*	
Construction Manager Fee (2.5%)	\$ 91,114
Liability Insurance	\$ 14,578
Owner's Contingency	\$ 141,966
Guaranteed Maximum Price	\$ 3,677,232
Other Costs: not coordinated by PCI Dailey	
Architectural Fees	\$ 264,000
Engineering Fees	\$ 19,210
FFE & AV/Low Voltage Wiring	\$ 115,000
Furniture Moving (Elevator Room, Circ Desk, Teen, Etc)	\$ 5,000
Signage made by Idea Lab	\$ 1,000
Endowment plaque installation	\$ 1,750
Artpack: Siberian Ram sculpture relocation/storage	\$ 19,800
Sorter Relocation	\$ 50,000
TOTAL: Other Costs	\$ 475,760
GRAND TOTAL	\$ 4,152,992

Funding Sources	
Millage up to Headlee Cap for FY21-22 through FY25-26	\$ 3,353,057
Existing Millage/Cash Reserves	\$ 237,943
Transfer from Library Trust	\$ 561,992
TOTAL FUNDS	\$ 4,152,992

Deduct alternates*

Skylight	\$ 239,030	Remove
Friends counter	\$ 5,300	Keep
Study rooms	\$ 34,730	Keep
Light cove	\$ 11,450	Keep
Snow melt	\$ 85,110	Keep

Budget Approvals

Construction (FY23-24 Budget)*	\$ 3,677,232
Arch. Svcs: Constr. Admin (FY23-24)	\$ 20,000
Arch Svcs (paid in FY22-23)	\$ 244,000
Other expenses (FY23-24 Budget)	\$ 211,760
TOTAL FUNDS	\$ 4,152,992

*Requires FY23-24 budget adjustment

Additional Trust Funds Available

Trust

Van Dragt Donation	\$ 74,909
General Spendable Funds	\$ 362,164
Building Funds	\$ 325,473
TOTAL	\$ 762,546
Trust funds used for project	\$ (561,992)
Remaining funds after project	\$ 200,554

Baldwin Public Library: PHASE 3 RENOVATION EXPENDITURES

	Current Budget	Paid to Date	Projected	(Over)/Under Budget
PCI Dailey Construction Costs*	\$ 3,677,232	\$ 54,959	\$ 3,677,232	
Pay Application #1 - Bidding Assistance & Perf. Bond		\$ 54,959		
Architectural Fees	\$ 264,000	\$ 245,000	\$ 264,000	
Fees paid through June 2023		\$ 245,000		
Engineering Fees	\$ 19,210		\$ 19,210	
FFE & AV/Low Voltage Wiring	\$ 115,000		\$ 115,000	
Furniture Moving	\$ 5,000		\$ -	\$ 5,000
Signage made by Idea Lab	\$ 1,000		\$ 1,000	
Endowment plaque installation	\$ 1,750		\$ 1,750	
Siberian Ram sculpture relocation/storage	\$ 19,800	\$ 7,673	\$ 14,850	\$ 4,950
Deposit - 5/30/23		\$ 3,400		
Removal fee - 6/10/23		\$ 4,273		
Sorter Relocation	\$ 50,000		\$ 65,000	\$ (15,000)
TOTAL	\$ 4,152,992	\$ 560,305	\$ 4,158,042	\$ (5,050)

<i>*Construction Contingency</i>	<i>Total</i>	<i>Remaining</i>	<i>Used</i>
	\$ 141,966	\$ 89,497	\$ 52,469

Updated 7/14/2023

Current Contingency / Allowance Expenditure 6-28-23

Allowance Description	Starting Balance	Usage	Amount Remaining	Reason for Usage
Contingency	\$ 141,966.00	\$ 52,469.00	\$ 89,497.00	Additional stock carpet tile, Jersey Barriers w/ fence panels and screen, Light Cove
Layout / Testing	\$ 29,200.00		\$ 29,200.00	
Temporary Fencing	\$ 15,536.00	\$ 15,536.00	\$ -	Jersey Barriers w/ Fence Panels and Screen
Temporary Ramp Maintenance / Repairs	\$ 15,000.00		\$ 15,000.00	
Additional Demolition Related to Field Conditions	\$ 10,000.00		\$ 10,000.00	
Coordinating Shoring between trades	\$ 3,500.00		\$ 3,500.00	
Removal of bad soil & import sand for steps	\$ 4,100.00		\$ 4,100.00	
Winter Conditions for Concrete	\$ 31,875.00		\$ 31,875.00	
Remove Dampproofing off foundation	\$ 5,000.00		\$ 5,000.00	
Power Wash exposed foundation walls-Sealer	\$ 3,000.00		\$ 3,000.00	
Misc. Masonry/Limestone Repairs	\$ 7,500.00		\$ 7,500.00	
Misc. structural & Other Fabr not detailed	\$ 10,000.00		\$ 10,000.00	
LULA Elevator SWL Lifting Beam	\$ 9,000.00		\$ 9,000.00	
Shop Drawing Revisions - Millwork	\$ 5,000.00		\$ 5,000.00	
Rework existing glass for Book Sorting	\$ 4,500.00		\$ 4,500.00	
Misc. Patching / Ceiling Repairs / Access panels	\$ 12,000.00		\$ 12,000.00	
Alternate Schluter May Be Required	\$ 3,000.00		\$ 3,000.00	
Flooring	\$ 4,034.00		\$ 4,034.00	
Touchup Painting	\$ 3,000.00		\$ 3,000.00	
Bondo and Painting of Columns	\$ 2,000.00		\$ 2,000.00	
Exterior Signage	\$ 6,000.00	\$ 5,197.00	\$ 803.00	New Exterior Signage for South Face of Building
Install carpet in elevator (Not Indicated)	\$ 600.00		\$ 600.00	
Additional Sprinkler Heads / Rework for Design	\$ 2,000.00		\$ 2,000.00	
Nanawall drain tile work - To Be Designed	\$ 5,000.00		\$ 5,000.00	
Possible Sump Pump Requirement for LULA	\$ 15,000.00		\$ 15,000.00	
Shift work in Youth Area, Tracing Circuits	\$ 5,000.00		\$ 5,000.00	
Crawl to Overhead determination	\$ 2,500.00		\$ 2,500.00	
Security LV Allowance	\$ 5,000.00		\$ 5,000.00	
Engineering for Flagpole if Needed	\$ 1,000.00		\$ 1,000.00	
Book Return / Bike Racks	\$ 4,050.00		\$ 4,050.00	
Temporary Partitions & Protection	\$ 38,254.00		\$ 38,254.00	
Temporary Heat	\$ 15,000.00		\$ 15,000.00	
	\$ 418,615.00	\$ 73,202.00	\$ 345,413.00	



BPL Phase 3 OAC Meeting Minutes: Meeting #4

Meeting Date Jun 21, 2023 **Meeting Time** 11:00 AM - 12:00 PM Eastern Time (US & Canada)

Meeting Location

Overview Meeting for the Baldwin Public Library Phase 3 Project

Notes

Attachments

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Steve Schneemann			ss@mcdarchitects.com	
Mary Cay Lancaster	MCD Architects		mc@mcdarchitects.com	
Paul Danko	PCI Industries, Inc.		pdanko@pcidailey.com	
Tyler Wilson	PCI Industries, Inc.		twilson@pcionesource.com	

Submittals

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Pending Submittals				Open
Description Submittals currently in A/E Court: <ul style="list-style-type: none">• Masonry Submittals• CFMF Engineered Full Drawings• Book Return• Bike Rack• Kawneer Clear Wall Framing System - Need Approved Submittal• Steel Drawings• Window Shades• Interior glass systems and hardware• Glazing Product Data• Plumbing• Millwork Remaining Submittals• Plaster• Exterior Signage Shop Drawings Submittals currently in Contractor's court <ul style="list-style-type: none">• Fabricated Plaster Trim Sample - Currently being researched• Sample of Alternate Stair Nosing - Currently being researched. Submitted sample cannot be curved so alternates will be submitted.• C5 Lighting Submittal• Roofing Detail 1/A404						

Outstanding Submittals:

- Landscaping
- Concrete
- Glass & Glazing (Shop Drawings)
- Fire Suppression - Site Visit to review existing conditions 6/21
- Stainless Steel Handrails

Official Documented Meeting Minutes

Kawneer framing system was resubmitted without the snap on attachment for the additional depth. Current system is 6 5/8" to avoid additional delays in Canada. MCD to formally approve and release.

Previous Meeting Minutes

Jun 14, 2023

It was stressed that Millwork and Lighting are critical submittals to approve as soon as possible as they will affect the project schedule. Nanawall was approved post meeting and is approximately 26 weeks out.

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	RFI 1: HVAC Work Above Reception Desk				Open
Description RFI initiated 5/5 Response to RFI #1 indicated a forthcoming bulletin on 5/10. Bulletin Status?						
Official Documented Meeting Minutes Bulletin for this change and all other changes to be provided on 6/28.						
Previous Meeting Minutes Jun 14, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	RFI 2: Paint Colors				Open
Description RFI Initiated 5/11 Initial response on 5/12 indicated paint colors would be selected the following week. Follow up response on 5/30 indicated no date had been given.						
Status?						
Previous Meeting Minutes Jun 14, 2023 <i>(None)</i>						

MCD will submit Bulletin #1 during the week of 6/25/23. This will include paint colors.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	3	RFI #8: Stainless Steel Monument Box/Cover				Open
Description EJ does not manufacture a monument box/cover in stainless steel.						
Previous Meeting Minutes Jun 14, 2023 Steve will get with civil engineer to discuss potential options and reach out to manufacturer for recommendations if proposed options are not suitable.						

Procurement / Long Lead Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	HVAC				Open
Description HVAC Items have been approved. Awaiting ship dates.						
Previous Meeting Minutes Jun 14, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Nanawall				Open
Description Nanawall is approximately 25 weeks out. Awaiting ship date.						
Previous Meeting Minutes Jun 14, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Light Fixtures				Open
Description Light fixtures are ordered. Awaiting ship date. Light Cove was added back to scope and may be installed after first phase is complete.						
Previous Meeting Minutes Jun 14, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Curtain Wall System				Open
Description MCD provided final glass layout on 6/6. PCI-Dailey working to finalize submittals. Should have shop drawings next week.						
Previous Meeting Minutes Jun 14, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.5	1	Lula Elevator				Open
Description Shop drawings approved as noted. A4 access to confirm comments will not be an issue.						
Official Documented Meeting Minutes LULA elevator will be moved approximately 20" north of what is shown on the current drawings. This will be updated on a single bulletin with all the other changes discussed thus far on 6/28.						
Previous Meeting Minutes Jun 14, 2023 LULA elevator will require movement of elevator shaft which will be addressed in Bulletin #2 set to be completed at end of month prior to construction start. This will shift the LULA elevator 90 degrees.						

Owner / AE Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Low Voltage / AV				Open
Description Has a contractor been selected for this work?						
Previous Meeting Minutes Jun 14, 2023 <i>(None)</i>						
<i>Jamie and Rebekah will work with MCR and Presidio to make sure all wireless access points and ethernet ports are noted on the drawings. MCD will incorporate and update the drawings to add these fixtures.</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.2	1	Decommission of Existing Systems				Open
Description Have plans been laid to remove items from the work spaces? <ul style="list-style-type: none"> Book sorter, book shelves, content, book returns, etc 						
Official Documented Meeting Minutes <i>Rebekah & Jaclyn confirmed the Library is on track for us to begin work.</i>						
Previous Meeting Minutes Jun 14, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.3	1	Permit Status / City Reviews				Open
Description Have revised drawings been issued to the city for permit approvals?						
Official Documented Meeting Minutes <i>Permit should be issued next week per Bruce. The city engineers were planning to meet directly with Nowak & Frauss this week to discuss the couple remaining items, but this will not hold up construction activities.</i>						
Previous Meeting Minutes Jun 14, 2023 City is working directly with Nowak & Frauss for a few minor civil changes which should be completed next week. Permit to be issued shortly thereafter. Project signage email was sent to Jeff to follow up with Mike and Bruce.						

Schedule & Site Progress

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Schedule				Open
Description No updates to current schedule. Work is set to commence with barricades / temp ramp on 7/5/23.						
Previous Meeting Minutes Jun 14, 2023 <i>(None)</i>						

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Billing				Open
Description Billing will be submitted for month of June to Steve via docusign next week.						
Official Documented Meeting Minutes <i>Executed hardcopy of contract was received on 6/23.</i>						
Previous Meeting Minutes Jun 14, 2023 Executed contract received and billing has been approved by Steve.						

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.
 Please contact PCI Industries, Inc if there are any discrepancies or questions with the content of these minutes.



BPL Phase 3 OAC Meeting Agenda: Meeting #5

Meeting Date Jun 28, 2023 **Meeting Time** 11:00 AM - 12:00 PM Eastern Time (US & Canada)

Meeting Location

Overview Meeting for the Baldwin Public Library Phase 3 Project

Attachments

Scheduled Attendees

Name	Company	Phone Number	Email
Steve Schneemann		Rebekah Craft Jaclyn Miller Bruce Johnson	ss@mcdarchitects.com
			mc@mcdarchitects.com
Paul Danko	PCI Industries, Inc.		pdanko@pcidailey.com
Tyler Wilson	PCI Industries, Inc.		twilson@pcionesource.com

Submittals

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Pending Submittals				Open
Description Submittals currently in A/E Court: <ul style="list-style-type: none">• Masonry Submittals• CFMF Engineered Full Drawings• Book Return Approved 6/27• Kawneer Clear Wall Framing System - Need Approved Submittal• Roofing Detail 1/A404 Duralast system requires 90 degree edge for counterflashing against existing limestone• Window Shades To match existing shades in Grams Discovery Room• Interior glass systems and hardware returned 6/27• Glazing Product Data MCD will revise and submit 6/27• Plumbing• Millwork Remaining Submittals• Plaster• Exterior Signage Shop Drawings• Concrete Accessories• Fire Extinguishers• Shoring Shop Drawings/Calculations• Electrical poke-thrus• Electrical Surface Raceways Submittals currently in Contractor's court <ul style="list-style-type: none">• Fabricated Plaster Trim Sample - Sample being constructed• Sample of Alternate Stair Nosing - RFI updated with samples and company contact information for MCD to discuss.• C5 Lighting Submittal						

- Steel Drawings
- Mortar Samples - Shipping this week to PCI-Dailey Offices

Outstanding Submittals:

- Landscaping
- Concrete Mix Design & Re-Steel Shops
- Glass & Glazing (Shop Drawings)
- Fire Suppression - Site Visit to review existing conditions 6/21 & 6/27 **Will be ready by 6/30**
- Stainless Steel Handrails

Previous Meeting Minutes
Jun 21, 2023

Bulletin will be coming from MCD by 7/6. Bulletin will include new elevator adjusted location, removal of skylight, and will show all changes to drawings.

Kawneer framing system was resubmitted without the snap on attachment for the additional depth. Current system is 6 5/8" to avoid additional delays in Canada. MCD to formally approve and release.

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	RFI 1: HVAC Work Above Reception Desk				Open
Description RFI initiated 5/5 Response to RFI #1 indicated a forthcoming bulletin on 5/10. Bulletin Status?						
Previous Meeting Minutes Jun 21, 2023 Bulletin for this change and all other changes to be provided on 6/28.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	RFI 2: Paint Colors				Open
Description RFI Initiated 5/11 Initial response on 5/12 indicated paint colors would be selected the following week. Follow up response on 5/30 indicated no date had been given. Status? Answered 6/28 and will be included in Bulletin #1						
Previous Meeting Minutes Jun 21, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	3	RFI #8: Stainless Steel Monument Bocx/Cover				Open
Description EJ does not manufacture a monument box/cover in stainless steel. <div style="float: right; color: red;"> The boxes come in black (dipped) or rust (non-dipped) The cost for powdercoating 4 monument boxes is \$2500. SS will work with Nowak and Fraus on an alternative solution that fits in with existing budget. </div>						

	Update?
	Previous Meeting Minutes Jun 21, 2023 <i>(None)</i>

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.4	5	RFI #9: Millwork Veneer & Wood Base				Open
		Description RFI initiated 6/26. Millwork site visit was on 6/22 with Division 6 staff. Will use same cabinet pulls from Phase 2. PCID will pull specifications on Phase 2 shop drawings. Craft sent vending machine details to PCID and MCD. Color match and base profile match photos were provided for samples/ordering to commence. Please confirm. Pulls to be confirmed. Equipment specifications for vending machine and approved plumbing submittals required.				

Procurement / Long Lead Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	HVAC				Open
		Description HVAC Items have been approved. Awaiting ship dates.				
		Previous Meeting Minutes Jun 21, 2023 <i>(None)</i>				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Nanawall				Open
		Description Nanawall is approximately 25 weeks out. Awaiting ship date.				
		Previous Meeting Minutes Jun 21, 2023 <i>(None)</i>				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Light Fixtures				Open
		Description Light fixtures are ordered. Awaiting ship date. Light Cove was added back to scope and may be installed after first phase is complete.				
		Previous Meeting Minutes Jun 21, 2023 <i>(None)</i>				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Curtain Wall System				Open
Description MCD provided final glass layout on 6/6. PCI-Dailey working to finalize submittals. Should have shop drawings end of this week.						
Previous Meeting Minutes Jun 21, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.5	1	Lula Elevator				Open
Description Shop drawings approved as noted. A4 access to confirm comments will not be an issue.						
Previous Meeting Minutes Jun 21, 2023 LULA elevator will be moved approximately 20" north of what is shown on the current drawings. This will be updated on a single bulletin with all the other changes discussed thus far on 6/28.						

Owner / AE Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Low Voltage / AV				Open
Description Has final contractor been selected for this work? Has contractor completed layout for WAPs and cabling (wireless access points)?						
Previous Meeting Minutes Jun 21, 2023 <i>(None)</i> Layout sent to MCD on 6/28. Waiting on Jamie Richards to set up site visits with Presidio and MCR.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.2	1	Decommission of Existing Systems				Open
Description All items are set to be removed prior to July 5th. Any items to be salvaged, are to be clearly marked and labeled prior to interior demolition beginning.						
Previous Meeting Minutes Jun 21, 2023 Rebekah & Jaclyn confirmed the Library is on track for us to begin work.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.3	1	Permit Status / City Reviews				Open
Description Have revised drawings been issued to the city for permit approvals? MCD to contact Nowak Fraus to supply final drawings for engineering review.						
Previous Meeting Minutes Jun 21, 2023 Permit should be issued next week per Bruce. The city engineers were planning to meet directly with Nowak & Frauss this week to discuss the couple remaining items, but this will not hold up construction activities.						

Schedule & Site Progress

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Schedule				Open
Description No updates to current schedule. Work is set to commence with barricades / temp ramp on 7/5/23. Flagpole removal planned for 7/7 pending weather changes. Exterior Barricades are set to be delivered on 7/5. Landscape removals have begun and gate/railing rework/removals for temp ramp is complete.						
Previous Meeting Minutes Jun 21, 2023 <i>(None)</i>						

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Billing				Open
Description Billing will be submitted for month of June to Steve via docusign this week.						
Previous Meeting Minutes Jun 21, 2023 Executed hardcopy of contract was received on 6/23.						

Landscape removal and fence portion removal was completed this morning. Fence panels currently in PCID office but will be stored on site and a PCID storage container for duration of project.

DPS has removed Eick bench and trash cans from front entrance.

DPS will remove flag on 7/6. Flag pole will be taken down on 7/7 and stored on site for project until new location is prepared next spring.

Great Oaks Landscaping provided rough numbers for the cost of a brick planter. It will be more expensive than a cast in place planter and does not provide any cost savings. The Siberian Ram planter bed will stay as is in original plan.



BPL Phase 3 OAC Meeting Agenda: Meeting #6

Meeting Date Jul 5, 2023 **Meeting Time** 11:00 AM - 12:00 PM Eastern Time (US & Canada)

Meeting Location

Overview Meeting for the Baldwin Public Library Phase 3 Project

Attachments

Scheduled Attendees

Name	Company	Phone Number	Email
Steve Schneemann		Bruce Johnson	ss@mcdarchitects.com
Dianne Schurg	MCD Architects	Brian Thorpe, PCID Jaclyn Miller	ds@mcdarchitects.com
Paul Danko	PCI Industries, Inc.	Rebekah Craft Kristen Tait	pdanko@pcidailey.com
Tyler Wilson	PCI Industries, Inc.		twilson@pcionesource.com

Submittals

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Pending Submittals				Open
Description Submittals currently in A/E Court:						
<ul style="list-style-type: none">• Masonry Submittals will return 7/5• CFMF Engineered Full Drawings• Kawneer Clear Wall Framing System - Need Approved Submittal will return 7/5• Roofing Detail 1/A404• Window Shades - Existing shade information provided to MCD by PCI-Dailey• Millwork Remaining Submittals will return 7/5• Plaster• Exterior Signage Shop Drawings• Concrete Accessories• Fire Extinguishers• Shoring Shop Drawings/Calculations• Electrical poke-thrus• Electrical Surface Raceways• Mortar Samples• HVAC Controls						
Submittals currently in Contractor's court						
<ul style="list-style-type: none">• Fabricated Plaster Trim Sample - Sample being constructed will deliver to MCD on 7/6 or 7/7• Sample of Alternate Stair Nosing - RFI updated with samples and company contact information for MCD to discuss.• C5 Lighting Submittal• Steel Drawings• Glazing Product Data & Samples - Should have into MCD by 7/6 (needs minor revisions before sending to MCD)						

- Glass & Glazing (Shop Drawings)

Outstanding Submittals:

- Landscaping
- Concrete Mix Design & Re-Steel Shops
- Fire Suppression - Site Visit to review existing conditions 6/21 & 6/27
- Stainless Steel Handrails

Previous Meeting Minutes**Jun 28, 2023**

It was mentioned by PCI-Dailey that an expedited review of Re-Steel shop drawings once received to meet schedule. MCD confirmed this could be expedited.

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	RFI 1: HVAC Work Above Reception Desk				Open
Description RFI initiated 5/5 Response to RFI #1 indicated a forthcoming bulletin on 5/10. Bulletin Status? Waiting on final drawings from consultants. Should be submitted by 7/7						
Previous Meeting Minutes Jun 28, 2023 Bulletin delayed due to holiday - will be issued week of 7/3/23.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	RFI 2: Paint Colors				Closed
Description RFI Initiated 5/11 Initial response on 5/12 indicated paint colors would be selected the following week. Follow up response on 5/30 indicated no date had been given. Status?						
Previous Meeting Minutes Jun 28, 2023 Paint colors were answered - will be included in upcoming Bulletin for clarity.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	3	RFI #8: Stainless Steel Monument Box/Cover				Open
Description EJ does not manufacture a monument box/cover in stainless steel. Update? Steve S. will contact Paul at Nowak Fraus. No resolution has been made yet. Looking for an alternate cover and monument. SS would like to have a conversation with Paul before ordering a substitute						

Previous Meeting Minutes**Jun 28, 2023**

MCD to further discuss with Nowak & Frauss to avoid additional costs by powdercoating lids. MCD also to check with NFE/EJ to confirm no performance issues or product deficiencies by powdercoating.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.4	5	RFI #9: Millwork Veneer & Wood Base				Closed
Description RFI initiated 6/26. Color match and base profile match photos were provided for samples/ordering to commence. Please confirm. Pulls to be confirmed. Equipment specifications for vending machine and approved plumbing submittals required. Response Issued.						
Previous Meeting Minutes Jun 28, 2023 Rebekah provided vending machine details.						

Procurement / Long Lead Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	HVAC				Open
	Description HVAC Items have been approved. Awaiting ship dates. Awaiting shipment date					
	Previous Meeting Minutes Jun 28, 2023 (None)					

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Nanawall				Open
	Description Nanawall is approximately 24 weeks out. Awaiting ship date. Awaiting shipment date					
	Previous Meeting Minutes Jun 28, 2023 (None)					

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Light Fixtures				Open
	Description Light fixtures are ordered. Awaiting ship date. Light Cove was added back to scope and may be installed after first phase is complete.					
	Previous Meeting Minutes Jun 28, 2023 (None) C5 lighting fixture in cove has been added to the submittal					

C5 lighting fixture in cove has been added to the submittal

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Curtain Wall System				Open
Description MCD provided final glass layout on 6/6. Shop Drawings being revised per PCI comments.						
Previous Meeting Minutes Jun 28, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.5	1	Lula Elevator				Open
Description Shop drawings approved as noted. A4 access to confirm comments will not be an issue.						
Previous Meeting Minutes Jun 28, 2023 (None) <div style="color: red; margin-top: 5px;"> Waiting on confirmation. Library will need to have AV contractor relocate speaker and control panel due to updated location of elevator. </div>						

Owner / AE Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Low Voltage / AV				Open
Description Has final contractor been selected for this work? Has contractor completed layout for WAPs and cabling (wireless access points)?						
Previous Meeting Minutes Jun 28, 2023 Contractor to visit site to confirm number of WAPs required. Will mark up drawings and send to MCD/PCI-Dailey for review when complete.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.2	1	Decommission of Existing Systems				Open
Description All items are set to be removed prior to July 5th. Any items to be salvaged, are to be clearly marked and labeled prior to interior demolition beginning.						
Previous Meeting Minutes Jun 28, 2023 Rebekah requested safe remain within project site. PCI-Dailey to make necessary accommodations to allow for this to remain during construction.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.3	1	Permit Status / City Reviews				Open
Description Permit was issued Monday 7/3.						
Previous Meeting Minutes Jun 28, 2023 MCD contacted Nowak & Frauss to deliver the 2 or 3 sheets that needed to be updated to the city so permit can be issued Friday/early next week.						

Schedule & Site Progress

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Schedule				Open
Description No updates to current schedule. Work has commenced with barricades / temp ramp on 7/5/23. Flagpole removal planned for 7/7 pending weather changes. Exterior Barricades were to be delivered on 7/5.						
Previous Meeting Minutes Jun 28, 2023 <i>(None)</i>						
Barricades, fencing, and dumpsters were delivered on 7/5. Studs and drywall partitions will be installed on 7/6 IT will have the PA system relocated on 7/14.						

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Billing				Open
Description Billing was submitted for month of June to Steve via docusign last week. Follow up documentation was sent on 7/5 per request.						
Previous Meeting Minutes Jun 28, 2023 <i>(None)</i>						
Steve S. asked for details on subcontractor billings and will return to PCID shortly.						



BPL Phase 3 OAC Meeting Agenda: Meeting #7

Meeting Date Jul 12, 2023 **Meeting Time** 11:00 AM - 12:00 PM Eastern Time (US & Canada)

Meeting Location

Overview Meeting for the Baldwin Public Library Phase 3 Project

Attachments

Scheduled Attendees

Name	Company	Phone Number	Email
Steve Schneemann		Jaclyn Miller	ss@mcdarchitects.com
Mary Cay Lancaster	MCD Architects	Bruce Johnson	mc@mcdarchitects.com
		Kristen Tait	
		Jeff Zielke	
Paul Danko	PCI Industries, Inc.		pdanko@pcidailey.com
Tyler Wilson	PCI Industries, Inc.		twilson@pcionesource.com

Submittals

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Pending Submittals				Open
Description						
Submittals currently in A/E Court:						
<ul style="list-style-type: none">• Kawneer Clear Wall Framing System - Need Approved Submittal• Concrete Accessories• Shoring Shop Drawings/Calculations• Electrical poke-thrus• HVAC Controls• Concrete Mix Design• Fabricated Plaster Trim Sample• Glazing Product Data & Samples• Window shade samples• Sample of Alternate Stair Nosing• Glass & Glazing (Shop Drawings)						
MCD requested something in writing from the Kawneer rep about the load maximums on the clear wall frame						
Concrete and Shoring submittals are due ASAP						
Submittals currently in Contractor's court						
<ul style="list-style-type: none">• C5 Lighting Submittal• Steel Drawings• Millwork Resubmittal						
Outstanding Submittals:						
<ul style="list-style-type: none">• Landscaping						

- Concrete Re-Steel Shops
- Stainless Steel Handrails

Previous Meeting Minutes**Jul 5, 2023**

(None)

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	RFI 1: HVAC Work Above Reception Desk				Open
Description RFI initiated 5/5 Response to RFI #1 indicated a forthcoming bulletin on 5/10. Bulletin Status? HVAC RFI was received						
Previous Meeting Minutes Jul 5, 2023 Bulletin to be issued early the week of 7/10.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	3	RFI #8: Stainless Steel Monument Box/Cover				Open
Description EJ does not manufacture a monument box/cover in stainless steel. Update? Steve said the Stainless Steel monument submittal would be submitted 7/12						
Previous Meeting Minutes Jul 5, 2023 Steve contacted Nowak & Frauss for final solution.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	7	RFI #10 Roller Shade Issues				Open
Description Existing Shade fabric is not authorized for use with specified shade manufacturer. Samples of proposed shade fabric delivered to MCD offices on 7/12.						

Procurement / Long Lead Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	HVAC				Open
Description HVAC Items have been approved. Awaiting ship dates.						
Previous Meeting Minutes Jul 5, 2023 (There may be some additional ceiling work necessary to accommodate new HVAC. (No price adjustments were mentioned at this time))						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Nanawall				Open
Description Nanawall is approximately 23 weeks out. Awaiting ship date.						
Previous Meeting Minutes Jul 5, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Light Fixtures				Open
Description Light fixtures are ordered. Awaiting ship date. Light Cove was added back to scope and may be installed after first phase is complete.						
Previous Meeting Minutes Jul 5, 2023 (None)						
Tyler will set up a meeting with everyone involved in lighting to ensure consistency						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Curtain Wall System				Open
Description Shop drawings currently in for review with MCD.						
Previous Meeting Minutes Jul 5, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.5	1	Lula Elevator				Open
Description Shop drawings approved as noted. A4 access to confirm comments will not be an issue. A4 Access visited the site last week to take additional measurements.						
Previous Meeting Minutes Jul 5, 2023 (None)						

Owner / AE Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Low Voltage / AV				Open
Description Has final contractor been selected for this work? Has contractor completed layout for WAPs and cabling (wireless access points)? Re-work required for basement meeting room.						
Previous Meeting Minutes Jul 5, 2023 (None)						
Baldwin cameras and speakers need to be addressed in the demo zone ASAP. Jaclyn and Jamie are coordinating.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.2	1	Decommission of Existing Systems				Open
Description All items were removed within space for work to commence. Plaques will be removed and stored for construction duration.						
Previous Meeting Minutes Jul 5, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.3	1	Permit Status / City Reviews				Open
Description Permit was issued Monday 7/3.						
Previous Meeting Minutes Jul 5, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.4	7	Concrete Mock-Ups				Open
Description Concrete Mock-up plan was sent on 6/30 to the team. Please confirm we can proceed with scheduling these mock-up to remain on track for our concrete pours.						
<i>The challenge with concrete will likely not be supply, but timing</i>						

Schedule & Site Progress

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Schedule				Open
Description No updates to current schedule. Site barricades are in place and ramp is complete to be used for temporary access. Interior barricades have been created for the sites. Demolition has begun within the building footprint.						
Previous Meeting Minutes Jul 5, 2023 <i>(None)</i>						

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Billing				Open
Description Billing was submitted for month of June to Steve via docusign last week. Follow up documentation was sent on 7/5 per request. Update on signature and approval?						
Previous Meeting Minutes Jul 5, 2023 <i>(None)</i>						