

DAYTON METRO LIBRARY

MINUTES OF THE BOARD FACILITIES COMMITTEE

Monday, February 17, 2014

TRUSTEES PRESENT: Jeanne Holihan, Board President; Barbara Hayde; Margot Merz

STAFF PRESENT: Tim Kambitsch, Executive Director; Jayne Klose

CALL TO ORDER

The President called the meeting to order at 1:09 p.m.

CURRENT PROJECTS

The Executive Director gave a brief status update on the Segment 1 projects.

Budget reconciliation was completed for the E.C. Doren Branch. A recommendation on the bid award will be brought to the Board for approval. Temporary space for the branch has been leased from the City of Dayton at 359 Maryland Avenue.

The Northwest Branch will be going before the City of Dayton Board of Zoning Appeals at the end of February for zoning approval. Construction is scheduled to start in June 2014 pending approval.

Schematic design documents for the Main Library will be reviewed at the end of February. As part of the accelerated timetable, excavation for the addition is set for early October. The Webster Station Bar closed on February 8th and the tenants are expected to vacate the building by February 21st. The Drake's Gym lease expired in December 2013; the Executive Director will be talking to the owner about the timing of his relocation plans.

The final design development review has started for the Miami Township Branch and construction is scheduled to start in July. Miller-Valentine/Gem is looking for temporary branch location options. The Library is working with RTA on an easement and service agreement for the parking lot and driveway entry.

The Library is negotiating with PrintPoint to rent the retail space currently being used by Hauer to use for space for Temporary Main. The bid documents for the Operations Center are completed and permit submittal is pending. Temporary Main is included in the scope of work and bid invitations are scheduled for early March. Contract approval is anticipated for the April Board meeting, with construction starting in early May. The Hauer Building is on the potential Historic Landmark list, but voting will not take place until the fall.

SEGMENT 2 PROJECTS

The committee discussed factors impacting land acquisition for Segment 2 projects and the prospect of dividing this phase into two parts. Miller-Valentine/Gem is drafting a purchase contract for land adjacent to the New Lebanon Branch which is likely to be the first project ready for the design phase.

The Executive Director explained Architect selection for Segment 2 projects is targeted for completion in April. All firms pre-qualified in the RFQ are eligible.

BUDGET

The facilities plan is on budget after significant value engineering in the design development phase. The Executive Director shared that the MSR master plan may not have accurately identified all project costs. Segment two and later projects may be returned to original plan sizes versus the slightly larger sizes proposed in the pre-design phase.

DESIGN UPDATE

The Executive Director shared a slide show of current interior, exterior and landscape designs from DDC/G4 of Segment 1 facilities.

ADJOURNMENT

The President adjourned the meeting at 3:00 p.m.

DAYTON METRO LIBRARY

MINUTES OF THE BOARD FACILITIES COMMITTEE

Monday, April 7, 2014

TRUSTEES PRESENT: Barbara Hayde, Vice President; Margot Merz:
Jeanne Holihan, President

STAFF PRESENT: Tim Kambitsch, Executive Director; Tom Marchesano, Director of
Construction; Jayne Klose, Community Engagement Manager

CALL TO ORDER

Ms. Hayde called the meeting to order at 1:00 p.m. Jeanne Holihan, Board President joined the meeting at 1:10 p.m.

CURRENT PROJECTS

The Director of Construction reported that five of seven bid awards for the Operation Center will be brought to the April Board meeting: General Contractor, Fire Protection, Plumbing, Electrical, and Mechanical. The elevator bid is still pending. The site bid will be packaged with the adjacent lots for economies of scale. Technology and Security, Furnishings, and Signage will also be bid as packages. The design development budget reconciliation is completed for Miami Township and is in process for Northwest. Main is nearing completion of the Schematic Design phase.

The Library is exploring a phased expansion and renovation of the Miami Township Branch. Approximately 3,000 sq. ft. space within the building could be kept in operation during the initial phase of construction. Phasing the construction would be considerably more economical than leasing a temporary site for approximately one year. Coordination is still needed with Miami Township and RTA officials regarding parking needs during construction.

PROPERTY ACQUISITION

The Executive Director gave a status update on the following sites selection efforts:

- New Lebanon Branch: An offer has been made to the adjacent property owner. It is anticipated an agreement would be reached very soon.
- West Branch: The leaders from the faith-community, government, and nonprofit organizations have been identified for a series of meeting to begin the community dialogue about building a new West Dayton branch.

- Vandalia Branch: Bond counsel provided advice regarding possibility of a joint facility with the Vandalia Butler School District. Finding a workable solution for both the Library and the school district will continue when the new school fiscal officer has been hired.
- Wilmington-Stroop Branch & Rosewood Arts Center: It appears the current library branch site is the only viable option for the joint project, so it will likely the branch will stay in that location. If the City of Kettering is able to acquire the necessary adjacent land for the joint project, the library would contribute to improved access which is already an issue for patrons.
- Miamisburg Branch: The Executive Director and Miamisburg Branch Manager met with the City Manager, Mayor, and the Miamisburg City School District Superintendent about possible sites and good prospects and are being explored with the city and the school district.
- Southeast Branch: Options are limited for entry and exist from the site. The City of Dayton is asking the Library to consider entry from the Belmont High School.
- Burkhardt Ave. Replacement: Options are limited because of the strong desire to build a branch near the current location and readily accessible to patrons from both the City of Dayton and Riverside.

PARKING PLAN FOR LIBRARY CAMPUS & PLAN BOARD REQUIREMENT

The Plan Development of the Main Library campus will be presented to the Dayton City Commission on May 7, 2014. The plan calls for the Patterson Boulevard frontage of Lot B to be made available for Citywide Development Corporation to market for a potential housing development. Parking management plans for Lot C and Lot D will also be included in the presentation. The expansion of the Main Library into Cooper Park is a part of the development plan being forwarded to the City Commission.

RE-SEQUENCING PROJECTS & SEGMENT II ARCHITECT SELECTION

Site acquisition complications may necessitate some changes in the scheduling of remaining projects. Options were discussed including a subdivision of Segment 2 into two parts. Architect selection and design work could begin soon on the new branch in New Lebanon and the renovation of the Kettering-Moraine Branch. Ideally, the Vandalia Branch and the West Branch will also stay in this segment. The Executive Director will explore these options further and bring a recommendation to the Board.

OTHER BUSINESS

There may need to be special Board meetings called in late June and late August to award bids for Technology and Miami Township.

ADJOURNMENT

The meeting was adjourned at 3:15 p.m.

DAYTON METRO LIBRARY
MINUTES OF THE BOARD FACILITIES COMMITTEE

Monday, May 12, 2014

TRUSTEES PRESENT: Jeanne Holihan, Board President; Margot Merz
Barbara Hayde, Vice President

STAFF PRESENT: Tim Kambitsch, Executive Director; Jayne Klose, Community
Engagement Manager

CALL TO ORDER

Ms. Holihan called the meeting to order at 1:00 p.m.

SEGMENT 1 UPDATE

The Dayton City Commission approved the Plan Development submittal for Main, including the acquisition of an additional portion of Cooper Park. Final paperwork is pending. Construction starts on the Operations Center the week of May 19th. The Library is still waiting for the vendor (Doug Harnish) to provide the property valuation for Miami Township. This information is necessary to move forward on the purchase of parking space from RTA.

The Committee discussed potential names for the Northwest Branch as suggested by the ad agency. Geographic names were preferred (e.g. Northwest Branch, Philadelphia Drive Branch) over the proposed Northview name.

The Northwest groundbreaking will be held on Tuesday, June 24th from 11:00 a.m. to 12:30 p.m. The celebratory launch of the new Miami Township Branch will be held on Tuesday, July 1 at 9:30 a.m. to coincide with the opening of the temporary branch and the beginning of construction.

INCLUSION GOALS

The initial bid awards are tracking very well with the inclusion goals. The Library has met or exceeded four targets to date, and the remaining two are less than one percentage point from the goal. (See chart below.)

	Goal %	Projected %	Variance
Minority Business Enterprise (MBE)	17.00%	17.74%	0.74%
MBE Procurement Enhancement Program (PEP)	9.00%	8.20%	-0.80%
Women Business Enterprise (WBE)	5.00%	38.64%	33.64%
WBE PEP	2.00%	17.58%	15.58%

Local Business Enterprise	70.00%	73.95%	3.95%
Montgomery County	60.00%	59.10%	-0.90%

SEGMENT 2 UPDATE

The Executive Director gave a status update on property acquisition for the following sites.

- New Lebanon
- Brookville
- Burkhardt
- Miamisburg

The Committee discussed the design selection process for Segment 2. All pre-qualified firms are eligible for consideration. The top ranked firms were asked to submit a qualifications update. The Dayton Design Collaborative has proposed taking on additional local partner(s) to participate in the remaining segments.

OTHER BUSINESS

There were 232 votes submitted for the art inspiration pieces for the E.C. Doren terrace. *Stacks in Celebration* and *Scenes in Yosemite Valley* were chosen and included in the RFP criteria for the artists.

The Committee viewed an image of the proposed monument signs for the new buildings.

Research is still underway regarding Automated Materials Handling and RFID technology. An initial report is anticipated to go to the Board in May, but action will likely not be taken before June.

ADJOURNMENT

The meeting was adjourned at 3:00 p.m.

DAYTON METRO LIBRARY
MINUTES OF THE BOARD FACILITIES MEETING
Tuesday, June 17, 2014

TRUSTEES PRESENT: Jeanne Holihan, Board President; Margot Merz

STAFF PRESENT: Tim Kambitsch, Executive Director; Tom Marchesano, Director of Construction; Jayne Klose, Community Engagement Manager

CALL TO ORDER

Ms. Holihan called the meeting to order at 1:00 p.m. It was officially noted that there was not a quorum.

SEGMENT 1 UPDATE

Demolition has started on the stair tower at the Operations Center. Bricks are being removed by hand to avoid damage to the building.

Bids for the site work and foundation are due for Northwest on Friday, June 20th and for Miami Township on Monday, June 23rd. It is anticipated the bid awards will be presented to the Board on Wednesday, June 25th for approval. The bids will not be ready for inclusion in the Board packet, but information will be emailed and/or distributed at the meeting.

The Executive Director shared the arborist's report on the trees in Cooper Park with two concerned neighbors last week. As a result of information gained from that report, the Library will not try to save the sycamore tree. The neighborhood representatives agreed that replacing it would be more fiscally responsible and overall were pleased with the Library's planned improvements of the park.

Miami Township began providing services out of its first transitional space within the current building on June 9th. The branch will move into larger, longer-term temporary space on July 1st. The final temporary location will be within the new addition when it is completed. Although on a smaller scale, services can continue largely uninterrupted from the regular location. The Library has an agreement in principle with RTA regarding the parking lot; a purchase agreement may be ready for the June Board meeting.

The Committee discussed potential names for the Northwest Branch. It was determined that more input was needed and the current working title will continue to be used in the meantime.

There has been a good response to the Northwest Groundbreaking event scheduled for June 24th from 11:00 a.m. to 12:30 p.m. Due to space constraints, the Miami Township event on July 1st

was planned as a smaller public ceremony when the branch reopens at 9:30 a.m. However, refreshments will be served all day for patrons who stop by.

SEGMENT 2 UPDATE

The Committee discussed the potential projects for Segment 2. New Lebanon, Brookville, Vandalia and Kettering-Moraine are expected to be in the next round of projects. Miamisburg is also a strong possibility. The Library hopes that another City of Dayton project will also be in this segment – possibly the West Branch and/or Burkhardt. Efforts continue to acquire land, gain consensus, and forge agreements with the necessary partners for all the remaining projects.

The Dayton Design Collaborative and two additional qualified design firms from the Segment One design selection process were invited to update their qualifications. Negotiations are underway in anticipation of a recommended set of design firms for Board approval at the July meeting.

John Poe Architects have been invited joined the Dayton Design Collaborative which expands the local architects of record available for the next phase. Group 4 is interested in continuing to provide library expertise in a consultative role.

OTHER BUSINESS

The Executive Director had conversations with the City of Dayton and Dayton Public Schools regarding property adjacent to Belmont High School for the Southeast Branch.

The need to keep the timeline moving aggressively was discussed. Projects will continue to move and the original segments will continue to shift.

ADJOURNMENT

The meeting was adjourned at 2:45 p.m.

DAYTON METRO LIBRARY
MINUTES OF THE BOARD FACILITIES COMMITTEE
Monday, July 7, 2014

TRUSTEES PRESENT: Jeanne Holihan, Board President; Barbara Hayde; Elaine Johnson

STAFF PRESENT: Tim Kambitsch, Executive Director; Tom Marchesano, Director of Construction; Jayne Klose, Community Engagement Manager

CALL TO ORDER

Ms. Holihan called the meeting to order at 1:00 p.m. It was officially noted that there was not a quorum.

EXECUTIVE SESSION

It was recommended that the Facilities Committee go into Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(2) of the Ohio Revised Code to discuss land acquisition.

After discussion, the committee returned to open session. No formal action was taken while in Executive Session.

SUPPLIER DIVERSITY INITIATIVE

Belinda Matthews Stenson, Director Minority Business Partnership, has asked the Dayton Metro Library to participate in the Dayton Area Chamber of Commerce Minority Business Partnership Supplier Diversity Initiative. Currently there are 25 members who have signed on to be Committed Buyer Organizations for overall purchasing and/or for a major project. Skanska is already tracking and reporting the construction expenditures. Other expenditures that might be tracked and reported include design work, miscellaneous engineering, FF&E, and technology. Local options are limited in some of these categories. It was agreed that the Library will join the Supplier Diversity Initiative with a clear understanding by the Minority Business Partnerships of the limitations created by our unique needs such as specialized library furniture and technology.

SEGMENT 1 UPDATE

Director of Construction, Tom Marchesano, reported that work at the Electra C. Doren Branch and the Operations Center is moving along. The fence at the Northwest site should be installed the week of July 14th, with site work starting shortly thereafter. Miami Township site work will

begin in early August. The Main Steering Committee will review the Main Design Documents on July 14th. Library Construction Project Manager, Peter Maxwell, is beginning to plan for the move to Temporary Main. The Segment 1 budget update to be presented at the Board meeting in July will show all projects within budget.

SEGMENT 2 UPDATE

Mr. Marchesano explained the Construction Manager (CM) qualifications update process. The selection process for a CM will mirror the selection process for architects and consistent with the Request for Qualification (RFQ) process required in the Ohio Revised Code. Later this month an email asking for any new information will go out to the top two qualified firms from the RFQ process completed in 2013. It will be necessary to select the Segment 2 CM before the end of Schematic Design which could occur for the first of the Segment 2 branches in early fall.

OTHER BUSINESS

No other business was brought before the committee.

ADJOURNMENT

The meeting was adjourned at 2:20 p.m.

DAYTON METRO LIBRARY
MINUTES OF THE BOARD FACILITIES COMMITTEE
Monday, August 18, 2014

TRUSTEES PRESENT: Jeanne Holihan, Board President; Annesa Cheek; Barbara Hayde;
Elaine Johnson; Margot Merz.

STAFF PRESENT: Tim Kambitsch, Executive Director; Tom Marchesano, Director of Construction;
Jayne Klose, Community Engagement Manager; Diane Farrell, Director of External
Relations and Development; Chuck Duritsch, Manager of External Relations.

Guests: Cory Frolik, Dayton Daily News; Adrian Taylor, Minority Business Partnership; Al Washington.

CALL TO ORDER

Ms. Holihan called the meeting to order at 2:00 p.m.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

There were no additions or changes to the agenda.

SEGMENT 1 UPDATE

Tom Marchesano, Director for Library Construction, stated that recommendations would likely be presented at the special Board meeting on August 27, 2014 for the following bid awards: Operations Center elevator, steel package for Miami Township, possibly concrete for Miami Township, and the technology package for all of Segment 1 projects except Main.

Crews are moving dirt at Northwest and the construction fence is up at Miami Township. The Design Development budget reconciliation for Main was recently completed.

SEGMENT 2 CONSTRUCTION MANAGEMENT SERVICES

The Executive Director reminded the trustees of the Request for Qualifications process for Construction Management (CM) Services. Last summer four firms/teams were pre-qualified. Skanska/ATCS was recommended for Segment 1. This summer the top two pre-qualified firms were invited to provide updates for consideration for Segment 2. Both Skanska/ATCS and Shook/Wise submitted strong and efficient proposals. Ohio Revised Code prohibits using cost to select a CM. The selection must be qualification based, then an agreement negotiated to meet a budget target.

The review team determined it made sense to expand the CM support and will begin negotiations with Shook/Wise to try to reach an agreement to come before the Board in September. This decision is in keeping with Dayton Metro Library's commitment to bring as much local participation as possible into the facilities process. It also makes sense because there is significant overlap with Segments 1 and 2, coupled with the need to proceed quickly to minimize inflation-based cost escalation. Shook and Skanska worked as a team on the Miami Valley Hospital tower, so the Library can build on these strong resources and their successful track records to ensure capacity for our projects. The Executive Director and Director for Library Construction will proceed with negotiations and present a contract for approval to the Board.

INCLUSION UPDATE

The Executive Director announced that the Dayton Metro Library Inclusion Plan was well received by the Minority Business Partnership Leadership Council and the Chamber Executive Committee. The Library has joined the Chamber/MBP Buying Partnership for the facilities plan.

To date, the Library has exceeded its minority and women owned business goals and is very close on the aggressive 70% goal for local business enterprises. This is achieved by significant outreach and strategy because the Library is required by Ohio Revised Code to accept the lowest qualified bid (defined by bid bond, scope, etc.).

Mr. Al Washington requested to address the committee about the Inclusion Plan. Ms. Holihan explained the standard protocol, but granted him the floor. He expressed a desire to see more workers of color on job sites.

EXECUTIVE SESSION

It was recommended that the Facilities Committee go into Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22(G)(2) of the Ohio Revised Code to discuss land acquisition.

A roll call vote was taken as follows:

Ms. Cheek, Aye
Ms. Johnson, Aye
Ms. Hayde, Aye
Ms. Holihan, Aye
Ms. Merz, Aye

Ayes: All
Nays: None

The Board entered Executive Session at 2:50 p.m. and returned to open session at 3:52 p.m. The President reported that no resolution, rule or formal action was taken by the Board while in Executive Session in accordance with Article VII, Section 3, of the Amended and Restated Constitution and Bylaws of the Board of Trustees of the Dayton Metro Library, and with Section 121.22 (G)(2) of the Ohio Revised Code.

ADJOURNMENT

The meeting was adjourned at 3:55 p.m.

DAYTON METRO LIBRARY
MINUTES OF THE BOARD FACILITIES COMMITTEE

Monday, November 10, 2014, 3:00 p.m.

PRESENT: Bert Cream, Barbra Hayde, Jeanne Holihan,
Elaine Johnson, Margot Merz

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

CALL TO ORDER

The President called the meeting to order at 3:00 p.m.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

On a motion by Ms. Hayde, seconded by Mr. Cream the agenda was approved by the Board.

Ayes: All
Nays: None

NORTHWEST STRUCTURAL STEEL PACKAGE

SKANSKA/ATCS acting a Construction Manager/Advisor on behalf of the Dayton Metro Library issued an invitation to bid on the structural steel package of the Northwest Branch. Two (2) bids for were received by the bid due date October 24, 2014.

<u>Bidder</u>	<u>Amount</u>
Champion Bridge Company	\$1,042,598
Avenue Fabricating	\$1,180,426

These bids were presented to the Board and on a motion by Ms. Merz, seconded by Mr. Cream, the Board awarded Champion Bridge Company, Inc. the structural steel contract for the Northwest Branch for an amount not to exceed \$1,042,598.

PROJECT UPDATES

The Executive Director updated the Board on the Northwest HVAC bid award. There was a question the bid was incomplete because it was missing the bid bond certificate at the bid opening. After review by counsel regarding the wording of the bid specifications, it was determined that the bid was not in violation of the bid specification and therefore allowed to be awarded.

There was discussion regarding changes to the original designs in order to stay in budget. It was conveyed that while some square footage might be sacrificed in some areas the overall design would not change and will still reflect the needs and wants of the community.

There was also discussion regarding approvals for construction change orders. The Trustees agreed that, as long it is within the contingency amount, the team including the Director for Construction, the Executive Director and the Construction Management Advisor could approve the change orders without bringing them to the Board.

PROPERTY ACQUISITIONS

Jayne Klose, Community Engagement Manager, and the Executive Director went through a presentation showing the plans for the Segment II projects, including several possible locations for the new West Branch.

ADJOURNMENT

On a motion by Ms. Johnson, seconded by Ms. Merz, the Board adjourned at 4:55 p.m.

Ayes: All
Nays: None

DAYTON METRO LIBRARY
MINUTES OF THE BOARD FACILITIES COMMITTEE

Monday, December 8, 2014, 3:00 p.m.

PRESENT: Barbra Hayde, Jeanne Holihan,
Elaine Johnson, Margot Merz

PRESIDING: Jeanne Holihan, President

EXECUTIVE DIRECTOR: Tim Kambitsch

CALL TO ORDER

The President called the meeting to order at 3:00 p.m.

DECLARATION OF CONFLICTS OF INTEREST

Trustees were asked if they had identified any item on the agenda where there was an actual or potential conflict of interest. No conflicts were announced.

APPROVAL OF AGENDA

On a motion by Ms. Merz, seconded by Ms. Hayde the agenda was approved by the Board.

Ayes: All
Nays: None

ELECTRA DOREN REOPENING

Jayne Klose, Community Engagement Manager, briefed the Board on the plans for the Electra Doren Branch reopening happening on Saturday, January 3, 2015. Ms. Holihan shared that she was asked if the Board would like to personally donate money to go towards flowers for the reopening.

EASEMENT TO CITY OF KETTERING

In 2004, the City of Kettering was granted an easement for the construction of a connecting path along Wilmington Ave. that would allow for the extension of the Iron Horse Bicycle Trail through the property that houses the Wilmington-Stroop Branch Library. The City of Kettering has now received some federal grant money to complete the proposed bike path. However, the easement granted in 2004 was not of sufficient size to meet federal specifications for the project. The City of Kettering has tendered an offer for expanded acreage.

After discussion by the Board, it was decided that the Executive Director proceed to an agreement with the City of Kettering for them to purchase the easement. There was also a recommendation to make sure the agreement was reviewed by legal counsel to ensure that access be granted to the library for the entrance/exit to the branch.

PROJECT UPDATES

Tom Marchesano, Director for Construction, updated the Board on the progress of Segment 1 projects.

PROPERTY ACQUISITIONS

The Board discussed the pros and cons of several different site for the new West Branch. No decision was made. The Executive Director will be talking with the City of Dayton next week to see what, if any, assistance they can provide towards developing any of the sites.

ADJOURNMENT

On a motion by Ms. Hayde, seconded by Ms. Johnson, the Board adjourned at 4:54 p.m.

Ayes: All

Nays: None