



MEETING MINUTES

ISSUE DATE 04-28-17

MEETING INFORMATION

MEETING DATE 04-26-17 MEETING TIME 5:00 p.m.

MEETING NAME Drake Pub. Lib.- Design Workshop MEETING LOCATION Library Meeting Room

PROJECT NAME Drake Public Library Remodel

FEH PROJECT NUMBER 2015240

MINUTES PREPARED BY Jason Cooper

ATTENDEE NAME	ORGANIZATION	PHONE	EMAIL
<input checked="" type="checkbox"/> Denny Sharp	FEH DESIGN	515-288-2000	dennys@fehdesign.com
<input checked="" type="checkbox"/> Jason Cooper	FEH DESIGN	515-288-2000	jasonc@fehdesign.com
<input checked="" type="checkbox"/> James Deeds	KCL Engineering	515-371-9970	jdeeds@kclengineering.com
<input type="checkbox"/> Pete Lind	Library Board		
<input type="checkbox"/> Dana Moritz	Library Board	641-856-6782	dmoritz@mchsi.com
<input checked="" type="checkbox"/> Lottie Wilson	Library Board	641-895-1813	lottiesgarden@gmail.com
<input checked="" type="checkbox"/> Larry Heikes	Library Board	641-895-7216	lgheikes@windstrem.net
<input checked="" type="checkbox"/> Tom Johnson	Library Board		
<input checked="" type="checkbox"/> JeNel Barth	Library Director	641-856-6676	library@centerville-ia.org
<input checked="" type="checkbox"/> Shawn Decker	Library Board	641-895-8841	shawnmark1963@yahoo.com
<input type="checkbox"/> Nicole Cox	Library Board		
<input checked="" type="checkbox"/> Kathy Cridlebaugh	Library Board	641-895-5119	kathya71@hotmail.com
<input type="checkbox"/> Kris Laurson	Library Board		
<input type="checkbox"/> Jay Dillard	City Council	641-436-1824	jdillard1107@gmail.com

DISTRIBUTION Library Board

PURPOSE Design Workshop

DISCUSSION

1. During the Library Board meeting held at 5:00p.m., FEH gave an overview of where we left off from our last meeting.
2. FEH introduced KCL Engineer James Deeds.
 - a. James gave an overview of the Mechanical, Electrical, and Plumbing scope of work for the project.
 - b. Lighting was discussed.
 - i. KCL will look at reusing the existing second floor meeting room brass pendent fixtures.
 - ii. It was determined that any new light fixtures should be of a style to fit into the existing building style.
 - c. Existing sewer line issues were discussed.
 - i. KCL recommended hiring a contractor to video scope the sewer line. JeNel reported that she's been in contact with contractor McCann.
 - ii. There is an existing sump pump in the Mechanical/ Staff Break Room that has a discharge pipe routed under the floor by the mechanical equipment. KCL and JeNel to research where this pipe goes.
3. Geotechnical Exploration Services were discussed.



- a. FEH reported that their Structural Engineer has written an RFP for the Geotechnical Exploration Services around the existing North wing foundations.
- b. FEH will solicit proposals from multiple geotechnical firms. FEH will then review the proposals and consult with JeNel and the Library Board on which proposal to select.
4. Budget was discussed
 - a. FEH pointed out that the construction cost estimate provided during the previous meeting did not include design fees.
 - b. The City had asked FEH to provide projected billings for the upcoming months. FEH shared those figures with the Library Board, and has shared them with the City Administrator.
5. Relocating versus staying in the building during construction was discussed.
 - a. Moving Logistics were discussed.
 - i. FEH provided a quote from a company to move the Library Collection to a temporary location during construction.
 - ii. The quote totaled \$25,000 to move the library to and from the temporary location.
 - iii. The company has suggested they could provide temporary shelving at no additional cost.
 - b. It was noted that the Library has been in contact with the owners of the former JC Penny Building located on the Square as a potential temporary location during construction.
 - i. FEH Suggested the buildings' structure be reviewed to ensure the floor can support the added weight of the Library Collection.
 - c. The Cost & Schedule Implications of staying versus relocating were discussed.
 - i. FEH estimates the duration of construction time would increase by four months if the Library is to stay in the building during construction.
 - ii. FEH estimates extra costs to stay in the building as:
 1. Contractor's General Requirements, Overhead & Profit= Approximately +/- 12% of construction costs (\$5,000/ mo.)
 - a. Four months at \$5,000= \$20,000
 2. Additional Costs that could vary widely between contractors
 - a. Additional Mobilization- Requiring Subcontractors to work on one area of the building, leave, and come back when the next phase is ready
 - b. Phasing Costs- Temporary Lighting, Dust Partitions, Storage Costs, Parking Space Rental, Staging Space Rental.
 - iii. It was noted that the Library Board would make a decision at the next meeting regarding moving or staying in the building during construction.
6. The Work Room behind the Circulation Desk on the Main Floor was discussed.
 - a. FEH was asked to look at options for a work table and shelving.

This is the author's understanding of the items discussed. Please notify us of any discrepancies within 7 days so revised minutes can be issued.

ATTACHMENTS None