Approved 10/18/18

Guilderland Public Library
Special Board of Trustees Meeting
October 11, 2018

Trustees Present: Christopher Aldrich, Bryan Best, Kaitlin Downey, Barbara Fraterrigo, Herb Hennings, Peter Hubbard, Michael Marcantonio, Barry Nelson, Karen Carpenter Palumbo (exited 7:28 p.m.), Nareen Rivas (arrival 6:08 p.m.), Jason Wright (arrival 6:30 p.m.)

Also Present: Mary Jo Batters, Diane Bruins, Mark Curiale, Hiram Eberlein, Margaret Garrett, David Gilliom, Carol Kott, Elizabeth Floyd Mair, Lisa Pitkin, Tim Wiles

A. Meeting called to Order at 6:03 p.m.

B. Public Input Session: None

C. Paul Mays Presentation

Paul Mays from Butler, Rowland, & Mays Architects presented the master plan for the Guilderland Public Library renewal project.

MOTION: To Approve the master plan as presented and go to a referendum on May 21, 2019, the date of the regular library budget and trustee vote
Motion by: B. Fraterrigo
Seconded by: C. Aldrich
Action: Motion carried unanimously (6:57 p.m.)

MOTION: To Approve Pre-Referendum Services Contract with Butler, Rowland, & Mays (see attached)
Motion by: C. Aldrich
Seconded by: P. Hubbard
Action: Motion carried unanimously (7:10 p.m.)

MOTION: To Adjourn
Motion by: P. Hubbard
Seconded by: B. Nelson
Action: Motion carried unanimously (7:35 p.m.)

Transcribed and Submitted by K. Downey, Secretary

PRE-REFERENDUM SERVICES AUTHORIZATION

BUTLER ROWLAND MAYS

ARCHITECTS, LLP

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Ballston Spa, NY
12020

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ARCHITECTURE

INTERIORS

PLANNING

Steven G. Rowland, RA
Paul K. Mays, RA

Licensed NY/CT

Re: Pre-Referendum Architectural Services
Guilderland Public Library
Architect's Project No.: 17•40•14

September 11, 2018

Between the Owner: Guilderland Public Library
2228 Western Avenue
Guilderland, NY 12084

and the Architect: Butler Rowland Mays Architects, LLP
57 West High Street
Ballston Spa, NY 12020

PROJECT NAME AND ADDITIONAL SERVICES DESCRIPTION:
Guilderland Public Library – Pre-Referendum Architectural Services

Tim,

As we discussed, I have outlined a proposed set of architectural services that will help advance the Guilderland Public Library project from the Master Plan to the referendum stage. It is our understanding that the preliminary anticipated referendum date will be in May, 2019, and that you will likely also be working with a campaign consultant and a library attorney during this process. We have worked with both of these type consultants on a variety of projects, and base this list of services on our previous experience in providing these joint and complimentary professional assistance.

For all of the services listed below, we anticipate that you will be working primarily with Paul Mays (Partner-in-Charge) and Rebecca Elder (Architect I). Because of the variety of unknowns inherent in pre-referendum services (number of meetings/presentations/trips to Guilderland, amount of research work, quantity and depth of responses to public comments and questions, types of graphics to be produced, amount of assistance to other consultants, etc.), we propose billing hourly per the Schedule of Hourly Rates Exhibit attached, with a not-to-exceed number. Guilderland PL will be billed only for hours spent on the project. If, during the course of these services, the number of utilized hours appears to be approaching the not-to-exceed number, we will discuss a mutually acceptable extension of those hours as appropriate, and will not exceed the amount without prior approval. Our estimated hours are based on previous project experience.

I. BASIC SERVICES

- BRMA will coordinate with the Owner's Attorney, providing project information as necessary regarding budget, scope, potential scheduling, etc., and input on code, planning, and pre-referendum procedural issues, as well as helping to establish milestone dates for completion of public notices, vote dates, public meetings, etc.
- BRMA will coordinate with the School District (and provide input for the Library Attorney – School District Attorney dialogue), providing project information as necessary regarding the referendum and bonding considerations, etc.
- BRMA will meet with the Building Committee and separately with staff in all departments and collection areas (Administration, PPS, ACS, young adults, Friends, etc.) to discuss the conceptual layouts of spaces and amenities from the Master Plan, and develop more detailed plans showing revisions based on comments (increased storage, orientation of work stations or circulation areas, etc.).
- BRMA will meet with the Building Committee to further develop the conceptual plans and elevations into presentation drawings, along with a three-dimensional exterior rendering of the proposed additions/renovations, and show revisions for publication materials based on comments (space labeling, focus on key amenities, etc.).

- BRMA will again meet with Staff and Building Committee to review modifications to assure that the referendum project is a good conceptual representation of the final design description, at the conceptual level.
- BRMA will produce four to six interior renderings for presentation as part of the referendum campaign.
- BRMA will update the Project Budget provided in the Master Planning Report and work with the Library's Construction Manager, to reflect a referendum in May 2019 and a likely construction bid date of Spring 2021, as well as any design modifications incorporated per these services. The Construction Manager will be responsible for the final project budget development.
- BRMA will prepare and format graphic materials (plans, renderings, etc.) to be submitted digitally to the Library's internet consultant (or campaign consultant, or Foundation), for inclusion on the Library's information website.
- BRMA will coordinate with the Owner's campaign consultant, providing data and design information, applicable research, and information regarding library design standards and the derivation of the Master Plan for use in preparation of presentations, graphic materials, etc. BRMA will help coordinate dates, content, and themes for public meetings, press releases, mailers, etc. BRMA will provide general assistance with graphics (providing original graphics, colored and coded plans, renderings, etc.) and text for mailers, by the campaign consultant or the Library's Friends or Foundation organizations.
- BRMA will review press releases for architectural/library design issues, prepared by others.
- BRMA will prepare and facilitate three specialized outreach meetings (presumed in Winter 2018/2019) to small invited groups to provide a forum for engagement and discussion of the project with key fundraising and political parties, prior to the referendum.
- BRMA will participate in two open public presentations of the project for referendum, describing the need, discussing current library design standards and possibilities, showcasing the design, explaining the budget, etc. (presumed in Spring 2019, closer to the referendum date).

Estimated BRMA Hours for Basic Services above (October 2018 – May 2019 / 8 months):

Paul K Mays	60 hours	x	$160/hr	=	$9,600.00
Rebecca Elder	40 hours	x	$120/hr	=	$4,800.00
Hourly Not-to-Exceed Total					$14,400.00*
					Plus reimbursables

* For the purposes of this estimate of hours, this hourly not-to-exceed fee includes two public and three invited presentation meetings, in addition to an estimated four to six meetings with Building Committee, Staff, and Board.

II. SITE PLAN REVIEW / SEQRA SERVICES (if required)

Guilderland PL may not be required to pursue Site Plan Review, which typically involves application to and presentation before local jurisdictional boards for approval, including but not limited to Planning Board, Zoning Board, Architectural/Historical Review Board, etc. This will depend on the advice of the Library's attorney, the funding mechanism for the project, and a consideration of the political ramifications of submitting to the process, providing a "courtesy review," or claiming exemption. If the Library does pursue Site Plan Review or SEQRA Services, we propose confirming the requirements with the Library Attorney, and then establishing a fee for architectural services according to the scope required (Environmental Assessment Forms, Environmental Impact Statements, stormwater and sanitary calculations and preliminary design, grading plans, Department of Transportation coordination, Department of Health coordination, etc.). Note that SED approvals typically preclude the legal need for localized jurisdictional review, although a "courtesy presentation" may be desired.

III. ADDITIONAL OWNER'S CONSULTANT COORDINATION

BRMA will assist in the Owner's selection of qualified firms to conduct testing and analysis as and if required, including: Hazardous Materials Testing (Asbestos, Lead, PCB's), geotechnical testing, or other specialty consulting.

BRMA will provide coordination plans and project information as required for these consultants to conduct their services. BRMA will not charge for these architectural services.

IV. ARCHITECT'S FEE:
BRMA shall not exceed the totals indicated above ($14,400.00 plus reimbursables) for this scope of work, unless prior authorization is received from the Board of Trustees. Only hours expended on the project will be invoiced. Reimbursables (mileage, copies, printing, etc.) will be billed as a separate line item on each monthly invoice, and are in addition to hourly fees. Payment is due within thirty days of invoice.

V. DURATION OF SERVICES:
It is anticipated that the above-referenced services will be performed between September 11, 2018 and May 30, 2019. Should the schedule materially change, or the scope of the project vary significantly from these assumptions, BRMA reserves the right to negotiate with the Library an adjusted fee accordingly.

VI. OTHER SERVICES
BRMA will provide a proposal for any other pre-referendum services desired by the Guilderland Public Library. These may include: additional renderings, computer modeling and walk-through/fly-by movies of the design, significant design changes to the current building layout, additional meetings, traffic studies, environmental impact statements, storm water drainage studies, other special studies (archaeological, wetlands, etc.) or special agency requirements not specifically listed above.

VII. MISCELLANEOUS
Unless otherwise specifically detailed, BRMA will provide services under this agreement subject to the terms and conditions of the previous agreement between Owner and Architect.

Please review the above, and, if it meets your approval, execute this services authorization by signing and returning one copy to our office. We look forward to continuing to work with the Guilderland Public Library toward a successful referendum in May 2019.

Respectfully submitted,

Paul K Mays, RA
Principal
Butler Rowland Mays Architects, LLP

Signature: _____
For the
Guilderland Public Library

Print Name and Title: Bryan Best

Date: 10/18/18