

Old Library Accessibility Committee  
Meeting Minutes – July 10, 2018  
Upper Town Hall Volunteers Meeting Room - 13 Ayer Road, Harvard, MA

Members Present: Wendy Cote-Magan, Pete Jackson, Mark Mikitarian, Ken Swanton, Lucy Wallace  
Guests Present: David Pollak and, by phone later in the meeting, Austin Ludwig, Abacus Architects + Planners

The meeting was called to order at 4 PM by Chair Lucy Wallace.

Administrative

The minutes of the May 30, 2018 meeting were approved as presented.

Cost Estimates

The Committee reviewed the June 25, 2018 cost estimates by North Bay with David Pollard. David clarified that Alt 1, repair of the front entry tiles, should be incorporated into the base bid documents. Alt 2 is the estimate for restoration of the front arched windows on the south side of the building. Ken Swanton noted that approximately \$6,000 has been contributed by the tenant for accessibility-related improvements and could be applied to this project. Mark Mikitarian noted that some of those funds have been applied to electrical work that was required for ADA compliance as part of the granting of a variance by the MAAB. He asked if Ken could confirm the remaining balance.

David explained that categories with estimated costs exceeding \$25,000 must go out to sub-bid. There are three such categories: miscellaneous metals (\$51,246); electrical (\$28,604); and masonry (\$30,654). Sub-bids are required at least 2 weeks before the General Contractor bids.

While the North Bay estimate for construction, including both alt 1 and alt 2, was \$393,206, when Ken added in the additional project management and soft costs the total project cost is \$488,403 - \$16,403 over the approved funding of \$472,000. He had contacted Marie Sobalvarro about this overage and she felt it would be recovered through savings in the design contingency, currently \$33,285 in Ken's updated budget. Based on this, the Committee agreed to accept the estimate without modification.

Bid Package and Schedule

The schedule for completion of the construction drawings and posting of project in the Central Register was discussed. Austin Ludwig joined the meeting by phone to provide an update. The construction drawings (CD's) have gone to the consultants for final review; he expects to get the final CD's to the Committee by July 20<sup>th</sup>. In the meantime, David asked that Marie send Abacus her template for the posting so that his team can coordinate with her on finalizing the bid package. Lucy will email Marie with this request.

As the bid package cannot be posted before the Committee signs off on it, it was agreed that Wendy Magan, Pete Jackson and Chris Cutler would review the final CD's immediately upon receipt and the Committee would meet on July 24<sup>th</sup> to authorize proceeding. Austin will be available by phone to answer any questions.

Assuming the CD's are accepted on the 24<sup>th</sup>, the following tentative schedule was created:

July 25/26: Marie sends notice to the Central Register of the intent to post the bid package  
August 1: Bid package posted in Central Register  
August 20: Sub-bids due  
Sept. 5: General contractor bids due; award project and begin contract negotiations  
Sept. 26: Contracts signed (assumes 3 weeks to finalize); GC commences preparatory work (permits, etc) and GC given "notice to proceed". Starts 120-day clock for completion of project

It is apparent that should this aggressive schedule be met, the tenant will be out of the building from October 1<sup>st</sup> to February 1<sup>st</sup>.

Meeting adjourned at 5:40 PM.

Next meeting: July 24, 2018 at 4 PM.