

## **Building Design & Construction Committee, Vineyard Haven Public Library**

The Building Design and Construction Committee is a voluntary Committee under the auspices of the Vineyard Haven Public Library Board of Trustees. Its purpose is to advise the Trustees on all matters relating to the **design and construction of an addition to the Library building at 200 Main Street, in order to build a multi-purpose meeting room.**

The Committee will consist of 7-10 members, to include a Library Trustee, a member of the Friends of the Library, and other members of the public with background and expertise in similar public projects. The Library Director and Chair of Library Trustees will serve as ex-officio voting members.

Committee members will serve for approximately two years, commencing with their appointment by the Library Trustees December 20<sup>th</sup>, 2017, and concluding during the first year of operating in the expanded Library. The committee will meet a minimum of monthly beginning January 2018, or more depending on project needs. Committee members should have the ability to meet once a week during the peak of construction.

Meetings of the Committee should abide by open meeting laws and should be well publicized. Minutes should be kept and should be made available to the general public.

It is the goal of the Library Board of Trustees to complete the renovation and expansion successfully, within approved budgets, in full compliance with all applicable laws, and with community input. Therefore, they have charged the Committee with 4 objectives:

1. Objective 1: Confirm that the Library Building Program remains an appropriate guide. (If it needs alteration, submit suggestions to the Trustees.)
2. Objective 2: Throughout the process, identify and recommend qualified providers of professional services, using rules and regulations from Omnibus Construction Reform Act and other Massachusetts Public Construction Procurement Laws
3. Objective 3: Monitor the process of design and construction. Be the point of contact for architects, engineers, contractors, etc. Within the limitations imposed in this document, make decisions as requested by professional providers. In the event of uncertainty as to whether a decision falls within the authority of the committee, the representative of the Trustees may rule on the question, ask the Trustee chair to rule, or await a Trustee meeting.
4. Objective 4: Assist with communication with the community throughout the project.

The following list describes the primary responsibilities of the Committee:

- Review the data and conclusions collected and reported in the Library Building Program prepared by library staff and Trustees
- Participate in site visits to other libraries to gather ideas
- Work with town officials to prepare a request for qualifications (RFQ) for architectural design services, using town's procedures for selecting designers and following the guidelines of the Commonwealth
- Make recommendations to Trustees on the selection of the architect
- Negotiate and contract with the architect
- Work with architect to investigate options for building improvement based on the Building Program and create a schematic design and cost estimates
- Participate in public meetings in cooperation with Tisbury Vision Forum to gather public comment on proposed design(s)

- Recommend one or more design to the Trustees, Board of Selectmen, and Town Meeting as needed, and support the proposal as needed
- Cooperate with Library Capital Campaign Committee on fundraising initiatives
- Oversee design development and the creation of construction documents
- Work with designer, municipal officials, and library staff to prepare working drawings and bid package to put out for building contract
- Review bid documents and procure bids for the general contractor
- Make recommendations to the Trustees on the selection of the general contractor
- Negotiate and contract with the general contractor
- Appoint and work with a Clerk of the Works
- During construction, the Library Building Committee will work with the Clerk of the Works Town Facilities Manager, architects, engineers, general contractor, Town Counsel, and other project consultants
- Monitor the construction and approve or make recommendations to approve change orders within the assigned limit
- Cooperate with and make recommendations to landscaping committee and interior design committee
- Review bid documents and request bids for other goods and services that do not fall under the scope of work for the architect or builder, and make recommendations to contract for other goods and services
- Review the interior design components and selection of furniture, fixtures and equipment
- Approve and follow up on punch list or warranty items
- Receive as-built drawings
- Accept the building and secure the certificate of occupancy
- Be on hand to help cut the ribbon on the new facility

#### FINANCIAL RESPONSIBILITY

- Monitor the project budget and schedule
- Authorize payment requests within the budgetary limit Post Construction
- Recommend final payments
- Recommend the closure of project accounts
- Final decisions concerning financial expenditures or entering into contracts remain with the Library Board of Trustees

#### APPOINTMENTS

The following Committee members are appointed by the Library Board of Trustees (with input from the Tisbury Board of Selectmen)

Ian Aitchison, Library Trustee

George Balco, Chair of Library Trustees (Ex-officio)

Andrew Flake

Hal Garneau

Johanna Kobran, Friends of the Library

Paul Munafo, Tisbury Planning Board

Jim Norton, Library Trustee, liaison to Capital Campaign Committee

Ben Robinson, Tisbury Planning Board

Amy Ryan, Library Director (Ex-officio)