

AGENDA

Henika District Library
Building & Grounds Committee Meeting
March 5th, 2025 at 5:30pm

- I. Call to Order**
 - A. Members Present:
 - B. Members Absent:
 - C. Staff Present:
 - D. Guests:

- II. Approval of Agenda**

- III. Community Opportunity to Address the Committee**

- IV. Approval of Meeting Minutes**
 - A. January 2025 Building & Grounds Committee Minutes

- V. Unfinished Business**
 - A. USDA Requirements
 1. RFP: Architect?
 - B. Heating and Cooling Updates

- VI. New Business**

- VII. Around the Table**

- VIII. Adjournment**

Meeting Minutes:

Henika District Library
Building & Grounds Committee Meeting
January 20th, 2025 at 1pm

I. Call to Order - 1:06

A. Members Present: Gary Marsh, Pamela Meyer, Meghan Augustin

B. Members Absent: Rachel Brinks

C. Staff Present: Cierra Bakovka

D. Guests:

II. Approval of Agenda - motion by Augustin, second by Marsh

III. Community Opportunity to Address the Committee - none

IV. Approval of Meeting Minutes - motion by Augustin, second by Meyer

A. November 2024 Building & Grounds Committee Minutes

V. Unfinished Business - none

VI. New Business

A. Snowfest/Community Chat Recap- Snowfest was great, went very well, about 2k through the door. Several positive comments about the posters displayed with the potential future. Some questions of when, where and how.

Community Chat- very low turnout, only a couple community members. Cierra still provided a great presentation. Holly and Aviv who are apart of a Friends group revival attended and brought up some good marketing ideas. Angelina from the DDA took a few photos of the boards to share later. It is important to host these chats to provide the community with the opportunity for their input.

B. USDA Requirements

Cierra atndes a zoom with more information about the official loan application for the USDA. Many things needed for it. Need architectural plans to fill out large parts of the application. We will need a renewed contribution letter of our finances for the project. Will need an official architect to fill out parts of the application. Will need an environmental study involving - knowledge of area that would to be dug, an architectural historian and archeologist for analysis of area, input from SHIPO with historical insight.

1. RFP: Architect?

Mike Meyer from triangle was going to attend but was unable due to poor weather conditions. He was going to provide more knowledge on what a RFP process would be like. However, we need an architect and plans to drive ahead with the loan requirements. We will need decisions made to be able to provide architect with most accurate ideas to create the most accurate drawing for us the first time. Discussed were two main aspects to still be decided upon regarding the reading room area

possible becoming the open air porch it was originally. There are pros and cons and could be a negotiable point for our loan in regard to potential SHIPO approval. More to consider with this. Also for consideration would be to add right into the old 60s addition, or to tear down and build a whole new backside. Pros and cons to both options. Discussion ensued. No formal recommendation decided upon by the committee, but an agreement that the whole board will need to make some major decisions in order for architectural plans to be pursued. We need decisions made to keep the process moving.

VII. Around the Table: Bakovka- February 13 will be our first Love your Library fundraising event, with 10% of all sales at 4one2 going to benefit the library. This will be a series with dates in March and April with other restaurants as well. Marsh - grateful for competent leadership for this expansion dream. Meyer - appreciated the move forward attitude. Augustin- a call to action to start making decisions and work toward making things happen this year!

Adjournment: 2:27, motion by Augustin, second by Meyer

Henika Library
Request for Proposals to Provide Design Services
New Library

Owner:

Contact Person:

Contact Address:

Contact Phone:

Contact Email :

Project Name:

Project Location:

1. REQUEST

This is where you state what you are building and a little detail.

The Henika Library is seeking qualified design firms to develop a conceptual design and layout for the construction of a new Library.

The proposed building would be between 9,000 and 10,000 square feet.

The Library Board has determined that bringing on a design professional to assist with conceptual layout and design is the next logical step in the process.

Firms should have experience that includes, but not limited to architectural design, cost estimating for construction in the current environment, environmental/sustainable design strategies, placemaking strategies for public places, Library and community center designs, and work on publicly funded projects.

The current list of “needs” for the library, as determined by the library board, includes:

List your needs.

I included second half of number 2 for your records, it depends on where percentage of funds come from.

2. FEDERAL, STATE AND LOCAL REQUIREMENTS

All project plans must meet all applicable engineering standards and federal, state, and local requirements, including compliance with state and federal barrier-free accessibility requirements of 1976 PA 453 (Elliot –Larsen Civil Rights Act) and 1976 PA 220 (Persons with Disabilities Civil Rights Act), as amended. In accordance with these laws, all contracts must contain a covenant by the consultant and any sub-consultants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. In addition, Federal guidelines mandate that the project must be in accordance with 43 CFR Subtitle A, Subpart C. All contractors and sub-contractors must take all necessary affirmative steps to assure minority firms, women's business enterprises and labor surplus area firms are used when possible.

3. SCOPE OF WORK

Design Services

The overall goal of the project is to develop a conceptual design for the proposed Library, allowing the Library Board to make a final decision on proceeding with construction. designs, cost estimates, and other matters to keep the project moving forward.

Deliverables

The Library Board is seeking the following deliverables at the end of the project to aid the Township Board in making a decision on how to proceed with the project:

- A rendering of proposed building and site.
- A detailed floor plan showing the use of the space proposed within the building, including optional areas for 'wants' that the Library has identified, but are not committed to including yet.
- Cost estimates for the overall project, specific individual modules in the building, and the items on the Task Force's list of 'wants.'

4. CONSTRUCTION DOCUMENTATION AND OVERSIGHT NOT INCLUDED

This proposal does not include any work beyond the conceptual design phase.

The library has already secured a Construction Manager for the construction documentation and oversight of the project to comply with procurement regulations.

5. CONTENT OF PROPOSAL

Proposed staffing for the project including qualifications of each staff member assigned to the project and their roles.

Related project experience of the firm and the proposed staff describing the project owner, services provided, date of completion and project design and/or construction costs.

A lump sum amount for providing the scope of services and deliverables for the project. Please outline the estimated number of hours that you expect that your firm will spend on the project, including meetings with the owner, possible related costs, and the hourly rate for each staff member that may be working on the project.

Two copies of the proposal should be provided, along with one digital copy to facilitate distribution to the Task Force

6. ESTIMATED TIMELINE:

The proposed timeline is offered as a guideline for this project:

This is where we list the timeline for:

Advertise for bid date

Bids Due date

Interview date

Contract award date

Completion date

7. JUDGING OF PROPOSALS

You can put whatever you want in here, this is an example.

The Library Board has established a Task Force to determine the viability of the project. The Task Force will perform the initial review of the proposals, based on professional qualifications, previous experience on similar projects, ability to meet project work schedule, and total bid cost. The Task Force will make a recommendation to the full Library Board, who will approve the contract with the design firm. The Library reserves the right to reject all bids, waive informalities or irregularities, and accept the bid that it determines to be in the best interest of its residents

9. SUBMISSION OF PROPOSALS

Two (2) copies of the proposal shall be submitted to:

This is where we would have the location of the bids submitted, as well as the deadline for them.

10. Last section has space for the firm's name, contact information, address, phone numbers, lump sum cost.