

III Consent, Item A

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
WEDNESDAY, JUNE 8, 2011, 6:30 P.M.

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:

Chair Darryl Moore
Vice Chair Winston Burton

Abigail Franklin
Julie Holcomb
Jim Novosel

I. PRELIMINARY MATTERS

A copy of the agenda packet and a digital recording of the meeting is accessible at http://www.berkeleypubliclibrary.org/about_the_library/bolt/bolt.php

A. Call to Order: 6:40 p.m.

Present: Trustees Burton, Franklin, Holcomb, Moore and Novosel.

Absent: None.

Also Present: Donna Corbeil, Director of Library Services; Douglas Smith; Deputy Director; Dennis Dang, Library Admin Manager; Suzanne Olawski, Neighborhood Services Manager; Jenifer Shurson, HR Analyst; Eve Franklin, Administrative Secretary.

Steve Dewan, Kitchell CEM

B. Public Comments: none.

C. Report from library employees and unions, discussion of staff issues: none.

D. Report from Board of Library Trustees:

Trustee Burton – Reported attending volunteer celebration.

Trustee Franklin – Reported she and Trustee Burton had attended the quarterly 4x2 Committee meeting.

Trustee Moore – Reported attending volunteer celebration.

II. PRESENTATIONS

A. Kitchell CEM Quarterly Update

From: Project Manager

Contact: Steve Dewan

Action: Presentation made and discussion held. Handouts provided (attachment 1.)

B. Civic Art in West and south Branch Measure FF Projects

From: Library Director

Contact: Donna Corbeil

Action: Presentation made and discussion held. Trustees Franklin and Novosel volunteered to serve on selection panel for the South Branch. Trustees Burton and Holcomb volunteered to serve on selection panel for the West Branch.

III. CONSENT CALENDAR

Action: M/S/C (Trustee Franklin / Trustee Burton to adopt Resolution# R11-041 to adopt the Consent Calendar in one motion as presented.

Vote: Ayes: Trustees Burton, Franklin, Holcomb, Moore and Novosel. Noes: None. Absent: None. Abstentions: None.

A. Approve minutes of May 11, 2011 Regular Meeting

From: Director of Library Services

Recommendation: Approve the minutes of the May 11, 2011 regular meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Library Director

Action: Adopted Resolution# R11-042 to approve minutes as presented.

B. Incorporate Bay-Friendly Landscaping Guidelines into Library Landscape Maintenance Service Agreements

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to incorporate Bay-Friendly Landscaping Maintenance Guidelines into future contract.

Financial Implications: None.

Contact: Donna Corbeil, Library Director

Action: Adopted Resolution # R11-043.

C. Recommendation to the City Council on the FY2012 Library Tax Rate

From: Director of Library Services

Recommendation: Adopt a resolution to rescind BOLT R11-039 and to recommend that the Berkeley City Council set the FY 2012 tax rate for the Library Services Tax at \$0.1655 (16.55 cents) per square foot for dwelling units and \$0.2503 (25.03 cents) per square foot for industrial, commercial, and institutional buildings, based on the per capita personal income growth factor of 2.81% for the State of California.

Financial Implications: See report.

Contact: Donna Corbeil, Library Director

Action: Adopted Resolution # R11-044.

D. Amend FY 2012 and 2013 Berkeley Public Library Biennial Budget

From: Administrative Services Manager

Recommendation: Adopt a resolution to amend the FY 2012 and 2013 Proposed Biennial Budget as presented to reflect increased tax revenues.

Financial Implications: see report.

Contact: Dennis Dang, Administrative Services Manager

Action: Adopted Resolution # R11-045.

IV. INFORMATION REPORTS

A. Update on the Branch Bond Program

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

B. June 2011 Monthly Report from Library Director

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

C. Library events: Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: None .

V. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, July 13, 2011 at the South Branch Library, 1901 Russell Street, Berkeley.

- Work Plan
- Reference Department Staff Presentation
- **BranchVan** update

VI. ADJOURNMENT

Adjourned at 8:55 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of March 9, 2011 as approved by the Board of Library Trustees

//s//

Donna Corbeil, Director of Library Services, serving as Secretary to BOLT

COMMUNICATIONS

None.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS

None.



Agenda

BOLT Progress Report
Branch Library Improvement Project

- **General Program Update**
 - Progress Since 03/09/11
 - Design Progress, Milestones
 - Permitting Progress, Milestones
 - Bid Results (update)
 - Construction
 - What's Next?
- **Schedule Update**
- **Budget & Cost Control Update**

General Program Update – Progress Since 03/09/11

BOLT Progress Report
Branch Library Improvement Project

• **DESIGN PROGRESS, MILESTONES**

- Design Process:
 - Conceptual Design
 - Schematic Design
 - Design Development
 - Construction Documents

- 1 project at 50% Construction Document level (South)
- 1 project at end of Design Development phase (West)



June 8, 2011

General Program Update – Progress Since 03/09/11

BOLT Progress Report
Branch Library Improvement Project

• **PERMIT PROCESS, MILESTONES**

- Process:
 - Planning Permits
 - Use Permit
 - Structural Alteration Permit
 - Administrative Use Permit
 - *Development of design through Construction Documents*
 - Building Permit



June 8, 2011

General Program Update – Progress Since 03/09/11

BOLT Progress Report
Branch Library Improvement Project

• **PERMIT PROCESS, MILESTONES (CONTINUED)**

- Use Permit approved for South and West projects on 05/17/11
 - Including demolition permit for West
- Building Permit Application approved for Claremont on 04/20/11
- Building Permit Application approved for North on 04/28/11
- Administrative Use Permit for 8' fence at Claremont approved on 05/19/11



June 8, 2011

General Program Update – Progress Since 03/09/11

BOLT Progress Report
Branch Library Improvement Project

• **BID RESULTS - CLAREMONT**

- Bid protest hearing held 03/14/11, protest rejected 03/15/11
- Notice of Intent to Award issued to Fine Line 03/24/11
- Notice to Proceed issued 04/21/11

• **BID RESULTS - NORTH**

- First bids rejected and re-bid scheduled with revised documents
- Bid Opening 03/31/11, 3 bids received
- Low bid \$4.36M – BHM Construction
- Notice of Intent to Award issued 04/14/11
- Notice to Proceed issued 05/05/11



June 8, 2011

General Program Update – Progress Since 03/09/11

BOLT Progress Report
Branch Library Improvement Project

• **CONSTRUCTION - CLAREMONT**

- Demolition at exterior (ramps, stairs)
- Site clearing
- Demolition at interior (shelving, flooring)
- Hazardous materials abatement (sheetrock, piping)
- Interior framing
- Submittals



June 8, 2011



**Claremont Branch
Improvement Project**



WEEKLY CONSTRUCTION UPDATE

Work scheduled to be performed the week of June 6, 2011:

- Selective interior demolition
- Site work
- Interior rough framing
- Foundation work

Work scheduled to be performed the week of June 13, 2011:

- Selective interior demolition
- Install scaffold
- Foundation work
- Interior rough framing
- Exterior rough framing



For any concerns related to construction activities, please contact the Construction Manager, Kitchell CEM, at (510) 292-8983 or mdenney@kitchell.com.









General Program Update – Progress Since 03/09/11

BOLT Progress Report
Branch Library Improvement Project

• **CONSTRUCTION - NORTH**

- Demolition at exterior
- Site clearing
- Demolition at interior (shelving, flooring, plaster)
- Hazardous materials abatement (piping insulation)
- Interior framing
- Submittals



June 8, 2011



**North Branch
Improvement Project**



WEEKLY CONSTRUCTION UPDATE

Work scheduled to be performed the week of June 6, 2011:

- Selective interior demolition (continued)
- Hard demolition at back of building (removal of rear wings)
- Site clearing
- Excavation for expansion area at back of building
- Interior framing

Work scheduled to be performed the week of June 13, 2011:

- Excavation for expansion area at back of building (continued)
- Interior framing (continued)
- Shoring at expansion area at back of building



For any concerns related to construction activities, please contact the Construction Manager, Kitchell CEM, at (650) 393-3656 or gsdwan@kitchell.com.











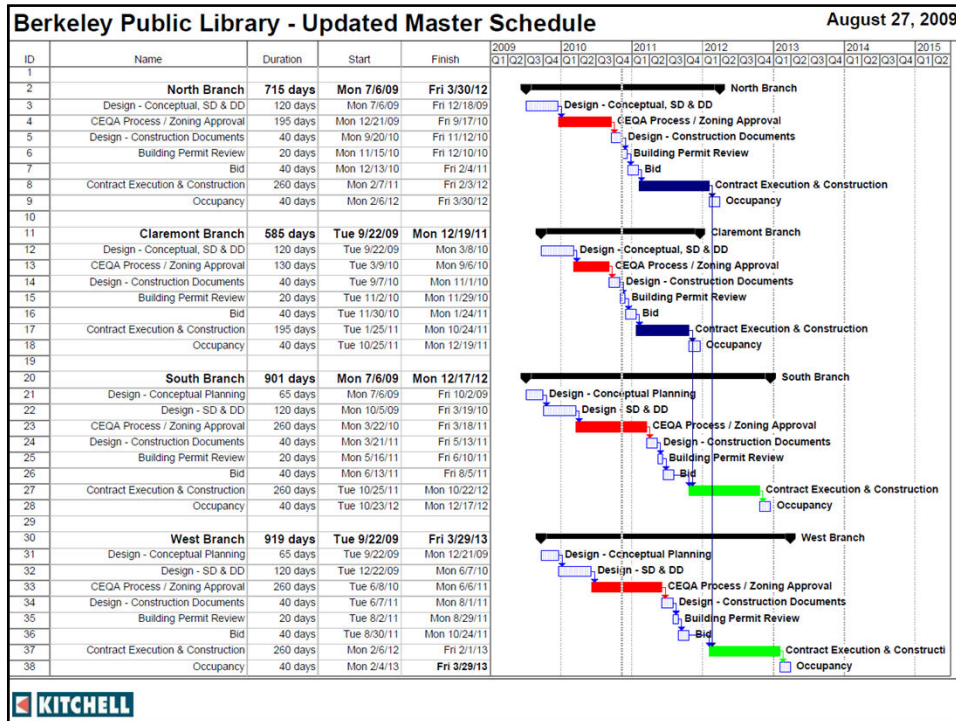
General Program Update – What's Next?

BOLT Progress Report
Branch Library Improvement Project

- LEED design submittal for North and Claremont
- Design Progress for South and West
- Construction Continuing at North and Claremont



June 8, 2011



Schedule Update

BOLT Progress Report
Branch Library Improvement Project

- Impacted Master Schedule in development
- Unanticipated delays experienced to date:
 - Bid protest for Claremont project
 - Re-bid of North project
 - Extended EIR process
- Ideas under review to mitigate delays and improve program schedule
- Critical path of schedule through North and West projects


June 8, 2011


KITCHELL

Schedule Update BOLT Progress Report
Branch Library Improvement Project

- **Claremont Branch**
 - Delay to bid protest
 - Branch Closed 04/02/11
 - Projected Opening February/March 2012

- **North Branch**
 - Delay to project schedule due to project over-bid and re-bid
 - Branch Closed 04/30/11
 - Projected Opening April/May 2012



 June 8, 2011

Schedule Update BOLT Progress Report
Branch Library Improvement Project

- **South Branch**
 - Branch to close when Claremont opens
 - Anticipated closure – 1st Quarter 2012 to 1st Quarter 2013
 - Anticipated construction duration – 1 year

- **West Branch**
 - Branch to close when North opens
 - Anticipated Closure – 2nd Quarter 2012 to 2nd Quarter 2013
 - Anticipated construction duration – 1 year



 June 8, 2011

Budget & Cost Control Update

BOLT Progress Report
Branch Library Improvement Project

- Program Budget reviewed 04/04/11 and re-allocations made.
- Alternate funding of \$200,000 added to the Program for the North branch project.



June 8, 2011



PROGRAM COST CONTROL REPORT

BERKELEY PUBLIC LIBRARY Branch Library Improvement Program	Revised Budget - February 24, 2011	Revised Budget - April 4, 2011
NORTH BRANCH		
Hard Costs	\$ 4,282,000	\$ 4,282,000
Soft Costs	\$ 1,263,531	\$ 1,263,531
Project Contingency	\$ 218,939	\$ 418,939
Branch Total	\$ 5,764,470	\$ 5,964,470
SOUTH BRANCH / TOOL LENDING		
Hard Costs	\$ 4,844,500	\$ 4,844,500
Soft Costs	\$ 1,437,046	\$ 1,437,046
Project Contingency	\$ 47,974	\$ 47,974
Branch Total	\$ 6,329,520	\$ 6,329,520
WEST BRANCH		
Hard Costs	\$ 5,518,500	\$ 5,518,500
Soft Costs	\$ 1,371,183	\$ 1,371,183
Project Contingency	\$ 249,772	\$ 249,772
Branch Total	\$ 7,139,455	\$ 7,139,455
CLAREMONT BRANCH		
Hard Costs	\$ 3,268,500	\$ 3,268,500
Soft Costs	\$ 1,038,577	\$ 1,038,577
Project Contingency	\$ 87,163	\$ 87,163
Branch Total	\$ 4,394,240	\$ 4,394,240
TOTAL SITE COSTS	\$ 23,627,685	\$ 23,827,685
GENERAL PROGRAM SOFT COSTS		
Consultants	\$ 486,000	\$ 486,000
Program & Construction Management	\$ 996,990	\$ 996,990
Fees & Miscellaneous	\$ 503,962	\$ 503,962
TOTAL GENERAL PROGRAM COSTS	\$ 1,986,952	\$ 1,986,952
TOTAL PROGRAM & SITE COSTS	\$ 25,614,637	\$ 25,814,637
PROGRAM CONTINGENCY	\$ 385,363	\$ 185,363
ADDITIONAL REVENUE - ALTERNATE FUNDING	\$ -	\$ 200,000
TOTAL PROGRAM BUDGET	\$ 26,000,000	\$ 26,200,000

Budget & Cost Control Update

BOLT Progress Report
Branch Library Improvement Project

- **As of 04/30/11 - \$2,874,877 of the \$26.2M Bond Fund Expended – 11.1%**
- Current expenses – Building permit fees (final), EIR & litigation work (consultant and architects), design & construction
- **Current budget assumes keeping to Master Schedule - Schedule changes directly impact budget**



June 8, 2011



Period Ending 04/30/10

PROGRAM COST CONTROL REPORT

BERKELEY PUBLIC LIBRARY Branch Library Improvement Program	Revised Budget - April 4, 2011	Current Committed Costs	Expended to Date
NORTH BRANCH			
Hard Costs	\$ 4,282,000	\$ 4,815,000	\$ 11,070
Soft Costs	\$ 1,263,531	\$ 1,147,654	\$ 723,876
Project Contingency	\$ 418,939	\$ 1,816	\$ -
Branch Total	\$ 5,964,470	\$ 5,964,470	\$ 734,947
SOUTH BRANCH / TOOL LENDING			
Hard Costs	\$ 4,844,500	\$ 4,844,500	\$ -
Soft Costs	\$ 1,437,046	\$ 1,452,046	\$ 541,627
Project Contingency	\$ 47,974	\$ 32,974	\$ -
Branch Total	\$ 6,329,520	\$ 6,329,520	\$ 541,627
WEST BRANCH			
Hard Costs	\$ 5,518,500	\$ 5,518,500	\$ -
Soft Costs	\$ 1,371,183	\$ 1,386,183	\$ 356,564
Project Contingency	\$ 249,772	\$ 234,772	\$ -
Branch Total	\$ 7,139,455	\$ 7,139,455	\$ 356,564
CLAREMONT BRANCH			
Hard Costs	\$ 3,268,500	\$ 3,378,500	\$ 9,568
Soft Costs	\$ 1,038,577	\$ 938,851	\$ 578,835
Project Contingency	\$ 87,163	\$ 76,869	\$ -
Branch Total	\$ 4,394,240	\$ 4,394,240	\$ 588,402
TOTAL SITE COSTS	\$ 23,827,686	\$ 23,827,686	\$ 2,221,540
GENERAL PROGRAM SOFT COSTS			
Consultants	\$ 486,000	\$ 486,000	\$ 230,062
Program & Construction Management	\$ 996,990	\$ 996,990	\$ 273,478
Fees & Miscellaneous	\$ 503,962	\$ 503,962	\$ 149,798
TOTAL GENERAL PROGRAM COSTS	\$ 1,986,952	\$ 1,986,952	\$ 653,337
TOTAL PROGRAM & SITE COSTS	\$ 25,814,637	\$ 25,814,637	\$ 2,874,877
PROGRAM CONTINGENCY	\$ 185,363	\$ 385,363	\$ -
ADDITIONAL REVENUE - ALTERNATE FUNDING	\$ 200,000	\$ -	\$ -
TOTAL PROGRAM BUDGET	\$ 26,200,000	\$ 26,200,000	\$ 2,874,877

QUESTIONS?

BOLT Progress Report
Branch Library Improvement Project



June 8, 2011