

Jefferson County Public Library Board of Trustees
Study Session
April 13, 2017 – 5:30 p.m.
Administration Conference Room

TOPICS:

- Guest, Kurtis Behn, County Attorney's Office
 - Amendment to Bibliocommons Contract
 - Edgewater IGA Information
- Edgewater Project: Guest, Paul Wember, Owner's Representative
- Columbine Library GMP
- Columbine Sorter Information
- Tolin Mechanical Services Information
- Columbine Library Remodel GMP

Call to Order

The Study Session was called to order at 5:30 p.m. by Julia Hill-Nichols, Chair.

Other Trustees present: Charles Naumer (Vice-Chair), Kim Johnson (Secretary), John Bodnar, Deborah Deal and Brian DeLaet.

Trustees not present: All Trustees were present

Guests: Kurtis Behn, County Attorney's Office; Paul Wember, Owner's Representative

Staff present: Pam Nissler, Executive Director; Donna Walker, Director of Public Services; Rebecca Winning, Director of Communications; Richard Sosa, Director of Budget & Finance; Sandie Coutts, Director of Employee Relations & Development; Steve Chestnut, Director of Facilities & Construction Projects; Pat Klein, Director of Information Technology; Julianne Rist, Director of Public Services; and Amber Fisher, Executive Assistant, Office of the Executive Director.

Amendment to Bibliocommons Contract

The Executive Director introduced Kurt Behn from the County Attorney's office. Kurt provided a summary of the Bibliocommons contract negotiations. The Library was advised that the original contract terms to pay fully for the subscription and implementation up-front were not advisable. JCPL then pursued a split payment option, which was not the best and final pricing offer in the bid response from the vendor. At JCPL request, the vendor is now developing terms that will allow the Library to hold back a portion of the implementation cost until the implementation is

complete and accepted by the Library. It is anticipated that the payment terms will be a 60/40 agreement (60% upfront and 40% upon completion). This is related to the implementation portion only. The additional fee is anticipated to be 10% of the implementation portion. The exact cost of these terms are being finalized, however, the fee will exceed the not-to-exceed amount approved by the Board in December, 2016. Final terms are expected to be received and reviewed by next week's Board meeting where the Library will ask for authorization for the Executive Director to sign the contract to cover this additional expense.

Edgewater IGA Information

The Executive Director introduced the topic and asked Kurt Behn to provide a summary of the Intergovernmental Agreement (IGA) with the City of Edgewater concerning the construction and operation of the Edgewater Library at the Edgewater Civic Center. Kurt advised the Board that he has reviewed and approved the agreement and supports moving ahead. In response to a question, Kurt advised the Board that included as an attachment (Exhibit A), is the draft lease agreement. The lease agreement is not complete as there is not enough information at this point in the project to finalize a lease agreement. It is expected that the Library will pursue a 20 year term with renewal. The Library will recommend that the Board authorize the Executive Director to sign the IGA at the April 20, 2017 Board meeting.

The Trustees expressed appreciation to Kurtis Behn for his work on behalf of the library.

Edgewater Project: Guest, Paul Wember, Owner's Representative

The Executive Director introduced Paul Wember and asked him to provide a summary of his experience. Paul Wember advised the Board that his experience includes the successful completion of 23 libraries and currently has three more libraries scheduled. Paul noted that he is a licensed architect and brings those skills to the table when needed. The Edgewater project is gaining momentum and representing the Library's interests in all phases of the development of the project will help ensure the needs of the Library are addressed as the project moves forward. In response to a question about mechanical engineering, Paul advised the Board that one of the things he will be looking at are the plans of the developer who may bring in the main lines and then handoff the rest of the completion to the Library.

Columbine Library Remodel – GMP

Steve Chestnut addressed the Board and provided information on the status of the Columbine Library remodel and Guaranteed Maximum Price (GMP). Jefferson County Planning and Zoning, in conjunction with Jefferson County Traffic and Engineering,

requested modifications to the originally submitted design. The design change will increase the GMP due to additional design costs, pavement, and curb/gutter work related to the drive up book drop. The GMP, as of the date of this meeting, has not been modified to reflect those costs because the approval from County Planning and Zoning was only received last night. The item was on the County Planning & Zoning meeting consent agenda and was approved. The Chair noted that having a drive up book drop was a critical issue in the feedback from the community and one of the high priority items. Steve Chestnut advised the Board that the additional design and materials are estimated to be around \$60,000. The Library expects to present the final GMP at the Board meeting next week at which time a recommendation will be presented that the Board authorize the Executive Director to proceed with Phase 2 of the project. Trustee Bodnar asked that in the future, the Library use the term Estimated Guaranteed Maximum Price until the number is final.

There was some discussion of the items listed in the JCPL Columbine CMGC Budget. In response to questions, the Board was advised that:

- Mechanical and Electrical were bid on the plans
- Costs for the sorter come out of the sorter replacement fund
- Alternate Services represents the alternative services lease space
- The Library anticipates bringing the FF&E RFP information to the Board in May

Columbine Sorter Information

Pat Klein introduced the topic and provided information on the RFP and vendor selection for the Columbine sorter. Three vendors submitted proposals: Bibliotheca, PV-Supa and Tech-Logic. Bibliotheca's proposal did not meet all the requirements so they were therefore eliminated from final selection. The RFP selection team interviewed the remaining two vendors and checked references. The final evaluation point was cost of the proposals over a five year period. Although Tech-logic had a strong proposal there were a few items that distinguished PV-Supa over Tech-Logic. Those included: Simple design, modular equipment (allowing for easy expansion), similar bins, strong references from current customers and cost. The Library will recommend that the Board authorize the Executive Director to sign the contract with PV-Supa at the April Board meeting. Trustee Bodnar noted that he would like the sorter costs to come out of the Columbine remodel budget.

In response to questions, Pat Klein advised the Board that:

- The large difference in the prices of the proposals is most likely related to the design of the sorters; PV-Supa sorter design is very modular.
- PV-Supa has a parts warehouse in Texas. The issues with parts for the Bibliotheca sorters are related to parts having to be shipped internationally.

- Another advantage of PV-Supa is that they are the primary manufacturer of their sorters. Bibliotheca is not the primary manufacturer of their sorters.
- There is currently \$400,000 in the sorter replacement budget.

Tolin Mechanical Services Information

Steve Chestnut provided information on the Library's 2017 Mechanical HVAC Maintenance Services RFP. The Library issued a request for proposal for Mechanical HVAC Maintenance Services. A total of nine (9) contractors responded to the RFP with prices ranging from \$208,502 to \$59,073 per year for those services. After evaluating those responses, Facilities recommends that the Library move forward with re-contracting with Tolin for period of 1 year with up to 4 additional years with contract renewal. Tolin Mechanical is a full service facilities management company in business for 69 years. Tolin has been managing JCPLs mechanical HVAC maintenance services since 2012, providing exceptional support and excellent customer service. Tolin would continue to supply all labor, materials, vehicles, tools and equipment required to perform scheduled preventive, predictive, unscheduled maintenance and repairs to include 24/7/365 service and emergency calls to all 10 of our libraries. The new contract cost for 2017 will be \$87,948.00 which is a reduction of \$25,697 over 2016 pricing in-part, due to HVAC replacements/upgrades, relieving the burden from JCPL of requiring full service maintenance on a manufacturer warrantied item. The Library will request Board authorization for the Executive Director to sign the contract with Tolin at the April 20, 2017 Board meeting.

Columbine Library Sorter

The Chair advised the Board that she would like to go back and address Trustee Bodnar's comment regarding the Columbine sorter. The Chair asked the Library to provide information on the logic behind taking the Columbine sorter out of the sorter fund instead of the remodel budget.

Library Foundation

The Chair advised the Board that more information will be presented about the four teams working on plans for the Foundation at the April 20, 2017 Board meeting.

ADJOURNMENT

The study session was adjourned at 6:22 p.m.



Kim Johnson, Secretary