



**Jones Library Building Committee, Design Subcommittee, and
Equity, Justice, and Inclusion Subcommittee**

Thursday, January 19, 2023; 4:30-6:30pm; Zoom Online:

You are invited to a Zoom webinar.

When: Jan 19, 2023 04:30 PM Eastern Time (US and Canada)

Topic: Jones Library Building Committee, Design Subcommittee, and Equity, Justice, and Inclusion Subcommittee Meeting

Please click the link below to join the webinar:

<https://amherstma.zoom.us/j/89951530865>

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Webinar ID: 899 5153 0865

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AGENDA

- I. Call to Order
 - A. Building Committee (Welcome, Austin, Anika, Zander, Christine, Sean, George, Alex, Paul, and Sharon!)
 - B. Design Subcommittee (Welcome, Christine, Austin, George, and Sharon!)
 - C. Equity, Justice, and Inclusion Subcommittee (Welcome, Farah, Melissa, Ginny, Walter, Raphael, Mia, and Sharon!)
- II. **Approval of Minutes ***
 - A. **Building Committee (1-5-23)**
 - B. **Design Subcommittee (8-30-22)**
- III. Town Manager Report (Bockelman)
- IV. Finance Update (Mangano) *
 - A. **Review & Approval of Invoices**
- V. Colliers Project Leaders, Owner's Project Manager (DiCarlo; Anselone) *
 - A. Project Updates [schedule; designs (VE List; Sustainability Goals; Rest Rooms); budget]
 - B. **Stefura Proposal**
- VI. Subcommittee Reports *
 - A. Design (Gray-Mullen)
 - B. Outreach (Lefebvre)
- VII. Correspondence *
- VIII. Topics not Anticipated by Chair 48 Hours in Advance
- IX. Public Comment
- X. Adjourn

Future Meetings (4:30pm via Zoom): Thursday, January 26, 2023; Thursday, February 2, 2023; Thursday, February 9, 2023; Tuesday, February 14, 2023; Thursday, February 16, 2023; Tuesday, February 21, 2023; Thursday, February 23, 2023; Thursday, March 16, 2023; Thursday, April 13, 2023.

* Indicates Handout(s) Will be Made Available.

RED Indicates Vote Required.



**Jones Library Building Design Subcommittee
(JLBC – Design Subcommittee)**

Tuesday, August 30, 2022

YouTube Meeting recording of this Zoom:

https://www.youtube.com/watch?v=vL94yJwpq_Y

4:00 PM

Draft Minutes

Present: Christine Gray-Mullen (Chair), George Hicks-Richards, Sharon Sharry, Will Fernandez (Colliers), Craig DiCarlo (OPM), Josephine Penta (FAA), Ellen Anselone (FAA),

Absent: Austin Sarat (arrived later in the meeting)

Glossary of Acronyms: FAA = Finegold Alexander Architects, JLBC = Jones Library Building Committee, OPM = Owner's Project Manager (Colliers), SD = Schematic Design

I. Call to Order – Roll Call to check audio and video feed.

Gray-Mullen called the meeting to order at 4:02 PM. Sound and video check for all panelists. Gray-Mullen introduced all of the people from FAA and Colliers.

II. Minutes – July 15th minutes

Moved to approve by Sharry. Seconded by Hicks-Richards.

No Changes or suggestions.

VOTED: To approve minutes from July 15, 2022 - UNANIMOUS vote with 1 absent (Sarat).

**III. Schematic Design Updates - Calendar Review and Schematic Design Update
(DiCarlo, Anselone, Penta)**

DiCarlo shared screen to show everyone where they are on the schedule and noted the delay in the schedule.

Sarat entered the meeting at 4:05 PM.

DiCarlo asked the Design Subcommittee to review the spreadsheet and help move certain items into the “plausible” category.

Soundcheck for Sarat.

Gray-Mullen noted that the goal was to accept items on the spreadsheet and make recommendations to the full JLBC membership to move forward out of schematic design phase.

DiCarlo agreed that the goal was to move items into recommended or rejected columns.

Approval or rejection protocol for the group to proceed was agreed upon. The group agreed to ask questions of DiCarlo and FAA freely.

The group worked through the spreadsheet together and reviewed each proposed design change. Cost savings were explained by DiCarlo.

Questions were posed by Design Subcommittee members.

Anselone and Penta shared their screens to help answer questions from Design Subcommittee members using samples of materials used in other buildings. Questions centered around zero energy compliance and aesthetics, in addition to proposed cost savings.

Discussion continued to include several options for the exterior finishes and discuss the opportunities to save by changing to different materials from the original renderings.

Gray-Mullen asked the FAA representatives to come up with updated renderings based on potential cost savings.

FAA asked for the Design Subcommittee members to give some direction for the new design renderings.

Design Subcommittee asked FAA and Colliers to bring new renderings to the full JLBC meeting so that savings could be clearly explained.

Comments from

Next meeting – Week from Thursday JLBC mtg 9/8/2022

IV. Next Meeting Date - Design Subcommittee next mtg – TBD

Anselone recommended that changes from staff have to be added to the overall design. DiCarlo mentioned an off-line conversation with MBLC. Finding common ground with MBLC and Sharon.

V. Topics Not Anticipated by Chair 48 Hours in Advance of Meeting – None

VI. Public Comment

Bob Pam – Expressed concern about the JLBC design subcommittee acceptance of option #2 showing CLT and mechanical infrastructure. Pam further expressed personal opinions about Design Subcommittee decisions regarding windows on the north side of the building shown in the renderings. Pam expressed opinions about using smaller windows on the new building. Pam expressed regret that solar panels are not included in the schematic drawings/designs of the new library building. Mr. Pam made recommendations about changing the size of the solar panels. Spoke to #17 on the list – the entrance on the back side of the building will need to be drained appropriately by some means.

VII. Adjourned 6:28 PM.

Link to online agenda for this meeting: <https://amherstma.gov/DocumentCenter/View/65149/08-30-2022-JLBC-DESIGN-subcomm-agenda-for-posting>

Link to online packet for this meeting: <https://amherstma.gov/DocumentCenter/Index/5019>

*Link to YouTube Channel recording of this meeting:
https://www.youtube.com/watch?v=vL94yJwpq_Y*

Respectfully submitted to Gray-Mullen for review on 01/12/2023



PROPOSAL FOR INTERIOR DESIGN SERVICES FURNITURE

PREPARED FOR FINEGOLD ALEXANDER ARCHITECTS INC (FAA)

Jones Library
Amherst, Massachusetts
15 February 2022
Revised 31 October 2022
Revised 05 December 2022

1. FIRM INFORMATION

Interior Design Firm	Stefura Associates Inc (SAI)
Business Address	77 North Washington Street Boston MA 02114
Telephone Number	617 723 5164
Facsimile Number	617 723 5165
Contact	Lianne Vivilecchia IIDA lianne@stefura.com

2. PROPOSED SCOPE OF SERVICES

We understand the program to require utilization of approximately 63,000 square feet of renovated and newly constructed space for Jones Library in Amherst, Massachusetts.

The fees assigned to the scope of work described in the proposal are based upon the assumption that the project will be approved in the first quarter of 2024 and will be completed and installed no later than July 2025. Should the completion date fall more than six months past this date, the fees will require adjustment.

The spaces include areas for general and special collections for children, young adults and adults; group and quiet study areas; meeting rooms; staff offices, work and lounge areas; lobbies, support spaces and general circulation areas.

We assume that all furniture will be new. All products will be selected from standard product offerings, available on State Contract, MHEC or other pre-negotiated purchasing platforms available to the Library. Custom furniture design is not included in this scope of work. Selection and documentation of products available through Public Bid are not included in this scope of services. Any work related to reused furniture is not included in this scope of services.



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We understand that project drawings and documents will be executed in Revit. A full set of construction documents and a reference set of field dimensions will be made available to SAI for coordination of work. Electronic files of all base drawings will be provided by FAA. Any architectural shell adjustments, made as the project progresses, will be incorporated into the drawings by FAA. Updated electronic files will be provided to SAI.

PROGRAMMING/SCHEMATIC DESIGN

- Review programming information previously collected by the FAA and the Client
- Collect fine-tuned programmatic information
- Document and distribute additional information collected
- Prepare preliminary furniture plans reflecting information collected
- Confirm stack layouts and book counts with FAA and the Client
- Review the electric/communications/data plans, provided by FAA; coordinate and document locations per the approved furniture plans
- Prepare preliminary furniture budget based upon preliminary furniture plans
- Two “in house” design team meetings planned during this phase of work
Two Client meetings, via remote, will be conducted during this phase of work; the Principal-in-Charge and the Designer will attend.

DESIGN DEVELOPMENT

- Prepare fine-tuned furniture plans reflecting information collected during the *Programming/Schematic Design Phase*
- Make selection of products; a maximum of three options for each piece will be presented for initial review; all products will be selected from standard product offerings, available on State Contract, MHEC or other pre-negotiated purchasing platforms available to the Library
- Present samples of furniture and finishes for Client review, as appropriate; this presentation will be held “in person”
- Prepare updated furniture budget reflecting product selections
- Furniture and finishes will be presented in a loose format and will be coordinated with the approved architectural finishes selections
- Three “in house” design team meetings will be conducted during this phase or work.
- One “in person” Client meeting will be conducted during this phase of work; the Principal-in-Charge and Designer will attend
- Two Client meetings, via remote, will be conducted during this phase of work; the Designer will attend.



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DOCUMENTATION PHASE

- Prepare furniture package(s) for purchase through State Contract, the MHEC buying program or other pre-negotiated purchasing platforms; package(s) will include outline specifications and keyed furniture plans; SAI will assemble the package(s) and issue them to vendor(s) for pricing
- There are no meetings planned during this phase of work.

PRICING/AWARD

- Purchase orders will be the responsibility of the Client/Town
- There are no “in house” design team meetings planned during this phase of work
- One Client meeting, via remote, will be conducted during this phase of work.

CONTRACT ADMINISTRATION

- Review order acknowledgments
- Review submittals including finish samples, shop drawings and installation drawings
- samples; submit to the Client/Town for record
- Track progress of furniture production
- Prepare a timeline for installation schedule; coordinate site access for all furniture vendor(s) with Owner’s Project Manager and General Contractor
- Conduct one punch list walk through at the completion of the furniture installation; prepare and issue furniture punch list; it will be the responsibility of the Town to confirm on site that punchlist items have been completed
- Advise the Client on payments to vendors
- One site visit will be conducted during this phase of work; the Designer will attend.

3. PROFESSIONAL FEES

The fees quoted for the professional interior design services as described in this proposal will be computed at the fixed fee of \$100,000.00 (one hundred thousand dollars.)

Programming/Schematic Design	\$ 17,300.00	01/2023-10/2023
Design Development	\$ 47,000.00	03/2024-08/2024
Documentation	\$ 18,000.00	09/2024-10/2024
Pricing/Award	\$ 5,000.00	11/2024-12/2024
Contract Administration	<u>\$ 15,000.00</u>	01/2025-07/2025
Total	\$ 102,300.00	

Reimbursable expenses, including printing, copying, postage, messenger and delivery services and travel expenses incurred will be invoiced monthly. Travel time will be charged for meetings in addition to those listed within the scope. Ten percent (10%) will be added to all reimbursable expenses to cover administrative handling.



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4. GENERAL TERMS AND CONDITIONS

Payment for the basic services shall be invoiced monthly for the percentage of work completed within each phase listed below. Payment is expected within ten (10) calendar days of receipt of payment by the Owner. A finance charge of 1.5% monthly will be added if payment is not received within the above-noted dates. A stop work order will be issued if payment is not received within seventy-five (75) days of the invoice date.

FAA and SAI agree to share professional credit for this project as follows: In each instance where FAA controls the professional credits that are published with respect to this project and FAA names any of its consultants on the project, it will also specifically credit Stefura Associates Inc for interior design. Conversely, SAI will credit FAA as architect in publications, reports or any other marketing materials where it controls the professional credits.

Revisions to any documents that are inconsistent with written approval or previous instruction will be categorized as work-in-addition to the original scope.

5. ADDITIONAL SERVICES

FORMAL PRESENTATION BOARDS

SAI can provide formal presentation boards for an additional fixed fee of \$3,000.00 (three thousand dollars.) Reimbursable expenses will apply.

ADDITIONAL MEETINGS

Should SAI attendance at meetings other than those outlined in this proposal be required additional fees will be incurred as follows.

Principal

Remote Meeting:	Fixed fee of \$600.00 (six hundred dollars.)
In-Person Meeting:	Fixed fee of \$2,000.00.00 (two thousand dollars.)

Designer

Remote Meeting:	Fixed fee of \$400.00 (four hundred dollars.)
In-Person Meeting:	Fixed fee of \$1,200.00.00 (one thousand two hundred dollars.)

Reimbursable expenses will apply.



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Other services which are not included, in addition to the ones listed under the separate phases, are listed below. These services can be provided by or coordinated through SAI for an additional fee.

- Additional work incurred if the scope of work phases outlined in this proposal are not timed as described
- Any task related to the reuse of existing furniture
- Research, selection and specification of equipment
- Custom furniture design and documentation
- Formal presentation boards
- Signage design, specification and consultant coordination
- Donor recognition design and coordination
- Architectural millwork design including circulation and reference desks
- Research and selection of area rugs
- Draperies and window treatments
- Art services or consultant coordination
- Public Bidding, including selection of publicly bid product, preparation of supporting documents
- Attendance at Building Committee meetings and presentations
- Purchase order assembly and release
- Move coordination
- Post-occupancy evaluation and
- Meetings and/or trips to Amherst, MA in excess of those listed herein.

Agreed to by the following:

Ellen K Anselone AIA
Finegold Alexander Architects Inc

Date



Marcy Stefura IIDA
Stefura Associates Inc

05 December 2022
Date