

PUBLIC/LEGAL NOTICE

A Special Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on August 27, 2020 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois.

In accordance with Governor Pritzker's Executive Order 2020-43, all persons over the age of 2 who are medically able to tolerate a face covering (a mask or cloth face covering) must cover their nose and mouth when in the public space. Meeting attendees shall comply with social distancing guidelines and room arrangements. The Library also recognizes the Governor's Executive Order No. 2020-07 which suspends certain requirements of the Open Meetings Act, allowing Library Trustees to participate remotely. Due to COVID-19 limitations, citizens may provide public comment via email: library@lislelibrary.org or via the USPS mail addressed to: Public Comment/Administration, 777 Front Street, Lisle, IL 60532, by 3:00 pm on the meeting day. Submitted comments will not be read aloud. Comments will be provided to the Board prior to the regular meeting and will become part of the meeting record.

The LLD records all regular Board meetings. Any person who has a disability requiring accommodations to participate in this meeting should contact the Lisle Library during regular business hours within 48 hours before the meeting. Requests for a qualified interpreter require three working days advance notice.

LISLE LIBRARY DISTRICT SPECIAL BOARD MEETING August 27, 2020 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak
3. RFQ Update | CCS
4. Project Parameters for Facility | CCS – discussion
5. Next steps with project phases -- discussion
6. Adjourn



8/27/2020 CCS Topics:

The following topics will be discussed with the Lisle Library District Board of Trustees in August 27th's Special Library Board Meeting:

A. Design Consultant Request For Qualifications (RFQ)

- CCS to provide an update on the number of firms that have confirmed their intent to submit qualifications to date.

RFQ Process Steps	Status / Anticipated Schedule	Participants
RFQ Development	Completed	Board / CCS / Director
Advertisement / Issue RFQ	Completed 8/18	CCS / Director
RFQ Submission Window	Submittals Due 9/4	-
Review Qualifications	Week of 9/7	CCS / Director
Rejected Respondent Notification	By 9/14	CCS
Verify Applicant Submittal Information	By 9/25	CCS / Director
Notify Finalists	Week of 9/28	CCS
Reference Checks / Project Visits by LLD Board	9/28 thru 10/9	Board / CCS / Director
Interviews: Special Board Meeting	Week of 10/12	Board / CCS / Director
Contract Negotiations with Board Selected Firm	Oct/Nov	CCS / Director

B. Project Parameters for discussion in a Capital Improvement Project

1. Review Project Delivery (Contractual Groupings) Options
2. Key Project Inclusions & Costs:
 - i. Recap of the January 8, 2020 Project Definition Report
 - ii. Covid-19 Considerations
 - iii. FQC July 2019 Report Findings
3. Review Funding Sources

Note: See pages 2 & 3 for supplemental information

C. Project Schedule Update

- Does the project need to be phased for the existing Library to remain open during the project?
- An update to the process included in the December 2019 Board meeting is provided for discussion on page 4.



Discussion Topics

The goal of defining project parameters is to provide the design team initial, guideline information to begin the concept design phase.

In the concept phase the design team and CCS will further refine options for the project scope, costs and schedule based on further direction from the LLD.

Initial Information for Board discussion is as follows, CCS will summarize and compile the Board's input for issuance to the design team once a design team selection has been made.

1. Project Delivery Options – Initial Discussion

- Who Does What?
 - **Owner** – Makes Decisions and Contracts with the Team:
 - **Owner's Rep** – Provides the Owner Technical Expertise and Guidance while orchestrating the entire project.
 - Coordinates Owner Procurement Processes
 - Oversight of the Owner's contracts
 - Manages the PROJECT budget
 - Forecasting
 - Cost Estimating
 - Coordinates the PROJECT schedule
 - Design, Bid, Procurement, Construction and Closeout
 - **Architect** – Designs and coordinates the design team
 - **Contractor** (GC or CM) – Builds
- Project Delivery items may include:
 - Design Team
 - Build Team (method to be determined)
 - Design – Bid – Build
 - Construction Management at Risk
 - Specialized Consultants
 - Material Testing
 - Surveyor
 - Furniture
 - Signage
 - Moving and Storage
 - Equipment

2. Key Project Inclusions

Note: 'Exhibit A' has a scanned floor plan and site plan for reference during the discussion

- The December 2019 Preliminary Project Definition Exercise anticipated two capital improvement options on the existing Library property summarized as follows:

Capital Improvement Project	Building Scope	Interior Space Notes	Entrance Location	Site Improvements	FFE
Full Renovation of the Existing Building 33,000 GSF \$9.7M Guideline Project Cost	33,000 SF Renovation and Reconfiguration	Relocate Departments within the building	New Entrance w/in existing building footprint	New Landscaping	50% new office furniture
	MEP improvements as needed for the reconfiguration	Add Restroom SF	Parking Lot outline generally remains		50% new public space furniture
	NO Addition	Reduce Adult Department SF			50% new shelving
	Allowance for siding, windows and doors				
Full Renovation of the Existing Building + ADDITION +/- 37,250 GSF \$13M+ Guideline Project Cost	33,000 SF Renovation and Reconfiguration	Relocate Departments within the building	New Entrance	New Landscaping	50% new office furniture
	MEP improvements as needed for the reconfiguration & addition	Add Restroom SF	Reconfigure parking lot (+/- \$500k allowance)		50% new public space furniture
	4,250 SF (+/-) Addition	Reduce Adult Department SF			50% new shelving
	Allowance for siding, windows and doors	Increase Youth SF (58%) -General Youth Area expanded -Add Flex Storytime Space & Teen Area			
		Increase Flex Study Rooms SF (50%)			
		Increase Flex Meeting Room SF (50%)			

- Covid-19 impact on Building Design
 - Drive-Up Window
 - may be studied if this is prioritized
- FQC July 2019 Report Findings
 - Civil Site – Drainage, Parking Lot and Sidewalk
 - Building Envelope – Siding, Roofing, Windows and Doors
 - Building Interior – Finishes and Hardware
 - HVAC System – AHUs, Boilers, Condensing Units and Dehumidifier
 - Plumbing – Water Heater
 - Electrical – Lighting, Paging and Back-Up
 - Stormwater

3. Funding Sources

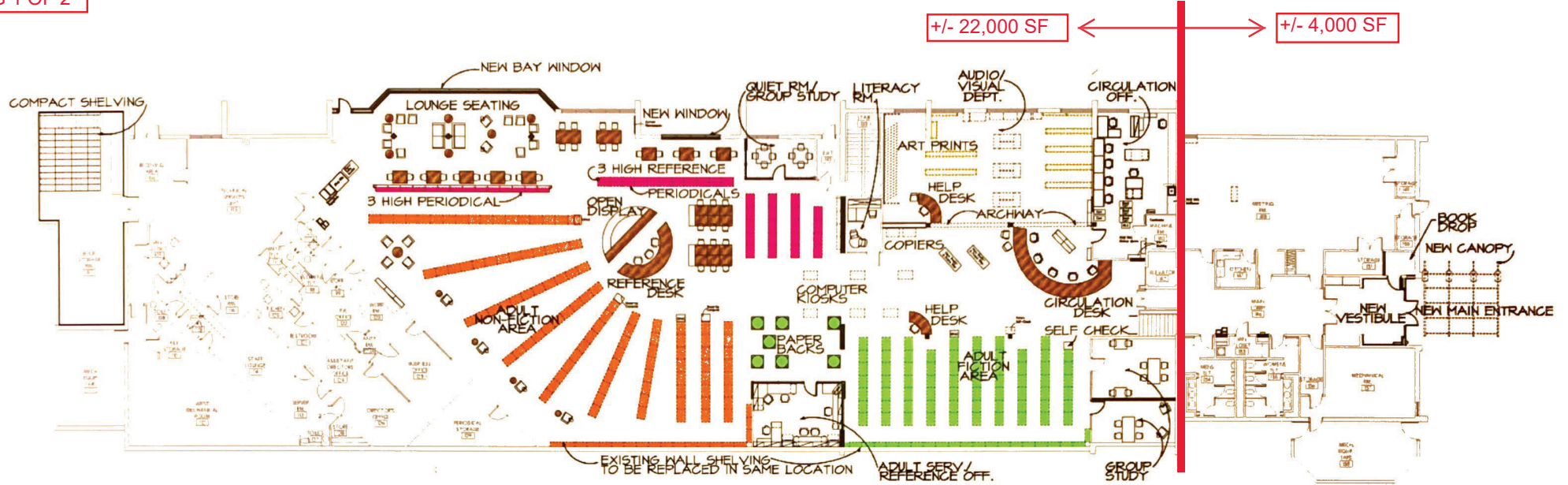
- Available Reserves
- Capital Borrowing

Lisle Library District Project Schedule Update



Update to the timeline included in the December 2019 Board meeting is provided below:

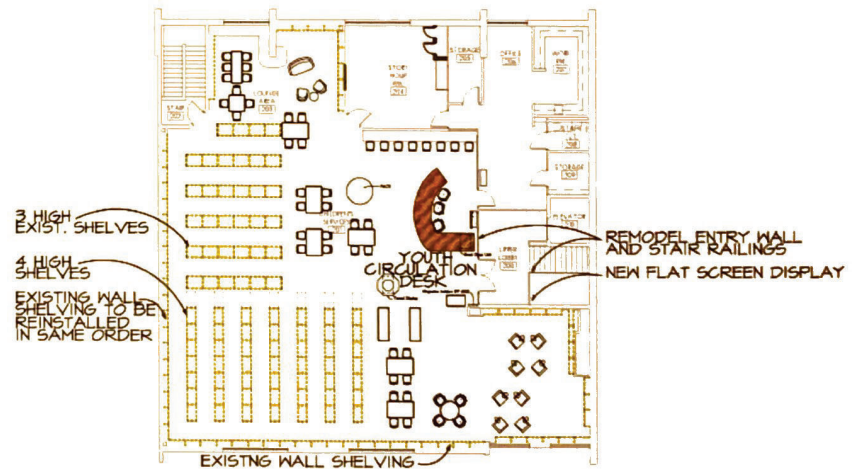
GUIDELINE PROJECT SCHEDULE FOR A NON-REFERNDUM PROJECT											
Project Phase	Months (Based on Regular LLD Board Meetings)										
	Aug - Sept	Sept - Oct	Oct - Nov	Nov - Dec	Dec - Jan '21	Jan '21 - Feb	2021				2022
	1	2	3	4	5	6					
Decision to Further Pursue a Building Project											
Board Approval of Concept Project Parameters (Scope, Cost, Schedule, Delivery, Risk Strategy)											
Design Team Selection -RFQ Released 8/18/2020 -Contract Expected to be in place by mid November											
Concept Design Phase (Actual Duration to be confirmed with input from the selected Design Team)											
Balance of Design Phase (Duration is dependant on Project Scope)											
Contractor Selection (Duration and Timing is dependant on Project Delivery)											
Construction Phase (Duration is dependant on Project Scope / Phasing)											
Closeout											



+/- 22,000 SF

+/- 4,000 SF

FIRST FLOOR PLAN



SECOND FLOOR PLAN

+/- 7,000 SF

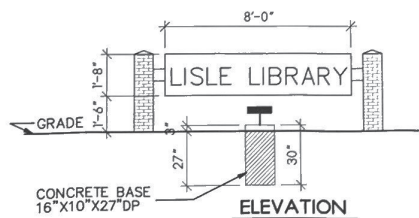
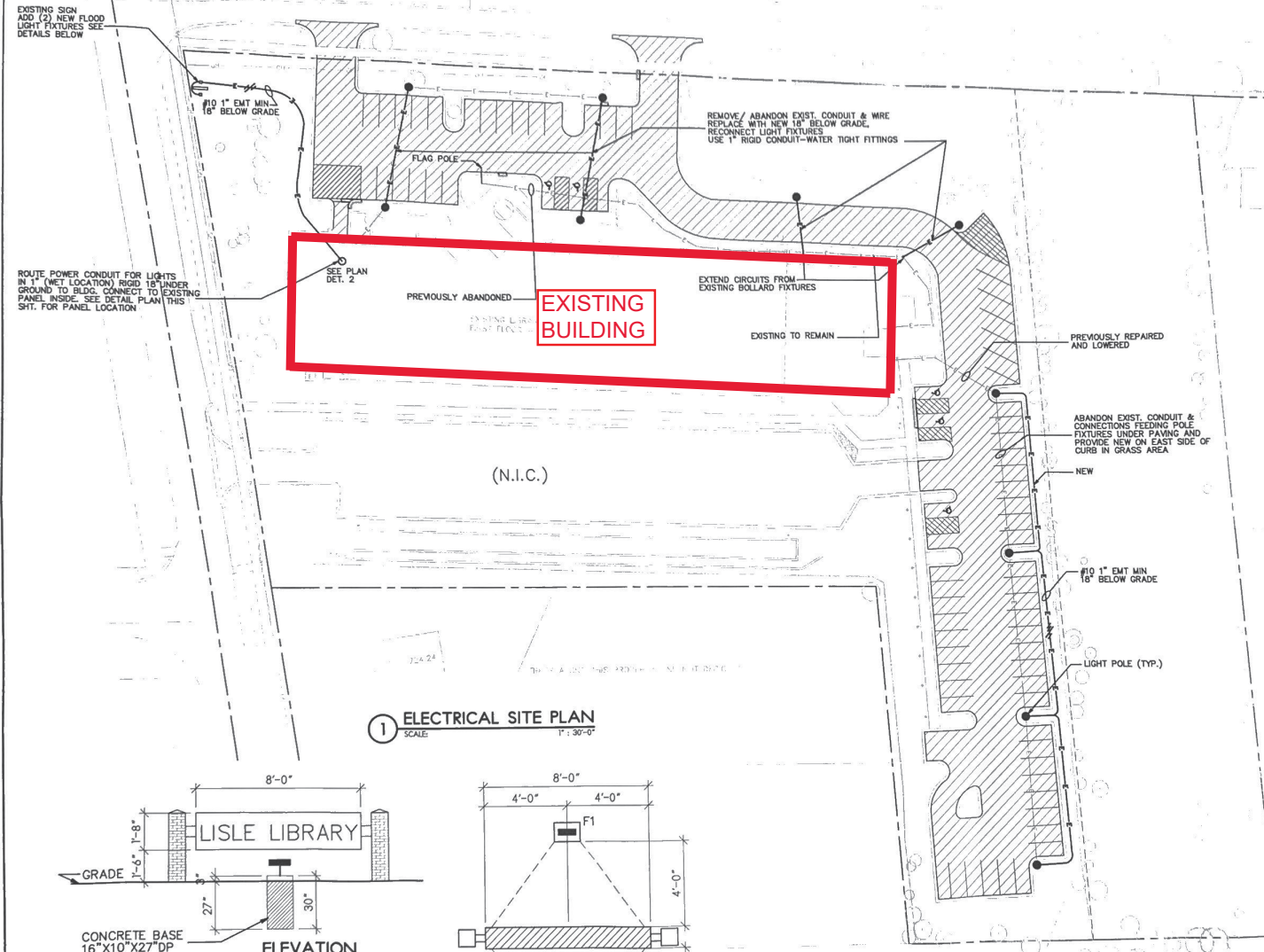


BUILDING RENOVATION FOR
LISLE PUBLIC LIBRARY DISTRICT
777 FRONT ST., LISLE, ILLINOIS

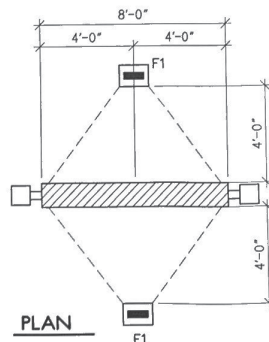


LZT / Filliung
Larson & Darby Group
Architects Engineers Planners
One City Office - 65 South Main Road, Suite 201, One City, IL 60137 Tel 630.688.5444 Fax 630.688.5475
Burlington Office - 4440 Harrison Ave., Suite 201, Burlington, IL 60010 Tel 815.461.0191 Fax 815.461.0192

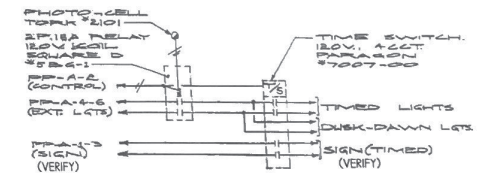
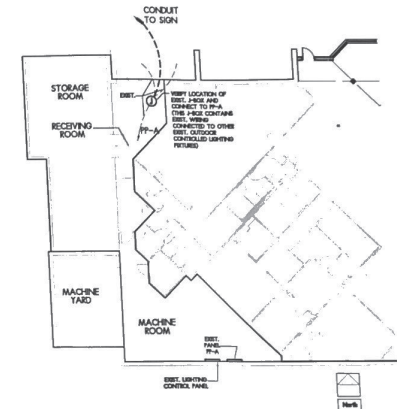
EXHIBIT A
PG 2 OF 2



FIXTURE F-1
2 NEW GROUND MOUNTED FIXTURES
ELLIPTIPAR STYLE 151
CAT# M151-035G-V-06-A-00-0
WITH WET LOCATION BOX CAST
IN CONC. BASE



4 EXISTING GROUND MOUNTED SIGN
SCALE: 3/8" = 1'-0"



NOTES:

- 1) PAVING CONTRACTOR TO HIRE ELECTRICAL SUB CONTRACTOR UNDER THIS CONTRACT AND COORDINATE THE WORK OF BOTH PARTIES.
- 2) LOCATION OF UNDERGROUND ELECTRICAL CONDUIT SHOWN ON THESE DRAWINGS IS BASED ON THE BEST INFORMATION AVAILABLE AND IS NOT GUARANTEED.

**SITE ELECTRICAL
LAYOUT/ DETAILS**

SCALE:

AS NOTED



Update from the FQC Facility Assessment of July 2019

Critical conditions

- Drainage solution for landscape on SE parking lot – **awaiting third proposal and then evaluate**
- Broken curbs and sidewalks – repaired summer 2019
- 4 HVAC air handlers replaced – autumn 2019
- Update paging system – **Evaluated ceiling speakers. Plan installation of 5 speakers with cabling (less than \$2500)**
- Replace uninterrupted power source for servers – replaced spring 2020
- Critical offset pipe repair, noted in Visu-Sewer report- repaired December 2019
- Retain professional engineering services for storm water analysis – **not completed/facility planning with owner's rep.**

Priority 2-5 years (many of the **"not completed"** recommendations are due to ongoing, larger, facility discussions by LLD Board)

- Sealcoating – on a scheduled cycle
- Repave parking lot – **not completed**
- Repair sidewalk sinking – **not completed**
- Replace exterior meeting room door – **not completed**
- Replace Youth Services windows – **not completed**
- Window mechanisms repaired – spring 2020
- Carpeting replacement – **not completed**
- Interior finishes/painting – **not completed**
- Further upgrades of restroom interiors (toilets/stalls) – **not completed**
- Lobby restrooms counters and sinks replaced – summer 2019
- Replace lobby restroom fan exhaust fan - **not completed**
- Install Storage Room humidity control system – **not completed**
- Water heaters replaced- winter 2020
- Emergency lighting exit signs and lights – replaced failing lights autumn and winter 2020, replace others as needed
- Install emergency lighting at electrical panels – **not completed**
- Replace lighting controls – **not completed**
- Replacing circuit breakers – **not completed**
- LED replacement – LED used where possible, remove failed fluorescent ballast as needed
- Replace outdated light fixture internals – **not completed**
- Reorient dedicated electrical panels – **not completed**
- Analyze power issues – **not completed**
- Storm water restrictors – clean as needed (current solution)
- Retain professional engineer for storm water analysis – **not completed**
- Retaining wall of south detention area stone restacked – autumn 2020
- Tuckpointing repairs – as needed

Link to FQC Report: [HERE](#)

(lislelibrary.org/about-us/llid-capital-projects)