**Memorandum**

Library Renovation Project

To: Cape Elizabeth Town Council

From: Michael K. McGovern, Town Manager

Date: November 14, 2013

This memorandum is intended to provide an outline for the council as you consider next steps in the implementation of the recommendations of the library planning committee.

I envision that your December 2, 2013 workshop on the project will evolve as follows:

* Discussion of library plan approved by town council on November 6, 2013
* Questions and answers with the architect and with the committee
* Review of draft charge of a proposed library building committee
* Review of draft budget to take the project to the point of project bidding and bond issuance
* Other library project issues or concerns.

**Draft Library Building Committee Charge**

**Committee Created:** There is hereby created a library building committee to consist of five members.

**Voting** **Members**: Two members will be from among the membership of the Cape Elizabeth Town Council and shall be appointed by the town council. One member to be invited shall be a member of the Cape Elizabeth School Board chosen by the school board. One public member shall be an individual with knowledge of the library project and shall be appointed by the council chair and confirmed by the town council. One member shall be a trustee of the Thomas Memorial Library appointed by the town council.

**Non-Voting Members and Advisers:**  The library director of the Thomas Memorial Library shall be a non-voting ex-officio member and shall serve as the staff liaison to the committee. The facilities manager shall be invited to participate in committee meetings to serve as a non-voting staff resource. The superintendent of schools shall be invited to designate one school staff member to advise the committee on opportunities and issues arising from the close proximity of the project to the school campus.

**Committee Purpose:** The committee shall implement the plan for the Thomas Memorial Library developed by the 2013 Library Planning Committee. “Implementation” shall be interpreted to mean developing a building plan within the budget recommended by the Library Planning Committee. Final approval of any building plan shall be by the Cape Elizabeth Town Council and approval of construction funding is subject to a referendum vote of the citizens of Cape Elizabeth.

The committee shall seek public input in its deliberations.

**Project Budget:** The town manager is responsible for administration of the approved project budget. This includes the financial and contractual arrangements with consultants who will support the work of the committee. The committee will recommend to the town manager an architectural firm to carry the project forward and will provide a recommendation to the town manager on the hiring of a construction manager.

**Committee Reports:** The committee chair will regularly update the town council on the progress of the committee.

**Project Budget**

The total project budget is $4.0 million excluding furnishings, new technology and any reuse of the Spurwink School portion of the current structure.

The estimated construction cost is $3,404,000. Architectural/Engineering fees for municipal and school projects are in accordance with a state approved fee schedule issued by the Maine Bureau of General Services. For a project of this size, the fee is 12.5% of the renovation construction cost and 9.0% of the cost of new construction. Therefore, with an estimated renovation cost of $942,000, the fee for the renovation aspects of the project is $117,500. The cost of the new portions including site improvements is $2,462,000 which at 9% is $221,580. The base fee is therefore $339,330. 75% of this is incurred prior to project bidding with the remainder for construction administration after bidding. There is also an estimate of $46,500 in other expenses as outlined below. I also recommend $15,000 for unforeseen expenses and for public awareness of the proposal. This budget also provides funds for any legal expenses and for bond issuance fees. They are estimated at approximately $25,000.

|  |  |  |
| --- | --- | --- |
| Total Projected Construction Cost | $3,404,000 | **Pre-Bid Costs** |
| Total Projected Project Cost | $4,000,000 |  |
| A/E fee for Renovation | $942,000 @ 12.5%=$117,500\* .75 | $88,125 |
| A/E fee for New Construction | $2,462,000 @ 9.0%=$221,580\* .75 | $166,185 |
| Planning Board Review |  | $25,000 |
| Construction Manager-Pre Bid |  | $10,000 |
| Land Survey and Geotechnical |  | $5,000 |
| Hazardous Materials Survey |  | $5,000 |
| State Fire Marshal Review Fees |  | $1,500 |
| Owner’s Contingency |  | $15,000 |
| Legal and Bond Issuance fees |  | $25,000 |
| **Total Pre-Bid/Pre Bond Issuance Expense** |  | **$340,810** |

As these monies will begin to be incurred immediately, an appropriation is needed so that I may sign a contract with the architect and so that funds will be available for the other expenses over the next year.

I recommend that $100,000 be appropriated from the Infrastructure Improvement Fund. The balance in this account on June 30, 2013 was $191,176. $240,810 is recommended to be appropriated from the unassigned balance in the general fund. The general fund unassigned fund balance on June 30, 2013 was $ 3,139,462. The $340,810 is part of the overall $4.0 million and shall be reimbursed to the respective funds upon passage of the bond issue and the issuance of the bonds.