

City of Fayetteville Staff Review Form

2020-0940

Legistar File ID

11/17/2020

City Council Meeting Date - Agenda Item Only
N/A for Non-Agenda Item

Wade Abernathy

10/28/2020

FACILITIES MANAGEMENT (140)

Submitted By

Submitted Date

Division / Department

Action Recommendation:

Approval of a Change Order No.7 to the Fayetteville Public Librarey Expansion Project Contract with Crossland Construction Company Inc., in the Amount of Zero dollars, and assume \$332,000.00 in Library's Scope of Work, and approve a Budget Adjustment.

Budget Impact:

4150.800.9150-5804.00

Library Construction

Account Number

Fund

17007.1703

Fayetteville Public Library Expansion

Project Number

Project Title

Budgeted Item? Yes

Current Budget \$ 13,746,508.00

Funds Obligated \$ 13,743,140.35

Current Balance **\$ 3,367.65**

Does item have a cost? Yes

Item Cost \$ 332,000.00

Budget Adjustment Attached? Yes

Budget Adjustment \$ 350,000.00

Remaining Budget **\$ 21,367.65**

V20180321

Purchase Order Number: 2017-00000693

Previous Ordinance or Resolution # 196-20

Change Order Number: 7

Approval Date: _____

Original Contract Number: 2017-00000031

Comments:



MEETING OF NOVEMBER 17, 2020

TO: Mayor and City Council

THRU: Susan Norton, Chief of Staff
Paul Becker, Chief Financial Officer

FROM: Wade Abernathy, Director of Bond and Construction Projects

DATE: 11/27/2020

SUBJECT: Approve zero sum Change Order #7 with Crossland Construction to the Fayetteville Public Library Project and approve a Budget Adjustment.

RECOMMENDATION:

Staff recommends approval of Change Order #7 in the amount of \$0.00 to shift FPL Scope into City's Scope in value of \$322,000 and allocate Interest earned bond funds with the budget adjustment.

BACKGROUND:

August 9, 2016, Fayetteville Votes approved referendum for Millage Request for the expansion of the Library and issuing 26.6 million in bonds.

August 15, 2017, Council passed resolution 170-17 to enter a Contract with Meyer, Scherer and Rockcastle, LTD for the Architectural services for the expansion of the library.

September 9, 2017, Council passed resolution 196-17 to enter into a Construction Manager at Risk contract with Crossland Construction Company Inc. for the Construction Management services related to the expansion of the Library and pre-construction (estimating) services

November 21, 2017 Council passed resolution 243-17 to enter into an asbestos abatement contract with Nabholz environmental services for the old city hospital.

June 5, 2018, Council passed resolution 127-18 for a **Change Order #1** to include the Demolition of the Old City Hospital on the future expansion site.

February 5, 2019 Council passed resolution 38-19 for a **Change Order#2** to include the Site Demolition and Earthwork for the expansion.

May 7, 2019 Council passed resolution 117-19 for **Change Order #3** to include: concrete foundations and slabs, structural steel, masonry, roofing, framing, curtain walls and glazing, elevator, mechanical, electrical and plumbing systems.

July 16, 2019 Council passed resolution 166-19 for **Change Order #4** for trade packages including concrete floor polish, architectural structural steel for the monumental interior stair connecting the new and existing structures, rooftop louvers, EIFS

soffits, structural steel fireproofing, fire stopping, doors frames and hardware, dock equipment, fire alarm systems, and asphalt paving. All packages were bid thru the City's Purchasing Division. This Change Order was funded by the Library.

January 7, 2020 Council passed resolution 10-20 for **Change Order #5** to finish out the expansion complete the tie into the existing library and include some renovations. It also included landscaping and final site improvements.

July 21, 2020 Council Passed resolution 196-20 a **Change Order #6** to release unencumbered funds that were being held as a contingency to be applied to FPL's scope.

DISCUSSION:

This final change order will assume \$322,000 of the FPL scope to include custom mortar color, Monumental Stair plastering, Drapery, Projection Screens, Renovation Area Fire Protection, Pavement Marking, and the Green Roof.

The new contract amount including this change order will be \$34,500,858.

BUDGET/STAFF IMPACT:

Funding of this change order will be from the interest earned on the bonds.

Attachments:

Fayetteville Public Library Trusteed meeting minutes

Fayetteville Public Library Board Memo

Change Order #7

Fayetteville Public Library - M

Project # 18AR11-MHA

401 W Mountain St
Fayetteville, AR 72701

Date: 10/27/2020

To Contractor:

Crossland Construction Company, Inc.
833 S. East Ave
PO Box 45
Columbus, KS 66725

Architect's Project No:

Contract Date: 9/1/2017

Contract Number: PRIME

Change Order Number: 007

The Contract is hereby revised by the following items:

Change Order #7

PCO	Description	Amount
CO007	Internal Journal Entry Reallocation	\$ 0.00
The Following Amounts, totaling \$322,000.00, shall be reallocated from Billing Schedule CO5.1 to CO7		
	\$7,551 - CO5.1 Line 3 - Brick Custom Mortar Color	
	\$8,375 - CO5.1 Line 8 - Monumental Stair Plastering	
	\$109,175 - CO5.1 Line 18 - Drapery	
	\$19,586 - CO5.1 Line 19 - Projection Screens	
	\$20,111 - CO5.1 Line 21 - Renovation Area Fire Protection	
	\$26,499 - CO5.1 Line 25 - Pavement Markings	
	\$107,168 - CO5.1 Line 27 - Greenroof	
	\$20,893 - CM Fee	
	\$2,642 - Bonds & Insurance	

The original Contract Value was.....	\$	110,000.00
Sum of changes by prior Prime Contract Change Orders.....	\$	34,013,495.00
The Contract Value prior to this Prime Contract Change Order was.....	\$	34,178,858.00
The Contract Value will be changed by this Prime Contract Change Order in the amount of.....	\$	0.00
The new Contract Value including this Prime Contract Change Order will be.....	\$	34,178,858.00
The Contract duration will be changed by.....		NA Days
The revised Substantial Completion date as of this Prime Contract Change Order is.....		

City of Fayetteville

Crossland Construction Company, Inc.

Fayetteville Public Library

113 W. Mountain Street
Fayetteville, AR 72703

833 S. East Ave
PO Box 45
Columbus, KS 66725

211 S. School Ave
Fayetteville, AR 72703

Address

Address

Address

By _____

By Chris Schnurbusch

By DAVID JOHNSON

SIGNATURE _____

SIGNATURE 

SIGNATURE 

DATE _____

DATE 10.27.20

DATE 10.27.20



Board of Trustees

October 19, 2020 4 pm

AGENDA

Regular Meeting via Zoom

Trustees Present: R. Qualls, B. Bagwell, S. Overbey, J. Parry, H. Garner, M. Sutherland,

Trustees Absent: B. Park

Staff Present: D. Johnson, C. Karnatz, S. Davis, W. Fitzgibbon, R. Duarte, L. Yandell, C. Dennis, C. Moody, K. Hoover, T. Ball, S. McClure, L. Frieden, A. Taylor

Attorney: V. Chadick

Media: S. Ryburn

Public: M. Rice

Our mission is to strengthen our community and empower our citizens through free and public access to knowledge.

I. Call to order: **R. Qualls called the meeting to order at 4:01 PM**

II. Minutes: Approval of minutes of September 21, 2020: **J. Parry approved the minutes of September 21, 2020. S. Overbey seconded. All voted AYE.**

III. Reports

A. Upcoming Events: Graphic designers and marketing have rolled out new fonts for the library. UA Press author J. Fregulia will give a presentation about history of coffee. Many varied virtual events will happen in October.

B. Library Administration

1. Management reports

- a. Performance measures: I-cards have been sent to participating public schools. Electronic items have been added and the expansion will increase the physical collection to 400,000 items. Expect statistics to be skewed for a while. This is due to COVID and the building's current closure and construction of the expansion. After the library's reopening, staff will reassess the performance measures and decide if other statistics need to be recorded instead. Circulation is down because people cannot access the building, but curbside pickup continues.
- b. Strategic Plan progress through September 2020: Two pandemic-related programs were held for families and children. These are needed and necessary in our community, and will help as COVID fatigue sets in. Reference continued to host their five book clubs virtually. R. Wilburn is doing a podcasting workshop and will help at the Innovation Center when it opens. More Spanish events were hosted, which were well-attended.
- c. Budget to actual through September 30, 2020: Tax revenue continues to trail the projected average, but hope November's collections will close that gap. Apart from fines and fees, which is down \$90,000, all other revenues are holding steady. Doubtful the lost money will be regained. The library's expenses perform well against the expense budget. In library services there is a quarter of the year left and 31% of the budget remaining. In support services, there is 33% of the budget left.
- d. Balance sheet as of September 30, 2020: Cash and investments are at \$1,900,000. Liabilities are \$407,000. Have the cash reserve to meet FPL's account payable needs and still pay staff.

2. Informational

- a. Library expansion project update: The photos included in the Allison + Partners Observation Reports show many of the changes and improvements week-by-week in the expansion. In time that the Blair building has been closed, all the shelving has been reorganized on level 300 and 400. All of fiction from 400 has been brought downstairs to

the old children's department. Non-fiction is being split and genealogy will be expanded. All the children's materials are on trucks waiting to go to the expansion as soon as it is ready. At the exterior of the new building, sidewalks are being poured and School Street has reopened. The outdoor seating is finished, and West Ave is now closed for work on the Cultural Arts Corridor. Inside the expansion, painters are at work and bleacher seating is being installed in the Event Center. The helicopter was hung and the other planes will be set up this week. S. Davis with the Air and Military Museum was recognized for helping with the planes. Terrazzo has arrived and will be placed. Ceiling tiles are still delayed; an order came that was too small, but a second order is coming that is supposed to fit. The guard rails and panels for the monumental stairs are taking more time than originally planned. The goal remains to move staff into the new space in early November and take a few weeks to figure out how to operate the new equipment, new technology, etc. It will open to the public around the first week of December. Like the Momentary, staff want to schedule small, guided tours of the expansion. Wednesday afternoon, the City Board of Health will take a tour and advise how to introduce the community to the new space.

(1) Allison + Partners Observation Report #42

- Photos: <https://allarch.box.com/s/vu4ycnfuc41sz0r6zsk531j91dfem2tz>

(2) Allison + Partners Observation Report #43

- Photos: <https://allarch.box.com/s/9lug5agoye0bkmldhv51u1blcbua05u0>

(3) Allison + Partners Observation Report #44

- Photos: : <https://allarch.box.com/s/lsmse6hoy47ng7b3e13byatgtk2pfso2>

(4) Allison + Partners Observation Report #45

- Photos: <https://allarch.box.com/s/mbbwjq7gd8eumi2axp0p7fx22zl1zrrk>

b. Expansion schedule

c. Traliant training report: With the guidance of HR Manager R. Duarte, staff were assigned four online trainings in September: Preventing Discrimination & Harassment; Microaggressions in the Workplace; Workplace Diversity, Inclusion, & Sensitivity; and Unconscious Bias. There was 100% compliance among staff, and everyone completed the courses and received certificates.

d. 2021 budget progress: Operational revenues will be flat in 2020. Millage collections are approximately \$200,000 below past nine years. Oct 15th was last day to pay taxes, and staff are hopeful that in Nov, some of the revenue can be caught up. Tentatively penciled \$40,000 in fines & fees revenue for 2021. Approximately \$100,000 has been picked up for property/equipment insurance. There will be fixed increased costs in utility/maintenance in the new facility, which puts pressure on the remaining revenue. Want to still host library events of the same quality that we are accustomed. The 2021 budget will be presented to the Board for review in the November meeting.

e. IMLS grant: FPL was awarded \$287,463 from the Cares Act grant via IMLS. Will allow staff to implement the 24/7 library, which will have staff-less open hours and touchless technology. The additional funds will not help the library save money; the 24/7 library was originally postponed, but the grant will now enable staff to provide this service to patrons now instead of later.

f. New staff: 4 in Facilities, 2 in IT, 7 in Circulation, 3 in Youth Services, 6 in Adult Services. Of those hires, 27% is male and 73% is female. 27% are people of color, and 32% is multilingual. Of the total staff members at FPL, there are 24 people of color out of 102 staff. 27% of the staff is male.

c. Fayetteville Public Library Foundation- monthly report: A part-time Development Assistant was hired to do administrative work. There were 6 new pledges, and are waiting on paperwork for 2 verbal pledges. Anticipating the initial installment from the first pacesetter pledge soon. More than 44 tours were given. C. Karnatz suggested the Board of Trustees reach out and thank them for touring, supporting the library, etc. Once the library nears completion, C. Karnatz hypothesized more donations will be given. The Foundation has reached 43.8% of their fundraising goal.

d. Friends of the Fayetteville Public Library

IV. Old business

A. Event center policy final draft and pricing: Want to provide a facility for the community to meet and host events. The policies of the Fayetteville Town Center and other performing event centers were examined while developing FPL's policy. K. Hoover, a transplant from the Botanical Garden, polished the policy. **H. Garner approved the event center policy. J. Parry Seconded. All voted AYE.**

B. Artifact loan agreement with Arkansas Air & Military Museum: The Military Museum needed a one-page legal document to give the planes to FPL on permanent loan. S. Davis came up with the document, will serve purposes of loan status. FPL is providing insurance for the planes. The cost will be covered as part of library's normal liability coverage. **H. Garner approved the artifact loan agreement. S. Overbey seconded. All voted AYE.**

V. New business

A. Consent items

1. Approve 2021 closed days schedule: **H. Garner approved the 2021 closed days schedule. M. Sutherland seconded. All voted AYE.**

B. Discussion items

1. Resolution of designated authorized staff for bank/credit card management: The library recently hired two new accounting staff that will replace S. Davis and B. Fell when they retire in March 2021. This resolution allows them to manage credit cards and work with the banks on FPL's behalf. It is a requirement by the credit card company, and some of the banks need Board approval. **H. Garner moved to approve the resolution of designated authorized staff for bank/credit card management. B. Bagwell seconded. All voted AYE.**

2. Proposal to complete Kitchen and Center for Innovation Suites: Notified by the City of Fayetteville that there was \$350,000 interest available on the bonds. The City will recognize shifting those funds to the library's project at an upcoming City Council meeting. \$311,000 of those unobligated funds will go to the purchase of teaching kitchen equipment and \$61,000 will complete the Center for Innovation suites. Any additional funds over the \$350,000 will go to the Phase 2 Blair Renovation cost. The issue is time-sensitive; January 6, 2021, sixteen students will begin Brightwater classes in the kitchen, and it may take up to 30 days to deliver the materials. **S. Overbey moved to approve the completion of the Kitchen and Center for Innovation Suites. J. Parry seconded. R. Qualls, S. Overbey, J. Parry, M. Sutherland voted AYE. H. Garner and B. Bagwell voted NO. Motion carried.**

3. Waive Purchasing Requirements for Teaching Kitchen Utensils: **J. Parry moved to waive the purchasing requirements. H. Garner seconded. R. Qualls, S. Overbey, J. Parry, H. Garner, M. Sutherland voted AYE. B. Bagwell voted NO. Motion carried.**

4. Children in the Library policy and Customer Code of Conduct: Previously, the children's policy was inside the code of conduct. With the expansion opening imminent, staff decided to separate the children's policy from the Code of Conduct. It was suggested that wording in the Code of Conduct be altered and presented for November's meeting. **J. Parry moved to approve the Children in the Library policy. H. Garner seconded. All voted AYE.**

VI. Public Comment: None

Adjournment: **H. Garner moved to adjourn. J. Parry seconded. Meeting adjourned at 5:15 PM.**



FAYETTEVILLE PUBLIC LIBRARY

MEMO

To: Fayetteville Public Library Board of Trustees
From: David Johnson, Executive Director
Date: October 15, 2020
Re: Proposed Use of Funds Freed Up by Cost Shift to City

Background/Discussion:

The city of Fayetteville has communicated to FPL that they (the City) will be taking an agenda item to the November 17 City Council meeting to recognize an additional \$350,000 in Library Project Fund interest. The City used City Street staff to repave South School Street so they will retain \$18,000 of these funds leaving a net of \$332,000 to pay for construction items currently in FPL/Foundation's scope.

There is currently approximately \$803,000 in unobligated funds for the FPL/Foundation scope that this cost transfer to the City will add an additional \$332,000 to the unobligated funds total. Staff proposes to use \$311,000 of these unobligated funds to complete the purchase of equipment for the teaching kitchen in an amount of \$250,000 and utilize up-to \$61,000 to complete the suites in the Center for Innovation. Staff further proposes to program any additional unobligated funds above the \$311,000 to apply toward the cost of Phase 2 of Blair Renovation. It is expected that Phase 2 of Blair Renovation will occur once funding is obtained either through grant award or fund raising and is currently anticipated to begin late 2nd quarter 2021.

Recommendation:

Staff requests the Board of Trustees recommend the Foundation use unobligated funds up-to \$250,000 to complete the equipment purchase for the teaching kitchen and up-to \$61,000 for the Center for Innovation.