

NLLS Reception

From:

Sent:

To: subject:

Here is the latest building committee update. Does it get presented to executive only or also to general assembly tomorrow. Who presents?!

Hi Laurent

To assist your committee in their meeting tomorrow we have created a list of Action Items to move us through the Pre-Construction Phase of this project. This can be presented at your meeting as a list of deliverables for all parties involved. It is also noted that we need to set up a Committee Meeting for the week of November 13-16, please provide a day that works best with everyone's schedule.

After review – let me know if you have any questions, I'm available on my Cell Phone all day.

Northern Lights Library System Action Items

- Construction Management Contract: Jen-Col to forward on CCDC5B for NLLS Committee
 - Meeting to review contract language, intent, costs and responsibility to be set up the week of November 13-16
- Design Team Selection: Jen-Col will provide the proposals from the design firms for NLLS Committee to review. Jen-Col to set up a meeting to go through the proposals in detail to ensure the best partner is selected based on value, collaborative experience and design process

- Meeting to be set up Week of November 13-16 (Same day as contract review)
 - Letter of Intent to be Sent to Selected Design Team by November 23, 2018
- Grant Application Submission in December 2018
 - Jen-Col to review progress of grant application and create list of deliverables that may be required from Jen-Col.
 - If this cannot be reviewed at the meeting during the week of November 13-16 then Jen-Col will set up a meeting the week of November 26-30
- Design Team to review existing building and provide a Building Assessment for NLLS Committee and Jen-Col to review
 - NLLS Committee and Jen-Col to make decisions on High Priority items to move forward in creating a Construction Phasing Plan
 - Jen-Col to provide feedback to the design and consultant team for their creation of Preliminary Drawings
- Design Team to meet with the NLLS Committee and Jen-Col to start functional space planning in the week of January 7, 2019
 - Building Occupants need to have a firm grasp on present and future working relationships within the office, size of rooms required and a plan for future functionality (ie will it be more reliant on computers and data rather than people and how will that affect the operation of the building?)
- Preliminary Drawings to be completed by March 4, 2019. Grant Approval to increase budget to \$3million anticipated in March
 - Jen-Col to provide a Class B Estimate based on the drawings. This is an accurate estimate based on major trade scopes. To be provided in Mid-March
 - NLLS Committee will review the Drawings and the Estimate and decide how they want to proceed (All?/Some?)
 - Feedback will be provided to the Design Team to create the final Tender Drawings
- Tender Drawings to be completed April 1, 2019
 - NLLS Committee and Jen-Col to provide a review to ensure alliance with goals during the week of April 1-5, 2019
 - Construction Tender to Close Week of April 30, 2019
- Construction Start – May 2019

Thank You

