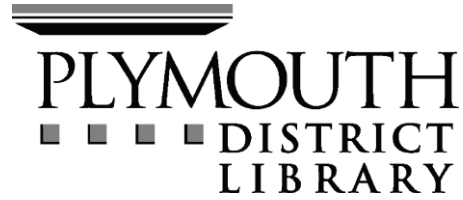


August 15, 2020

To: Plymouth District Library Board
From: Carol Souchock, Plymouth District Library
Director

Robyn Lowenstein, Business Manager



Re: HVAC Duct Work Update and Budget Adjustment

At our March 2020 meeting I was given authority by the board to move forward with addressing the library’s required HVAC duct work replacement and maintenance in a timely manner and directed to bring the project expenses back for a budget adjustment once they were confirmed.

Once confirmed pricing was obtained, at the June 2020 meeting the board approved a budget adjustment for this project for \$453,000.

As previously shared with the board during the inspection process for this project the City of Northville Fire Inspector (they service businesses in the City of Plymouth) requested that the library bring the lighting and fire protections in the area being worked on up to current code. We were required to replace the 2009 pendent lighting in the two coffered ceiling areas with fixtures that attach directly to the ceiling and relocate fire suppression lines with the goal of better fire spray coverage. As a result the length of the HVAC project was extended requiring additional assistance from McCarthy and Smith staff and additional electrical/lighting expenses.

Preparation (installation of junction boxes) for the light fixtures (which have been ordered) has taken place. The fixtures are expected to arrive in late August/early September and be installed at that time. This final electrical work will be charged directly to the library, not McCarthy and Smith to move this project quicker to completion. The extra fire suppression work has taken place and will be funded with use of the projects contingency funds. The fire suppression work and other change orders, due to unexpected conditions, utilized all contingency funds for this project.

Architectural and engineering assistance was required to determine the appropriate fixtures and installation design to meet current code. Our architect and engineer assisted in this project on a time and materials basis. **Those exact costs are still being determined.** As McCarthy and Smith’s work has been completed we are expecting that invoice shortly. Once final invoices are received I will provide the full board an update of the final expenses for this project. We can finish up any additional budget adjustments needed for this project at that time.

We are required to have funds in our budget before they can be expended.

At this time I can estimate these costs for the additional lighting work of \$30,700:

- Expenditure Building System Replacement – McCarthy & Smith – Supervision - \$18,000
- Expenditure Building System Replacement – Green Electric – Light Fixtures/Install - \$9,700
- Expenditure Contract Services – Merritt Ceislak Design and PBA Engineering - \$3,000
- Revenue Transfer From Fund Balance - \$30,700

I am recommending that we move forward with a budget adjustment at this time for these expenses.

RESOLVED BY _____, SECONDED BY _____, TO APPROVE THE PROPOSED 2020 BUDGET ADJUSTMENT OF \$30,700 FOR BUILDING AND SERVICES EXPENSES.

AYES _____ NAYS _____

The new lighting fixtures will be LED which will provide long term cost savings. Over the last seven years as we worked on areas of the building we converted or replaced the fixtures in those areas to LED lighting. This current lighting work takes place in the two coffered ceilings on the upper level. One will have been completely converted to LED lighting. For the second, above the computer area, the new ceiling mounted fixtures addressed above will be LED. If you wish change the tray lighting in this area to LED it will be an additional cost of \$12,435. If you wish to move forward with this work at this time please consider the following resolution.

RESOLVED BY _____, SECONDED BY _____, TO APPROVE THE PROPOSED 2020 BUDGET ADJUSTMENT OF \$12,435 FOR BUILDING AND SERVICES EXPENSES.