

LIBRARY BOARD MEETING -- Friday, July 1, 2016

Present were board members Craig Friar, Pat Piper, and Evelyn Allen. Stuart Watkins attended by conference call from Iowa. Vi Lovejoy was unable to attend. Also present was librarian Susana Fernandez and Crescent City resident Beth Green.

Minutes of the June 3rd Public Budget Hearing and Library Board Meeting were read and approved.

Exterior Repairs Project: Susana reported that Rich Turi was here on June 28th to complete a walk-through of the project. Susana and Ron Bodman also attended. It was determined that the project is "Substantially Complete". However, Rich compiled a "Punch List" (see attached) of issues that need to be addressed before the project will be considered "Finally Complete".

Personnel: Susana made recommendations for staff raises. All staff will receive cost of living raises with the exception of Linda and Pier. Pier will be eligible for a raise following completion of his six month probationary period in October.

Next Meeting: Friday, August 5, 2016

CHETCO COMMUNITY PUBLIC LIBRARY
• EXTERIOR REPAIRS PROJECT
BROOKINGS, OREGON
PROJECT NO. 1510
JUNE 28, 2016

PUNCH LIST

- A walk-through of the project was performed on June 28, 2016 and it was determined that the project is considered to be "Substantially Complete".
- The following issues need to be corrected, completed, or addressed in an appropriate manner before this project can be considered "Finally Complete."

BUILDING EXTERIOR

• **EAST WALL**

1. A second coat of paint is needed at the low ends of each side of the upper gable fascia. Contractor was physically shown the locations.
2. There are holes in the existing siding (high and low) due to scaffolding attachment on both sides of the wall adjacent to the "bump-out area". Holes need to be plugged and painted.

• **WEST WALL**

1. Okay.

• **NORTH WALL**

1. Okay.

• **SOUTH WALL**

1. The second downspout from the East corner appears to have been re-installed with the back side facing out. Downspout either needs to be turned around or cleaned in an acceptable manner so as to not show a striped dirt pattern.

PROJECT CLOSEOUT REQUIREMENTS

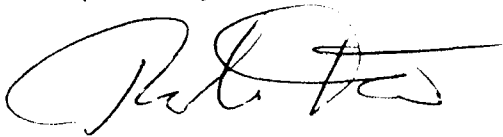
1. Clean all windows, doors and skylight glass (Section 01710: 3.01 (D)).
2. Provide a minimum 1 quart container of each paint color used, properly sealed and identified. (Section 9A. "Painting" – 01.c)

SUBMITTAL REQUIREMENTS

The following submittals need to be received before this project can be considered "Finally Complete". Refer to Division One and Section 01701 of specifications.

1. Copy of final inspection report from Building Department.
2. Written warranties (Section 01740):
 - a. One (1) year general warranty.
3. Consent of Surety to Final Payment (A.I.A. G707 or similar).
4. Confirmation that extra stock materials have been delivered.

Reported by:



Richard P. Turi
Principal Architect

Cc (via email): Susana Fernandez, Ron Bodman



RICHARD P. TURI

Architecture & Planning

June 30, 2016

Mr. Ron Bodman
Bodman Construction
P.O. Box 4192
Brookings, Oregon 97415
Sent via email to: rrbodman@yahoo.com

RE: Chetco Community Library #1510
• Exterior Repairs Project

Dear Ron:

Its come to my attention that during our Substantial Completion walk-through I forgot to check the interior of the building, specifically the new exit door at the West side of the library. I asked Susana to confirm whether all was working, and looking, properly. Susana sent me pictures of the finish work, and explained the door is not closing properly.

So, please consider the following to be a **SUPPLEMENTAL PUNCH LIST**.

Items to correct at new exit door

1. Door is not closing smoothly – appears to require some adjustment.
2. Photograph of door frame-to-sheetrock juncture shows that the face of the frame and the sheetrock are flush. Detail 1/5 within the project manual shows the frame “wrapping” the sheetrock. It appears the wrong size frame was ordered. This is a problem in that this juncture will never look good “as-is”, and caulking will not fix the problem. There are only two solutions I can see:
 - a. Install some oak trim, size and finish to match the existing, around the opening at this joint, or
 - b. Replace the door frame with the proper size.
3. Photographs show that the carpet and rubber base are not re-fitted around the door frame very well. This needs to be corrected.
4. Carpet and base in this area needs to be thoroughly cleaned.

Should you have any questions please do not hesitate to call.

Sincerely,

Richard P. Turi
Principal Architect

cc: Susana Fernandez

CERTIFICATE OF SUBSTANTIAL COMPLETION

OWNER
ARCHITECT
CONTRACTOR
FIELD
OTHER

PROJECT: Chetco Community Public Library PROJECT NO.: 1510
(Name & Address) • Exterior Repairs Project
Brookings, Oregon

CONTRACT FOR: Remodeling

CONTRACT DATE: 4/11/16

TO OWNER: Chetco Public Library
(Name & Address) 405 Alder Street
Brookings, OR 97415

CONTRACTOR: Bodman Construction
(Name & Address) P.O. Box 4192
Brookings, OR. 97415

DATE OF ISSUANCE: **June 28, 2016**

PROJECT OR DESIGNATED PORTION SHALL INCLUDE: **Entire Project**


The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion thereof designated above is hereby established as

June 28, 2016

which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

Richard P. Turi
ARCHITECT


BY

6/28/16
DATE

The Contractor will complete or correct the Work on the list of items attached hereto within _____ days from the above date of Substantial Completion.

Bodman Construction
CONTRACTOR

BY

DATE

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at _____ (time) on _____ (date).

Chetco Public Library
OWNER

BY

DATE

The responsibilities of the Owner and the Contractor for security, maintenance, heat, utilities, damage to the Work and Insurance shall be as follows:
(Note-Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)