

October 19, 2022

Town of Bloomfield  
Prosser & McMahon Libraries

**Subject: Downes Building Committee Agenda**

**1. Project Update**

**A. Design & Construction Document Schedule Update**

- CM DD Estimate: 11/2/2022
- Building Committee Approval of DD & Budget: 11/9/2022
- Planning & Zoning Review: Revised to 10/27/2022
- MDC Encroachment Permit for Prosser: 12/30/2022
- Early Trade & Procurement Bid Documents: 12/28/2022 – 1/3/2023
- TSKP 100% CD Drawings for Bid: 1/16/2023
- Building Department Permit Set Review: 1/17/2023 – 2/27/2023
- DEEP Permit: 2/27/2023

**B. Bidding Schedule Update**

- CM Early Trade & Procurement Bid Package: 1/11/2023 – 2/7/2023
- CM Remaining Bid Period w/ Addenda: 1/17/2023 – 2/13/2023
- Owner Relocates from Libraries: 2/8/2023 – 2/21/2023
- Town approves Early Trade & Procurement GMP: 2/28/2023
- Town approves Phase 2 GMP: 3/28/2023

**C. McMahon State Library Grant- Schedule**

- 11/28/2022, 1:00-2:00 pm: State Library Board meets and approves library construction grants.
- 11/28/2022: BPL/Bloomfield sends State Library notification that local funding is in place. This should be a letter on town letterhead signed by the Town Manager. It can be scanned and sent as an email attachment.
- 11/28/2022: SHPO approval of the McMahon plans is not required as this library has been deemed ineligible as a Historical place.
- BPL prepares draft Invitation to Bid/RFP and sends it to State Library for preliminary review.
- 12/09/2022, 10:30: State Bond Commission is currently scheduled to meet to approve bond allocations.
- 12/09/2022: After the Bond Commission approves your funding and if Bloomfield's new POCD has been adopted the grant contract will be sent to the Town Manager. Upon the Town's signature the hard copy is to be sent to the State Library along with all attachments. The State



Library will then notify the Commission on Human Rights and Opportunities (CHRO) about the bond funding. The CM will need to meet all bid requirements in the Invitation to Bid/RFP.

-12/12/2022-12/16/2022: State Library signs the grant contract and sends a copy of the completed contract to the Bloomfield Town Manager and BPL.

-12/19/2022: Bloomfield will provide the draft Invitation to Bid/RFP for official approval, which can be completed by email. (This will be required for Prosser as well when going out to bid).

-12/19/2022: Bloomfield posts the Invitation to Bid/RFP publicly to begin soliciting bid proposals.

### **Community Outreach**

-DCC is working with Dwight Bolton to schedule a Community Outreach to the Town of Bloomfield for these projects for the 2<sup>nd</sup> or 3<sup>rd</sup> week of November 2022.