



Delivery

| |
|--|
| |
|--|

Project Information

**This form
was last
updated
on/**

initials:

| | | |
|---|---|--------------------------|
| Building #: | | |
| Facility/Branch: | | |
| Name of Library: | | |
| City/Town: | | |
| Address: | | |
| Contact person: | | |
| Telephone # | | |
| Type of construction: | (If both 2nd and 3rd columns apply, check both) | |
| New building | Addition | Renovation |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Total estimated cost: | \$ | |
| Source of local funds (check any columns that apply): | | |

| | | |
|--|--------------------------|--------------------------|
| municipal appropriation | bond issue | other |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Date construction will begin/began: | | |
| Date construction (will be) completed: | | |
| Agreement # : | | |
| State share: | | \$ |
| Notes: | | |

Please note: The following is meant to serve as a guide. Due to particular library/community circumstances the steps listed below may not necessarily take place in the order listed.

*task to be completed by the Office of Library and Information services; remaining tasks to be completed by the library

| Project Planning Checklist - Preliminary Phase | |
|--|--|
| Date completed | Task |
| | Determine need for building project |
| | Building project included in city/town COMPREHENSIVE PLAN |
| | Indicate need to the Office of Library and Information Services on the biannual PUBLIC LIBRARY FACILITIES SURVEY AND CAPITAL BUDGET FORECAST |
| | Send letter of intent to Office of Library and Information Services, indicating: approximate cost of project estimated starting and completion dates |
| * | Consultant from the Office of Library and Information Services establishes a |

| | |
|---|--|
| | loose leaf notebook for the project, using the standard table of contents to file all materials relevant to the construction project, and begins the CONSTRUCTION CHECKLIST |
| * | Office of Library and Information Services assigns priorities, makes determination and informs library of projected level of state share, timetable and estimated schedule for reimbursement working within established priorities, guidelines and annual reimbursement caps |

Planning Phase

| Date completed | Task |
|----------------|--|
| | Establish preliminary library building committee |
| * | Consultant from the Office of Library and Information Services meets with librarian, building committee/library board to present and review the packet of construction materials and information |
| | Obtain funding for library building consultant, preliminary architectural drawings |
| | Select and hire library building consultant |
| | Consultant, with director and library staff, writes library building program |
| | Review/revision of library building program |
| | Board acceptance of library building program |
| | Send copy of library building program to the Office of Library and Information Services |
| * | Consultant from the Office of Library and Information Services reviews the library building program, making a written response with any requests for additional information and/or changes |
| | Select and hire architect |
| | Library building program given to architect |
| | Select and acquire site, with input from architect; conduct test borings of proposed site |

| Local Approval Phase | |
|----------------------|---|
| Date completed | Task |
| | Preliminary estimate of cost and/or review by architect/ Consultant |
| | See city/town charter/ordinances regarding bond issues, and if needed, develop a referendum for passage, getting General Assembly legislation passed to give authority for the bond issue and to place the question on the local ballot (Note: see R.I. General Laws 45-12-3) |
| | Develop and implement program for approval of bond issue referendum |
| | Preliminary architectural drawings |
| | Bond issue publicity, campaign |
| | Bond issue passed |

| Design phase | |
|----------------|---|
| Date completed | Task |
| | Select and hire architect (if not already hired above); library building program given to architect |
| | Select and acquire site; conduct test borings of proposed site (if not already completed above) |
| | Architect develops schematic design |
| | Review schematic design |
| | Architect develops cost estimates |
| | Review cost estimates |
| | Develop community acceptance of schematic design and proposed budget |
| | Budget acceptance and design acceptance |

| | |
|---|---|
| | Obtain city/town approval for project design |
| | Submit preliminary application to the Office of Library and Information Services, with necessary assurances, schematic design |
| * | Consultant from the Office of Library and Information Services reviews preliminary application, budget and design with the library, making a written response with any requests for additional information and/or changes |
| | Fund raising/grant proposals |
| | Architect begins design development |
| | Design development is reviewed with library building committee/board, library building consultant, and Office of Library and Information Services |
| | Library building consultant submits review of design development in writing; copy forwarded to Office of Library and Information Services |
| | Review design development with local/state building inspector, fire marshall, planning department, and other public officials, including local and state historic commissions |
| | Application, budget, and design updates filed with the Office of Library and Information Services as needed |

| Drawings and Documentation Phase | |
|----------------------------------|--|
| Date completed | Task |
| | Architect develops working drawings and construction documents |
| | Submit construction documents and working drawings to the library building consultant |
| | Library building consultant submits comments, suggestions regarding construction documents and working drawings in writing |
| | Review/revise construction documents and working drawings |
| | Submit construction documents and working drawings to the Office of Library and Information Services |
| * | Consultant from the Office of Library and Information Services reviews construction documents and working drawings with OLIS staff as needed, especially in the areas of children's services, technology |

| | |
|---|--|
| * | Consultant from the Office of Library and Information Services submits comments, suggestions regarding construction documents and working drawings to librarian in writing |
| * | Consultant from the Office of Library and Information Services reviews construction documents and working drawings with librarian, architect |
| | Submit working drawings to local/state officials (planning, fire, historic commissions, etc.) |
| | Review/revise construction documents and working drawings |
| | Hire construction manager (if project will use this method, rather than a general contractor) or clerk-of-the-works/project manager |

| State Approval Phase | |
|----------------------|---|
| Date completed | Task |
| | Send documentation to the Office of Library and Information Services that sufficient funds are available to cover the entire cost of the project (Application Section 12, Appendix U) |
| * | Consultant and/or accountant from the Office of Library and Information Services reviews reimbursement process with library/town financial officer(s) or lending agent |
| * | Office of Library and Information Services obtains clearance from the Director of the R.I. Dept. of Administration to sign construction agreement |
| * | Consultant from the Office of Library and Information Services prepares construction agreement for signature, registers the agreement number in the construction grants file, and forwards the agreement to the library |
| | Construction agreement signed by library |
| * | Construction agreement signed by Chief Information Officer |
| * | Consultant from the Office of Library and Information Services places one copy of the signed agreement in the construction grants file, (with a copy in the loose leaf notebook) and returns the second copy to the library for its files |
| * | Consultant from the Office of Library and Information Services reviews with architect the assurances, requirements and procedures for Equal Employment Opportunity, Minority Business Enterprises, and Drug-Free |

| | |
|---|--|
| | Workplace, including items to be covered at pre-bid conference(s) |
| | Architect and/or construction manager develops final plans and specifications |
| | Review final plans and specifications |
| | Submit final plans and specifications to the library construction consultant for review and comment |
| | Submit final plans and specifications to the Office of Library and Information Services |
| * | Office of Library and Information Services reviews the final plans and specifications |
| * | If needed, consultant from the Office of Library and Information Services meets with the architect, librarian to review the final plans and specifications |

| Bid and Award Phase | |
|---------------------|---|
| Date completed | Task |
| * | Office of Library and Information Services notifies the library in writing that the project is ready to go out to bid |
| | Architect (or construction manager) establishes date(s) for pre-bid conference(s) |
| | Project goes to bid; library sends a copy of the published INVITATION TO BID to the Office of Library and Information Services |
| * | Office of Library and Information Services notifies Equal Employment Opportunity and Minority Business Enterprises program of the upcoming project and pre-bid conferences |
| | Pre-bid conferences held |
| | Bids received and opened |
| | Submit tabulation summary of all bids received to OLIS |
| | If needed, construction application revised, with request to the Office of Library and Information Services for a revision of the construction agreement to increase the project total and the state share. |

| | |
|---|---|
| * | If needed and approved by Director of Department of Administration, Office of Library and Information Services updates the construction agreement with the library |
| * | Office of Library and Information Services includes the estimated first year reimbursement amount in its proposed budget for the following fiscal year and notifies the library |
| | Tentative award of bid subject to the STATE OF RHODE ISLAND EQUAL OPPORTUNITY COMPLIANCE CERTIFICATE AND AGREEMENT and the DRUG-FREE WORKPLACE POLICY CONTRACTOR CERTIFICATE OF COMPLIANCE |
| | General contractor or construction manager submits the DRUG-FREE WORKPLACE POLICY CONTRACTOR CERTIFICATE OF COMPLIANCE to the library, which forwards a copy to the Office of Library and Information Services |
| * | Office of Library and Information Services notifies the library that it has received notification regarding approval from EEO and Minority Business Enterprises and has received a copy of the signed DRUG-FREE WORKPLACE POLICY CONTRACTOR CERTIFICATE OF COMPLIANCE, and gives its approval to begin construction |

| Construction Phase | |
|--------------------|---|
| Date completed | Task |
| * | Ground-breaking ceremony |
| | Pre-construction conference |
| | Construction begins |
| | Send schedule of job-site meetings with owner's representative(s), architect, and contractor to the Office of Library and Information Services |
| | Specifications finalized for furnishings; furnishings ordered using a competitive bid process |
| * | Consultant from the Office of Library and Information Services makes first visit to construction site in conjunction with job-site meeting, completes visit checklist |

| | |
|---|--|
| * | Consultant from the Office of Library and Information Services makes second visit to construction site in conjunction with job-site meeting, completes visit checklist |
| * | Consultant from the Office of Library and Information Services makes additional visits to the construction site as needed in conjunction with job-site meetings, completes visit checklist |
| * | Office of Library and Information Services staff document ongoing progress of project with slides/photographs |
| | Inspections by local code-enforcement officials |
| | Architect issues CERTIFICATE OF SUBSTANTIAL COMPLETION |
| | Punch list of remaining items developed |
| | Library notifies Office of Library and Information Services that project is completed, submitting a copy of the CERTIFICATE OF SUBSTANTIAL COMPLETION |
| | Library contacts State of Rhode Island Department of Administration Central Business Office to arrange audit of project (audit must be scheduled no later than May and be completed in mid-June to receive reimbursement payments in the next Fiscal Year) |
| * | Consultant from the Office of Library and Information Services makes inspection to confirm completion |

| Completion and Reimbursement Phase | |
|------------------------------------|--|
| Date completed | Task |
| * | Rhode Island Department of Administration accountant completes audit, determines state share and reimbursement schedule working with library/town financial officer(s) |
| * | Office of Library and Information Services consultant sends reimbursment schedule to library, noting that reimbursement begins in the following state fiscal year |
| * | Reimbursement begins, in the following state fiscal year |
| | Library dedicates new building and holds an open house |
| * | Consultant from the Office of Library and Information Services submits |

| | |
|---|---|
| | project information to LIBRARY HOTLINE, with photographs and slides previously taken by media/public relations staff |
| * | In August following project completion, consultant from the Office of Library and Information Services forwards survey for the LIBRARY JOURNAL architectural issue to the library |
| | Library submits survey to LIBRARY JOURNAL architectural issue in early September, sending a copy to the Office of Library and Information Services |
| * | If the project is appropriate for consideration for the AIA/ALA-LAMA Library Buildings Award Program (American Institute of Architects/American Library Association - Library Administration and Management Association), consultant from the Office of Library and Information Services suggests this to the librarian and architect. (Note: program is held biennially in odd-numbered years, with applications accepted in the fall of even-numbered years; application forms are available from the Executive Director, LAMA, ALA Headquarters) |
| * | Consultant from Office of Library and Information Services revises construction loose leaf for project, discarding extra copies, superseded notes, etc., and moving it to a binder |

Other Checklist Items Added

Please specify:

| | |
|--|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Office of Library & Information Services

Rhode Island Department of Administration

One Capitol Hill, Providence, Rhode Island 02908

(401)222-2726; Fax: (401)222-4195

For comments or questions, contact webmaster@lori.state.ri.us

Disclaimer Statement



A Rhode Island Government Website

Last updated on March 10, 2003. (02:55:07pm EST)