

AGREEMENT BETWEEN THE CITY OF SOUTH BURLINGTON AND SOUTH
BURLINGTON COMMUNITY LIBRARY BOARD OF TRUSTEES REGARDING THE
DESIGN AND CONSTRUCTION OF A PUBLIC LIBRARY

Beginning in 2016, the City of South Burlington ("City") will undertake the design and construction of a Public Library. This has been a long recognized and overdue need for the City.

In order to facilitate this outcome desired by both the City Council ("Council") and the Library Board of Trustees ("Board"), the following terms are agreed to:

1. Funding.

- a. The City shall fund 66.67% of the cost to design, construct and furnish the Library.
- b. The Board shall raise funds for 33.33% of the cost to design, construct and furnish the Library. This may be through a foundation, capital campaign, the Friends of the Library or any other combination of grants and donations.
- c. The City shall issue all debt as may be needed with authority as granted by vote.
- d. Both parties shall work to manage costs responsibly, whether for land acquisition, design or furnishings, while still meeting the community vision and goals for the Public Library.

2. Ownership and Operation. The City shall own, staff, oversee the operation of the Library and the Board shall govern the Library in accordance with applicable State law and any written agreements with the City.

3. Design and Construction.

- a. Both parties shall cooperate to best meet the needs of the community. To facilitate decision making, in recognition of the role of the City in owning and operating the facility, and the important contributions of the Board leadership, the Council shall have final

approval of each of the following after receiving, and considering, a recommendation on each from the Board:

- i. A site for the library
 - ii. Consultant and contractor agreements
 - iii. Conceptual plans and project definitions
 - iv. Advertising the project to bid (if applicable)
- b. The Board shall approve the following:
- i. The purpose and need statement
 - ii. The Functional Program for the library and library community areas
- c. The City Manager shall designate a project team (with the exception of one to two Board members which shall be designated by the Board) which shall oversee the month to month progress and work of the project, have responsibility for liaising with and reporting to their respective authorities, obtaining public input, and otherwise supporting the work of any consultants and contractors, and keeping the Council, Board and Public apprised of progress, and which shall include:
- i. The Project Director (Ilona Blanchard) who shall project manage the project development up until construction and provide input during construction as needed;
 - ii. The Library Director (Jennifer Murray), who shall provide input as pertains to operations and the interests of the Library throughout the project;
 - iii. The Director of Public Works/City Engineer (Justin Rabidoux), who shall provide general input with respect to the physical plant aspects of the project and who shall project manage the construction phase;
 - iv. One to two designated members of the Board, who shall liaise with and provide input with respect to the interests of the Board.

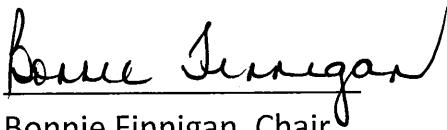
4. Project Delivery Process

- a. The project team shall research and select an appropriate project delivery process which shall emphasize efficiency, achieving the desired outcomes and doing so as economically as possible. The process selected, such as Design/Build, shall generally follow the TIF Project Implementation Process with respect to the order of steps and public input, and approving agencies except as modified by agreement. A process shall be presented to, and approved by the City Manager in 2016.
 - b. The process is anticipated to include the following elements:
 - i. Develop a Purpose and Need Statement (includes public outreach)
 - ii. Refine the program and design specifications (i.e., functional library programs to be accommodated, building shall be LEED or Energy Star, shall use natural light where feasible, have usable outdoor space, etc.)
 - iii. Select and acquire a site
 - iv. Issue a request for proposals/bids
 - v. Select and contract with a team
 - vi. Develop and review alternative concepts (Includes public outreach)
 - vii. Select a Preferred Concept
 - viii. Develop and approve Contract Documents
 - ix. Construct Public Library
 - x. Commission and move in
 - xi. Cut ribbon and celebrate
5. Co-location of a Library within a City owned multi-use building. If this project includes other City functions, the City and the Board agree:
- a. To work together to coordinate the design, allocation of costs, and management of shared functions and areas which may have overlapping interests to the mutual benefit of both parties; and the development of mutually agreed upon policies for shared areas within the Library.

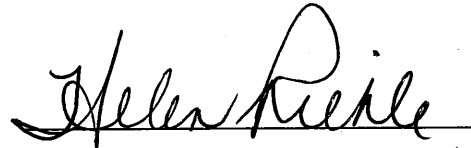
- b. Recognize that certain areas will be designated for the sole use of either entity.
 - c. Where a non-library party uses an area to the exclusion of the Library, that area shall not be considered part of the Library.
 - d. Where the Library manages an area it shall be considered part of the Library.
 - e. Where the Library does not manage an area it shall not be considered part of the Library.
6. This document may be amended from time to time as agreed to in writing by both parties.

Dated this 16 day of June, 2016 (Library Board of Trustees)

Dated this 18th day of July, 2016 (City Council)



Bonnie Finnigan, Chair
South Burlington Board of Trustees



Helen Riehle, Chair
South Burlington City Council

Footnote

As approved by the Library Board of Trustees at their meeting and recorded in the minutes of June 16, 2016.

As approved by the City Council at their meeting and recorded in the minutes of July 18, 2016.