Project Memorandum

Date: July 9, 2019
From: Gary Kuhl, PE

Project: Rapid City Public Library AHU Replacement
Project No.: 18042

Re: Schematic Design Meeting

1. **Project Status:** Review Schematic Design, budget and schedule

2. **Proposed Schematic Design:**
   a. Rebuild AHU-1 in Place:
      i. Install new access panels for current project and future maintenance;
      ii. Remove existing supply and return fans replacing with modular fan arrays;
      iii. Remove existing fan baffle plates;
      iv. Remove existing chilled and heating water coils, replacing with new coils of similar capacity;
      v. Provide new temperature controls for air handler.
   
   b. Replace Existing AHU-2 with new VAV Air Handling Unit:
      i. Install new roof-mounted VAV AHU with chilled and heating water coils;
      ii. Provide new VAV boxes to serve existing temperature control zones;
      iii. Provide new temperature controls for system;
      iv. Remove and reinstall ceiling in Men’s Restroom.

3. **Proposed Schedule:**

   - Approval of Schematic Design: July 9, 2019
   - Engineering Design: July 10, 2019 – December 6, 2019
   - 95% Owner Review Meeting: November 15, 2019
   - Advertisement to Bid: January 4 and January 11, 2020
   - Plans Available to Bidders: January 6, 2020
   - Bidding Period: January 7 – 28, 2020 (3 weeks)
   - Bid Date: January 28, 2020 (Tuesday)
   - City Council Approval and Award: February 3, 2020
   - Notice to Proceed: February 17, 2020
   - Construction: February 17 – June 17, 2020 (4 months)