

**MINUTES OF LIBRARY CONSTRUCTION OVERSIGHT COMMITTEE MEETING**

**PURPOSE OF MEETING:** To review the status and progress of the Mary Riley Styles Public Library renovation and expansion.

**DATE OF MEETING:** January 27, 2021 at 2 p.m.

**LOCATION:** Meeting held via Microsoft Teams.

**NOTICE:** This virtual meeting of the Library Construction Oversight Committee (LCOC) was held pursuant to and in compliance with the Virginia Freedom of Information Act, Section 2.2-3708.2 and state and local legislation adopted to allow for continued government operation during the COVID-19 declared emergency. All participating members of the Library Construction Oversight Committee were present at this meeting through electronic means. All members of the public may view this video of this meeting on the City’s website at [www.fallschurchva.gov](http://www.fallschurchva.gov).

**MEETING CALLED TO ORDER BY:** Mr. Wyatt Shields at 2:00 PM

**THOSE PRESENT:**

<p><b><u>Library Construction Oversight Committee Members:</u></b></p> <p>Library Director Jenny Carroll: ___✓___</p> <p>City Manager Wyatt Shields: ___✓___</p> <p>City Council Member Marybeth Connelly: <b>Absent</b></p> <p>City Council Member Debbie Hiscott ___✓___</p> <p>Library Board Member Molly Novotny: ___✓___</p> <p>Library Board Member Jeff Peterson: ___✓___</p> <p>Planning Commission Member Russ Wodiska: <b>Absent</b></p> <p>City Resident Howard Reel: _____✓_____</p>
--

**OTHERS PRESENT:**

Project Manager Lionel Millard, Assistant City Manager Cindy Mester, Finance Director Kiran Bawa, Councilman Phil Duncan, Senior Administrative Assistant Claudia Gutierrez, and Director of Public Works Zak Bradley.

Mr. Millard informed the Committee that next month he will be including the activation plan in his report. He will schedule individual meetings with building officials, IT Department and Public Safety staff. He will also be meeting with library staff liaisons to coordinate the moving back to the building.

**TOPICS OF DISCUSSION:**

**Quick points:**

- 52% of construction is completed as of December 30, 2020
- Ten pay applications have been submitted.

- 58 Proposed Change Orders (PCOs) have been issued. Only one of them was charged to the owner contingency due to modifications in the communications room.
- Substantial completion date has been extended four days. The contractor requested one day in November, and three in December due to weather; those were approved because the slate roof was a critical path item. They also requested two days in October which were rejected. The new substantial completion date is May 15, 2021.

**Next milestones to be completed:**

- The pitch roof is 100% complete. The new RTU installation will start next Friday.
- There was a two-and-a-half-week delay due to an issue with the manufacturer regarding the special insulation required for the existing pitched roof. This created a delay on the drywall work for the new addition. Mr. Millard is waiting on an update from the manufacturer. The contractor is working Saturdays and Sundays to recover those delays.
- According to the schedule, the project is phased to be finished first with the existing building main and lower level north side, and then main lower level south side. The new addition will be finished last.
- New windows will be arriving on site by mid-February and the installation will start.
- The fascia and dental cornice will be completed in the next 2-3 weeks.
- The exterior building is mostly completed except for the portico slab, the front stair case, the brick pavers, and the curb/gutter.
- The staircase has been delivered today and Monday will start the insulation.

**Active subcontractors:**

- K&M Electrical
- Wrights Iron
- Harris Mechanical working on plumbing, HVAC
- Bright Masonry completing concrete work
- Express Tek working on low voltage
- Potomac Waterproofing
- SCCI working on light gauge roofing
- Jarvis working on rough carpentry
- Arevalo getting the roof water tight
- Phoenix Fire Protection working on the sprinkler system

## **Schedule:**

### **Main level south**

- Working on drywall in the new addition.
- Insulation for this area will start next week.
- The contractor started hanging the ties for the acoustical ceiling grid. The acoustical ceiling rough-ins for the MEP are 80% completed.
- 90% of the rough-ins in the north side of the building have been completed.
- Overhead rough-ins, duct work and electrical work on the new addition are 50% completed.

There was a concern regarding the delay on the critical path showed on the schedule. Mr. Millard explained that this is a contractor's issue. It is on the critical path, however, the contractor is adding more crews to catch up and get the work completed.

## **Budget:**

- The BKV purchase order was increased to \$30,000 to cover the rest of the project.
- The furniture is being ordered through Liberty Systems. Once the shop drawings are finalized, the production will proceed in about two weeks. They are aiming to have the furniture in the new building in the last week of May or early June 2021
- Under soft costs, owner contingency has been fully executed with a remaining of \$225,535.48. As for hard costs, the CM contingency is at \$322,901.26
- The contractor underestimated the amount for security items. The amount is expected to be covered by the CM contingency. The increased amount is around \$37,000.
- The most recent pay application received from the contractor is for \$651,000. It does align with all the invoices received and the schedule completion.
- The pay schedule for December is at 52.4% completed and with a total value of \$3,310,001.82.
- Change order 14: There were 4 PCOs that were covered with buyouts. These PCOs included: Rough openings for book returns, supply and installation of additional cable tray, correcting the bearing for trusses and temporary enclosures for windows and the elevator shaft. The total was for \$21,146.20
- Change order 15: There was a credit for the updated communication room layout for the deletion of a wall, and a charge for the server demarcation items. The poke-thru for dedicated outlets was relocated to the other side of the room. The credit was for \$3,704.85.

- Change order 17 was requested by the building officials and it included: The fire alarm graphic annunciator panel, wood doors change, elevator wall hoist beam and an extra tread and riser for the staircase. The total was for \$16,067.11 This cost was included in the GMP budget since they were items required by the project and not additional charges.
- Change order 18 included the additional days requested, one day in November for substantial completion, and three days in December for final completion between June 11 and June 15, 2021.

Mr. Millard commented that Centennial's target for substantial completion is still for April 11. He relies on the updated pay schedules rather than the original since it gives a better view of the plan to follow the recovery for delays and risks.

There was a concern regarding the furniture and doors having the risk of not being delivered on time and the implications for the schedule. The furniture has been selected and the order will be placed on February 15. Liberty Systems is confident that it will be fulfilled. Same thing with the roof insulation, which the manufacturer had some problems with due to Covid-19. Mr. Millard has been closely monitoring all these issues and he is on top of these risks with the contractors.

Mr. Millard is working along with the LEED officials to find the one remaining point needed. Mr. Reel suggested considering how to integrate the LEED indoor air quality between the schedule completion of the building and the activation schedule. Mr. Reel also asked about last LCOC meeting elevator concerns. He reiterated that Mr. Millard should challenge Centennial with the notion to have all the pre-finish work in place before installing the elevator.

Mr. Peterson asked about the landscaping options for the project. Mr. Millard mentioned that he will be working with Jeremy Edwards who is the Green Space Manager for the City along with the Library Director regarding landscape and will provide an update to the LCOC Committee. The Director noted that the landscape plan was reviewed by the City Arborist Charles Prince before the GMP was presented. There was a discussion regarding the tree boxes and to consider the best option for the library's landscape.

Mr. Millard mentioned that the power poles located on Park Avenue have been causing problems for the streetscape. Mr. Millard didn't hear from Dominion either November or December, and he had to escalate the communication through Assistant City Manager Cindy Mester. Now Dominion is back on track and working on ways to move the poles in order to start the streetscape work.

**BUSINESS NOT IN THE AGENDA:**

- None

**The next LCOC virtual meeting will be on February 24 at 2:00 pm.**

**MEETING ADJOURNED AT: 3:01 PM**

**SIGNATURE OF RECORDER: Ms. Jenny Carroll**

