

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: February 24, 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.

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

THOSE PRESENT:

Library Construction Oversight Committee Members:

Library Director Jenny Carroll: ___✓___
City Manager Wyatt Shields: ___✓___
City Council Member Marybeth Connelly: : ___✓___
City Council Member Debbie Hiscott ___✓___
Library Board Member Molly Novotny: ___✓___
Library Board Member Jeff Peterson: ___✓___
Planning Commission Member Russ Wodiska: Absent
City Resident Howard Reel: ___✓___

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. Shields noted that Mr. Millard will include in his presentation information about the activation plan for the new building and the upgrades for the existing public restrooms. There will be in-person tours for the LCOC members. Mr. Millard's presentation to Council was rescheduled for Monday, March 1.

TOPICS OF DISCUSSION:

Quick points:

- 57% of construction is completed as of January 15, 2021
- Eleven pay applications have been submitted.

- 65 Proposed Change Orders (PCOs) have been issued. These PCO's were for owner changes, contingency changes, and credits back to the CM contingency. There were 6 additional change orders for this month.
- Substantial completion date has been extended 32 days due to weather delays and the new date is May 15, 2021.

Next Milestones:

- New window installation started; half of the windows arrived on site. Windows will be tested for water penetration and insulation. There was a manufacturer production issue that resulted in a delay for half of the windows. Those windows will be arriving in 2-3 weeks.
- The DAS (Distributed Antenna System) is almost completed. The antenna will provide an amplified Wi-Fi signal.
- The RTU installation work was delayed 3 weeks due to high winds. Yesterday, it was installed. The gas line is currently being hooked up into the RTUs.

Active subcontractors:

- K&M Electrical
- Wrights Iron
- Harris Mechanical working on plumbing, HVAC
- Bright Masonry completing concrete work
- Express Tek working on low voltage
- Jarvis working on rough carpentry
- Arevalo getting the roof water tight
- Clyde Henry Inc. working on the window installation
- RW HITT working on painting

Schedule

The critical path was submitted with the January pay application. It included exterior work and it is expected to be finished by the end of February.

- Exterior concrete at planters/walls
- Curbs and gutters
- Irrigation
- Concrete walks
- Site lighting

This work was programed to be finished in January, but there were delays due to inclement weather. However, Centennial was able to work on the exterior cornices, the dental cornice moulding, and setting up the space for window installation that will happen in March. The ADA ramp work will start next week.

Mr. Reel asked if there is a new schedule showing the impact of these delays. Mr. Millard will provide to him the information.

The interior work is on schedule. Centennial provided a list of activities (including critical path items) which show the comparison of revised activity duration vs the original. This helped to make up for the roof work delays.

Schindler, who is the elevator contractor, informed Centennial that there was a problem with the manufacturing. Currently, everything is back on track and the elevator is in production. Centennial is on top of this. The substantial completion of the project won't be awarded if the elevator is not properly installed and inspected.

The schedule work was switched so that the lower level will be completed first and then continue to the main level.

Lower level

- Prime, painting, plumbing, drywall and electrical rough-ins work has been completed.
- Most of the duct and VAV (Variable Air Volume) work is finished.
- They are hanging ceiling grid on the south section.
- Ongoing work on the duct and humidifiers.

Main level

- The drywall is almost complete; prime and painting ready for ceilings to be installed.
- Ongoing work on the duct, pipes, and insulation

Flooring installation on both levels will start mid-March.

Budget:

- Soft costs remain the same.
- Owner costs remain stable. Liberty Systems will have the furniture on site by June 1 which is tentatively the moving date.
- The security system was purchased and the funds came out of the GMP. There were some unforeseen items for the security system for door frames that needed to be replaced.

Next meeting, Mr. Millard will present all the encumbrances. He will be spending money from the owner contingency for the bathroom upgrade, including new wall, drywall, dispensers, mirrors, and baby changing stations. He will be also adding some items that were not part of the GMP, such as ADA push buttons and a controller to check the HVAC system remotely when needed. He will also include a mixer for the medium size meeting room and some infrastructure for the assisted listening system.

Mr. Millard mentioned that there will be some savings after Washington Gas relocated the gas line. Washington Gas will be covering asphalt restoration work along N Virginia Ave and intersection of Park Ave and N. Virginia Ave. They owed partial restoration of the asphalt on Virginia Avenue side along to Park Avenue, and agreed to do it once the paving on the entire property begins.

Mr. Reel agreed about the importance of upgrading the bathrooms and the leaking roof. He asked if there was something else that needed to be addressed. Mr. Millard is taking care of building problems that were in the past and some of them were included in the GMP. He also mentioned that he has been conservative on the owner contingency spending. He will be using it mostly at the end of the project for additional work needed. He mentioned that he might do some work on the alley sidewalk to make it wider since it's not ADA compliant. However, Mr. Bradley noted that this sidewalk doesn't have to meet the ADA compliance since it's not an accessible way into the building.

For pay application #11 the project was projected to be 64% complete, and it was at 57%. This was due to the roof delay from last month.

Change orders

- 19 - PCO 34 included a CM contingency change for the LG cavity which is the support where the windows sit on, and was for \$5,042.06.
- 20 - PCO 34 included the remaining portion for the LG cavity for the windows. The cost was \$25,097.68
- 21 – Includes 6 PCOs. Only one of them was part of the owner change which included the exterior lighting fixture at the portico. The rest of the POs were part of the CM contingency.

Mr. Reel asked if there was something that was caught and not included in the GMP or was not part of the design. Mr. Millard mentioned that the architects have caught a few things. However, this has not impacted the budget.

Activation plan

Mr. Millard presented the activation plan. This plan will help to capture items from the building completion to the building being operational. The staff and departments included are: library for the furniture move, building safety, planning/ CPEDs, and IT for the network setup. The plan includes training for staff who will be using the new systems in order to be familiar with them. This includes facility maintenance staff and public safety.

Mr. Millard has been having conversations with the personnel involved in the activation plan to make sure everything needed is being covered and on schedule. Mr. Millard asked the Committee for suggestions and feedback that they think could be added to this plan.

Mr. Peterson asked about the landscaping options. The Director will provide the landscaping plan which was reviewed by the City's Arborist. If the Committee has any questions or comments they can submit them to Mr. Millard.

Mr. Millard will look into the tree planters along with the architect. Mr. Peterson remarked on the importance of having the proper tree coverage and to consider doing it sooner rather than later as part of the project. Mr. Shields suggested first consulting the City's Arborist who is very diligent on tree pit design, to work something out and then engage the architects.

Mr. Reel asked when the activation date will be scheduled. Mr. Millard mentioned that the different groups have started working on the prep for the activation. The final completion of the building needs to be established in order to start with the activation plan. Tentatively, the date is June 1st. He will have a better sense of the date for the next meeting.

There was a concern from Mr. Reel about the remaining billings and the short time until the completion of the project. Mr. Millard mentioned that most of the work is almost done. He is expecting the remaining bills to be covered by the next 2-3 pay applications. Mr. Millard will email the Committee regarding billing information status.

Tours for the building will be scheduled for Wednesday March 3. Members from the Library Board of Trustees and this Committee will be split into groups to avoid having more than 2 members from each Board/Committee. The visit timeframe will be between 2:30 pm and 5:00 pm with a duration of half an hour for each group. The groups will include Centennial staff, the Director and Mr. Millard. The Director will send the information once the schedule is ready.

Councilwoman Connelly asked to include Council on this tour. The Director added that there will be more opportunities for tours when the building is more tidy. For each tour, Centennial needs to keep the construction site walkable and safe for visitors.

BUSINESS NOT IN THE AGENDA:

- None

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

MEETING ADJOURNED AT: 3:12 PM

SIGNATURE OF RECORDER: Ms. Jenny Carroll

A handwritten signature in blue ink that reads "Jenny Carroll". The signature is written in a cursive style with a large, looped initial "J".