



## Library Construction Oversight Committee

Wednesday March 24, 2021 at 2:00 PM  
Meeting login link can be found at:

[Teams Meeting Link](#)

1. Library Construction Oversight Committee Agenda

Documents:

[20210324-LCOCAGENDA.PDF](#)

2. Library Construction Oversight Committee Report

Documents:

[LCOC\\_MEETING\\_12\\_REPORT.PDF](#)



## LIBRARY CONSTRUCTION OVERSIGHT COMMITTEE

### Meeting Agenda

Wednesday, March 24, 2021

2:00 p.m.

**Virtual Meeting:** [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NmY4ZGU2NWYtZGIxOC00YzQzLWlzZTQtYTZiMjNiMGVmZTcw%40thread.v2/0?context=%7b%22Tid%22%3a%2273ba5b04-4ace-4ae3-a6b2-65cbc403418b%22%2c%22Oid%22%3a%22e124f2d4-ff38-4304-aef3-09ba83e7e1b3%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NmY4ZGU2NWYtZGIxOC00YzQzLWlzZTQtYTZiMjNiMGVmZTcw%40thread.v2/0?context=%7b%22Tid%22%3a%2273ba5b04-4ace-4ae3-a6b2-65cbc403418b%22%2c%22Oid%22%3a%22e124f2d4-ff38-4304-aef3-09ba83e7e1b3%22%7d)

**NOTICE:** This meeting will be 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 will be present at this meeting through electronic means. All members of the public may view this electronic meeting via the meeting link listed above and in the City's website calendar.

Public comments may be submitted to [jcarroll@fallschurchva.gov](mailto:jcarroll@fallschurchva.gov) until 2:00 p.m. on March 24, 2021. All comments will be provided to the Library Construction Oversight Committee members and comments received by the deadline will be read during the meeting.

**PLEASE NOTE:** This meeting will be conducted using Microsoft Teams. Don't have the Teams app? You can still join a Teams meeting. **See the instructions attached to this meeting agenda.** Please email [jcarroll@fallschurchva.gov](mailto:jcarroll@fallschurchva.gov) if you need assistance with installation. During the meeting, staff will likely not be available to assist with installation.

1. **Call to order, roll call and introduction of guests**
2. **Library Project Milestones**
3. **Library Project Budget**
4. **Library Project Schedule**
5. **Business not on the Agenda**
6. **Adjournment**

Library Construction Oversight Committee

Staff liaison: Jenny Carroll 703-248-5032 [jcarroll@fallschurchva.gov](mailto:jcarroll@fallschurchva.gov)

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. To request a reasonable accommodation for any type of disability, call 703-248-5032, TTY 711.

## Instructions for joining a Microsoft Teams meeting:

[Click here to watch a video with instructions for joining a Teams meeting](#)

### Join a Teams meeting on a phone or tablet

1. Click the meeting link provided.
2. **Download the Teams app for your device when prompted:**
  - Type in your name.
  - Choose the audio and video settings you want.
3. Select **Join now**.
4. Depending on meeting settings, you'll get in right away, or go to a lobby where someone in the meeting can admit you.

### Join a Teams meeting on the web or through a web browser on a phone or tablet

Don't have the Teams app? You can still join a Teams meeting.

1. Click or copy and paste the meeting link provided.
2. You have two choices:
  - **Download the Windows app:** Download the Teams app.
  - **Join on the web instead:** Join a Teams meeting on the web.
3. Type in your name.
4. Choose the audio and video settings you want.
5. Select **Join now**.
6. Depending on meeting settings, you'll get in right away, or go to a lobby where someone in the meeting can admit you.



LCOC Meeting 12

Date: 3/24/2021

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Quick Points:

- 65% Construction Completion (as of 2/15/2020) \*
- Twelve Pay Applications Submitted
- 73 PCOs Have Been Issued\*
  - o Change Order 1 (\$22,857.89) - Executed
  - o Change Order 2 (\$11,006.60)- Executed
  - o Change Order 3 (Reallocation of Buyout Savings to CM Cont)
  - o Change Order 4 (3 Day Time Extension)
  - o Change Order 5 (\$0 Owner Cont Use)
  - o Change Order 6 (6 Day Time Extension)
  - o Change Order 7 (15 Day Time Extension)
  - o Change Order 8 (\$12,727.45) – Executed
  - o Change Order 9 (\$10,617.91) – Executed
  - o Change Order 10 (4 Day Extension) – Executed
  - o Change Order 11 (\$4,799.89) – Executed
  - o Change Order 12 (\$4,781.99) – Executed
  - o Change Order 13 (\$0 Owner Cont Use) - Executed
  - o Change Order 14 (\$0 Owner Cont Use) - Executed
  - o Change Order 15 (\$0 Owner Cont Use) – Executed
  - o Change Order 16 (\$11,522.87) – Executed
  - o Change Order 17 (\$0 Owner Cont Use) – Executed
  - o Change Order 18 (4 Day Extension) – Executed
  - o Change Order 19 (\$0 Owner Cont Use) – Executed
  - o Change Order 20 (\$25,907.68) – Executed
  - o Change Order 21 (\$4,887.19) – Executed

## Mary Riley Styles Public Library Expansion and Renovation Project

- Change Order 22 (14 Day time Extension)- Awaiting Sign
- Change Order 23 (\$34,100.81) – Awaiting Sign
- Change Order 24 (\$0 Owner Cont Use) Awaiting Sign
- Substantial Completion Date Extended +14 Days (May 29, 2020)
  - 14 Day Weather Delay Claim (Approved)

### Next Milestones:

- Curb & Gutter Demo (Begins 3/1/2021)
- Curb & Gutter Framing (Begins 3/24/2021)
- Light Fixture Installation (Begins 3/5/2021)
- Bio Retention Pond Concrete (Complete 3/16/2021)
- Portable Generator ATS Testing (Complete 3/16/2021)
- New Stairwell Installation (Complete 2/25/2021)

### Active Subcontractors:

- K&M Electrical (Electrical Sub)
- Barco (Demolition Sub)
- Harris Mechanical (Plumbing and HVAC Sub)
- Bright Masonry (Concrete)
- Express Tek (Low Voltage)
- Jarvis (Rough Carpentry)
- Clyde Henry Inc. (Windows)
- RW HITT (Painter)



1	Item	Description	Budget Amount	Remaining Amount	Percent Remining
2	<b>SOFT COSTS/OWNER COSTS</b>				
3	CFC	Staff Time	\$ 254,071.00	\$ 97,570.62	38%
5	BKV Group	A/E Services	\$ 921,444.00	\$ 36,005.68	4%
6	Brinjac	Commissioning	\$ 53,580.00	\$ 39,483.75	74%
8	CFC	Permit Fees	\$ 70,000.00	\$ 44,980.70	64%
9	ECS	Special Inspections	\$ 85,000.00	\$ 40,224.82	47%
18	Prior Soft Costs Espenses		\$ 300,341.00		
19	<b>TOTAL SOFT COSTS</b>		<b>\$ 1,752,919.60</b>	<b>\$ 282,935.56</b>	<b>16%</b>
20	<b>OWNER COSTS</b>				
21	Kloke	Moving	\$ 160,545.60	\$ 59,381.35	37%
22	Kloke	Storage	\$ 126,000.00	\$ 55,612.65	44%
23	LIBERTY SYS	FF&E	\$ 646,666.00	\$ 646,666.00	100%
24	OWNER CONTINGENCY		\$ 313,283.00	\$ 171,182.19	55%
25	TMC PROPOSAL	Mural	\$ 93,250.00	\$ 93,250.00	100%
30	<b>TOTAL OWNER COSTS</b>		<b>\$ 1,339,744.60</b>	<b>\$ 1,026,092.19</b>	<b>77%</b>
31	<b>Hard Costs</b>				
32	Centennial	Construction Services	\$ 7,553,027.00	\$ 2,722,990.46	36%
33	Centennial	CM Contingency	\$ 453,034.00	\$ 270,896.23	60%
34					
35					
36	<b>TOTAL HARD COSTS</b>		<b>\$ 7,866,309.00</b>	<b>\$ 2,993,886.69</b>	<b>38%</b>
40	<b>PROJECT BUDGET</b>		<b>\$ 10,992,000.00</b>	<b>\$ 4,302,914.44</b>	<b>39%</b>

**Pay App 12 (Ending 2/15/2021)**

<b>Original Contract SUM</b>	\$	7,866,308.00
<b>Net Change by Change Orders</b>	\$	108,360.13
<b>Contract Sum to Date</b>	\$	7,974,668.13
<b>Total Complete &amp; Stored to Date</b>	\$	5,084,237.40
<b>Retainage (5%)</b>	\$	245,634.77
<b>Total Earned Less Retainage</b>	\$	4,830,025.53

**Change Order 23**

PCO #	Title	Date Issued	Owner	CM Cont	Notes	Change Order
31	Mens and Womens Group Toilets Tile Finishes Replacment	8/9/2020	\$ 24,751.02			23
31A	Mens and Womens Group Toilets Fixtures	8/9/2020	\$ 4,577.58			23
35	Assisted Listening System Infrastructure	11/23/2020	\$ 4,772.21			23
		Sum	\$ 34,100.81			



**Change Order 24**

PCO #	Title	Date Issued	Owner	CM Cont	Notes	Change Order
66	Water Heater			\$ 6,238.32		24
67	Existing Door Height Discrepancy			\$ 2,337.30		24
		Sum	\$ -	\$ 8,575.62		

## **MRSPL Activation Plan**

**Substantial Completion: Date May 29,2021**

**Final Completion Date: June 29, 2021**

### **Library Furniture Move:**

Status: In Production

Activation on Site: June 15, 2021

Liberty Systems Inc.: Contact Kim Miller

Personnel: Lionel, Al, Jenny, Robert, Appointed Staff liaison

Production Date: February 15, 2021

Date Needed on Site: Middle of May 2021

### **Staff Furniture Move:**

Status: In Production

Activation on Site: June 15, 2021

Price Modern: Contact: Jen Fields

Personnel: Lionel, Al, Jenny, Robert, Appointed Staff liaison

Date Needed on Site: Middle of May 2021

### **Building Safety:**

Status: On Going

Activation on Site: Life Safety Systems Required Prior to Issuance of Temp CO and Substantial Completion (May 29, 2021)

Lionel, John Russell, Steve, Henry, Doug, Jenny, Kathy

Temporary & Final CO

- Life Safety Systems
  - o Fire Alarm
  - o Fire Sprinkler
  - o Egress
  - o Way Finding Signage
    - Make Sure Signage Matches Annunciator
  - o Elevator
    - NES Inspections
  - o Emergency Lighting
- Non Compliance Log items
  - o ECS/Centennial/BKV

Status: On Going

Activation on Site: Life Safety Systems Required Prior to Issuance of Temp CO and Substantial Completion (May 29, 2021)

### **Planning/CPEDs**

Status: On Going

Activation on Site: June 25, 2021

Personnel: Lionel, Jenny, Paul, Akida

## **IT Network Setup:**

Status: On Going

Activation on Site: Once the low voltage installation is complete, IT will be involved with final inspections and acceptance of system (Late May 2021)

Lionel, Jamal, Gennadii, Jenny

### Priorities

- All priorities listed are manageable for May/June 2021 opening to the public per Jamal Matthews with the understanding that tasks to be completed by library staff are done by the end of February. Tasks with library staff involvement indicated with an asterisk.
- Please see the working document (20210202 ITNeeds NewBldgMove) for current status and timelines.
- Image and deploy new public computers
- Implement Time and Print Management System \*
- Printer/Copiers for public and staff \*
- Meeting Room Software \*
- Self-Check Machines \*
- Catalog Stations \*
- City profiles/Library accounts/Generic emails\*
- Storage for Local History

### Basics

- Per Jamal Matthews, ITS does not see risks to be open day one to the public with the needs listed below for Staff/Public/Service Desks
- Please see working document for additional information
- Staff Computers, Phones, Printer/Copiers, Scanners, Fax
- Public Side
  - Computers
  - Print/Time Management – explore wireless printing
  - Printers/Copiers – document scanning
- Service desks – self-check, line for credit card
- Local History – DBTextworks/InMagic, Scanners, Cassette tape digitizer, ViewScan

### Items Centennial responsible for install

- ITS and library staff to be familiar with
- Security – door readers, security alarm, cameras
- Thermal people counter
- PA System
- Digital Bulletin Boards
- Meeting Room A/V equipment – projectors, sound system, TVs, assistive listening device

**Systems Training for Library Staff/Maintenance:**

Status: On Going

Activation on Site: First Training (Generator ATS Training) took place on March 16, 2021.

Items Needed for Training: HVAC, AV,

Lionel, Kathy, Jenny, Appointed Staff liaison

**Facility Maintenance:**

Status: On Going

Activation on Site: June 29, 2021

Lionel, Jenny, Claudia, Robert, Kathy, Jeremy

**Public Safety:**

Lionel, Jenny, Mary, Appointed Staff liaison