

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: March 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, Council Member Phil Duncan, Senior Administrative Assistant Claudia Gutierrez, and Director of Public Works Zak Bradley. There was an unidentified guest present as well.

Mr. Shields thanked Mr. Millard for last week's tour of the construction site to see the progress.

TOPICS OF DISCUSSION:

Quick points:

- 65% of construction is completed as of February 15, 2021
- 12 pay applications have been submitted

- 73 PCO's have been issued with 24 change orders total. Change order 22 included the 14-day time extension for substantial completion.
- The original date for substantial completion was inaccurate. According to the contract, it is 427 days from the start of construction (March 16, 2020) which would be May 15, 2021. The contractor built in about 30 days of float in their schedule which was used for a majority of the weather days approved. The recent 14-day weather delay claim was added to the correct substantial completion date of May 15, 2021. May 29, 2021 is the new date for substantial completion.

Next Milestones:

- Ongoing work on the curb and gutter demo, framing; and light fixture installation.
- The bio retention pond which was part of the critical path has been completed.
- The portable generators ATS testing was completed and passed.
- The new stairwell installation has been completed.
- All windows have been installed, with the exception of the three storefront windows on Park Avenue and the storefront doors and windows on Virginia Avenue.

Mr. Reel asked about the status of the elevator. It will be arriving to the building tentatively by the end of April and will take 2 weeks for the installation.

Active subcontractors:

- K&M Electrical
- Barco working on demolition
- Harris Mechanical working on plumbing, HVAC
- Bright Masonry completing concrete work
- Express Tek working on low voltage
- Jarvis working on rough carpentry
- Clyde Henry Inc. working on the window installation
- RW HITT working on painting

Schedule

- The critical path has not changed from last month which are exterior tasks.
- The 3,000 cubic ft. bio retention pond was a high demand on construction resources.
- Exterior concrete at planters and walls excavation 75% completed.
- Curbs and gutters demo 50% completed.
- Irrigation will start in the next two weeks.
- Grading for concrete walks will start in the next two weeks.

- Site lighting installation will start in April.
- Brick pavers work will start in May.

Lower level

- 80 % is completed. Ceiling tiles will be installed on Friday. The ceiling grid is done except for the technical services area. The flooring contractor will start installing tiles. Final paint, door frames and hardware fixtures have not been completed yet.

Main level

- 70% completed.
- Remaining work on the drywall over the staircase is being completed. The hand railing has been installed.
- Installation of flooring tiles will start in the Local History Room.
- The new addition is almost completed except for the ceilings that need an inspection in order to get closed.
- Prime and paint is completed except for the new addition.
- Door frames and hardware not installed yet.
- Ceiling grid work has not begun.

Exterior

- 30% completed. This includes excavation, grading, paving, stripping, landscape and lighting. The completion of the exterior might be delayed. However, it won't affect the substantial completion nor getting the furniture inside the building

Budget:

The budget remains healthy. The contract for storage with the moving company Kloke was due in April. Mr. Millard will contact them to add another month or two to the contract. There will be 5 more pay applications until the construction is finished.

Mr. Reel expressed his concern about not getting the requisitions for the production work from the contractor on time, and waiting until the last month of construction to get them. This could involve quality risks for last minute production work and lack of time to fix any problem. Mr. Reel suggested being cautious and not to wait until the last moment to inspect the quality of work. Ms. Connelly agreed with Mr. Reel's suggestion.

Mr. Peterson asked about the landscape update regarding trees and if there are opportunities to expand the number of trees onsite. Mr. Millard will set up a meeting with Mr. Peterson and the City Arborist Charles Prince to discuss this subject.

Change Orders

The exterior of the building is on the critical path. There might be more claimed days from the contractor due to rainy days since backfilling work cannot be done when it is wet.

Three COs have been issued. CO #24 was used for the finishing of the group of toilets and the assisted listening system, with a total of \$34,100.81. CO #25 was for the water heater and the existing door height discrepancy due to the change of the door frame, with a total of \$8,575.62.

Activation Plan

- Substantial completion date is May 29 and final completion is June 29. These dates depend on the contractor's punch list status. These dates are also linked with receiving and installing the staff and library furniture in the building.
- Mr. Millard has been discussing building safety with City Commercial Combination Inspector John Russell on getting a temporary Certificate of Occupancy (CO). Life safety systems are required prior to issuance of a temporary CO and crucial for the achievement of substantial completion. The elevator needs to be installed and functional in order to pass the inspection.
- Mr. Millard has been in contact with City Principal Planner Akida Rouzi providing updates showing that the site plan project guidelines submitted at the beginning of the project are being followed.
- One of the highest priorities besides the life safety systems is having the IT network and technologies installed and to allow IT staff in the building to start working by mid-May.
- There will be training for staff to learn how to operate the new infrastructure systems in the building.
- There is ongoing work on the relocation of the light poles.
- Mr. Millard will schedule additional meetings with Centennial to establish benchmarks and set productivity goals to reach substantial completion on May 29.

Mr. Shields remarked on the project schedule - the library has a beneficial arrangement with its temporary locations of not paying rent or having the pressure of date to be out of the buildings. That provides some flexibility, however, Mr. Millard's job is to have Centennial accountable to the contract and deliver the project on time.

Mr. Millard noted that until today, in spite of the COVID-19 difficult times, he has not received from Centennial any notice or delay or claim. Unlike other contractors in the area that got hit by COVID-19 and had serious delays on their projects.

Mr. Peterson commented about a mural design to be located by the sidewalk near the entrance of the building that was mentioned in the planning stages. He asked if there will be an expectation to revisit the option. Mr. Shields mentioned that it can be added to the project but there is a process and an additional cost to do to it. The Library Board, as the owner, can discuss the subject and then include City Council in the process. There were no additional comments from the Committee.

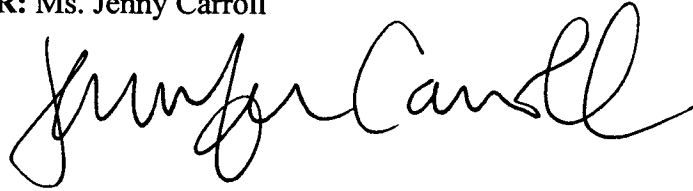
BUSINESS NOT IN THE AGENDA:

- None

The next LCOC virtual meeting will be on April 28 at 2:00 pm.

MEETING ADJOURNED AT: 3:05 PM

SIGNATURE OF RECORDER: Ms. Jenny Carroll

A handwritten signature in black ink, appearing to read "Jenny Carroll". The signature is written in a cursive style with a large initial "J" and "C".