

**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:** June 23, 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 2:02 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, Council Member Phil Duncan, Senior Administrative Assistant Claudia Gutierrez, and Director of Public Works Zak Bradley.

Mr. Shields requested adding to the agenda a discussion about future LCOC meetings. A new resolution is being prepared to be presented to Council to extend the term.

**TOPICS OF DISCUSSION:**

**Quick points:**

- 90% of construction is completed as of May 15, 2021
- Fifteen pay applications have been submitted.
- 118 PCO's have been issued which included 34 change orders. This included credits, owner changes, CM contingency, scope gaps etc.
- After negotiations, substantial completion was extended by 28 days and now it will be on June 29, 2021.

- The M101 revisions from the building officials included 3 back rooms on the main level, where combustibles were found in the ceiling space that needed to be fixed. This work took 3 to 4 weeks to correct per revised drawings.

#### **Milestones:**

- Brick paver work completed.
- Bathroom tiles completed including bathrooms and fixtures.
- IT room has been turned over to IT staff to hook the telephone lines for the fire alarm.
- Fire alarm testing complete.
- All flooring in the building completed, except for the medium meeting room which will take place when the audio system gets completed. The main vestibule entrance won't be completed yet due to construction traffic.
- Staff furniture and partial shelving started arriving and is being built. All the shelving should arrive by July 7-8.

#### **Active subcontractors:**

- K&M working on electrical
- Harris Mechanical working on plumbing, HVAC
- Bright Masonry completing concrete and brick paving work
- Express Tek working on low voltage
- Jarvis working on carpentry
- Clyde Henry Inc. working on the window installation
- RW HITT working on painting
- CCA is working on the flooring
- LV Comm working on security
- BAS working in controls

#### **Scheduled Inspections:**

##### **Lower Level**

- All ceilings have been closed. However, there is some ongoing work with the electrician tracing back cables to the electrical room and labeling them for easy identification if the power goes out.
- Working on troubleshooting, and checking things that could be wrong during the inspections next Tuesday, Wednesday and Thursday.
- Fire caulking and penetration completed.
- Elevator is 95% complete. Working on some permits, approved drawings and a battery backup installation per code.
- Testing and balancing completed; to be submitted to the building officials.
- Functional and performance testing will begin after substantial completion is finished.
- Centennial started doing their punch list and doing touch-up painting on the portico area and throughout the building. They are also working in sync with the furniture vendor.
- Working on negotiations on how to start getting library staff in the building prior to the final completion on July 25.

##### **Main Level**

- Flooring has been completed except for the main level medium meeting room.
- 95% of painting completed. Stairwell, vestibule last to prevent damages.
- Some light fixtures were damaged and needed to be reordered. They arrived today.
- ADA rough-ins for the operator power were installed and waiting for the push buttons.
- Restroom tiles installation completed.
- Testing and balancing completed.
- M101 revision work completed.
- Punch list performance from Centennial will start soon.

## **Exterior**

- All exterior work has been completed except for the street light poles and signage including the light fixtures for the library's sign, and landscaping.
  - Washington Gas will be paving the side of Virginia Avenue.
  - Dominion is ready to relocate the light poles. The new location has been picked and they will send a notification to neighbors about having a power outage for a day. These poles will be temporary until the City's streetscape program is in place and Dominion undergrounds the power lines.

## **Questions:**

Ms. Hiscott asked if the relocation of the light poles was part of the streetscape undergrounding project. Mr. Bradley explained that the undergrounding of the utilities will take place as part of the Great Streets Project. The grants for this project will be available in 2024 and then the construction will start.

Ms. Hiscott also asked if the temporary crossing metal ramp located in Park Avenue across the library will remain after the construction is finished. Mr. Bradley noted that it was not ADA compliant and it will be removed. There will be three ADA compliant crosswalks in that area as part of the Great Streets Project.

Mr. Reel asked who is creating the punch lists. Mr. Millard stated BKV Architects along with their mechanical and plumbing engineers will do a walk-through of the building. City's Facilities Manager Kathy Allan will be part of it as well. ADTEK who are the civil engineers are also working on the punch list along with BKV, including ADA compliance. The site plan will be reviewed by City's staff officials next week.

Mr. Reel also asked about the arrangement with Centennial on the punch list and corrections being completed. Mr. Millard responded that Centennial's arrangement is to have everything complete by July 25 per the contract. Another question was the landscaping, and when the planting season is. This needs to have a guarantee protection on the planting. Mr. Millard will review the contract with the City Arborist.

There was another question about the LEED status. Mr. Millard explained that after having a discussion with the shareholders of the project about what was the best affordable option, they decided to go with the offsite carbon options that will cost \$32,000 and will provide the points needed for the LEED Silver Certification.

## **Budget**

In general, the budget is healthy. Moving and storage items are still within budget. As for the furniture, so far 30% of it is in the building and by the end of next week will be at 60%. The rest of the furniture is being manufactured and will be on site next month. As for the owner contingency, once Mr. Millard executes all the PCOs, he will have about \$80,000 left.

As for the CM contingency, he has \$143,000 left. For construction services, he will be covering PCOs and releasing the remaining budget for sub-contractors that are done with their work, such as concrete, steel and demo work. In summary, there is over \$200,000 remaining with a month left for the project to be completed. There will be unused funds that will be saved for additional needs for the library once the building is released by Centennial.

Mr. Reel asked if there has been an analysis of any categories such as a missed or additional scope, additional program, design error, inspecting agency requirements etc. Mr. Millard does identify these categories and keeps track of the subcontractor's scope gap, or owner adds, or design issues etc.

Mr. Reel also asked if additional expenses for the library were needed and if possible save the unused funds for unforeseen needs once the building is occupied. Mr. Bradley mentioned that the cabinetry for the staff lounge was very damaged and needed to be replaced, Mr. Bradley agreed on reserving funds to cover any other important library needs.

### **Change Orders**

- **CO#31** Included the paving on Park and the alleyway which was for almost \$50,000. It also included heads and bases for light poles along Park Avenue, baby changing stations, stair treads, and electrical outlets.
- **CO#32** This covered the 28 extension days.
- **CO#33** Included scope gaps as additional voltage work for the IT room for \$7,000.
- **CO#34** Included M101 revisions due to the GMP inaccuracy, interior panel finishes for a staff office area. Also covered the power poke through under adult collection for data and phones. Curb work at Park Ave entrance including the gutter was also included.

### **Activation Plan**

**Furniture:** The mural in the children's room is installed. The circulation desk is on site; all furniture is solid and good quality. Almost half of it is on site. The rest is expected to arrive in two or three weeks.

**Building Safety:** Mr. Millard is verifying that everything is ready for the inspection. The life safety systems need to be activated in order to get substantial completion. The old elevator is functioning. The new elevator is on hold due to a permitting issue. However, this won't affect the substantial completion. The fire inspector was onsite and remarked some exit signage that was not compliant, Mr. Millard will work on it. The fire alarm along with the sprinklers, will be tested and will be activated inside the building by the vestibule in the portico area. The generator will be arriving onsite in the next couple of days and for testing. The ceiling should be closed by next Friday.

**Planning/CPEDs:** Mr. Millard will plan a walk through the building with them next week for the substantial completion

**IT Network Setup:** IT has been working on site for the last 3 weeks. The phone lines are hooked up. They are preparing the space for the servers to be in the building in the next two weeks. Mr. Millard is planning to have library staff in the building by July 12.

**Systems Training:** This will happen when all the work above is done.

**Facility Training:** Same as systems training.

**Public Safety:** There will be a walk through the building with City's Chief of Police Mary Gavin and her team.

Once all the building construction is completed, Ms. Carroll and Mr. Millard will schedule tours. Mr. Millard mentioned that there have been problems with the contractor on the elevator battery backup. Mr. Millard expects them to have it ready on time.

Mr. Shields thanked Mr. Millard for all his hard work and for being diligent in managing this project. Mr. Shields added that there is not an opening date to the public scheduled yet. Next month there will be more information about it.

Mr. Shields proposed to ask Council for an extension of the LCOC meetings. It will be important to meet in July and have a project closeout and final report from PM Millard in the Fall. This way, the LCOC will review it and have a final report to City Council.

Mr. Reel suggested having the July meeting in the building. Mr. Shields was pleased about the good work and feedback from the LCOC and believes that it met the Council's expectations.

Mr. Peterson suggested being careful on how the information about the extended LCOC meetings is released, so it's not misinterpreted as a problem causing a delay.

Mr. Millard remarked to keep in mind that the original April 13 date was a month earlier than the contractual completion date. There were 14 months built into the contract, and the original schedule was for 13 months.

**BUSINESS NOT IN THE AGENDA:**

- None

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

**MEETING ADJOURNED AT: 3:06 PM**

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

