



## Library Construction Oversight Committee

Wednesday July 28, 2021 2:00 PM

Meeting login link can be found at:

[Meeting Link](#)

1. Library Construction Oversight Committee Agenda

Documents:

[20210728\\_LCOC\\_AGENDA.PDF](#)

2. Library Construction Oversight Committee Report

Documents:

[LCOC\\_MEETING \\_REPORT\\_16.PDF](#)



## LIBRARY CONSTRUCTION OVERSIGHT COMMITTEE

### Meeting Agenda

Wednesday, July 28, 2021

2:00 p.m.

**Virtual Meeting:** [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZWUyNDdjOTQtYmU5Ni00OGYzLTg5NDQtMzYzMTZIMGE0M2Jj%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_ZWUyNDdjOTQtYmU5Ni00OGYzLTg5NDQtMzYzMTZIMGE0M2Jj%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 July 28, 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 15

Date: 7/28/2021

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Quick Points:

- 93% Construction Completion (as of 6/15/2020) \*
- Sixteen Pay Applications Submitted
- 127 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

- Change Order 22 (14 Day time Extension)- Executed
  - Change Order 23 (\$34,100.81) – Executed
  - Change Order 24 (\$0 Owner Cont Use)- Executed
  - Change Order 25 (\$34, 599.64 Owner Cont Use)- Executed
  - Change Order 26 (\$8,987.73 Owner Cont Use) - Executed
  - Change Order 27 (\$0 Owner Cont Use) – Executed
  - Change Order 28 (\$9,504.85 Owner Cont Use) - Executed
  - Change Order 29 (\$4,877.57 Owner Cont Use) – Executed
  - Change Order 30 (\$28,562.80 Owner Cont Use) – Executed
  - Change Order 31 (\$50,802.40 Owner Cont Use) – Executed
  - Change Order 32 (28 Day Time Extension) - Executed
  - Change Order 33 (\$805.74 Owner Cont Use) - Executed
  - Change Order 34 (\$44,560.17 Owner Cont Use) – Executed
  - Change Order 35 (\$17,292.89 Owner Cont Use) – Executed
  - Change Order 36 (\$2,177.64 Owner Cont Use) – Awaiting Sign
  - Change Order 37 (\$0 Owner Cont Use)- Awaiting Sign
  - Change Order 38 (\$13,181.66 Owner Cont Use) – Awaiting Sign
- Substantial Completion Date Extended +28 Days (June 25, 2021)

Next Milestones:

- New Elevator Complete (7/26/2021)
- Trailer Collection Move (7/20/2021)
- Indoor Air Quality Test (7/26/2021)
- Final Completion (7/26/2021)
- Project Turnover (7/30/2021)
- Open to Public (8/16/2021)

Active Subcontractors:

Mary Riley Styles Public Library Expansion and Renovation Project

- K&M Electrical (Electrical Sub)
- Harris Mechanical (Plumbing and HVAC Sub)
- Express Tek (Low Voltage)
- Jarvis (Rough Carpentry)
- Clyde Henry Inc. (Windows)
- RW HITT (Painter)
- Segovia (Drywall/Ceilings)
- CCA (Flooring)
- LV Comm Sec (Security)
- BAS (Controls)
- Denison (Landscaping)

## **Scheduled Inspections**

### **Lower Level:**

- Ceiling Close in Inspection 5/10/21 - Completed
- Fire Caulking/Penetration Inspection (5/21/21) – Completed
- Substantial Completion Walk (6/29-6/30)

### **Main Level:**

- Ceiling Close in Inspection 5/10/21 - Completed
- Fire Alarm Testing Begins 5/21/21 – On Going
- Substantial Completion Walk (6/29-6/30)

## **Schedule of Activities**

### **Lower Level:**

- Final Paint (5/2/2021) - Completed
- Install Flooring (5/4/2021) – Completed
- Finish Ceiling Tile (5/10/21) - Completed
- Elevator Installation Begins (5/28/21) – On Going
- Install Fire Alarm Devices (5/3/21) – Completed
- Install Door/Frames/Hardware (5/15/21) – Completed
- Installation of Lower Level Vestibule (6/4/21) – Completed
- Restroom Tile Installation (6/20/21) - Completed
- Begin Testing and Balancing (6/7/21) – Completed
- Functional Performance Testing (7/20/21) – On Going
- Centennial Punchlist Begins (6/15/21) – On Going

### **Main level:**

- Complete Light Installation (5/21/21) – Completed
- Install Fire Alarm Devices (5/10/21) – Completed
- Install Flooring (6/17/21) – Completed
- Final Paint (5/15/21) – 99% Complete
- Install Door/Frames/Hardware (5/20/21) – Completed
- Install Storefronts Doors (6/7/21) – Completed

- Complete ADA Rough-ins (6/22/21) – Completed
- Restroom Tile Installation (6/20/21) - Completed
- Begin Testing and Balancing (6/7/21) – Completed
- Completion of M101 Revision Work (6/10/21) - Completed
- Functional Performance Testing (7/20/21)- On Going
- Centennial Punchlist Begins (6/22/21)

### **Exterior:**

- Complete Bio-Pond Soil Infill (4/23/21) – Completed
- Complete Utility Installation (4/30/21) - Completed
- Prep Subgrade for Sidewalks (5/3/21) - Completed
- Pour Concrete for ADA Ramp and Mud Mats (5/15/21) – Completed
- Place Park Ave Apron (5/10/21) – Completed
- Final Paving of Alley – Completed
- Striping of Paved Areas (6/18/21) – Completed
- Completion of Brick Pavers (6/21/21) – Complete
- Landscaping (6/30/21) – Completed

### **Certificate of Occupancy Items:**

- Fire Alarm: Active
- Sprinkler: Active
- ADA Items: Completed
- Emergency Lighting: Complete
- Exit Signs: Complete
- New Elevator Final Testing: 7/29/2021
- Functional Performance Testing Completion: 7/25/2021
- Commissioning Final Report: 8/5/2021
- Statement of Special Inspection Final Report: 7/28/2021



1	Item	Description	Budget Amount	Remaining Amount	Percent Remining
2	<b>SOFT COSTS/OWNER COSTS</b>				
3	CFC	Staff Time	\$ 254,071.00	\$ 77,395.19	30%
5	BKV Group	A/E Services	\$ 921,444.00	\$ 26,703.72	3%
6	Brinjac	Commissioning	\$ 53,580.00	\$ 31,068.75	58%
9	ECS	Special Inspections	\$ 85,000.00	\$ 9,000.00	11%
18	Prior Soft Costs Espenses		\$ 300,341.00		
19	<b>TOTAL SOFT COSTS</b>		<b>\$ 1,752,919.60</b>	<b>\$ 213,818.35</b>	<b>12%</b>
20	<b>OWNER COSTS</b>				
21	Kloke	Moving	\$ 160,545.60	\$ 59,381.35	37%
22	Kloke	Storage	\$ 126,000.00	\$ 30,312.55	24%
23	LIBERTY SYS	FF&E	\$ 646,666.00	\$ 101,642.68	16%
24	OWNER CONTINGENCY		\$ 313,283.00	\$ 82,042.28	26%
25	TMC PROPOSAL	Mural	\$ 93,250.00	\$ 93,250.00	100%
30	<b>TOTAL OWNER COSTS</b>		<b>\$ 1,339,744.60</b>	<b>\$ 366,628.86</b>	<b>27%</b>
31	<b>Hard Costs</b>				
32	Centennial	Construction Services	\$ 7,553,027.00	\$ 135,082.80	2%
33	Centennial	CM Contingency	\$ 453,034.00	\$ 121,841.28	27%
34					
35					
36	<b>TOTAL HARD COSTS</b>		<b>\$ 7,866,309.00</b>	<b>\$ 256,924.08</b>	<b>3%</b>
40	<b>PROJECT BUDGET</b>		<b>\$ 10,992,000.00</b>	<b>\$ 837,371.29</b>	<b>8%</b>

**Pay App 16 (Ending 6/15/2021)**

<b>Original Contract SUM</b>	\$	7,866,308.00
<b>Net Change by Change Orders</b>	\$	338,863.82
<b>Contract Sum to Date</b>	\$	8,205,171.82
<b>Total Complete &amp; Stored to Date</b>	\$	7,636,231.91
<b>Retainage (5%)</b>	\$	381,811.60
<b>Total Earned Less Retainage</b>	\$	7,254,420.31

Change Order 35

PCO #	Title	Date Issued	Owner	CM Cont	Notes	Change Order
98	Added Exit Signs	5/12/2021	\$ 13,336.74			35
106	Relocation of Humidifier Condensate Line Tie Ins	5/27/2021	\$ 1,839.92	\$ 1,063.75		35
110	Subcontractor Added Scope 31-32 (Scope Gaps)	6/2/2021		\$ 14,414.00		35
113	Fire Alarm Rough-In Infrastructure for Existing Elevator Shaft	6/9/2021		\$ 1,578.25		35
114	Lifting Manhole Approximtly 6"	6/9/2021	\$ 2,116.23			35
		Sum	\$ 17,292.89	\$ 17,056.00		

**Change Order 36**

PCO #	Title	Date Issued	Owner	CM Cont	Notes	Change Order
96	Foil Barrier for R38 Insulation on Main Level	5/3/2021			No Cost	36
97	Provide Fire Rated Ceiling in Electrical Room	5/3/2021			No Cost	36
111	Elevator Button Revision from ML to 1	6/3/2021	\$ 1,097.88			36
112	Recessed to Surface Mount Trash Receptacles	6/3/2021	\$ 596.56			36
115	Access Panels	6/9/2021	\$ 483.19	\$ 2,354.32		36
118	Subcontractor Added Scopes 33-35 (Scope Gaps)	6/13/2021		\$ 2,412.00		36
		<b>Sum</b>	<b>\$ 2,177.63</b>	<b>\$ 4,766.32</b>		

**Change Order 37**

PCO #	Title	Date Issued	Owner	CM Cont	Notes	Change Order
96	Foil Barrier for R38 Insulation on Main Level	5/3/2021			No Cost	36
97	Provide Fire Rated Ceiling in Electrical Room	5/3/2021			No Cost	36
111	Elevator Button Revision from ML to 1	6/3/2021	\$ 1,097.88			36
112	Recessed to Surface Mount Trash Receptacles	6/3/2021	\$ 596.56			36
115	Access Panels	6/9/2021	\$ 483.19	\$ 2,354.32		36
118	Subcontractor Added Scopes 33-35 (Scope Gaps)	6/13/2021		\$ 2,412.00		36
		<b>Sum</b>	<b>\$ 2,177.63</b>	<b>\$ 4,766.32</b>		

**Change Order 38**

PCO #	Title	Date Issued	Owner	CM Cont	Notes	Change Order
109	Replacment of Wall Panels RFI 171	6/2/2021	\$ 1,576.70			38
119	Move 48X20 Return Grille and a New Transfer Grill on Main Level Open Area	6/19/2021	\$ 2,179.28			38
93A	Additional Paving	6/19/2021	\$ 4,709.70			38
123	Surface Mounted FE Cabinet	7/9/2021	\$ 278.40			38
124	Added EF-7	7/9/2021	\$ 3,065.49			38
126	Light Pole Take Down & Reinstall	7/9/2021	\$ 1,372.09			38
118	Subcontractor Added Scopes 33-35 (Scope Gaps)	6/13/2021		\$ 2,412.00		36
		Sum	\$ 13,181.66	\$ 2,412.00		

## **MRSPL Activation Plan**

### Library Furniture Move:

Liberty Systems Inc.: Contact Kim Miller

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

Production Date: February 15, 2021

Scheduled Delivery Date: June 25, 2021 – July 7, 2021

### Staff Furniture Move:

Price Modern: Contact: Jen Fields

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

1<sup>st</sup> Round Delivery Date: June 7, 2021

2<sup>nd</sup> Round Delivery Date: August 2, 2021

### Building Safety:

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

#### Temporary & Final CO

- Life Safety Systems
  - o Fire Alarm – Working with CFC IT to setup Network for FA
  - o Fire Sprinkler - Completed
  - o Egress – Signage in Production
  - o Way Finding Signage – in production
    - Make Sure Signage Matches Annunciator
  - o Elevator – On Hold Due to Permitting Issue – anticipated completion date 7/26/21
    - NES Inspections
  - o Emergency Lighting
- Non Compliance Log items
  - o ECS/Centennial/BKV

### Planning/CPEDs

Personnel: Lionel, Jenny, Paul, Akida

Site Plan Requirements

### IT Network Setup:

Lionel, Jamal, Gennadii, Jenny

Begin Network Setup: June 17, 2021

#### 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:

Items Needed for Training: HVAC, AV,  
Lionel, Kathy, Jenny, Appointed Staff liaison

Facility Maintenance:

Lionel, Jenny, Claudia, Robert, Kathy, Jeremy

Public Safety:

Lionel, Jenny, Mary, Appointed Staff liaison