

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: July 28, 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 2:03 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. City Clerk Celeste Heath and Veronica Prince were present as well.

TOPICS OF DISCUSSION:

Quick points:

- 93% of construction is completed as of June 15, 2021
- Sixteen pay applications have been submitted. One more application is expected to be submitted for retainage.
- 127 PCO's have been issued which included 38 change orders.
- Substantial completion June 25, 2021.

Next Milestones:

- New elevator work is completed. Once the elevator battery backup gets installed, the inspection will take place.
- Library collection move back into the building started.
- Indoor air quality test has been completed and waiting on the results. This was one of the LEED items.
- Final completion date and project turnover will be pushed back since they are still working on the punch list.
- August 16, 2021 is the tentative opening to the public date and is subject to change.

Active subcontractors:

- K&M working on electrical
- Harris Mechanical working on plumbing, HVAC
- Express Tek working on low voltage
- Jarvis working on carpentry
- Clyde Henry Inc. working on the window installation
- RW HITT working on touch up painting
- Segovia working on drywall and ceilings
- CCA is working on the flooring
- LV Comm working on security
- BAS working in controls
- Denison working on landscape

Scheduled Inspections:

Lower Level

- All ceilings have been closed.
- Fire caulking/penetration inspections are completed, except for the electrical room which didn't have the correct UL detail. They needed to take out the gypsum that was required by the ECS. Once they have that completed a new inspection will take place.
- Once all these inspections are finished they will be submitted to the building officials for review.

Main Level

- The elevator area is getting completed.
- Fire alarm testing is completed. It is active and working including the sprinkler system. Some strobes need to be replaced.

Schedule of Activities:

Lower Level

- Functional performance testing is completed.
- Lighting, plumbing and humidifiers are completed.
- The controls for the HVAC system will be installed by August 2.

Main Level

- Functional performance testing on the HVAC will take place on August 2.
- An exhaust fan was added to the building as requested by the building officials.
- There will be a re-inspection for the mechanical final approval.

Exterior

- The final exterior railings are in fabrication process. After they get installed, the paving work in that area will be completed.
- The light fixtures for the library sign on Park Avenue will be installed in the next 3 weeks including the 6 light poles.
- The sign for the 120 N Virginia is in fabrication process and will be finished in a week.

Certificate of Occupancy Items

- Fire alarm and sprinklers are active.
- ADA items, emergency lighting and exit signs have been completed.
- The new elevator testing will be changed for next week. The contractors are making sure it is working properly and passes the inspection from the NEIS (National Elevation Inspection Services).
- Functional performance testing completion is due 8/2/2021. Once it gets completed, the commissioning final report will be in place.
- The statement of special inspection final report will take place once the elevator fire caulking/penetration inspection is completed.
- There are 20 outstanding items out the original list of 200.

Questions:

There was a question from Mr. Reel about the elevator inspections, Mr. Millard explained that the City Inspector takes care of the life safety part and NEIS covers the code inspections. The plan is having all the inspections ready for next week.

Budget

The construction is on budget and healthy. Mr. Millard might need adjust funds to cover some soft cost items. Most of the furniture and shelving are in the building. The installers are assembling them. As for the hard costs, Mr. Millard is reviewing the finances and the CM Contingency might get increased due to Centennial overestimating on some security system items. Some more change orders will be coming for reconciliation from some scope gaps and new added items.

Mr. Reel asked what amount from the owner contingency is to be reserved and allocated after the library is operational. Mr. Bradley mentioned that they do not have an exact amount yet but they will try to make the most of the library with the remaining amount. Ms. Bawa explained that if there is some left over money, it will be reprogramed for other library needs other than the construction of the library and will be presented to Council for review.

Mr. Shields mentioned that there will be a final report to City Council and they will decide where to allocate any remaining funds.

Mr. Reel suggested opening a new item line in the budget to reallocate this remaining funds and use them as needed. He also mentioned that there is a donation from the Library Foundation and he asked if it has been reflected in this budget. Ms. Bawa responded that the \$50,000 donation from the Mary Riley Styles Public Library Foundation, was an additional appropriation that Council made and was added into the Owner Contingency budget. Mr. Millard used it to pay for the children's mural and staff furniture.

Change orders

Change order 35

- Included additional emergency exit signs and existing signs that were shifted during the inspections.
- There was a relocation of the humidifier condensate line that was part of the inspection as well.
- There were some scope gaps added including the fire alarm rough-in infrastructure for the existing elevator shaft.
- The parking lot needed to be paved along Park Ave to meet the elevations that were given in the plans in order to be ADA complaint.

Change order 36

- Elevator button revision from ML (Main Level) to 1.
- Recessed to surface mount trash receptacles on the lower level.
- Access panels need to be added for light fixtures.
- Subcontractor added scope gaps.

Change order 38

- Replacement of wall panels for reference staff area which were in very bad condition. Drywall was added instead.
- Additional return grille on main level open area.
- Additional paving for the next door neighbors for having shared the driveway property.
- Surface mounted FE (fire extinguisher) cabinet, originally to be recessed but had to be wall mounted.
- Added EF (Exhaust Fan) -7 requested to be upgraded after the mechanical final inspection.
- Light pole take down & reinstallation.
- Misc. Subcontractor added scope gaps.

Activation Plan

Library furniture move

96% of the furniture and shelving have been delivered inside the building. Over the last month, extensive coordination has been required between Kloke, Liberty Systems, IT City staff, DPW Staff, Library Staff and Centennial. The lower level shelving is almost built. Staff furniture

is 50% on site, and more to come from storage in Richmond. Next week, additional items from the temporary location will be moved from the trailers and Gage House.

Building safety

All the systems are mostly completed, some outstanding items are minor and some will get installed once the stairwell painting is finished and the elevator finishes are completed. Next week elevator inspections from NEIS will be taking place. Emergency lighting completed. There are a few non-compliance log items such as concrete, steel rebar, soil compaction, wailing and bolting, etc.

Planning/CPEDS

Tomorrow will be a site plan walk with City Planners.

IT Network Setup

The next two to three weeks is expected to be finished; usable staff and public internet. Express Tek is working along with City IT staff.

There has been training in lighting and controls. There will be training for the HVAC system. Staff from the Police Department will help to set up the right angles for the safety cameras.

Questions

Mr. Peterson asked about the LEED status. The library will get the 50 points required. A \$3,500 PO has been placed to cover the 2 points that were needed. Mr. Peterson asked about the white pipes in the bio retention pond, Mr. Millard noted that they are not be permanent and will be removed and replaced with cow tongue pipes. Mr. Peterson asked about planting small scale trees in that area. Mr. Millard mentioned that it might be a problem having trees due to heavy water saturation at times. However, it will be populated with the right species. Mr. Peterson asked about the banners that will be on the poles. Ms. Carroll responded that the banners are in process including the hardware component.

Ms. Carroll mentioned that the replacement for the cherry tree that was donated by the Acosta family will be planted and rededicated.

Ms. Hiscott asked what be installed along the retention pond area. Mr. Millard responded that fencing will be installed before the library opens if possible. She also asked about the status of the ADA metal pedestrian crosswalk that was installed during the construction next to the Cheery Hill Park. Mr. Bradley explained that the ramp will not be reinstalled. It was for temporary compliance during the construction but it is not ADA compliant. It could be considered an ADA crossing for the City's Great Streets Project. In the meantime, there will be only marked crosswalks through Virginia and Park Avenue.

Mr. Reel asked about an update for the tree planting season discussed at the last LCOC meeting. Mr. Millard mentioned that there will be a one year guarantee after planting the trees, including the sod. Mr. Reel also asked regarding the last requisitions that are expected to be issued; what are the City's plans for the construction closeout and audit by a third party. Mr. Millard noted that once the last invoice gets paid, and since this is a small project, there won't be consideration of a third party for audit during the closeout. They will have the regular auditing process at the end of the project.

Mr. Millard added that the Washington Gas work was completed including the paving work. The only outstanding item they have is the striping along Virginia Avenue. The electric poles from Dominion are still in place. There was an exploration on where they will be reinstalled, but for the moment they will stay where they are.

Mr. Shields, explained that after evaluating the option of moving the poles, there was a conflict with the proper alignment of the poles which was affecting a homeowner. There was a recommendation to Council and the library Board to keep the poles and wait for the City's Great Street Project along Park Avenue to underground the poles.

Mr. Shields recommended not having a LCOC meeting in August. Instead, the new library's ribbon cutting will take place and everyone is invited. The next meeting will be in October and have a review of a project closeout report that will be provided to Council and the library Board. That will be the last LCOC meeting. An email with this information will be sent to the LCOC members and will request feedback.

BUSINESS NOT IN THE AGENDA:

- None

The next LCOC virtual meeting will be on October 27 at 2:00 pm.

MEETING ADJOURNED AT: 3:06 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".