



MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Gho, Public Works Director

DATE: December 11, 2019

RE: November 2019 Library Renewal Project Update

This memorandum is intended to provide the City Council, Library Board, Library Foundation, Pacific Grove Friends of the Library and public with a Library Renewal Project construction status update for all vital activities that occurred during the month of November 2019.

November 2019 Milestones:

- November marked the start of construction with the issuance of a Notice to Proceed with construction to Avila Construction Company (Avila) on November 4, 2019.
- All building and encroachment permits were obtained through the City's Building Department.
- Demolition of the building interior commenced and is approximately 90% complete. Demolition activities include removal and disposal of all non-reusable materials such a carpet, false ceilings, and lighting.
- The exterior sewer work, which included installation of a new sewer lateral line that connects to the City's mainline, is complete.
- Roofing tiles have been removed in preparation for installation of beams and supports for the clerestories.

Period Expenditures:

To date, the City has received two progress payment invoices:

- Invoice 1, for cost associated with site setup, bonding, electrical services, and the start of demolition, in the sum of \$46,607.79,
- Invoice 2, for the major milestones noted above, in the sum of \$161, 278.14.

Change Orders to Date:

One change order for Americans with Disabilities Act (ADA) compliant faucets and an ADA compliant drinking fountain has been approved. The cost associated with this change order is \$3,308.30. This charge has yet to be billed and will be reflected on the contingency line of the project expenditures in future Library Renewal construction updates.

Total Project Cost:

The chart below reflects the total construction costs to date.

Contract Amount	\$2,162,960.00
Total Cost Associated with Work Completed	\$218,827.30
Retention Held (5%)	10,941.37 *
Total Invoiced	\$207,885.93
Remaining Project Balance	\$1,955,074.07
Total Project Contingency (10%)	\$216,296
Expended Contingency Balance	\$0 **
Remaining Contingency Balance	\$216,296

**Retention: A construction retention is a percentage of the total project which is withheld until the City issues the Notice of Completion and signs off on the project. This ensures the contractor completes the project to the City's standards.*

***As noted above, a change order has been approved. Once this item is billed it will be reflected on the expended contingency balance.*

Percentage of Project Completed to Date:

The project is currently 10% complete. The project is on track for completion in September 2020.

Next Library Renewal Project Update:

December Memorandum

CC: Library Board
 Library Foundation
 Friends of the Library
 City Manager
 Administrative Services Director
 Library Staff