



MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Gho, Public Works Director

DATE: August 7, 2020

RE: **July 2020 Library Renewal Project Construction Status Update**

This memorandum is intended to provide the City Council, Library Board, Library Foundation, Pacific Grove Friends of the Library and public with the latest Library Renewal Project construction updates. This memo summarizes all vital activities that occurred during the month of July 2020.

July 2020 Milestones:

- Completion of all construction.
- Completion of a site walkthrough with Staff and Avila Construction, and development of a punch list (with minor items that need to be addressed). The contractor is currently finalizing these items.
- Commencement of the move from the Holman building site to the Library.
- Project website updates, including new construction photos:
<https://www.pacificgrovelibrary.org/about-library/library-renewal-project>

Period Expenditures:

Period expenditures for the month of July is \$223,056.77

Change Orders to Date:

To date, 21 change orders and 3 credit deductions, totaling \$118,997.97, have been approved and invoiced accordingly. The invoiced Change Orders are derived from the contingency budget.

A few additional change orders have been approved but have yet to be invoiced. These additional change orders will be reflected on the final billing at a total of \$13,402.52. Once invoiced, these change orders will be reflected on the following chart.

Approved Change Orders include:

Change Order #	Description	Cost
1	ADA compliant restroom faucets	\$3,308.30
2	Supports for a drop-down ceiling	\$5,098.87

3	Chandelier lights electrical and installation	\$2,276.55
4	Required revisions to fire suppression system per Fire Inspector	\$6,504.26
5	Modified lighting controls	\$7,100.81
6	Add framing/lower ceilings	\$19,996.26
7	Add roof/ceiling supports	\$5,938.88
8	Modify plumbing vents and framing	\$7,027.69
9	Salvage and reinstall crown molding	\$3,311.56
10	Relocate gas line	\$1,241.24
11	Relocate and install new attic ladder	\$5,118.49
12	Remove underlayment and prep for new floor	\$14,629.69
13	Replace wood floor	\$7,153.88
14	Modify steel beam	\$1,256.54
15	Modify HVAC ducting	\$8,717.35
16	Replace wood base molding	\$7,349.46
17	Basement asbestos abatement	\$2,072.32
18	Removal of tile floor grout build up	\$3,028.86
19	Modify Wi-Fi and run low voltage infrastructure	\$29,197.07
20	Change outlet finishes	\$1,946.55
21	Remote Antenna for fire alarm	\$1,335.01
CR-1	Change low voltage conduit material	-\$11,573.14
CR-2	Deduction of unneeded furniture	-\$7,730.81
CR-3	Deleted from contract butterflies (City to obtain)	-5,307.72
Total		\$118,997.97

Total Project Cost:

The chart below reflects the total construction costs invoiced to date.

Contract Amount	\$2,162,960.00
Total Invoiced	\$2,162,960.00
Remaining Project Balance	\$0
Total Project Contingency (10%)	\$216,296*
Expended Contingency Balance	\$118,997.97
Remaining Contingency Balance	\$97,298.03

Retention:

A 5% construction retention, calculated based on the total cost associated with work completed, 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.

Total Cost Associated with Work Completed	\$2,281,957.97
Retention Held (5%)	\$114,097.98

**As noted above, change orders have been approved. Once billed, change orders will be reflected on the expended contingency balance.*

Percentage of Project Completed to Date:

The project is currently 100% complete. The move back into the Library has commenced.

Next Library Renewal Project Update:

The next construction update memorandum, detailing construction activities for August, will be released in early September. This memo will reflect final billings.

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