



MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Gho, Public Works Director

DATE: January 10, 2020

RE: **December 2019 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 a Library Renewal Project construction status update for all vital activities that occurred during the month of December 2019.

December 2019 Milestones:

- Demolition of the building interior remains 90% complete. The remaining 10% of demolition, to occur in the coming months, consists of opening the roof in preparation for clerestories installation.
- Restroom framing and plumbing has commenced.
- Reconfiguration of the heating, ventilation, and air condition system (HVAC) has begun. This is a vital step that needs to occur prior to finalizing wall treatments
- Electrical work, which is one of the largest components of the project, has begun. New conduit is being positioned throughout the building for future placement of wiring.
- The configuration of the alarm and fire prevention systems have been approved.
- A new, revamped project website has been developed. It can be found at the following link: <https://www.pacificgrovelibrary.org/about-library/library-renewal-project>

Period Expenditures:

Period expenditures for the month of December are \$108,601.72

Change Orders to Date:

Five Change Orders have been approved to date, for a total of \$24,288.79. These charges have yet to be billed and will be reflected on the expended contingency balance line of the project expenditures in future Library Renewal construction updates.

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	\$7100.81

Total Project Cost:

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

Contract Amount	\$2,162,960.00
Total Invoiced	\$316,487.65
Remaining Project Balance	\$1,846,472.35
Total Project Contingency (10%)	\$216,296
Expended Contingency Balance	\$0*
Remaining Contingency Balance	\$216,296

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	\$333,144.91
Retention Held (5%)	\$16,657.26

**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 15% complete. The project is on track for completion in September 2020.

Next Library Renewal Project Update:

January Memorandum

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