



## MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Gho, Public Works Director

DATE: June 10, 2020

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

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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 May 2020.

### May 2020 Milestones:

- Electric shades and wiring for the clerestories have been installed
- Plumbing and HVAC is 97% complete
- Installation of the fire and burglary alarms are 100% complete
- 75% of the shelving units have been moved from the temporary location, cut to meet specifications, and re-installed at the library
- Electrical work, the largest component of the project, is 100% complete
- Hard wood floors have been refinished
- Low voltage electrical (for internet and Wi-Fi) has been installed
- The project website has been updated with new construction photos:  
<https://www.pacificgrovelibrary.org/about-library/library-renewal-project>

### Period Expenditures:

Period expenditures for the month of May were \$372,179.95.

### 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.

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	Removed from Availa contract; butterflies kites obtained by the City	-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	\$1,853,217.22
<b>Remaining Project Balance</b>	<b>\$309,742.78</b>
Total Project Contingency (10%)	\$216,296*
Expended Contingency Balance	\$118,997.97
<b>Remaining Contingency Balance</b>	<b>\$97,298.03</b>

**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	\$1,950,755.03
Retention Held (5%)	\$97,537.81

*\*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 85% complete. The project is on track for completion in August 2020.

**Next Library Renewal Project Update:**

The next construction update memorandum, detailing construction activities for June, will be released in early July.

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