



## MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Daniel Gho, Public Works Director

**DATE:** March 17, 2020

**RE:** **February 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 February 2020.

### February 2020 Milestones:

- Demolition of the building interior is now 100% complete.
- Restroom framing and plumbing is now 70% complete.
- Clerestory framing and installation is complete.
- Electrical work, the largest component of the project, is well underway with 50% of the electrical upgrades complete.
- Sheetrock and plastering began and is now 50% complete.
- The project website, revamped in December 2019, is regularly updated with pictures and progress updates. 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 February is \$489,956.37

### Change Orders to Date:

14 Change Orders, for a total of \$89,963.02, have been approved to date. Of this total, \$43,494.88 worth of approved Change Order tasks have been completed and invoiced. The invoiced Change Orders will be derived from the contingency budget. The remaining \$46,468.14 of approved Change Orders will be invoiced upon completion of the approved tasks.

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
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

**Total Project Cost:**

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

Contract Amount	\$2,162,960.00
Total Invoiced	\$1,032,100.70
<b>Remaining Project Balance</b>	<b>\$1,130,859.30</b>
Total Project Contingency (10%)	\$216,296*
Expended Contingency Balance	\$43,494.88
<b>Remaining Contingency Balance</b>	<b>\$172,801.12</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	\$1,086,421.88
Retention Held (5%)	\$54,321.14

*\*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 48% complete. The project is on track for completion in September 2020.

**Next Library Renewal Project Update:**

The next construction update memorandum, detailing construction activities for March, will be released in early April.

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