

MINUTES: SVUMC BUILDING COMMITTEE MEETING 6/15/2020

A meeting of the SVUMC Building Committee was conducted on 6/15/2020 @ 4:00PM @ Life Center SVUMC

In attendance were-

Committee Members: (*Indicates Present)

Ms. Yvonne Bell (*)

Mr. David Lupton (*)

Ms. Tracy McIver (*)

Mr. M. Meyer (*)

Mr. Pat Moreland (*)

Ms. Gena Muehlstein ()

Mr. Rick Stinnett (*)

Mr. Steve Van Hoozer (*) (Chairman)

Mr. David White (*)

Mr. Stan Whites (Pastor) (*)

Guests:

(*) Mr. R. Pinson: *Lee Lewis Inc*

(*) Mr. R. Ripple: *Lee Lewis Inc*

(*) Mr. M. McGuffin: *Lee Lewis Inc*

(*) Mr. C. Kinney: *KFW Architect*

() Mr. J. Havlak: *KFW Architect*

Meeting Notes:

The meeting was opened at 4:00 PM with a Prayer by Mr. Steve Van Hoozer (Chairman).

NOTE 1: This was only the Third Team Meeting conducted since 3/09/20 due to Covid-19 concerns. It was decided that due to the pace of the project, bi-weekly meetings will be required again.

NOTE 2: Precautions like maintaining social distancing & PPE were used during the meeting and subsequent walkthrough.

1. PROJECT SCHEDULE

The macro project schedule remains generally the same and is as follows:

- Occupancy for **Building "C" (Children's Wing)**- was scheduled for July 2020 may potentially be extended into August due to supply issues related to Covid-19. See discussion under below under **SUMMARY**.

- Occupancy for **Building “A” (Church Offices)**- Was scheduled for August 2020 but there is a potential that it could occur as early as week of 6/15/20. See discussion below under **SUMMARY**.
- **Phase II of the project, the Narthex Renovation (Building “D”)** is scheduled to be completed in Q4, 2020

2. CONSTRUCTION UPDATE & PROCEDURES

Messrs. M. McGuffin, R. Pinson & R. Ripple (*Lee Lewis Construction Inc*) provided an update to the Team on the progress of the Project to date and projected milestones.

In Summary:

- Overall, the project remains on schedule. There have been seventeen weather delay days and no construction delay days.
- The cost of the upgrades associated with FROC #5, which consist of:
 - **PCO# 20**- RFP#12 (Down Spouts for Walkway Covering Building “A”) (\$3700).
 - **PCO# 21**- Fiber Run (Extend Fiber optic coverage) (\$2000)
 - **PCO #22**- Phone System (VOIP compatible Phones) (\$21,018)
 - **PCO #23**- Plug Covers Building “C” (\$450)
 - **PCO #24**- Transformer Asphalt (Pave open ground between Building “C” and the Life Center) (\$15,600)

were applied to the Owner’s Contingency Fund. These upgrades were discussed and approved during the last Team meeting.

In addition, the following Change Orders that will be applied to FROC #5 were discussed and approved unanimously:

- **PCO #25**- Paint Cross (On Narthex) (\$3,915)
- **PCO #26**- Sewer Main Narthex (\$1,260)
- **PCO #27**- Stripe Pickleball Court on Play Slab (\$1,110)
- **PCO #28**- Water and Gas Line Narthex (\$8,934)

These Charges will be applied to the Owner’s Contingency Fund.

Also, the following Change Orders which are in the “Request for Price” stage:

- **PCO#-RFP #16**- Seal Coat
- **PCO# RFP #15**- Joists
- **PCO# RFP# 13**- Sanctuary Sprinkler
- **PCO#** Canopy Credit
- **PCO# RFP# 18**- Icemaker and Shelving

were discussed and will be approved pending pricing. These charges will be applied to the Owner’s Contingency Fund.

- There are no open RFIs (Requests for Information).

NOTE 1: All projected project dates are based on the best available information at the time. The dates may be affected by a variety of factors such as: Weather, Availability of Materials, Equipment & Labor, Completion of Precedent Tasks, etc.

- **Building “A” (NEW OFFICE COMPLEX)** is nearing completion and may receive its CO (Certificate of Occupancy) as early as mid-June (6 weeks ahead of schedule).
 - Final Punch List items are ongoing.
 - Required inspections and approvals are ongoing.

NOTE: As a result of ongoing precautions due to Covid-19, the City of San Angelo has been slower than normal in providing the required approvals.

- Parking lot striping completed.
- It has been decided to add an ice maker in the Building. A location has been selected and the utilities are being installed.

NOTE: Discussions have been ongoing on the size of the ice maker. Further follow-ups with concerned individuals are required.

- Discussions were held on the size of the RO water system. Further follow-ups with concerned individuals are required.
- Gutters and downspouts were added to the walkway covering as discussed and approved in previous meetings (**PCO#20**).
- Building furniture is scheduled to be delivered within in the next two weeks.

- **BUILDING “C” (CHILDREN’S WING)”** is also nearing completion.
 - All interior & exterior work is complete except for the installation of the flooring and the tasks that are dependent on the installation.
 - **Note:** The floor tile for the Building has not been delivered yet due to supply chain interruptions related to COVID-19. The most current information is that it has arrived in the U.S. but there is still no confirmed delivery date.

As discussed in previous minutes, it was identified in March that the delivery of the original floor tile would be delayed due to COVID-19. Alternatives were identified but a decision was made by all interested parties to wait as long as possible for the delivery of the selected tile, since it exactly matched the color schemes chosen for the building. It is still anticipated that it will arrive on time and not significantly impact the schedule. If this does not happen, an alternative option will be used.
 - It is anticipated it will take 8-10 days after delivery to install the flooring.
 - At this time the completion date for the building is still projected to be the end of July. The date may slip into August, depending on actual delivery date of the material. No matter which option is used, the Building will be ready for use in time for the new school year.
- **OTHER TASK TO BE COMPLETED**
 - Additional shelving needs to be purchased for the closets (**RFP#18**).
- **BUILDING “D” (NARTHEX REMODEL)**
 - **Building Pad/ Sidewalk Demo**- Complete.
 - **Grade Work**- 90% Complete.
 - **Installation of Underground MEP** (Utilities in the foundation slab)- 10% Complete
 - **Installation of Vapor Barrier** (Component of foundation slab)- 10% Complete
 - **Rebar installation**- (Steel component of foundation slab)- 10% Complete.
 - **Pour and Cure Slab**- Begin End June- July 2020. Estimated Duration- 7 Days.
 - **Structural Steel**- Begin after completion of pouring and curing-foundation slab, July 2020. Estimated Duration- 14 Days.
 - The Fire Protection Plan for Sanctuary has been developed. Bids for the installation of the piping (**RFP#13**) are being solicited. Timing of the installation **TBD**.

- Water and Sewer connections for the restrooms are complete and they are available for services on the weekend.
- Discussion continue on the existing column holding the porch roof by the entrance to the Sanctuary. This column must remain in place since it is a load bearing member. Proposals are being considered to integrate it into the design (boxing in etc.).
- **Site Work & Utilities**
 - All Parking Lots are now complete, (except for some miscellaneous items like curb stops, signage etc.) and are in use.
 - The issue raised at the last Team meeting pertaining to the conflict between the underground drainage pipe from the Narthex construction, and existing underground electrical conduits (beneath the existing playground), has been resolved with the addition of a “Running Trap”, per the recommendation of Mr. P. Wilkerson, P.E. (project MEP Engineer) **(PCO #26)**.
 - The locations and markings for the required cleanouts were discussed.
 - It has been recommended that original asphalt that is adjacent to the new paving be brought up the new standard (seal coating, striping etc.) to give a uniform appearance with the new paved surfaces **(RFP#16)**.
 - A bid for paving the open ground between Building “C” and the Life Center has been received and approved **(PCO#24)**. Work schedule **TBD**.
 - It was also recommended to trim the paving between the Bus Barn and the alley, again for appearance and maintenance concerns. Bids are being obtained.
 - Costs for the above enhancements will be covered by the Owner’s Contingency Funds.

3. ARCHITECTS REPORT, (KFW ARCHITECTS)

- As mentioned in the previous meeting, it was agreed to repaint the Cross on the exterior of the Narthex as part of the project. **(PCO #25)**.
- Mr. Kinney is also working with Ms. Tracy Mclver on options for the trim in the Narthex (Ceiling, wall covering etc.)

4. OUTSTANDING ISSUES

- The number and location of the new telephones has been questioned. Discussions are on-going with the effected parties.

5. COLUMBARIUM

- The Team reviewed the concept drawings of the Columbarium in the new location (***KFW "Columbarium Plan at Office", 6/17/2020***), provided by Mr. C. Kinney.

Details of the design discussed included:

- A Serpentine concrete sidewalk from entrance of the columbarium site to the Niche Panel location.
- The entrance to the site will be adjacent to the walkway to building "A". This will be the West side of the Columbarium site and the Niche Panels will be on the East side.
- A Circular concrete foundation slab for the two Niche Panels which are to be purchased from *Eickhof Columbarium LLC*.
- The gated fences at the East and West sides of the location are projected to be wrought iron type with stone pillars. This type of fencing was initially chosen for the original location due to its appearance and open feel it will provide, as opposed to a solid wall.

NOTE: The gate at the West side of the location will be the primary entrance/egress for the site. The gate at the East end will be for emergency use only.

- Viewing benches will be arrayed around the perimeter of the foundation slab.
- A Free-Standing Fountain to be located in the center of the slab.
- The remaining area of the location to be landscaped. The possibility of adding picnic tables in this area was discussed.
- Two panels of 66 niches each, supplied by *Eickhof Columbarium LLC* will be used. There is a possibility to add more panels at a later date if required.
- Finish on back side of panels **TBD**.

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- The original location of the Columbarium (between the Narthex and Chapel Hall) will be brought up to the finished standards of the project, i.e. paved, landscaped etc.

6. QUESTIONS/ CONCERNS

No significant Questions or Concerns were raised.

7. TIMING AND UPCOMING EVENTS

- As listed above.
- The next Team Meeting: **6/29/20 @ 4PM, Life Center**

The Meeting was adjourned at 5 PM with a prayer by Pastor S. Whites.

8. WORK SITE TOUR

After the meeting, Mr. S. Van Hoozer conducted a walk-through of the job site with the Team and representatives from ***KFW Architects*** and & ***Lee Lewis LLC***.

Prepared by Patrick Moreland (6/28/2020)