

**MINUTES: SVUMC BUILDING COMMITTEE MEETING 1/27/2020**

A meeting of the SVUMC Building Committee was conducted on 1/27/2020 @ 4:00PM @ S-1 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. S. Van Hoozer (Chairman).

**1. PROJECT SCHEDULE**

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

- Occupancy for Building “C” (Children’s Wing)- July 2020
- Occupancy for Building “A” (Church Offices)- August 2020
- Completion of Phase II of the project, the Narthex Renovation and remodel of existing offices- TBD, pending completion of the Architect’s plans.
- *LLCI* also provided a detailed schedule, with information current as of 1/27/2020, that was reviewed by the Team.

## 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 nine weather delay days and no construction delay days.
- There was an additional charge of \$43,114 (total of \$48,734) to the Owner's Contingency Fund (\$351,266 of \$400,000 remains). These charges are documented in "LLCI FROC #2" which covers changes agreed to by the Team in previous meetings (Parking Lot expansion, Play Slab modifications etc. – **see previous meeting minutes for details**).
- Mr. Van Hoozer ask Mr. McGuffin to provide a breakout of the costs associated with FROC #2 (which includes several individual Requests for Pricing- RFP).
  - Mr. McGuffin agreed to provide these details to the Team.

**NOTE:** This information was provided to the Team via E-mail on 2/04/2020.

- 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.

#### a. New Children's Wing (Building "C")

- Glass/Glazing: 85%, final weather proofing ongoing. Anticipated Completion: Feb 2020.
- Exterior Masonry: 95% (Walls covered, connection to existing building ongoing). Anticipated Completion: End January- Feb 2020.
- Interior Framing: Complete.
- In Wall MEP (Plumbing, Electrical etc.): Complete.
- In Wall Inspection: Complete. Approval to begin wall close in (Sheet Rock).
- Overhead MEP (Plumbing, Electrical, HVAC etc.): 95%. Anticipated Completion: Feb 2020
- Fire Protection (Sprinklers): Complete & Inspected.

MINUTES: SVUMC BUILDING COMMITTEE MEETING 1/27/2020

- Roofing: Complete. HVAC Units installed week Jan 20<sup>th</sup>.
- Aluminum Framing: 85%. Anticipated Completion: End January- Feb 2020.
- Sheetrocking of the Interior Walls: 90%. Anticipated Completion February 2020.
- Tape/Bed/Texture/Paint Interior Walls: 90%. Anticipated Completion February 2020.
- Millwork (Cabinets, Counter Tops etc.): Being fabricated.

b. Administrative Building (Building "A")

- Exterior Framing: Complete, installation of exterior panels (Zip Board) complete, window frames installed.
- Glass/Glazing: 70%. Windows being installed. Anticipated Completion: End Feb- March 2020
- Exterior Masonry: All required inspections of the Exterior Framing, which must be completed before the Masonry work can begin, have been completed. Work is scheduled to begin this week. Anticipated Completion: End Feb-March 2020.
- Interior Framing: 60%. Anticipated Completion: End Feb- March 2020.
- In Wall MEP (Plumbing, Electrical etc.) Installation: 10% Anticipated Completion end Feb- March 2020.
- Aluminum Framing: 85% Anticipated Completion: End Feb- March 2020.
- Overhead MEP (Plumbing, Electrical, HVAC etc.): 75%. Anticipated completion: Feb 2020
- Fire Protection (Sprinklers): Complete & Inspected.
- Roofing: 85%. HVAC units installed. Anticipated completion: Feb 2020

**GENERAL NOTE:** It is anticipated that the work crews will move from Building "C" to Building "A", after the specific job is completed on "C" (i.e. installation of exterior wall framing etc.). Duration of the Task is projected to be approximately the same as on "C". Since Building "A" is slightly smaller than "C", the Tasks may be completed in less time than required for "C".

c. Site Work & Utilities

- The East Parking Lot has been stiped and is ready for use.

**MINUTES: SVUMC BUILDING COMMITTEE MEETING 1/27/2020**

- **NOTE:** Access to the Life Center through the east doors will not be available during normal work times due the need for construction traffic in the vicinity of the entrance. *LLCI* will provide safety fencing through this zone when access is required, i.e. weekend services.
- The curbs and gutters for the East Parking Lot have been poured and the Curb Cut, which allows access to College Hills Blvd, is complete.
- Blue Top (finished) Grading and Compaction of base material is ongoing.
- **NOTE:** The parking lot can be used as is for weekend services.

**3. ARCHITECTS REPORT, (KFW ARCHITECTS)**

- Mr. C. Kinney reported that work is continuing on Phase II of the project (Narthex rebuild and office renovations).
- Mr. Kinney also acknowledged that significant progress has been made on the project to date and the process, although complicated, has been extremely smooth.

**4. OUTSTANDING ISSUES: SHADE STRUCTURE & COLUMBARIUM**

- Mr. McGuffin (*LLCI*) reported that they have received a total bid (including installation) for the Shade Structure totaling \$30,225 (which is a savings of approximately \$17,000 from the budgeted cost of \$50,000 for these structures).
- Mr. Van Hoozer reported that he has been in touch with the Columbarium vendor. The vendor will be in Texas for a convention in the end of March and is planning to do an on-site visit to SVUMC on 4/2/2020.

**5. NARTHEX SCHEDULE**

- No change from the previous meeting. Requests for Pricing documents have been sent to potential contractors for the project and are being reviewed.

**6. CONGREGATIONAL TOUR OF BLDG C, PERSONAL MESSAGES BLDG A**

- As mentioned in the previous meeting, the Team wanted to establish a time when the Congregation would have an opportunity to walk through Building "C", in order to see

**MINUTES: SVUMC BUILDING COMMITTEE MEETING 1/27/2020**

the progress that has been made to date and visualize the finished layout. Sunday 2/02/2020, between services, was chosen. *LLCI* committed to having the building ready so that the Congregation would have a safe and enjoyable experience.

**NOTE:** This occurred and planned and was well received by the Congregation.

- Also, at the previous meeting, it was discussed that an opportunity for the Congregation to write personal messages on the interior walls of Building “A”, (same as Building “C”) would be scheduled if possible. This was reaffirmed at this meeting and decided that a date would be established.

**7. QUESTIONS/ CONCERNS**

No significant Questions or Concerns were raised.

**8. TIMING AND UPCOMING EVENTS**

- Congregational Walkthrough Building “C”. 2/02/2020
- Children’s/ Congregational opportunity to leave personal messages on Building “A” walls. **TBD**
- The next Team Meeting: 2/10/2020

The Meeting was adjourned at 4:45PM with a prayer by Mr. S. Whites (Pastor).

**9. WORK SITE TOUR**

After the meeting, Mr. S. Van Hoozer conducted a walk-through of the job site with representatives of *LLCI & KFW Architects*.

Prepared by Patrick Moreland (2/09/2020)