

MINUTES: SVUMC BUILDING COMMITTEE MEETING 5/27/2020

A meeting of the SVUMC Building Committee was conducted on 5/27/2020 @ 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 Pastor Stan Whites.

**NOTE 1:** This was only the second Team Meeting conducted since 3/09/20 due to Covid-19 concerns.

**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)- July 2020** (potentially may extend into August due to supply issues related to Covid-19). See discussion under **SUMMARY**.
- Occupancy for **Building "A" (Church Offices)- Was August 2020** but there is a potential that it could occur as early as week of 6/15/20. See discussion 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 #4, which consist of:
  - **PCO# 15**- Extending Panels in Bldg. “C” extension all the way to existing building (\$3843).
  - **PCO# 16**- Tower Light (\$900)
  - **PCO #17**- ASI#1 Drainage Flume (\$5,500)
  - **PCO #18**- RFP (Request for Price) #11 Site Drainage (\$24,200)
  - **PCO #19**- Wireless Communication (\$3,085)was applied to the Owner’s Contingency Fund. These upgrades were discussed and approved during the last Team meeting.
- 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 such as Toilet Partitions and Security Camera Placement are ongoing.
  - Required inspections are ongoing.
  - Parking lot striping to be completed first week of June (required for CO).
  - It has been decided to add an ice maker in the Building. A location has been selected and the utilities are being installed.

- Gutters and downspouts will be added to the walkway covering as discussed and approved at the last meeting
  
- **BUILDING “C” (CHILDREN’S WING)”** is also nearing completion.
  - All interior & exterior work is complete except for the installation of the flooring and 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. During the time period of April- May, there were in depth discussions, which included all relevant individuals, on whether to wait for the tile that was originally selected for the project, or choose a substitute that was available now. After extensive discussion it was decided to wait for the original tile since it exactly matched the color schemes chosen for the building. The tile is on order and it is 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**
  - New plug covers (electrical outlets) are to be installed.
  - Additional shelving needs to be purchased for the closets.
  
- **BUILDING “D” (NARTHEX REMODEL)**
  - The Structures adjacent to the Narthex (Mary Martha Room, Library, etc.) have been demolished and grade work is ongoing
  - The replacement slab for the new construction is scheduled to begin in mid- June.
  - The Fire Protection Plan for Sanctuary has been developed. The price for the electrical component is \$900. Bids for the installation of the piping are being solicited. Timing of the installation TBD.

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- Water and Sewer connections for the restrooms are being completed. The restrooms will be available for services on the weekend.
- A discussion was conducted on the 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 will be considered to integrate it into the design (boxing in etc.).
- **Site Work & Utilities**
  - North Parking Lot: Paving is complete, striping schedule for week of 8 June.
  - South Parking Lot: Complete.
  - A concrete weir (used to regulate the flow of water from the retention pond into the Arroyo) has been completed.
  - 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.
  - It was recommended that the open ground between Building “C” and the Life Center be paved with either asphalt or concrete. The area is an eyesore and will require constant maintenance (mowing, weed eating etc.).
  - It was also recommended to trim the paving between the Bus Barn and the alley, again for appearance and maintenance concerns.
  - Costs for the above enhancements will be covered by the Owner’s Contingency Funds.

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

- Mr. Kinney reported that an issue has been discovered while preparing underground drainage for Building “D”. A conflict in elevation between the new underground drainage pipe and a series of buried electrical conduits (whose existence was unknown), was discovered while trenching in the playground area. A meeting is scheduled next week with the MEP Engineer to consider options to resolve this issue.
- Options are being considered for the Narthex ceiling.
- Mr. Kinney has recommended that it would be very cost effective to repaint the Cross on the exterior of the Narthex at this time. The Team agreed unanimously to this and bids for the work will be obtained.

#### 4. OUTSTANDING ISSUES

- New telephones, which will be compatible with the VOI (Voice Over Internet) system that is being installed, will have to be purchased. Estimated cost is \$20,000 which will come from the *Phone and Intercom allowance* in the budget.
- Mr. D. White made a presentation to the Team on a proposal to build a crafted table for the conference room in Building "A". The proposal was reviewed by the Team and unanimously accepted.

#### 5. COLUMBARIUM

- The team reviewed the concept drawings of the Columbarium in the new location provided by Mr. C. Kinney (Architect).
- Details of the design are still under consideration that must be resolved soon so that the price of the Columbarium can be confirmed. **These include:**
  - Surface Material (Concrete or Pavers).
  - Type of enclosure (Fence or Wall), at the ends of the location.
  - Fountain? (would have to be stand alone, it is not feasible to run utilities to the location)
  - Details on Panels & Niches.
  - Number & type of niches.
  - Finish on back side of panels.

#### 6. QUESTIONS/ CONCERNS

No significant Questions or Concerns were raised.

#### 7. TIMING AND UPCOMING EVENTS

- As listed above.
- The next Team Meeting: **6/15/20**

The Meeting was adjourned at 5 PM with a prayer by Pastor S. Whites and the Team then conducted a worksite tour.

## 8. WORK SITE TOUR

After the meeting, Mr. S. Van Hoozer conducted a walk-through of the job site with the Team. **This included-**

- Covered walkway between the Existing Building and Building "A" including gutters.
- Review of proposed Columbarium location.
- Interior/ exterior of Building "A".
- Interior/ exterior of Building "C".
- The open ground between Building "C" and the Life Center. The Team agreed unanimously that it should be paved.
- The Team agreed unanimously that existing paving should be upgraded to improve its appearance to the standard of the new asphalt surfaces.
- The Team also agreed unanimously to pave the area between the Bus Barn and the alley.

Prepared by Patrick Moreland (6/14/2020)