

MINUTES: SVUMC BUILDING COMMITTEE MEETING 6/29/2020

A meeting of the SVUMC Building Committee was conducted on 6/29/2020 @ 4:00PM @ the 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*

Meeting Notes:

The meeting was opened at 4:00 PM with a Prayer by Pastor Stan Whites.

NOTE 1: This was only the Fourth Team Meeting conducted since 3/09/20 due to Covid-19 concerns. Due to the pace of the project, bi-weekly meetings have been reinstated.

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)**- occurred during the week of June 22- 5 weeks ahead of schedule. The furniture has been delivered and the Church Staff are in the process of moving in.
- **Phase II of the project, the Narthex Renovation (Building “D”)** is ongoing and 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 #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)

which were discussed and approved at last Team meeting, were applied to the *Owner’s Contingency Fund*.

Also, the following Change Orders which were in the “*Request for Price*” stage at the last Team Meeting, were applied to the “*Owner’s Contingency Fund*”:

- **PCO#-30 (RFP #16)**- Seal Coat (\$5,300)
- **PCO# 29 (RFP# 13)**- Sanctuary Sprinkler (\$13,871)
- **PCO# 31 (RFP# 18)**- Icemaker and Shelving (\$6,998)
- **PCO#32 (RFP#16B)**- Bus Barn Concrete (\$8,200) (approved via email with Team week of 6/22/2020)

The following are approved and are pending pricing:

- RFP #16- Joists
- PCO#- Canopy Credit

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)** as mentioned above is complete and has received its CO (Certificate of Occupancy) from the ***City of San Angelo***.

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

- The Church Staff is in the process of moving into their respective offices.
- Some members of the Staff are already operating from the new offices.
- Opportunities have been identified to enhance the overall appearance and functionality of the Building by adding additional furniture (tables, chairs etc.) to the Common Areas (hallways, waiting areas etc.).
- The ice maker mentioned in previous minutes is being identified and will be purchased and installed.

- **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, delivery of which was delayed for over 90 days due to supply chain interruptions related to COVID-19, was finally delivered on 6/25/20, and is in the process of being installed (5% complete).

As discussed in previous minutes, it was learned in March that the delivery of the original floor tile would be delayed for an unknown time 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.

MINUTES: SVUMC BUILDING COMMITTEE MEETING 6/29/2020

- It is anticipated now it will take approximately 2 weeks from receipt of tiles to install the flooring.
- Tasks that are dependent on the installation of the flooring (Rubber Base, Plumbing Fixtures etc.) will commence after completion of the installation.
- Following these Tasks, other required steps such as: Completion of Punch List Items, Inspections and Approvals etc., must be completed.
- At this time the completion date for the building (issuance of the Certificate of Occupancy/ CO) is still projected to be the end of July.
- This date may slip into August, depending on actual duration of all Tasks and Approvals. As mentioned in the discussion on Building “A”, required approvals from the **City of San Angelo** have been slower than normal due to Covid-19 concerns.
- 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 (**PCO#31/ RFP#18**).
- **BUILDING “D” (NARTHEX REMODEL)**
 - **Building Pad/ Sidewalk Demo**- Complete.
 - **Grade Work**- Complete.
 - **Installation of Underground MEP** (Utilities in the foundation slab)- Complete
 - **Installation of Vapor Barrier** (Component of foundation slab)- Complete
 - **Rebar installation**- (Steel component of foundation slab)- 90% Complete.
 - **Pour and Cure Slab**- The Pour is scheduled Wednesday 7/1/2020. Estimated Duration - 7 Days after completion of pour (Curing time).
 - **Structural Steel**- To be delivered week of week of 7/06/2020. Installation will begin after completion of the pouring and curing-foundation slab. Estimated Duration- 14 Days.
 - **Exterior Framing and Sheathing**- To begin after completion of the Structural Steel erection. Estimated Completion: August 2020.
 - The Fire Protection Plan for Sanctuary has been developed. Bids for the installation of the piping (**PCO#29/ RFP#13**) has been received & approved. Timing of the installation **TBD**.
 - The concrete for the Play Slab (adjacent to the Bus Barn) will be emplaced after the foundation for the Narthex is poured. Estimated Completion- 07/09/2020.

- **Site Work & Utilities**

- The flood water drainage system is complete and works as intended.
- Landscaping plans for the Campus are being developed.
- The original asphalt that is adjacent to the new paving has been brought up to the new appearance standards (seal coating, striping etc.), in order to give a uniform appearance **(PCO#30/RFP#16)**.
- A bid for paving the open ground between Building “C” and the Life Center has been received and approved via email week of **(PCO#24)**. Work schedule **TBD**.
- It was also recommended and approved to trim the paving between the Bus Barn and the alley with concrete, again for appearance and maintenance concerns **PCO#32/ RFP#16B**.

3. ARCHITECTS REPORT, (KFW ARCHITECTS)

- Mr. C. Kinney is continuing to work with Ms. Tracy McIver on options for the trim in the Narthex (Ceiling & Wall covering etc.).
- Ms. McIver made a presentation to the team on options for providing furniture for the Narthex that will meet its intended purpose of providing a warm and welcoming place for the Congregation to meet prior to, or after services.
 - She provided a proposal from ***Blue Door Staging & Redesign: “SVUMC NARTHEX INTERIOR DESIGN PROPOSAL”*** to the Team.
 - After reviewing the proposal, the Team gave authorization for Ms. McIver to continue to work with ***“Blue Door Staging & Redesign”*** to refine the proposal.
 - The number and location of floor plugs (electrical) in the Narthex was discussed.

4. OUTSTANDING ISSUES

- Cost saving opportunities have been identified by the project MEP engineer (*Mr. P. Wilkerson P.E. Power Systems Inc*). If utilities such as the hot water circulation are put on a timer, so that they will only be in use during business hours, there will be significant reductions in energy use.
- Issues have been identified with the Parking Lot lights. They remain on at times when they could be inactive. Follow up discussions with the vendor of the control system for the lights are required.

5. COLUMBARIUM

- The Team continued to review 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 the 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.

- A Free-Standing Fountain will be included.
- The remaining area of the location will be landscaped. The possibility of adding picnic tables/additional benches 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**.
- 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.
- Viewing Benches will be arrayed around the perimeter of the foundation slab.

6. QUESTIONS/ CONCERNS

No significant Questions or Concerns were raised.

7. TIMING AND UPCOMING EVENTS

- As listed above.
- The next Team Meeting: **7/13/20 @ 4PM, Life Center**

The Meeting was adjourned at 4:45 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 (7/12/20)