



MINUTES

I. Call to Order: Mr. Labriola called the meeting to order at 11:30 pm.

II. FOIA: Notice of this meeting has been published and posted in accordance with the Freedom of Information Act and the requirements of the Town of Kiawah Island.

III. Roll Call:

Present: John Labriola
Ashley Johnson
Blaze Keegel

Absent: F. Daniel Prickett
David DeStefano
Bill Thomae

Also Present: Craig Weaver, Mayor
Chris Widuch, Council Liaison
Stephanie Tillerson, Town Administrator
Buck Buchanan, Thomas Construction Group
Elias Deeb, Cedrus Development
Art Titus, Cedrus Development
David Burt, LS3P

IV. Approval of Minutes:

A. Minutes of the Municipal Center Committee Meeting of February 22, 2017

With no quorum of the Committee present, the approval of the minutes was deferred to the next meeting.

V. New Business:
None

VI. Progress Reports:

A. TOKI Building inspector

Mr. Spicher stated there are no inspections required at this time but inspections will be performed in the future as necessary. He reported he was present when the transformer for the main building was set and explained the process.

B. Cedrus/Thomas

Mr. Deeb reported the project was progressing well with a site that continues to be neat, clean, and orderly. Mr. Titus reported on the ongoing work to complete the paving, and the completion

of the sidewalks. Mr. Deeb added that the sidewalks came out exceptionally well. Other items discussed was the meeting with the arborist on the view corridor to the river, drywall installation in the administration building and Council Chambers, framing of lobby ceilings, exterior cladding and painting of both the maintenance and the main building, electrical, and well installation.

CEDRUS		CONSTRUCTION PROGRESS REPORT		10
Project Title		Town of Kiawah Island Municipal Complex		
Project Address		Betsy Kerrison Pkwy		
Prepared by	Elias Deeb	Period Ending	02/28/17	
Client	Town of Kiawah Island	Architect Project #	1701-151810	
1. Estimate of Percent Completion to Date of Construction				
Total construction is approximately 75% complete and progressing as expected				
2. Work Completed or in Progress this Period				
Exterior cladding on the maintenance building is substantially complete and on the main building is ~40% complete. Main building exterior window and door installation are in-progress and nearing completion. MEPP rough-in work made substantial progress and is nearing completion. Fiberglass wall insulation and gypsum installations made substantial progress and are ~50% complete. Road base, curb/gutter and sidewalk (including tabby sidewalk) are substantially complete.				

Mr. Buchanan reported the short-term look ahead schedule was basically the same and included completion of drywall, ceilings, rough-ins, exterior siding, exterior and interior painting, installation of doors and hardware, installation of interior storefront and glazing.

Members engaged in an in-depth discussion of the flood ventilation in the maintenance building, which was a change order discussed during the last meeting.

Mr. Buchanan indicated the revised completion (CO) date was not July 10th. Members discussed that the installation of IT systems should be completed and tested before the delivery and installation of furniture. Ms. Tillerson indicated the furniture delivery and installation date was July 30th. Mr. Buchanan added that he required two live phone lines in the building before the end of June.

Members discussed the items left on the Berkeley Electric easement and an arborist looking at the grand tree on the building site.

THOMAS		Town of Kiawah Island Municipal Complex		SHORT-TERM LOOK-AHEAD SCHEDULE		Start Date: 2/28/17	
Activity	Activity Description	Activity #	Activity Name	Activity Type	Activity Status	Start Date	End Date
1	Site Preparation	1.1	Clearing	Construction	Complete	2/28/17	3/15/17
1	Site Preparation	1.2	Grading	Construction	Complete	3/15/17	3/22/17
1	Site Preparation	1.3	Excavation	Construction	Complete	3/22/17	3/29/17
1	Site Preparation	1.4	Foundation	Construction	Complete	3/29/17	4/5/17
1	Site Preparation	1.5	Structural Steel	Construction	Complete	4/5/17	4/12/17
1	Site Preparation	1.6	Roofing	Construction	Complete	4/12/17	4/19/17
1	Site Preparation	1.7	Interior Framing	Construction	Complete	4/19/17	4/26/17
1	Site Preparation	1.8	Exterior Cladding	Construction	Complete	4/26/17	5/3/17
1	Site Preparation	1.9	Painting	Construction	Complete	5/3/17	5/10/17
1	Site Preparation	1.10	Final Inspection	Construction	Complete	5/10/17	5/17/17
2	MEPP	2.1	MEPP Rough-in	MEPP	In Progress	5/17/17	6/1/17
2	MEPP	2.2	MEPP Installation	MEPP	In Progress	6/1/17	6/15/17
2	MEPP	2.3	MEPP Testing	MEPP	In Progress	6/15/17	6/29/17
2	MEPP	2.4	MEPP Final Inspection	MEPP	In Progress	6/29/17	7/13/17
3	Interior	3.1	Drywall	Interior	In Progress	6/1/17	6/15/17
3	Interior	3.2	Painting	Interior	In Progress	6/15/17	6/29/17
3	Interior	3.3	Flooring	Interior	In Progress	6/29/17	7/13/17
3	Interior	3.4	Interior Framing	Interior	In Progress	7/13/17	7/27/17
3	Interior	3.5	Interior Cladding	Interior	In Progress	7/27/17	8/10/17
3	Interior	3.6	Interior Painting	Interior	In Progress	8/10/17	8/24/17
3	Interior	3.7	Interior Final Inspection	Interior	In Progress	8/24/17	9/7/17
4	Exterior	4.1	Exterior Cladding	Exterior	In Progress	6/1/17	6/15/17
4	Exterior	4.2	Exterior Painting	Exterior	In Progress	6/15/17	6/29/17
4	Exterior	4.3	Exterior Final Inspection	Exterior	In Progress	6/29/17	7/13/17
5	Site Work	5.1	Road Base	Site Work	In Progress	6/1/17	6/15/17
5	Site Work	5.2	Curb/Gutter	Site Work	In Progress	6/15/17	6/29/17
5	Site Work	5.3	Sidewalk	Site Work	In Progress	6/29/17	7/13/17
5	Site Work	5.4	Final Site Inspection	Site Work	In Progress	7/13/17	7/27/17

Mr. Burt presented the LS3P Additional Services Authorizations requests noting that some of the requests have already been completed. Member discussed each item individually.

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| Agreement Revision No. 1 | \$1,600 |
| September 29, 2015 | |
| <i>Per the request of the County, the Town of Kiawah asked for additional Tree Survey information to complete the design and to include the trees within the cluster near the creek. LS3P engaged the services of George Johnson Surveying to update his original survey.</i> | |
| Agreement Revision No. 2 | \$35,000 |
| March 15, 2016 | |
| <i>Per the request of the County, the Town of Kiawah asked LS3P and Stantec to write a Planned Development Document to be used as the revised zoning for the site.</i> | |
| Agreement Revision No. 3 | \$4,598 |
| September 11, 2016 | |
| <i>The Town of Kiawah asked LS3P to redesign the furniture and millwork in the Mayor's office.</i> | |
| Agreement Revision No. 4 | \$897 |
| January 12, 2017 | |
| <i>The Town of Kiawah asked LS3P to make modifications to the previously approved IT/Security Design. LS3P worked with and engaged the services of Stagefront to make the necessary revisions in their Construction Documents to accommodate the requested revisions.</i> | |
| Agreement Revision No. 5 | \$2,624 |
| January 18, 2017 | |
| <i>The Town of Kiawah asked LS3P to make modifications to the previously approved millwork design. LS3P made modifications to the millwork in the open work areas as well as the Wildlife Office and made the necessary revisions to the Construction Documents and Millwork Shop Drawings to accommodate the requested revisions.</i> | |
| Agreement Revision No. 6 | \$4,375 |
| February 15, 2017 | |
| <i>Due to the fact that the Water Supply Main Line was not located where it was assumed be in the Town of Kiawah's recorded plat the Town needed LS3P and Stantec to provide additional design assistance to extend the water main to within the proximity of the site. Although the design was outside of our scope of work, we did the design without asking for additional funds. SCDHEC is requiring the Engineer of Record to provide closeout and observation of testing of the water line.</i> | |
| Agreement Revision No. 7 | \$24,258 |
| March 22, 2017 | |
| <i>The original agreement included LS3P providing Construction Administration services for 13-months from the start of construction in March of 2016. The 13-month schedule ends March of 2017. The General Contractor's current schedule to completion runs through June which means 3 additional months of Construction Administration services are required to complete the project. LS3P proposes to continue billing the same fee per month that has been billed to date (\$8,086/month) for those 3-months.</i> | |

Members engaged in an in-depth discussion of the Agreement Revision No. 7, the original thirteen-month contract, and the alternative options to go to hourly billing or not to extend the contract.

It was agreed that a decision on the requests should be deferred to the next meeting when there is a quorum available. Mr. Burt agreed he would continue to be on the job and defer his billing for April.

C. TOKI Financial

Town of Kiawah Island
Municipal Complex Construction - Current Projection Recap
2/28/2017

	Current Actuals	Budget	Current Projections	Projection/ Budget Variance
Surveying	\$ -	\$ -	\$ -	\$ -
LS3P/ Geotechnical Consulting	25,842	26,300	26,200	-
LS3P/ Architecture Basic Design Fee	425,534	438,000	458,000	-
LS3P/ Interior Design FF&E and Supplemental	44,175	46,500	46,500	-
LS3P/ Additional Design Security/ECTV/AV	24,323	24,800	24,800	-
LS3P/ Land Planning/Civil	87,386	89,100	89,100	-
LS3P/ Cost Consulting	9,700	9,700	9,700	-
Thomas Construction Contract	5,433,939	7,299,997	7,385,996	(85,999)
Interior Furnishings & Equipment	171,635	439,000	350,000	89,000
Cedrus/ Project Management	76,428	230,000	118,900	111,100
Moving and Miscellaneous Expenses	119,344	259,700	259,700	-
Owners Contingency		396,000	396,000	-
Total Project Cost	\$ 6,416,405	\$ 9,250,000	\$ 9,135,899	\$ 114,101

Owners Contingency Budget	\$ 396,000
Uses	
George Johnson/ Surveying	(5,430)
LS3P/Reimbursables	(19,706)
LS3P/Redesign Fees	(7,231)
LS3P/Security Revisions	(897)
LS3P, Terrain, Stairs/PO	(35,000)
St. Johns Water /Permits	(20,000)
SC DHEC/Permits	(1,555)
Slater/Water Tap Consulting	(2,800)
AGCS/Builders Risk Insurance	(17,188)
Bartlett Tree Experts/Tree Cleanin	(4,055)
	(119,344)
Contingency Remaining	\$ 276,656

VII. Citizen Comments:

None

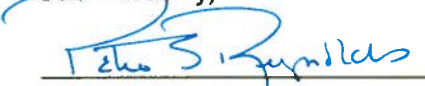
VIII. Committee Member's Comments:

None

IX. Adjournment:

The meeting was adjourned at 12:55 pm.

Submitted by,


Petra S. Reynolds, Town Clerk

Approved by,


John D. Labriola, Chairman

Date