



# **CLARKSTON CITY HALL ANNEX RENOVATION OF MORRIS FAMILY HOUSE**

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**CITY MANAGERS PROGRESS REPORT #7**

**TO**

**CLARKSTON CITY COUNCIL**

**April 25<sup>th</sup> to May 24<sup>th</sup>, 2013**

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## EXECUTIVE SUMMARY

### Project Description

On July 1<sup>st</sup>, 2012, a RFQ for “City Hall Annex – Renovation of Morris Family House” was advertised. On July 31<sup>st</sup>, 2012, six (6) General Contractors submitted “Statements of Qualifications”. Upon analysis RFQ’s, four (4) firms received a RFP with the city receiving three (3) bids. With all bids exceeding the allocated budget for this project, the Review Committee initiated the procedures for contracts as established by the Georgia Local Government Public Works Construction Law, O.C.G.A. 36-91-1.

The City initiated interviews and negotiations of scope and fee with each of the three firms. The negotiation process consisted of the Review Team assessing each of the General Contractors “value engineering” submittals for the building and site work items. This “value engineering” approach provided the city with significant flexibility and opportunities to assess alternate materials, construction methods/means and costs without compromising project quality or safety. Each of the firms was provided with the same value engineering and scope modification alternatives.

The Review Team determined MACALLAN GROUP to be the highest ranked firm based on price, project approach, qualifications and experience. The recommended Total Construction Cost, including all value engineering items and a 5% Owner Contingency, was determined to \$497,554.05. A contract in the amount of \$497,554.05 was prepared and approved by City Council.

## STATUS OF CONSTRUCTION/PROGRESS SUMMARY

### Progress Summary

The following is a summary of the primary renovation tasks completed by the MACALLAN Group and observations made by the Project Manager for the reporting period of February 23<sup>rd</sup> to March 21<sup>st</sup>, 2013:

- Fiber optic extended into annex and IT equipment installed and testing occurred to verify connectivity
- All floors painted brown
- All exterior surfaces of house painted “Dover” white and front porch and reception area flooring painted Gray
- ADA ramp painted with a clear sealant
- Misc. landscaping installed
- Site pruning occurred
- Gutters installed

- Porch awning installed
- All interior fixtures installed
- All interior painting completed
- Landscaping heads adjusted
- Teak bench purchased and installed on-site (bench secured with an I-bolt embedded into a concrete footing)
- Punch list prepared for project and repairs on-going. Over 100 punch list items identified (see attached list)
- Received fiber optic warranty and GA Power permit documents from GO Technologies
- Site sign designed completed and forwarded to vendor to fabricate.
- Negotiations with vendor occurred for fabrication of ornamental framing for site sign; quote reduced by over 100%
- Public Works staff performed maintenance not included in Macallan Group's contract

### **Project Schedule**

- As of May 24<sup>th</sup>, 2013 the project is approximately 17 days behind schedule. Schedule impacted due to delay with Georgia Power and AGL activating their service to the site, new roof installation and problems with paint adherence to walls and ceilings.
- Anticipate project completion by May 24<sup>th</sup>, 2013

## **ISSUES/ACTION ITEMS**

### **ISSUES TO BE RESOLVED PRIOR TO NEXT REPORTING PERIOD**

- Receive comments from Safe Built and proceed with any changes as appropriate
- Receive comments from DeKalb Fire Marshall and proceed with any changes as appropriate
- Obtain approvals from DeKalb Fire Marshall

### **UPCOMING WORK TASKS ANTICIPATED DURING NEXT REPORTING PERIOD**

- ✓ Install rug, draperies and furniture
- ✓ Install all exterior lighting; 2 lamp poles, sign lighting and lighting on annex
- ✓ Complete all remaining punch list items
- ✓ Install exterior lighting (sign/building ground lighting and pedestrian lamp posts)
- ✓ Annex plaque to be installed

- ✓ City Hall Annex site sign to be installed
- ✓ Train staff on security system
- ✓ Clean-up site to prepare for “Grand Opening”
- ✓ Discuss/train staff any remaining operational systems
- ✓ Receive close-out documents from Macallan Group (warranty’s, plans, etc)

## CONTRACT HISTORY

Base Contract:           \$468,931  
 Owner Contingency:   \$28,623  
 Contract Amount:       \$497,554

## CHANGE ORDERS APPROVED TO-DATE

Change Order #	Change Order Description	Change Order Amount	Cumulative Change	Revised Contract Value
#1	Roof replacement	+ \$23,004	\$23,004	\$520,558
#2	1 <sup>st</sup> floor ceiling sound attenuation improvements	+ \$2,284	\$25,288	\$522,842
#3	Remove improvements to exterior wall of reception area (contract credit)	<\$618>	\$24,670	\$522,224
#4	Increase for change in floor paint materials	Deleted – no cost increase	Deleted	Deleted
#5	Replace damaged and deteriorated wood flooring reception, waiting and sitting rooms	+ \$6007	\$30,677	\$528,231
#6	Add ten (10) LVL’s to for sitting area flooring	+ \$3626	\$34,303	\$531,857

#7	Remove deteriorated joists and replace with joists in reception area	+ \$2611	\$36,914	\$534,468
#8	Wireless Security/1x4 clapboards/1x2 pine strips	+\$4122	\$41,036	\$538,590
#9	Fiber Optic Cable Installation	+\$6000	\$47,036	\$544,590
#10	IT Network Infrastructure	+\$9665	\$56,701	\$554,255
#11	Crimson slate in lieu of pea gravel, site irrigation, Bermuda sod, additional trees	+\$9124	\$65,825	\$563,379
#12	Additional plaster repairs/window trim and crown molding	+\$3040	\$68,865	\$566,419

Total Change Orders to Date - \$ 68,865

**PROPOSED CHANGE ORDERS THIS REPORTING PERIOD**

- Sealant on concrete parking spaces, mini-blind purchase and installation and floor repair 2<sup>nd</sup> floor work office \$2,109

**MEETINGS/PROJECT COORDINATION DURING REPORTING PERIOD**

- Numerous project meetings occurred to identify punch list items

**EXPENDITURES TO-DATE**

- Application For Payments (AFP) received to-date:  
AFP # 6 submitted this month in the amount of \$103,845.75  
TOTAL Macallan Group AFP's Approved To-Date: \$505,170.12

**PUNCH LIST PREPARED BY PROJECT ENGINEER AND ARCHITECT**



5/13/2013

9am

# ANNEX PUNCH LIST ITEMS

## (narrative form)

### I. Walk Through #1

#### Site/Landscaping:

- Sprinkler heads – leaking at head when system is turned off
- Run sprinkler to ensure all areas covered while not watering hard surfaces
- Repair/replace sod areas and/or fill low area and re-install sod – back side of driveway radii and sidewalk (garden area)
- Landscape maintenance – 1 yr warranty (trees/plants) - sod mowing (weekly) and replacement of areas that die out will be replaced
- Exterior lights – lamp post, yard and fixture on the house
- Loose pavers at driveway radii – both corners
- Pressure wash all sidewalks – remove stains
- Shrubbery damaged by paint
- Assess tie-downs for all trees
- Concrete cylinder test results and fiber mesh – will not request documentation but will require repairs if premature cracking occurs
- Sewer standpipe – next to lattice – cut to ground level
- Additional mulch at bare areas throughout landscape
- Mulch damaged by overspray and other bare areas
- Stains on sidewalk to front of house
- Clean debris in area enclosed by lattice fence .Were existing daffodils to rear of house removed and replanted per plans
- Weeds to be removed throughout landscape areas
- Remove all debris from crawl space – re-install all Polypropylene and extend up 1 ft on inside of house foundation
- Re-install batt insulation that fell from floor joists under restroom
- Vacuum attic space and remove all debris

## **II. Walk Through #2 (5/16/2013)**

- Hot water heater – no hot water - verify fuse
- Market St side windows in reception/waiting area – not locking/locking mechanism broken on 2 units Front porch skirt – damaged – left of front stairs – did not detect on 5/13
- Balcony deck and spindles – painting insufficient
- Lattice painting where damage occurred
- Re-direct sprinkler heads by front porch to eliminate water into crawlspace
- Lawn must be cut every 1 week during 30 day warranty period
- Pavers on driveway radius must be repaired – POND design inadequate
- Water ponding at back end of driveway
- Several ADA ramp boards are loose – will re-nail
- Vacuum floors before furniture move-in

## PUNCHLIST

PROJECT: Clarkston City Hall Annex (Morris House), BA# 2012-04  
DATE: May 13, 2013

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### GENERAL NOTES:

- A. Clean excess paint from glass at windows to clean edge (esp. @ exteriors).
- B. Touch up paint at floors (gaps between boards, scattered throughout).
- C. Store screens for new windows in attic, per owner.
- D. HVAC: clean ducts and comfort balance system.
- E. Remove covers from smoke detectors and verify system operation.
- F. Angled skirt board installed at Break Room sink does not meet the clearance requirements of ADA; see attached Section 306.3 Knee Clearance for dimensional requirements under accessible sinks. If skirt needs to be removed to provide accessibility, install protective wrap at under-sink piping.
- G. Clean debris from attic and crawl space; construction materials to remain and City to retain.
- H. Verify operation of sump pump in crawl space.
- I. Poly sheeting at crawl space to extend to all areas of crawl space, turn up walls 12" minimum and be securely sealed at edges to remain in place
- J. Remove batt insulation from below front porch floor (open air above) and store in sealed plastic bags in crawl space.
- K. Reinstall batt insulation that was detached during plumbing installation.
- L. Seal cracks on front porch floor and repaint.
- M. Remove water from crawl space.
- N. Provide mold remediation post-testing (copy of results to owner)
- O. Paint inside of crawl space door B01A.
- P. Verify operation of water heater (hot water not evident).
- Q. Provide gutter guards at gutters and splash block at each downspout, per spec.
- R. Extra paint materials shall include 1 gallon each of:
  - P-01 Dover White; SW 6385; semi-gloss
  - P-02 Rustic Brick; B.Moore 2091-20; flat
  - P-03 Gauntlet Gray; SW 7019; (sheen as used on floors)
  - P-04 Classic Brown; B.Moore 2109-10; (sheen as used on floors)
- S. Provide closeout submittals per 01 7700 and individual specification sections.

KEYNOTES (SEE PLANS AND/OR ELEVATIONS FOR LOCATIONS AND ADDITIONAL NOTES):

- ①. Surface prep and touch up paint
- ②. Sealant at gap(s) and touch up paint.
- ③. Touch up paint
- ④. Door frame stop to be removable; expose screws w/ finished appearance
- ⑤. Clean / remove excess paint
- ⑥. Reinstall floor-mounted door stop to keep door from opening too far; patch floor.
- ⑦. Adjust floor register to sit level.
- ⑧. Patch hole and touch up paint.
- ⑨. Install stainless steel wall guards at Janitor's sink, per keynote H, sheet A6.01
- ⑩. Remove old nails and abandoned hardware; prep and touch up paint.
- ⑪. Raise light fixture to min. 6'-8" AFF
- ⑫. Install missing light bulbs
- ⑬. Install sign ("WARNING: LOW CLEARANCE")
- ⑭. Sand / ease sharp corners at new trim; repaint.
- ⑮. Install deadbolt lock at door
- ⑯. Install former (historic) strike or patch hole at door casing.
- ⑰. Attach loose board
- ⑱. Install missing trim
- ⑲. Install canopy fabric w/ flat edge.

**306.2 Toe Clearance.**

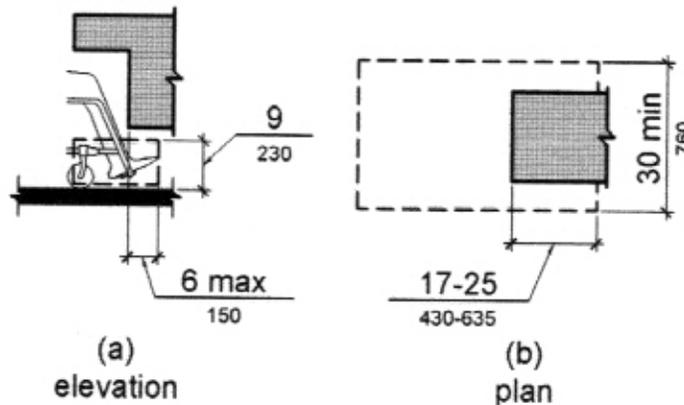
**306.2.1 General.** Space under an *element* between the finish floor or ground and 9 inches (230 mm) above the finish floor or ground shall be considered toe clearance and shall comply with 306.2.

**306.2.2 Maximum Depth.** Toe clearance shall extend 25 inches (635 mm) maximum under an *element*.

**306.2.3 Minimum Required Depth.** Where toe clearance is required at an *element* as part of a clear floor *space*, the toe clearance shall extend 17 inches (430 mm) minimum under the *element*.

**306.2.4 Additional Clearance.** Space extending greater than 6 inches (150 mm) beyond the available knee clearance at 9 inches (230 mm) above the finish floor or ground shall not be considered toe clearance.

**306.2.5 Width.** Toe clearance shall be 30 inches (760 mm) wide minimum.



**Figure 306.2**  
**Toe Clearance**

**306.3 Knee Clearance.**

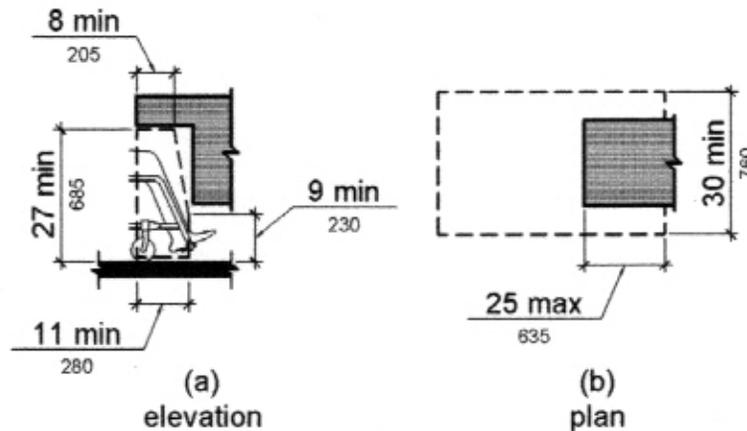
**306.3.1 General.** Space under an *element* between 9 inches (230 mm) and 27 inches (685 mm) above the finish floor or ground shall be considered knee clearance and shall comply with 306.3.

**306.3.2 Maximum Depth.** Knee clearance shall extend 25 inches (635 mm) maximum under an *element* at 9 inches (230 mm) above the finish floor or ground.

**306.3.3 Minimum Required Depth.** Where knee clearance is required under an *element* as part of a clear floor *space*, the knee clearance shall be 11 inches (280 mm) deep minimum at 9 inches (230 mm) above the finish floor or ground, and 8 inches (205 mm) deep minimum at 27 inches (685 mm) above the finish floor or ground.

**306.3.4 Clearance Reduction.** Between 9 inches (230 mm) and 27 inches (685 mm) above the finish floor or ground, the knee clearance shall be permitted to reduce at a rate of 1 inch (25 mm) in depth for each 6 inches (150 mm) in height.

**306.3.5 Width.** Knee clearance shall be 30 inches (760 mm) wide minimum.



**Figure 306.3**  
**Knee Clearance**

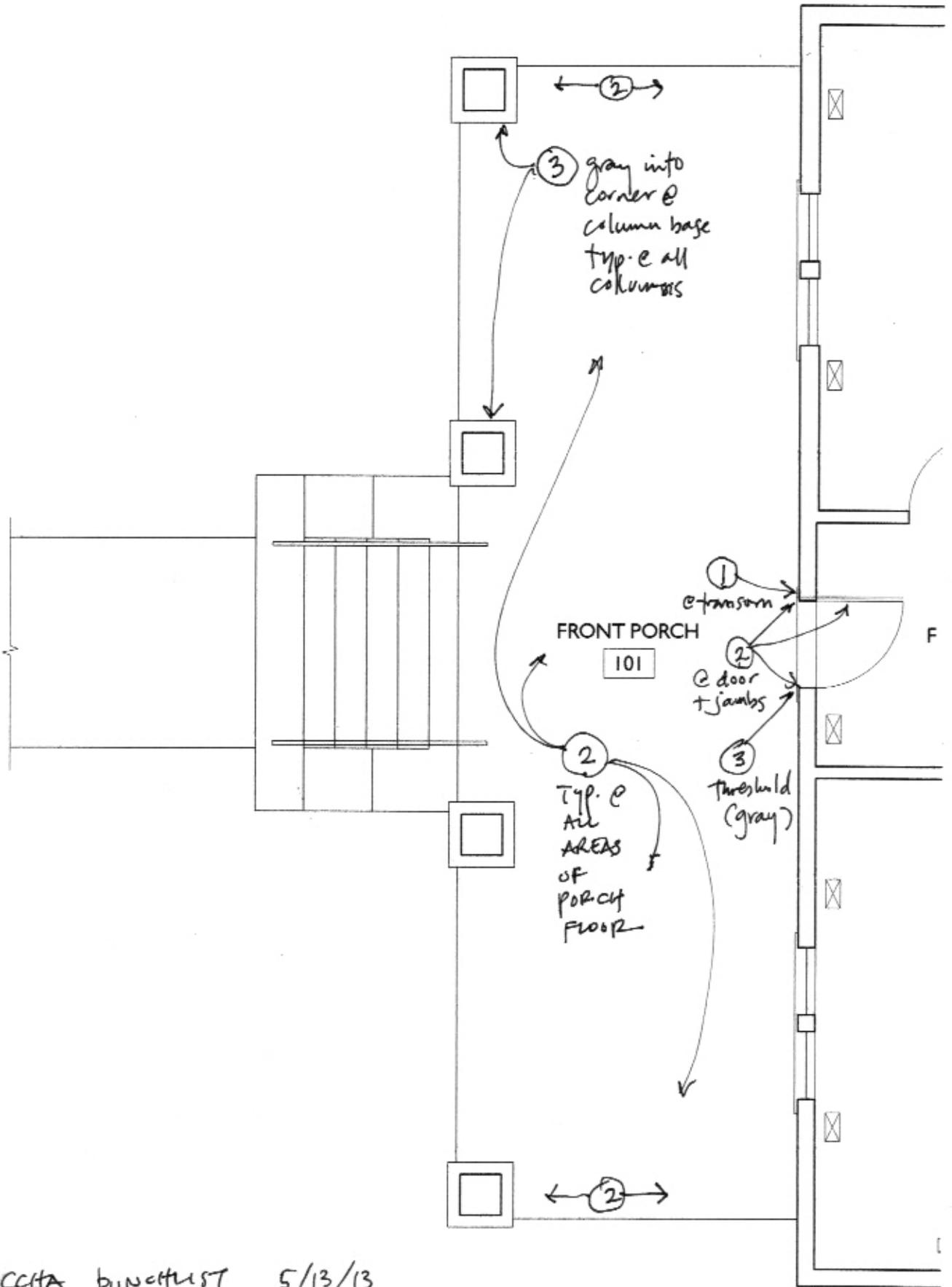
### 307 Protruding Objects

**307.1 General.** Protruding objects shall comply with 307.

**307.2 Protrusion Limits.** Objects with leading edges more than 27 inches (685 mm) and not more than 80 inches (2030 mm) above the finish floor or ground shall protrude 4 inches (100 mm) maximum horizontally into the *circulation path*.

**EXCEPTION:** Handrails shall be permitted to protrude 4½ inches (115 mm) maximum.

**Advisory 307.2 Protrusion Limits.** When a cane is used and the element is in the detectable range, it gives a person sufficient time to detect the element with the cane before there is body contact. Elements located on circulation paths, including operable elements, must comply with requirements for protruding objects. For example, awnings and their supporting structures cannot reduce the minimum required vertical clearance. Similarly, casement windows, when open, cannot encroach more than 4 inches (100 mm) into circulation paths above 27 inches (685 mm).



CCFA punchLIST 5/13/13

Front door:  
• sealant @ gaps

① @ top hinge  
② @ bottom hinge

③ @ side of door casing

FRONT HALL  
102

③

③  
③

①  
⑤

④  
③  
floor

INSTALL DIMMER SWITCH FOR LIGHT

① sill

CONFERENCE  
103

install data outlet @ floor

black @ brick

patch hole @ hearth + ③

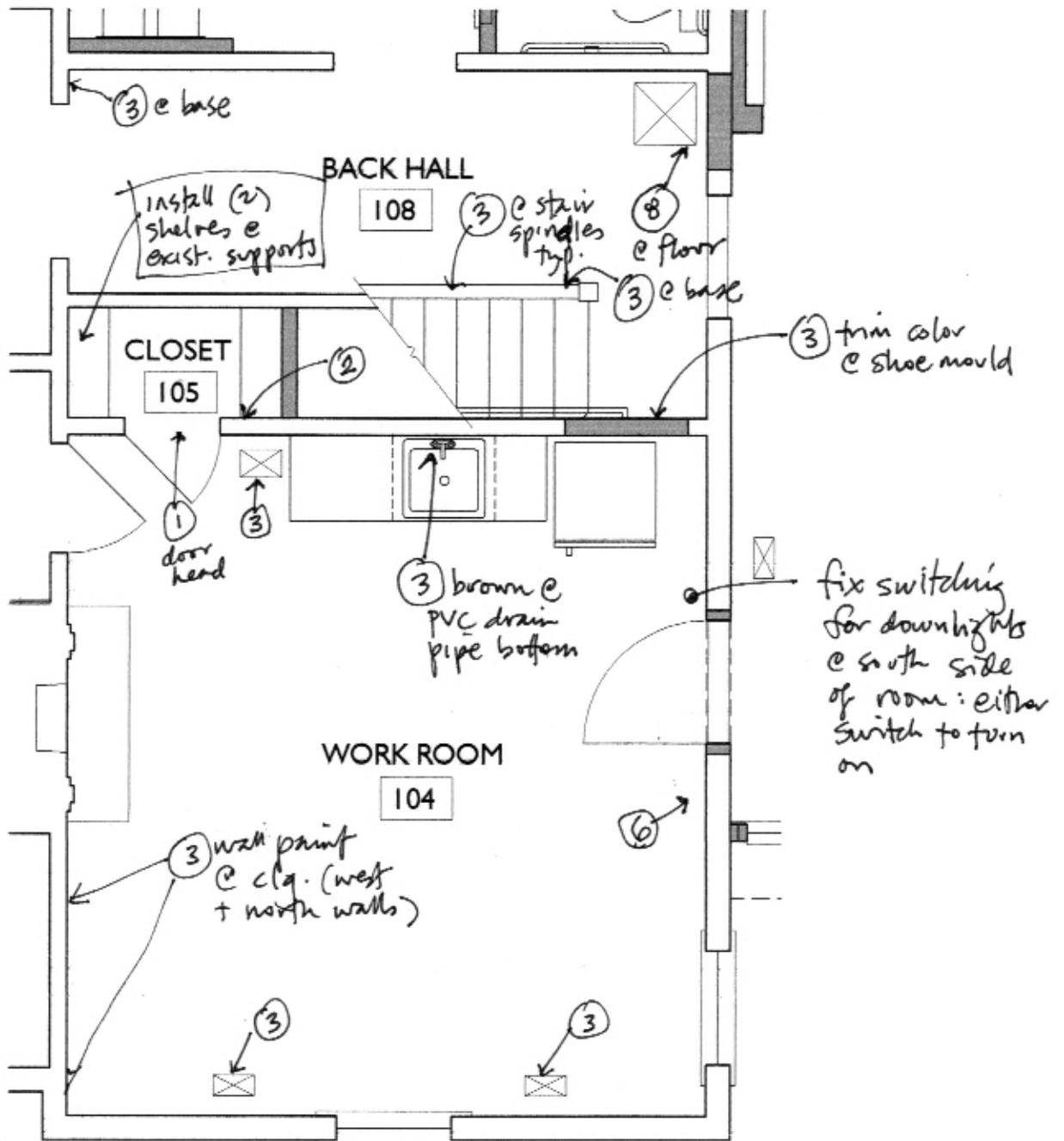
③

③  
floor

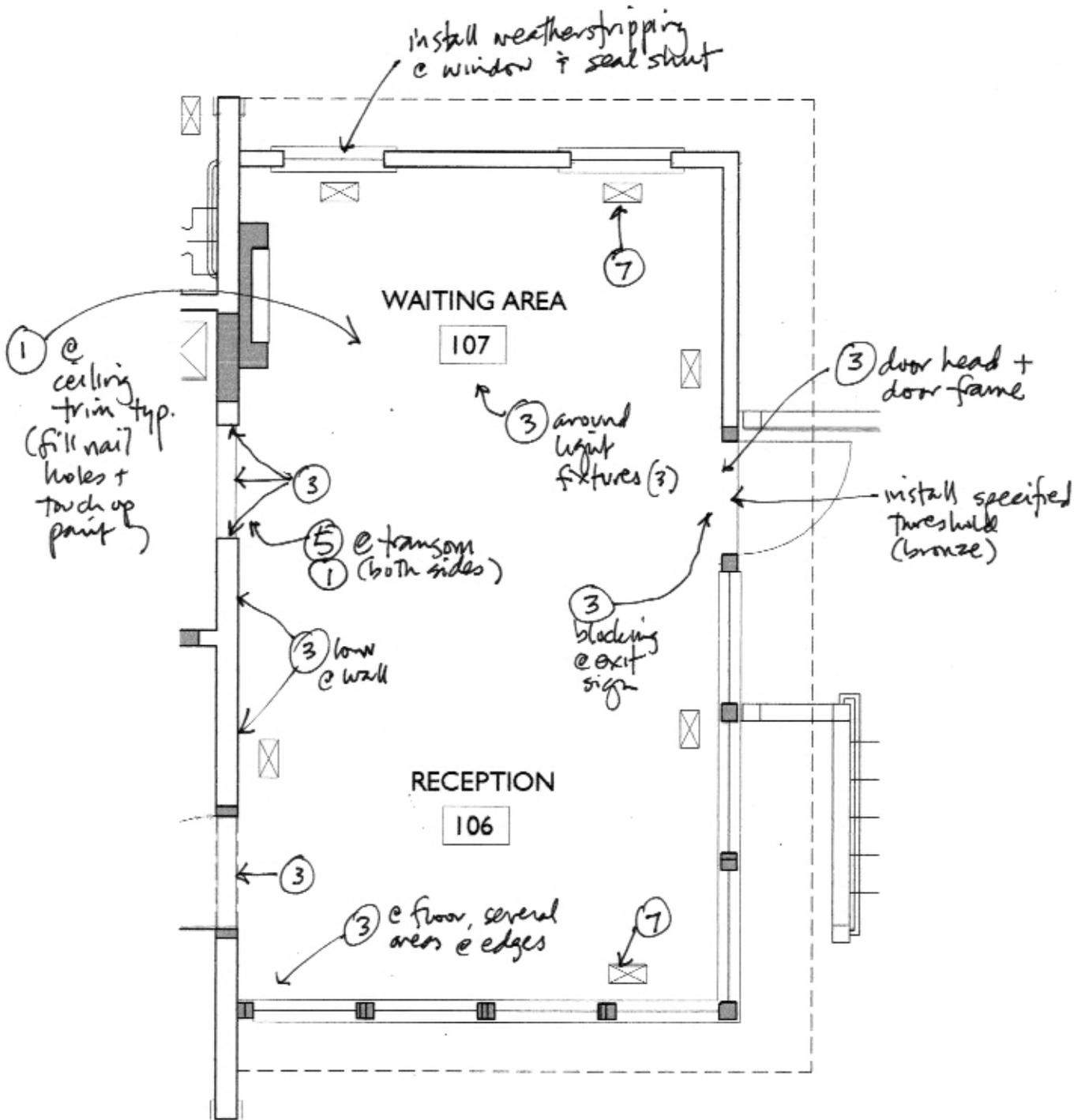
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③

CCHA PUNCHLIST 5/13/13

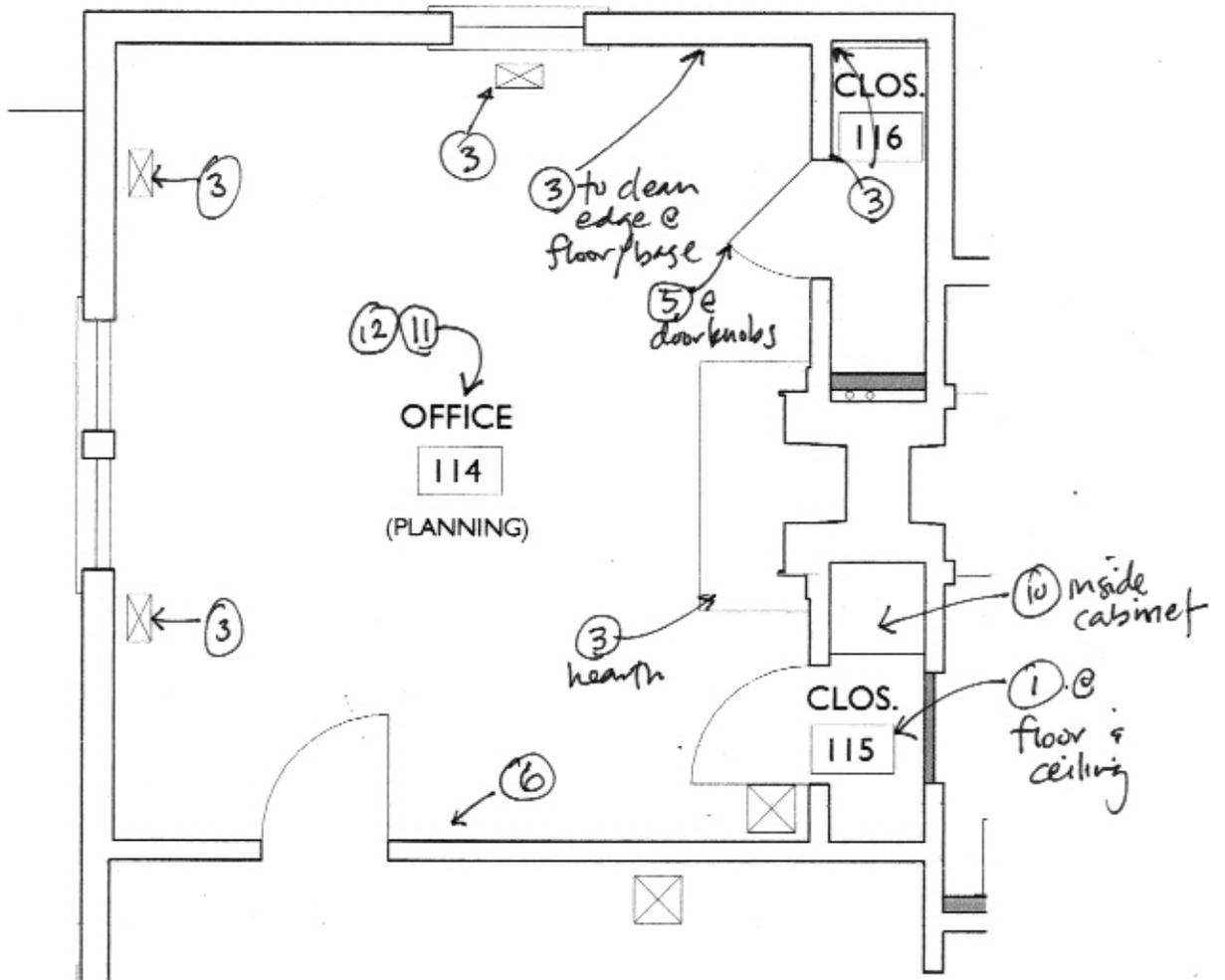


CCHA punchlist 5/13/13

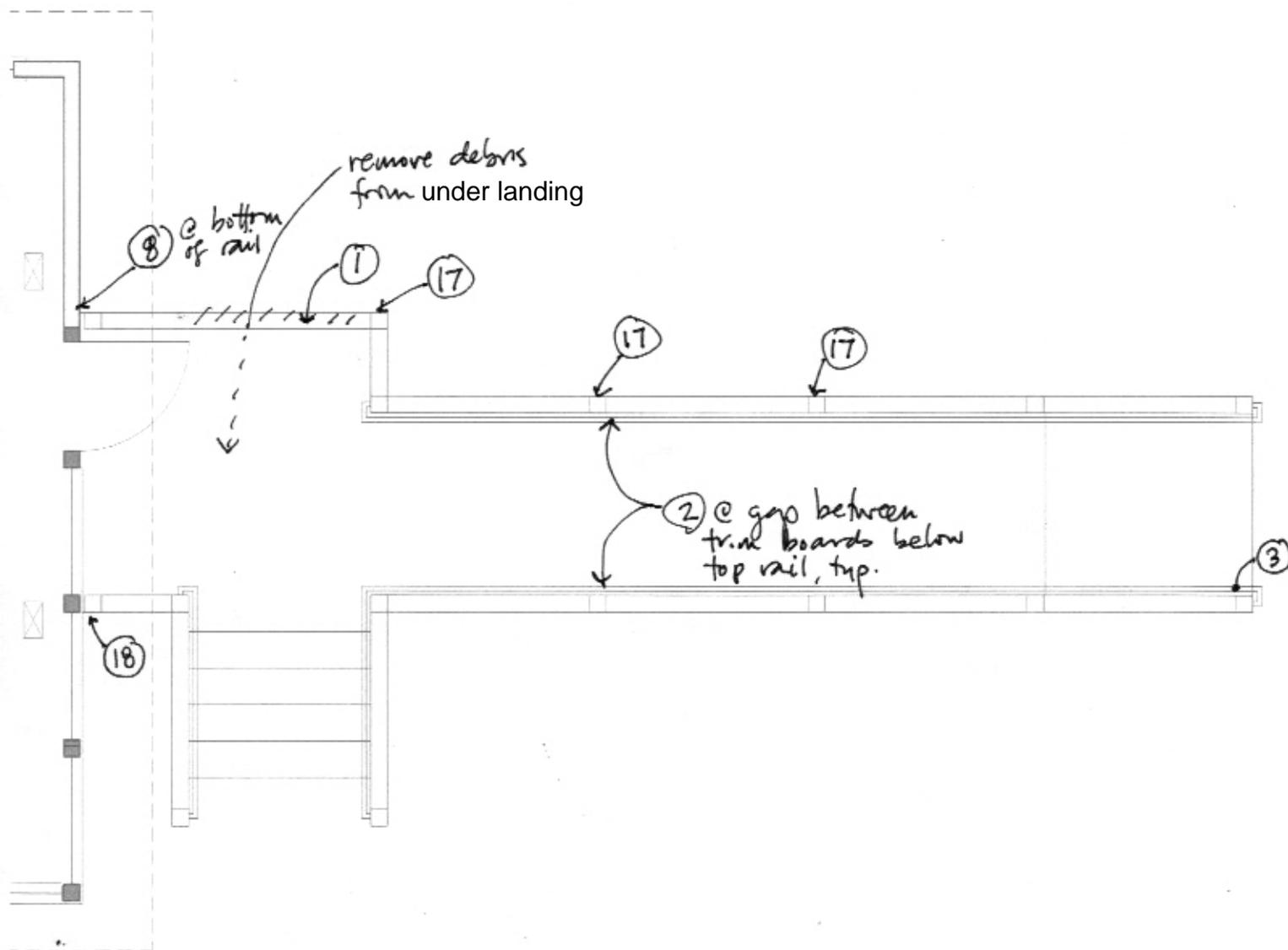


CCHA punchlist 5/13/13



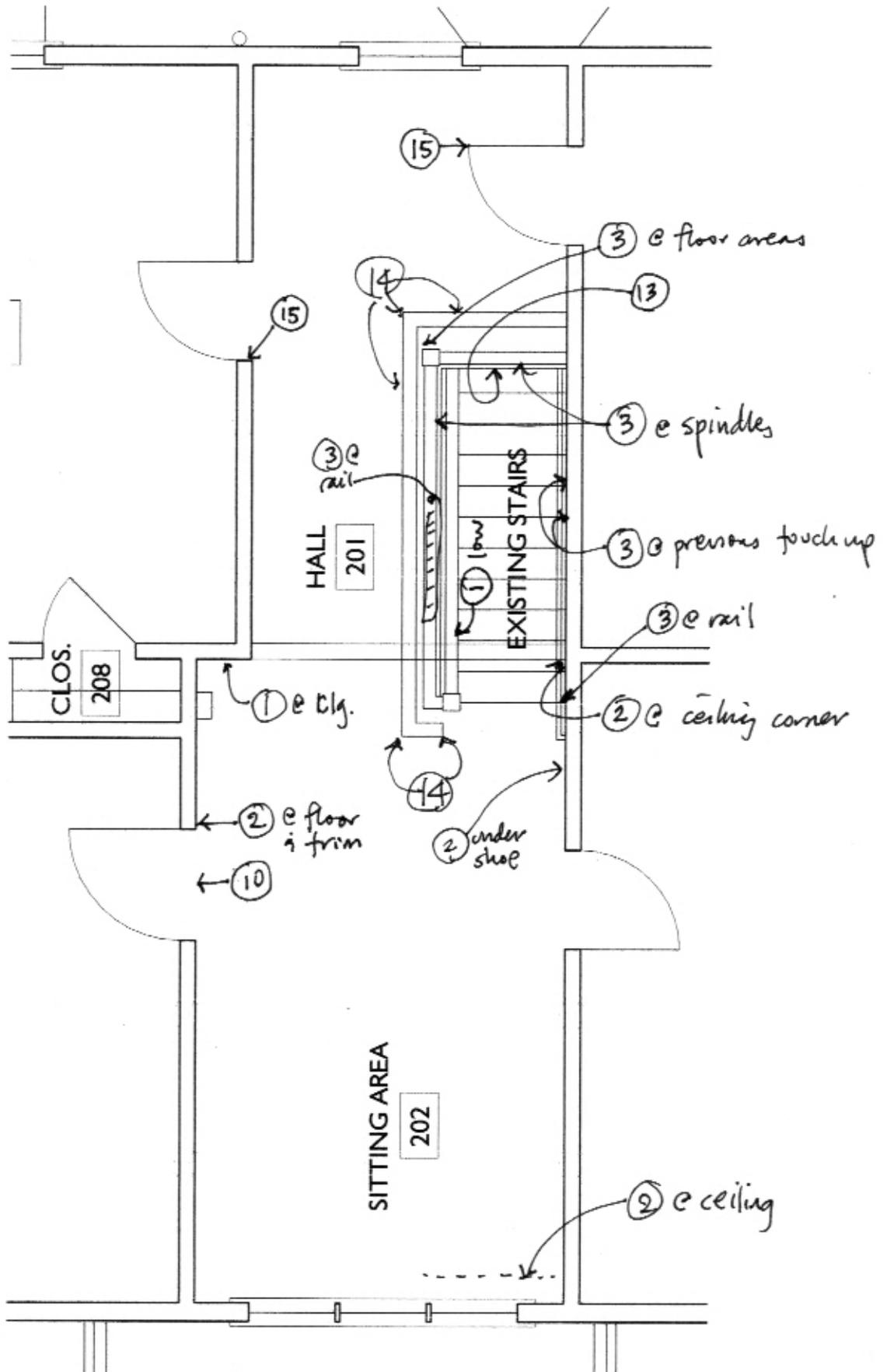


CEHA PUNCHLIST 5/13/13

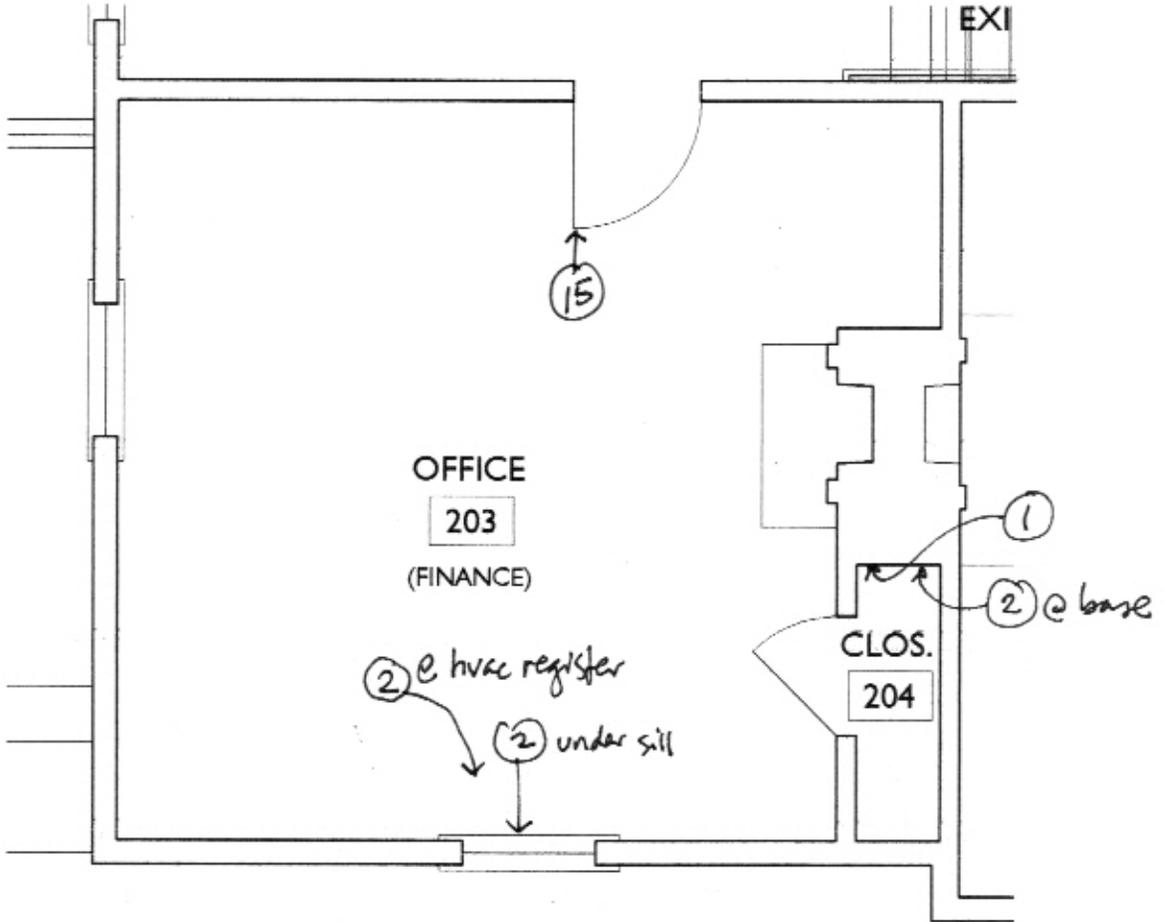


CCFA PUNCHLIST 5/13/13

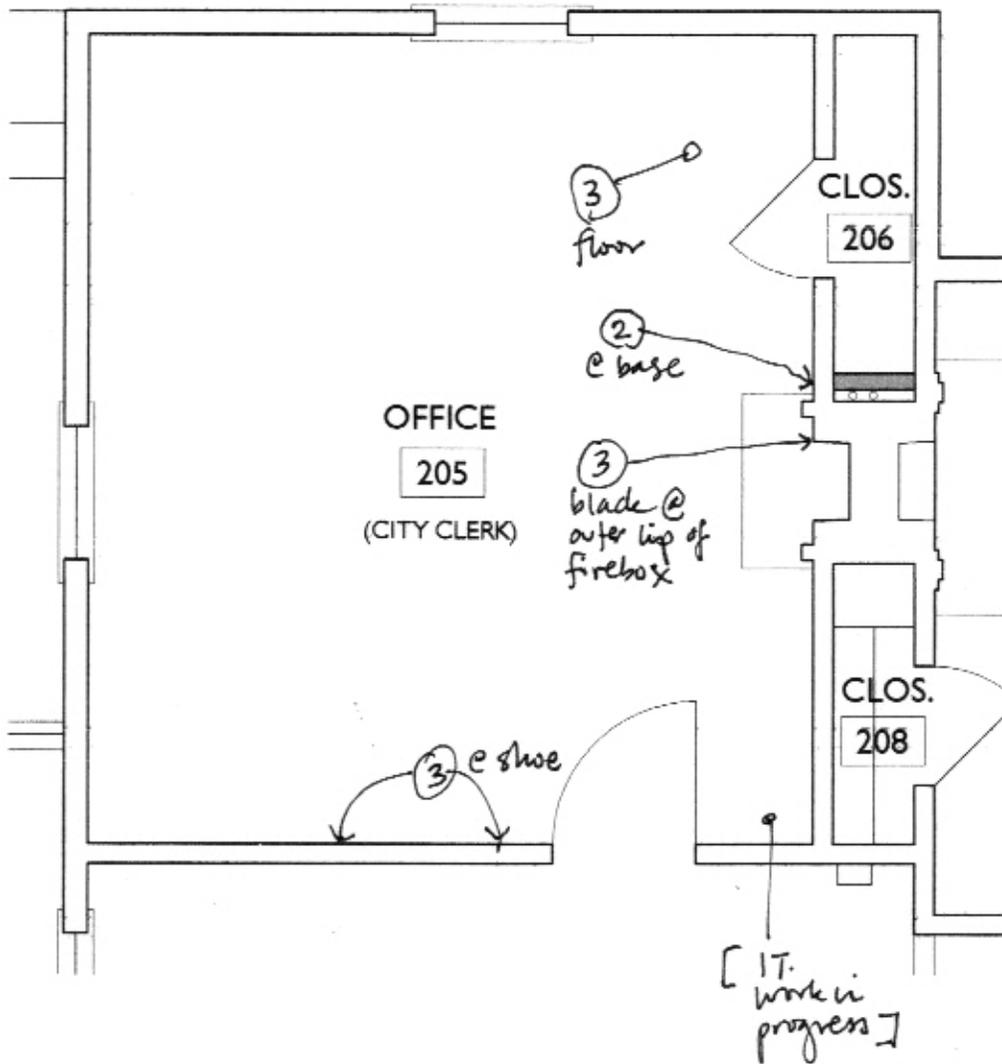
PLUMP : BACK STAIR



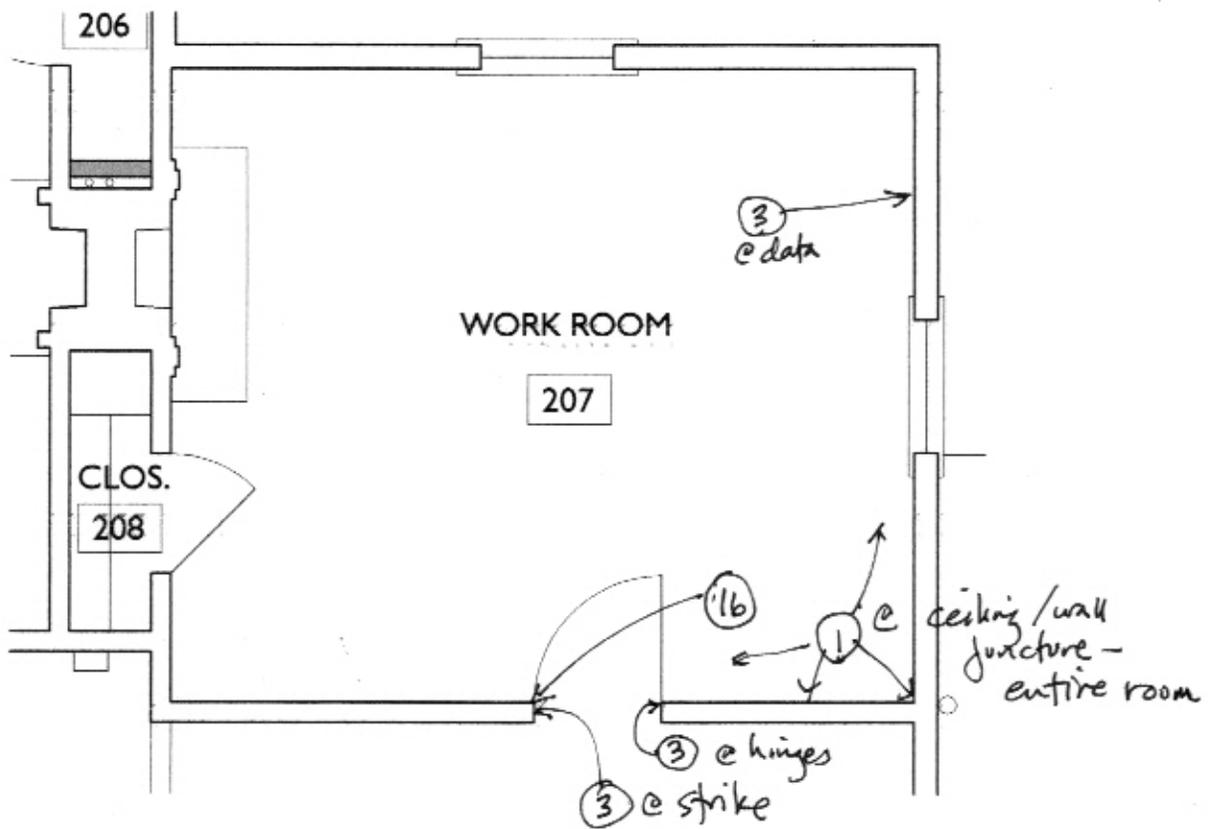
CCHA PUNCHLIST 5/13/13



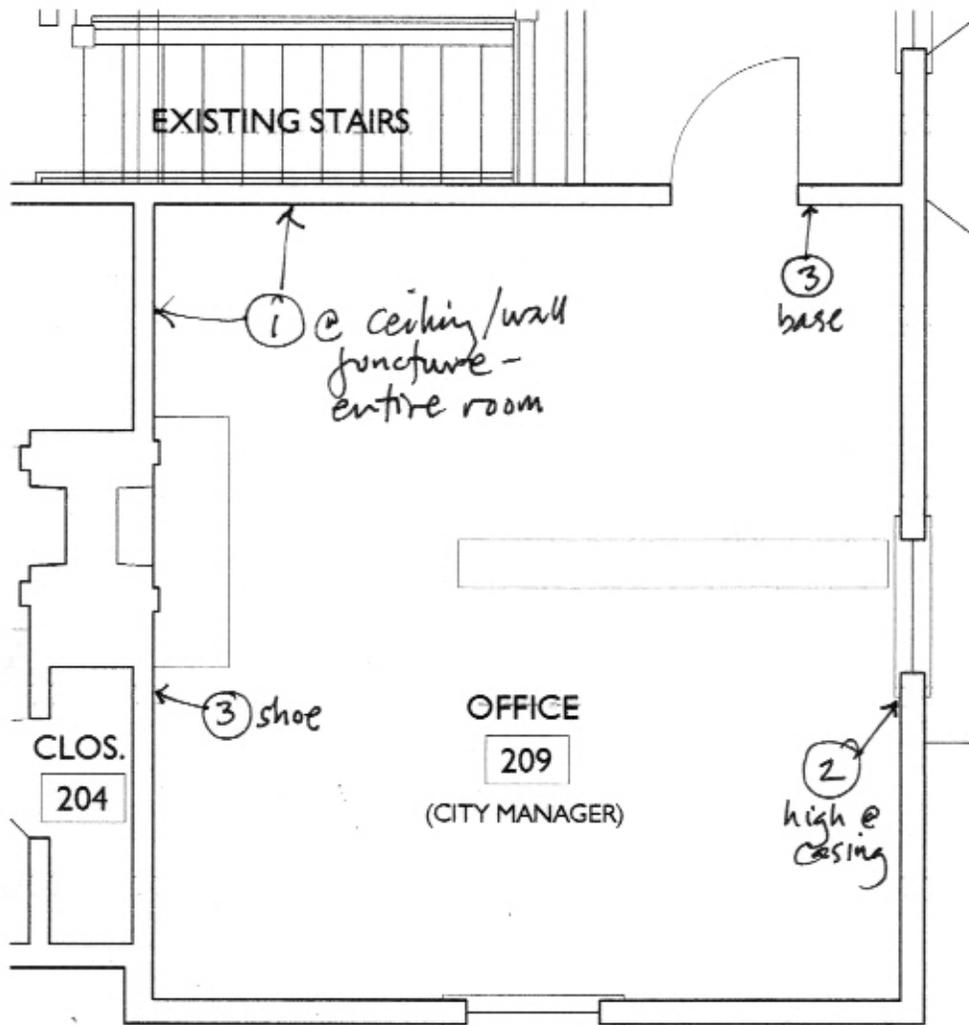
CCHA PUNCHLIST 5/13/13



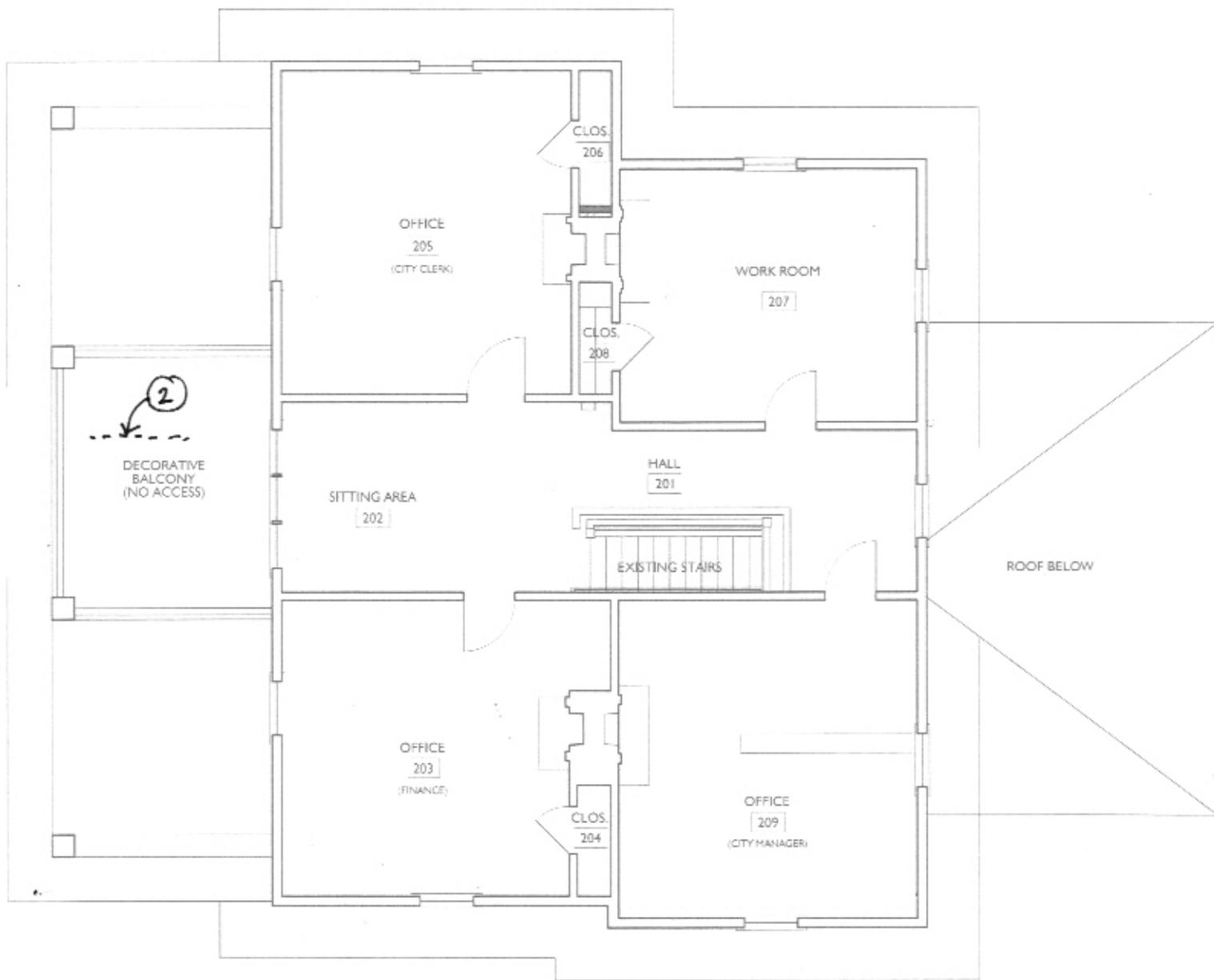
CCHA PUNCHLIST 5/13/13



CCHA PUNCHLIST 5/13/13

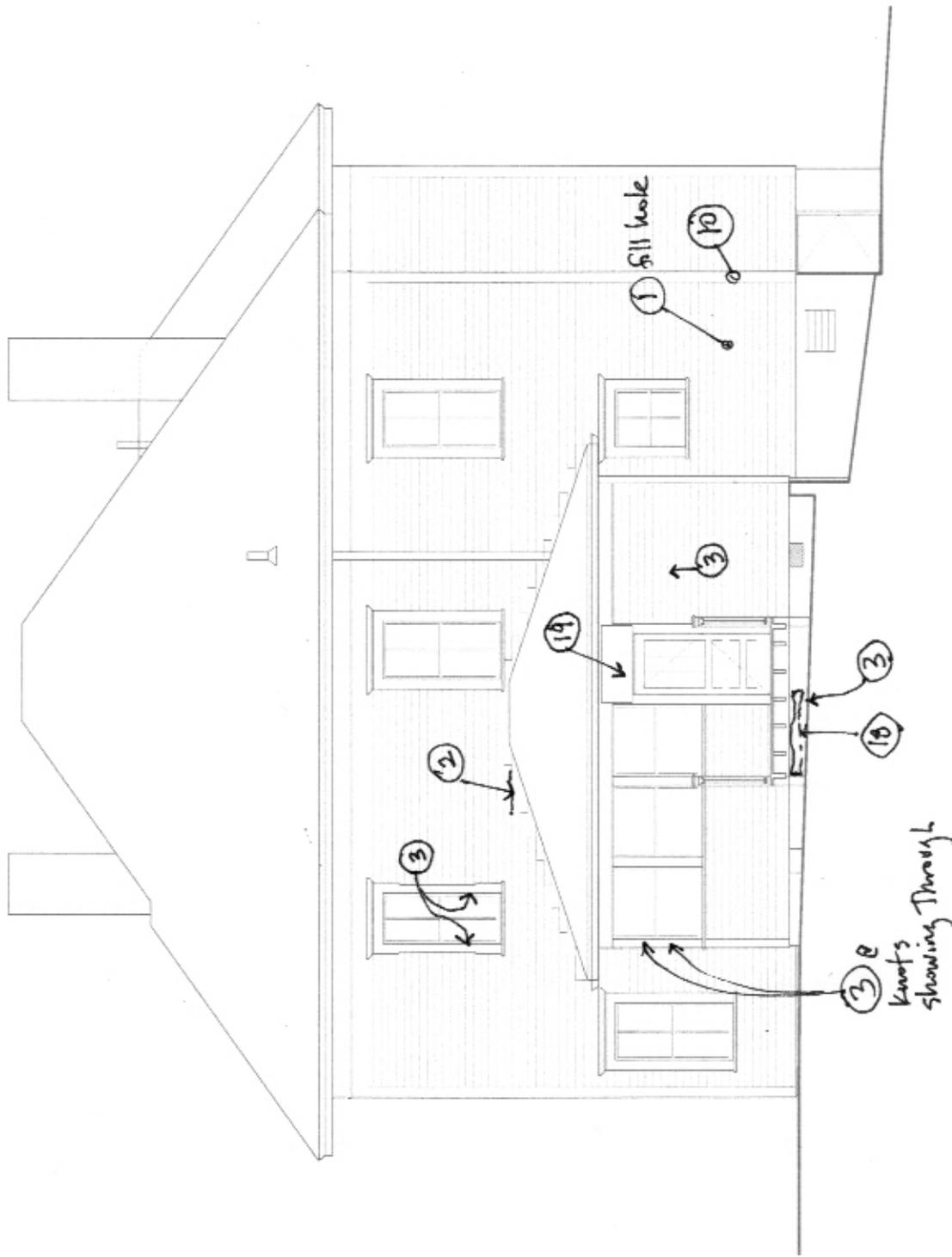


CETA PUNCHLIST 5/13/13



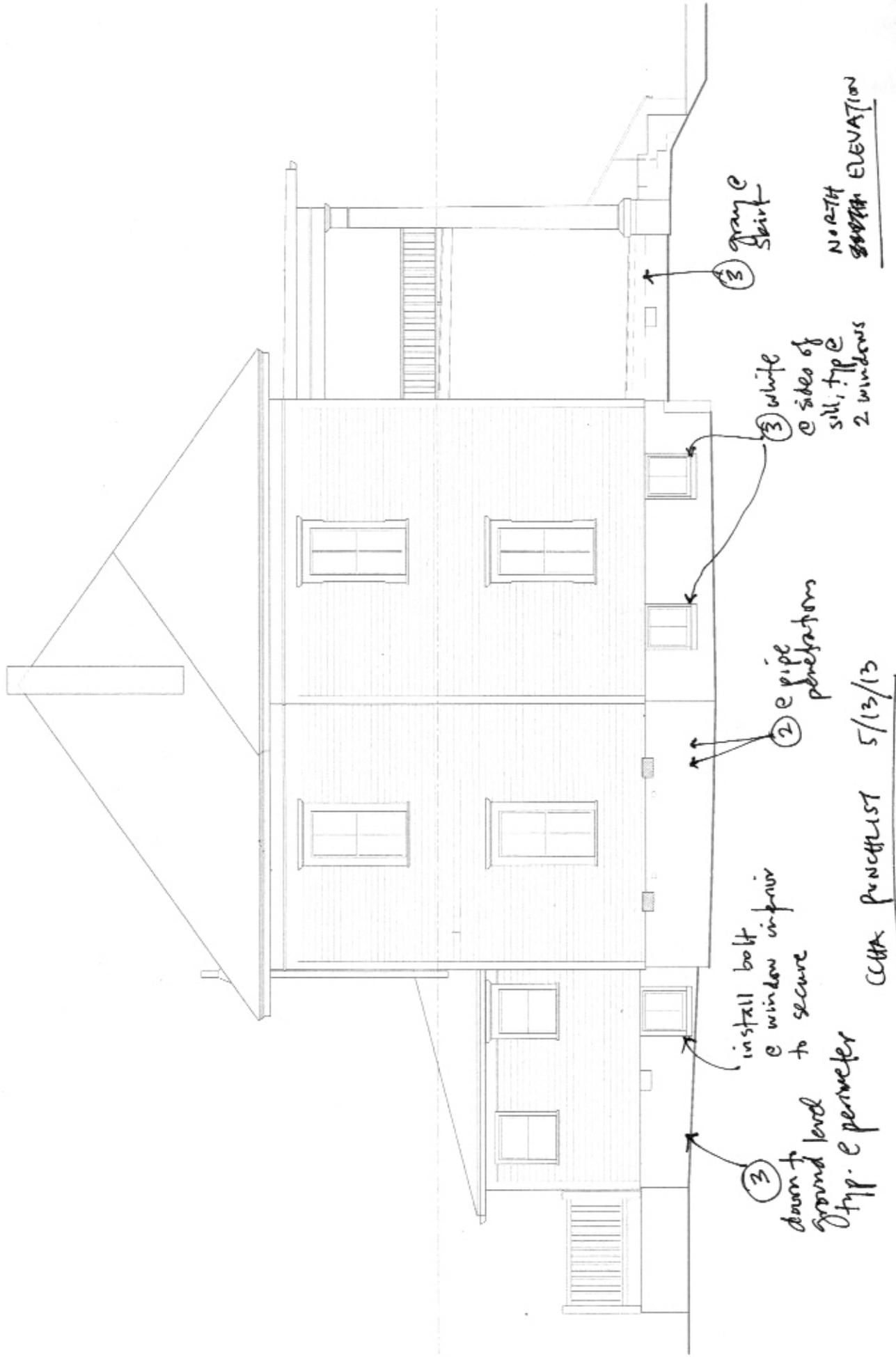
CCFA PUNCHLIST 5/13/13

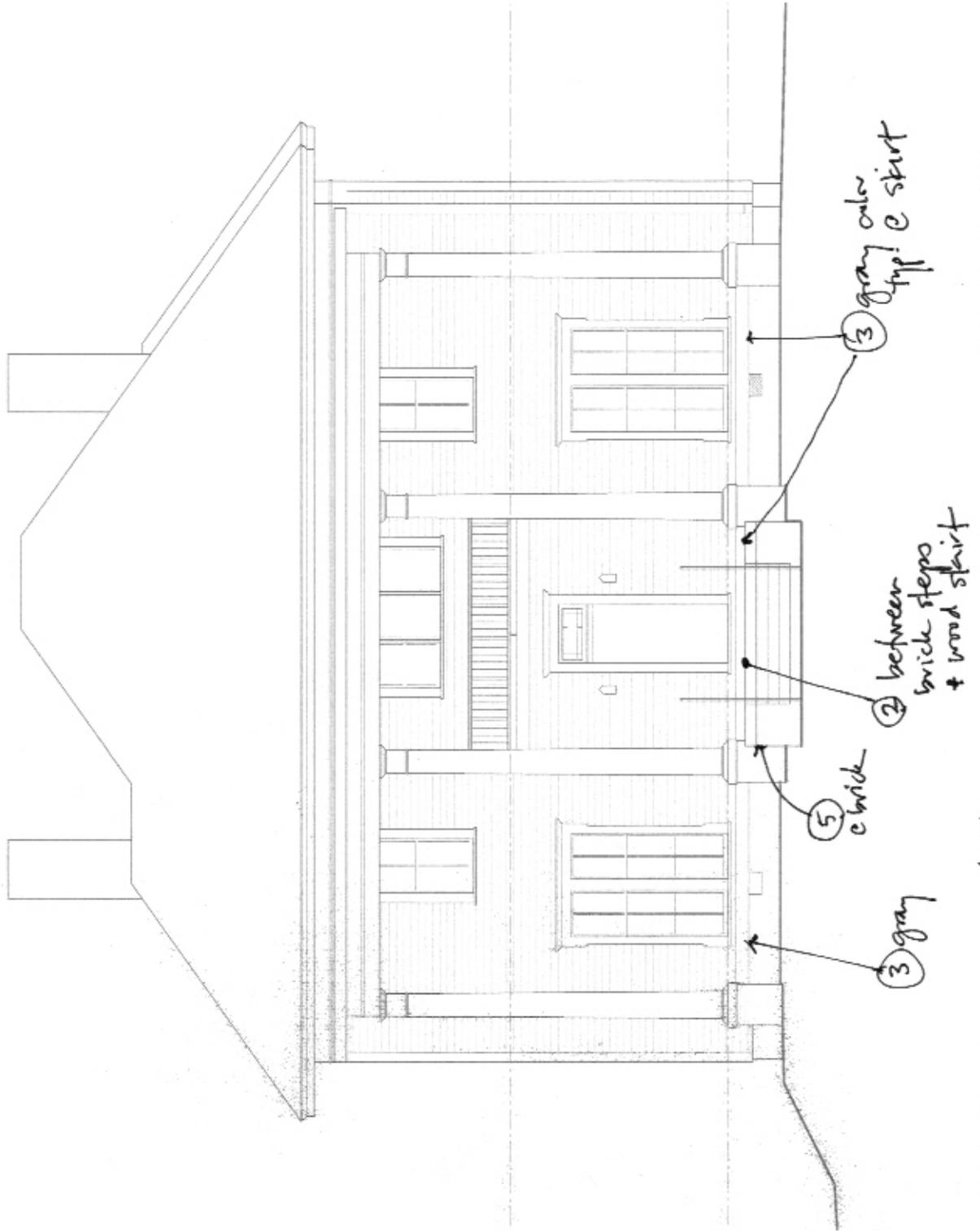
2<sup>nd</sup> Floor Balcony



EAST ELEVATION

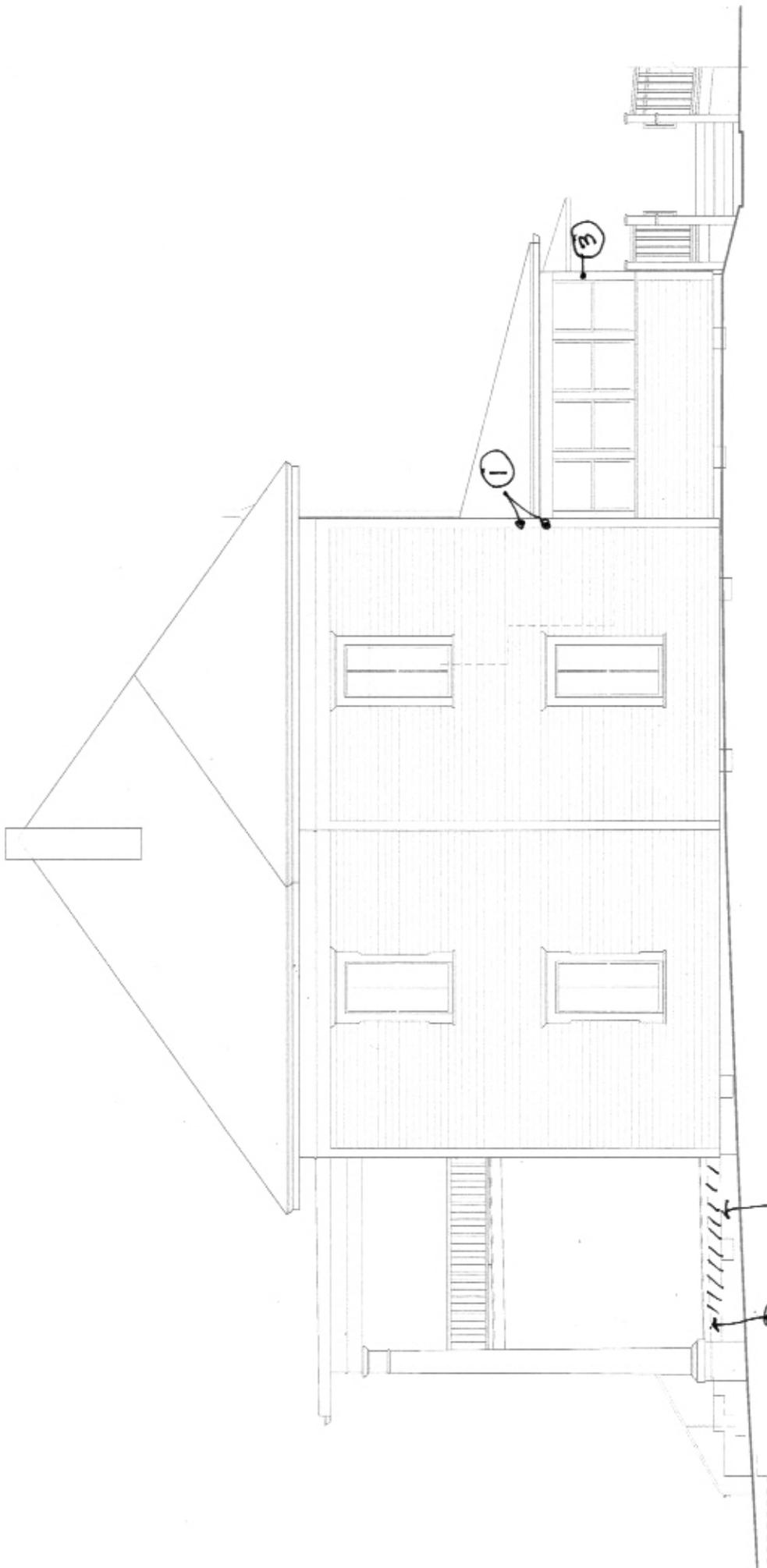
CCHA PUNCHLIST 5/13/13





WEST ELEVATION

CCHA PUNCHLIST 5/13/13



3 gray color  
@ skirt, top.

CCFA punchlist 5/13/13

SOUTH ELEVATION