

Project Management Report to Council

July 31, 2023

1. Financials
 - a. See attached financial update. I have estimated that we've now spent the total \$6.5M budget, and finished the project including outstanding invoices within \$900 of the total budget (or within 0.013%)
2. ICIP
 - a. The final claims paperwork is largely completed and provided to Brandy, but awaiting on invoicing from:
 - i. CP Distributors
 - ii. Crosswinds Concrete
 - iii. Kota Graphics – Coat Room
 - iv. Cooler Switch – Rodney Cafferata
 - v. Quorex – Additional Door Hardware work order
3. Contacts
 - a. Please see attached contact list, originally provided in March and updated in July outlining who to contact and their information.
4. Status Update
 - a. Paving & Sidewalk
 - i. Crosswinds has completed the sidewalk with the exception of the final saw cutting parallel to the building and the stainless-steel grates that go on top of the away-spouts
 1. Saw-cutting – I've reached out to Travis about this and given instructions for him to follow up with Brandy. He expects to be wrapped up this week.
 2. Grates – Travis has ordered these and is anticipating their arrival this week. They will come install (and remove temporary covers) once they arrive.
 - b. Signage
 - i. I've requested pricing for the addition of the coat room. Zoe at Kota Graphics says she'll be in touch with Brandy shortly.
 - c. Landscaping
 - i. We are waiting on the gates from a third party contractor that Broderick Gardens has hired. I've requested Paul follow up with Brandy with an ETA.
 - ii. Paul sprayed the weeds last week in the areas where the hydro-seeding is so we should see these weeds (especially the thistle!) dying back soon. We're having lots of grass sprouting now so I'm sure watering will be important with the high temps in the forecast.
 - d. Locksmithing
 - i. CP has come out to install the CO-100 lever on the kitchen to auditorium door. The code is 1919# (the same as it was before).

- ii. I cancelled the order for black kickdown door stops from CP because they had been ordered in December and still hadn't arrived. I've re-ordered from Richelieu. They've now arrived and are in the mechanical room. James has been notified that they could be installed anytime.
 - iii. The black lever with cover plates has been ordered for the fitness center to lobby door. CP is expecting this to arrive mid-August. They will come out to install it when it arrives. They have instructions to contact Brandy when it is available.
- e. Projector
 - i. The replacement dongle has arrived and is with the rest of the AV equipment. It can be plugged into the projector next time a staff member has the ladder out.
- f. Quorex
 - i. See attached deficiency list from Quorex. Chase @ Quorex is the most actively involved in our project on a day-to-day basis. He has instructions to follow up with Brandy for scheduling work or any items that come up. The following are items additional to their deficiency list that they are aware of and actively working on.
 - ii. Mechanical Equipment:
 1. Quorex is your primary contact for mechanical deficiencies until October 26th. Please note that the Village is responsible for maintenance (like filter changes). Quorex is aware of the following:
 2. There is an alarm light that continues to come on the air handler (auditorium). Quorex (and by extension, Metro) are working on investigating this, including having a third party out on July 31.
 3. CU-5 on the roof is cycling at odd intervals
 4. The boiler is currently set to be off for the warmer months but is throwing codes.
 5. Quorex will continue to follow up with Metro to address the above issues
 - iii. Auditorium Floor
 1. After our deficiency walk through, Quorex requested that Western Carpet come out to see what could be done about the cracks from the concrete slab in the Auditorium floor that were telegraphing through the newly installed flooring. Western Carpet came out and determined that they could not fix the raised lines.
 2. At this time I requested that Quorex follow up regarding the warranty letter Western Carpet had provided as it expressly states that the warranty would be void if the substrate it was installed on was considered to be unsound.
 3. In response to this, Quorex hired a third-party surveyor to come out to do a "floor flatness analysis" on July 30th to have formal

documentation that the substrate is in fact considered sound in order to be able to hold Western Carpet to their warranty letter, should it be required in the future.

4. As of July 31, Quorex is waiting to receive the formal floor flatness analysis and has retained a portion of the payment (approximately \$40,000) owing to Western Carpet.
5. Chase has indicated he will follow up with Brandy with the results of the analysis and next steps.

Volunteer Undertakings

- a. Donor Tree
 - a. Kota Graphics is producing a sample for us that should be ready in the next week or two. They're also putting together pricing for more leaves and doves.

Budget document, contact list, and Quorex's deficiency list to follow.