



CONSTRUCTION MEETING MINUTES

DATE: 12/13/11

Construction Meeting No.: **11**
 Project Name: **Keystone Middle School**
 Meeting Location: Job site **2:00 PM**

Present	Distributed	Name	Company
X	X	Jay Arbaugh	Keystone Local School District
X	X	Dennis Walter	Keystone Local School District
X	X	Michael Smith	Keystone Local School District
	X	Susan Bement	Keystone Local School District
X	X	David J. Leach	The Cornice Company
X	X	Michael DeLouise	The Cornice Company
X	X	Brandilyn Fry	The Cornice Company
	X	Wes Stein	The Cornice Company
X	X	Mark Moore	FMD Architects
X	X	AJ Allshouse	FMD Architects
	X	Michael DiMaio	FMD Architects
	X	Melanie Friedman	FMD Architects
	X	Nick Baker	GE Baker
		Dan Marrone	Marrone Construction (GE Baker)
	X	Roger Riachi	RFC Contracting
X	X	Brandon Shuster	RFC Contracting
	X	Matt Hileman	RFC Contracting
		Dennis Radloff	Accurate Concrete (RFC Contracting)
	X	Matt Birch	Giambrone Masonry
X	X	Matthew Kelly	Giambrone Masonry
	X	Thomas Gergye	Custom Fabricators
	X	Sue Relken	Custom Fabricators
	X	Doug Posa	Breckenridge Kitchen Equipment & Design
	X	John Jakuszewski	S.A. Comunale
	X	Tim Cerepak	S.A. Comunale
	X	Mike Purdham	S.A. Comunale
	X	Steve Hendricks	S.A. Comunale
	X	Chris Buckholz	Suburban Process Piping
	X	Steve Shaver	Suburban Process Piping
X		Karl Cloen	Suburban Process Piping
X	X	Mark Huston	Bay Mechanical and Electrical Corp.
X		Alex Weber	Bay Mechanical and Electrical Corp.
	X	Mickey O'Grady	CCG Automation
	X	Anthony Grandstaff	CCG Automation



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I. GENERAL

- A. Contractors are responsible for items discussed in the meetings whether they are present or not. Project Managers shall be present at meetings.
- B. Safety – Follow all OSHA guidelines.

II. AMENDMENTS TO PREVIOUS MEETING MINUTES

- 1. None

III. RFI'S

- 1. Answered since last meeting: 000-006, 000-007, 000-007A, 104-004, 104-005, 104-006, 108-006, 108-007, 109-023, 109-024
- 2. Outstanding: 109-026

IV. SUBMITTALS

- 1. Outstanding submittals:

Submittal	Responsible Contr.	Date Submitted	Return Due Date	Status
108-009: Roofing Matls.	RFC	12/9/11	12/23/11	In Review
108-010: Steel Columns	RFC	12/8/11	12/22/11	In Review
110-002: Air Distribution	Bay	11/18/11	12/2/11	In Review
110-015: Hydronic Pumps	Bay	--	--	RVRS
110-025: Coord. Dwg.	Bay	--	--	RVRS
111-004: Fire Alarm	Bay	--	--	RVRS
111-012: Intrusion Detect. & Access Control	Bay	--	--	RVRS

- 2. Submittals requested from Contractors:

Submittal Requested	Responsible Contractor	Date Requested	Date Anticipated
Fire Protection	S.A. Comunale	11/22/11	

- 3. Submittal Discussion Items

Item No.	Description	Responsible Party	Open/Closed
SUB.1	Color Selections	All Contractors	Open
	11/1/11 All submittals requiring color or finish selections are required to have hard copy submittals. Color or finish selections cannot be made from elect. submittals.		

V. PROPOSAL REQUESTS / CHANGE ORDERS

1. Proposal Requests issued since last meeting: PR-007
2. Outstanding Proposal Request Responses:
 - a. Responses not received by 11/30/11 for PR-005 & PR-006 have assumed to be \$0.00.
 - b. PR-007: GE Baker, RFC, Breckenridge, SA Comunale, Suburban
3. Outstanding Change Orders: 104-01, 109-01, 111-03
4. Change Orders prepared and awaiting signature: 104-01, 109-01, 111-03
 - a. Change Order 111-03 was signed by all parties at the meeting and will be distributed for record.
5. Proposal Request/Change Orders Discussion Items:
 - a. The masons will have to hold off on the NE wing wall of the entry to Room 124, where EFW-1 is located, because the water lines tie in here until PR-007 is approved. It was discussed that if a chase is created for the water lines at the teaching station, then the masonry can continue without issue. An RFI will be issued.

VI. PROJECT SCHEDULE

Item No.	Description	Responsible Party	Open/Closed
PS.1	Schedules/durations	All Contractors	Open
	10/25/11 All schedules/durations are to be submitted ASAP by all contractors. Schedules have been received from Giambrone. RFC is 50% complete.		
	11/1/11 Schedule distributed to all contractors for review. Comments to be emailed prior to or brought to the next meeting.		
	11/8/11 Comments are to be sent to Cornice by 11/10/11 to be incorporated into schedule. Suburban and RFC brought comments to the meeting. Bay needs to know if masonry will progress before underground in core area – if that is the case, then want to hold on electrical underground until right before slab is poured.		
	11/22/11 Schedule will be issued at next meeting.		
	11/29/11 Schedule will be issued at next meeting.		
	12/6/2011 Schedule was distributed at this meeting and a copy is attached hereto. A large format version has been posted in Cornice’s construction trailer. The schedule will be revised and reviewed monthly or as necessary.		
	12/13/11 Comments were received from Suburban after last week’s meeting. Cornice is currently reviewing these and will update if applicable with the next schedule revision.		

VII. COORDINATION DRAWINGS

1. Responsibility of Mechanical Contractor (Bay)
2. Refer to Section 210150 – Coordination Drawings, paragraph 3.3.
3. Coordination Drawing Discussion Items:

Item No.	Description	Responsible Party	Open/Closed
CD.1	Coordination Drawings	All Contractors	Open
	10/25/11 Bay is currently in progress of completing their drawings and will send to SA Comunale and Suburban for coordination of their respective items. All contractors will be responsible for review and approval of the coordination drawings.		
	11/1/11 Coordination of areas served by AHU-1 is		

11/8/11	complete and will be distributed this week after Bay completes its final check Draft coordination drawings for AHU-1 were distributed to contractors electronically prior to the meeting for review and comment.	
11/22/11	No comments have been received by Bay. All contractors are responsible to review and comment. If comments are not received by 11/29/11, it will be assumed that there are none. Bay to forward hard copies to FMD and Cornice for review.	
11/29/11	No comments were received. Hard copies were given to Cornice from Bay. Cornice will review and then give to FMD for their review in conjunction with the engineers. Bay is working on coordination drawings for the remainder of the building.	
12/6/11	All systems need to be shown on the coordination drawings, not just ductwork and associated piping. RFC needs all systems indicated in order to proceed with truss design. All items to be hung from trusses to be indicated. Suburban did not receive coordination drawings – Bay to resend. 16x16 openings for 14x14 penetrations were approved as these are standard masonry openings.	Bay
12/13/11	The balance of the coordination drawings will be issued by Bay early next week.	

VIII. CONTRACTOR UPDATES

Contract 102 - GE Baker

Item No.	Description	Action Req'd	Open/Closed
102.1	Weekly Progress		Open
	12/6/11 Off site		
	12/13/11 Off site. Will have to come back to install remaining canopy foundations. The deletion of the foundations from Baker's contract was not approved.		

Contracts 103 & 108 - RFC Contracting

Item No.	Description	Action Req'd	Open/Closed
103.1	Weekly Progress		Open
	12/6/11 Joists are still on schedule to be delivered 12/19. Working through setting of door frames with Giambrone. Door frame 129A will not arrive until 12/21. This frame will have to be mechanically anchored in the opening after the masonry is installed.		
	12/13/11 Steel still on schedule.		
103.2	List of Subcontractors	RFC	Closed
	10/18/11 To be submitted to Cornice ASAP. Concrete contractor name to be provided by 10/25/11		
	10/25/11 Accurate Concrete attended meeting. List of subcontractors to be submitted ASAP.		
	11/1/11 Currently awarding contracts to subcontractors. Partial subcontractor list to be submitted to Cornice ASAP.		

11/8/11 Partial subcontractor list received 11/7/11
 12/6/11 Additional subcontractors to be submitted.
 12/13/11 Remainder of subcontractors received following meeting.

Contract 104 - Giambrone Masonry

Item No.	Description	Action Req'd	Open/Closed
104.1	Weekly Progress		Open
	12/6/11 Working on SE corner of academic wing and moving counter-clockwise around academic wing. Bearing plate elevations at the main entry canopy are needed ASAP from FMD.		
	12/13/11 RFI 104-004 answered to address the bearing plate elevation issue. Additional 2 nd floor slab will need to be poured to additional 1 st floor walls to be installed for structural steel. This was discussed with RFC after the meeting. It is anticipated that the masonry will be up to bearing for the second floor in 2-3 weeks, weather permitting. Giambrone requested a clean set of steel drawings to be issued. RFC will issue these as they come available.	RFC	

Contract 105 - Custom Fabricators

Item No.	Description	Action Req'd	Open/Closed
105.1	Weekly Progress		Open
	12/6/11 Have not mobilized		
	12/13/11 Have not mobilized. Revised casework shop drawings are needed ASAP for review and approval for coordination in the field.	Custom Fab.	

Contract 106 - Breckenridge

Item No.	Description	Action Req'd	Open/Closed
106.1	Weekly Progress		Open
	12/6/11 Have not mobilized		
	12/13/11 Have not mobilized. Suburban requested the trough drain be delivered ASAP. This has been requested, but due to the grating being rotated 90° from the standard position this unit is considered custom and will take 4-6 weeks to arrive. This will not be an issue due to the slab in this area is not scheduled to be poured in that time.		

Contract 107 - S.A. Comunale

Item No.	Description	Action Req'd	Open/Closed
107.1	Weekly Progress	SAC	Open
	12/6/11 Have not mobilized.		
	12/13/11 Have not mobilized.		

Contract 109 - Suburban Process Piping

Item No.	Description	Action Req'd	Open/Closed
109.1	Weekly Progress		Open
	12/6/11 Working with masons with rough-ins. Material is in the shop for Restrooms 118 & 120. This will be constructed in 3 pieces for installation. Traps have been filled with antifreeze and capped. Water will have to be manually removed from the slabs.		
	12/13/11 Continuing with rough-ins. Undergrounds will be installed in the kitchen area by the end of the week.		

Contracts 110 & 111 - Bay Mechanical

Item No.	Description	Action Req'd	Open/Closed
110.1	Weekly Progress		Open
	12/6/11 Continuing masonry rough-ins and rough-in at the main mechanical/electrical room. Stage rough-in will begin this week. Remainder of trench work on hold due to weather.		
	12/13/11 Continuing masonry rough-ins. Trenching and backfilling to be complete by the end of the week. Site lighting locations are needed – an RFI will be issued. There are also issues with the elevation tag references on the architectural drawings – an RFI will be issued.		

Contract 112 – CCG Automation

Item No.	Description	Action Req'd	Open/Closed
110.1	Weekly Progress		Open
	12/6/11 Have ordered VAV controls. Rough-in information will be forthcoming. Once the contract is returned, submittals and coordination drawings will be submitted.		
	12/13/11 Have not mobilized. Contract was given to KLS D at this week's Core Team meeting for signature. Bay is requesting the control valve schedule for their coordination.	CCG	

IX. LEED

<u>Item No.</u>	<u>Description</u>	<u>Responsible Party</u>	<u>Open/Closed</u>
LE.1	Documentation 10/25/11 Refer to specifications for required LEED submittals. All contractors to be continuing to document LEED items as required.	All Contractors	Open
LE.2	Dumpsters 11/1/11 Dumpsters have been delivered and sorting and recycling will occur offsite. Documentation will be submitted as it comes for all construction waste.		Open
LE.4	LEED Online 11/29/11 All contractors should have received log-in information from 'LEED Info'. If this log-in information was not received, please contact AJ Allshouse. Matt Kelly indicated that he did not receive this information and needs it resent. 12/6/11 All LEED information is to be uploaded to LEED Online now that everyone has log-in information. FMD will be submitting their design phase LEED submittal by the end of January.		Open

X. ISSUES FOR DISCUSSION

A. Old Business

<u>Item No.</u>	<u>Description</u>	<u>Responsible Party</u>	<u>Open/Closed</u>
OB.4	All fill to be compacted and stabilized	All Contractors	Open
OB.5	Foreman Meetings 10/25/11 Meetings will be established as necessary	All Contractors	Open
OB.9	Smoking 11/1/11 Please remind those on site that there is no smoking permitted on school property.	All Contractors	Open
OB.14	CCG Coordination with Bay 12/6/11 A separate underground conduit will be required at the chiller.		Closed

B. New Business

<u>Item No.</u>	<u>Description</u>	<u>Responsible Party</u>	<u>Open/Closed</u>
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XI. COMMENTS

A. Architect - None

B. Owner - None

XII. MEETING INFORMATION

Next meeting will be held on **Tuesday, December 20, 2011 @ 2:00 PM**

The above constitutes The Cornice Company's understanding of discuss which took place during the meeting. Requests for modifications, additions, or clarifications to these meeting minutes should be submitted in writing to this office within five business days. Submissions may be made via email to bfry@thecorniceco.com. Please include references by item number when submitting such requests.