



CONSTRUCTION MEETING MINUTES

DATE: 1/10/12

Construction Meeting No.: 15
 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	Michael Smith	Keystone Local School District
	X	Susan Bement	Keystone Local School District
X	X	David J. Leach	The Cornice Company
X	X	David D. Leach	The Cornice Company
X	X	Michael DeLouise	The Cornice Company
X	X	Brandilyn Fry	The Cornice Company
	X	Ashley Klase	The Cornice Company
X	X	Mark Moore	FMD Architects
	X	AJ Allshouse	FMD Architects
	X	Michael DiMaio	FMD Architects
X	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
		Karl Cloen	Suburban Process Piping
X	X	Mark Huston	Bay Mechanical and Electrical Corp.
X	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. Submittal 110-006 AHU-1(resubmittal) was returned on 12/28

III. RFI'S

- 1. Answered since last meeting: 000-009, 104-009, 108-009, 108-010, 108-010R, 109-027, 111-007A, 112-001
- 2. Outstanding: 110-010, 104-010

IV. SUBMITTALS

- 1. Outstanding submittals:

Submittal	Responsible Contr.	Date Submitted	Return Due Date	Status
108-013: Storefront, Glass, and Curtain Wall	RFC	1/4/11	1/18/11	In Review
110-025: Coord. Dwgs.	Bay	--	--	RVRS
111-012: Intrusion Detect. & Access Control	Bay	--	--	RVRS
112-001: Control Valves	CCG	1/5/11	1/19/11	In Review

- 2. Submittals requested from Contractors:

Submittal Requested	Responsible Contractor	Date Requested	Date Anticipated
Fire Protection	S.A. Comunale	11/22/11	
Casework	Custom Fabricators	12/20/11	

- 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-007A, PR-008
- 2. Outstanding Proposal Request Responses:
 - a. PR-007A: GE Baker, RFC, Giambrone, Custom Fab, SA Comunale, Suburban
 - b. PR-008: GE Baker, Giambrone, Custom Fab, Breckenridge, SA Comunale, Suburban
- 3. Outstanding Change Orders: None

4. Change Orders prepared and awaiting signature: None
5. Proposal Request/Change Orders Discussion Items:
 - a. CCD 109-001 – David Leach to discuss with Chris Buckholz.
 - b. PR-007 Saw cutting – Suburban will be responsible for work.

VI. PROJECT SCHEDULE

Item No.	Description	Responsible Party	Open/Closed
PS.1	Schedules/durations	All Contractors	Open
	1/3/2012 Revised schedule distributed and a copy is attached hereto. The schedule will be revised and reviewed monthly or as necessary.		
	1/10/12 Revisions to schedule discussed: Due to mild weather, it was decided to continue on with the building construction outside of the academic wing for masonry and underground electrical work. RFC to check on gymnasium steel delivery and will advise ASAP. Giambrone will focus on gymnasium masonry while Bay continues with underground in core area. Door frames and concrete precast plank will be needed to complete this work. Core area will start with this north side of Corridor 100C east to Corridor 100K and then move to the south side of Corridor 100C. Electrical will increase manpower to complete this. Floor box locations in the Media Center are needed from FMD for Bay to complete underground on north side. Once undergrounds are completed, the slab will be poured following the same progression beginning in two weeks (1/25/12). Gym floor will not be poured until a later date due to tolerances required for the gymnasium flooring system. Giambrone will need truss drawings in order to complete core masonry. Truss loading information will be provided to RFC shortly after the coordination drawings are received from Bay. After the gymnasium is completed, Giambrone will move to the second floor academic wing on 2/16/12 and then to the remaining portion of the core after slabs are poured.	All Contractors, FMD	

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
	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.

12/13/11 The balance of the coordination drawings will be issued by Bay early next week.

12/20/11 Roof truss coordination: All coordination items returned to Bay by 1/4/12 in AutoCAD format. Bay to issue coordination drawings to all contractors by 1/12/12. At this time, review can occur for truss design loading. Truss lead time is 1 week for creating of shop drawings and 4-6 fabrication time after return of reviewed submittals.

1/3/12 All coordination items due to Bay by 1/4/12 in AutoCAD format. None had been received as of this meeting.

1/10/12 Bay received information from SA Comunale only. Bay will check with Suburban to see if they have coordination items. If nothing is received 1/11/12, coordination drawings will be completed without Suburban's information.

VIII. CONTRACTOR UPDATES

Contract 102 - GE Baker

<u>Item No.</u>	<u>Description</u>	<u>Action Req'd</u>	<u>Open/Closed</u>
102.1	Weekly Progress		Open
	1/3/12 Off site.		
	1/10/12 Off site.		

Contracts 103 & 108 - RFC Contracting

<u>Item No.</u>	<u>Description</u>	<u>Action Req'd</u>	<u>Open/Closed</u>
103.1	Weekly Progress		Open
	1/3/12 Coordinating setting of steel. Giambone will be up to bearing elevation on 1/5 and steel will begin on 1/5 beginning with column C-2 and then setting joists and beams starting at the north end of the academic wing and working southward. Have developed a heating plan for heating of the metal deck for the concrete pour. Heating will occur through propane in lieu of natural gas due to natural gas not being installed by Columbia Gas at this time and not expected in the near future.		
	1/10/12 Crane to arrive and setting to steel to being 1/12/12. Steel will be complete 1/20/12. Deck prep to occur 1/23 and 1/24. Concrete pour will occur 1/25 and 1/26.		

Contract 104 - Giambrone Masonry

Item No.	Description	Action Req'd	Open/Closed
104.1	Weekly Progress		Open
	1/3/12 Continuing masonry at first floor academic wing – will be up to bearing elevation at the first floor on 1/5 (weather permitting). Will finish masonry at column C-2 when set. There is approx. 3 days of work at the area around column C-2.	RFC	
	1/10/12 Two more days of work remaining on Media Center. Continuous plate at Media Center area is needed 1/11/12.		
104.2	Precast Coordination of Penetrations		Open
	1/3/12 Precast penetrations need to be laid out to be shown on precast shops for reference, but will not be fabricated by the precast plank manufacturer. All contractors requiring penetrations are responsible for their own penetrations. Giambrone needs information from those requiring penetration on those location so that this information can be shown on the precast shop drawings.	All Contractors	
	1/10/12 Penetration locations received from Suburban only. Any other penetrations are to be sent to Giambrone ASAP to complete shop drawings and order to have the plank on site with continuation of masonry in gymnasium area.		

Contract 105 - Custom Fabricators

Item No.	Description	Action Req'd	Open/Closed
105.1	Weekly Progress		Open
	1/3/12 Have not mobilized. Revised casework shop drawings are needed ASAP for review and approval for coordination in the field.	Custom Fab.	
	1/10/12 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
	1/3/12 Have not mobilized		
	1/10/12 Have not mobilized		

Contract 107 - S.A. Comunale

Item No.	Description	Action Req'd	Open/Closed
107.1	Weekly Progress		Open
	1/3/12 Have not mobilized. Coordination drawing information is needed.	SAC	
	1/10/12 Have not mobilized. Coordination drawing information received.		

Contract 109 - Suburban Process Piping

Item No.	Description	Action Req'd	Open/Closed
109.1	Weekly Progress		Open
	1/3/12 Working on coordination drawings.		
	1/10/12 No update; not present.		

Contracts 110 & 111 - Bay Mechanical

Item No.	Description	Action Req'd	Open/Closed
110.1	Weekly Progress		Open
	1/3/12	Continuing rough-ins. Some pole bases have been set and will continue. May begin to pull some wire for the site lighting. Rough-ins of branch circuits has begun. Continuing rough-in of generator. Sheet metal fabrication in continuing in anticipation of installation.	
	1/10/12	Site lighting bases complete. Generator pad complete. Will complete a few site lighting items to get to a good stopping point and then will move to underground rough-in in core area (refer to Section VI above). Cornice requested that soil spoils from trenching be removed while the ground is not frozen and the weather is good.	
110.2	AHU-1 Delivery		Open
	1/3/12	AHUs estimated to ship mid/late February. Would like to set AHU-1, AHU-2, and AHU-3 prior to installation of trusses in this area. To be coordinated as truss delivery and installation dates confirmed.	

Contract 112 – CCG Automation

Item No.	Description	Action Req'd	Open/Closed
110.1	Weekly Progress		Open
	1/3/12	Have not mobilized.	
	1/10/12	Have not mobilized.	

IX. LEED

Item No.	Description	Responsible Party	Open/Closed
LE.1	Documentation	All Contractors	Open
	10/25/11	Refer to specifications for required LEED submittals. All contractors to be continuing to document LEED items as required.	
LE.2	Dumpsters		Open
	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.	
LE.4	LEED Online		Open
	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.	
	1/10/12	FMD on track for LEED submittal at end of January.	

X. ISSUES FOR DISCUSSION

A. Old Business

Item No.	Description	Responsible Party	Open/Closed
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.15	Exterior Aluminum Door Frame 12/20/11 Alex expressed concern about getting the access control and security wiring in the door frames. When the submittals are received for these frame, Cornice will forward a copy to Alex for his review.	Cornice	Open
OB.18	Gas Service Status 1/3/12 Cornice will contact Columbia Gas for an update	Cornice	

New Business

Item No.	Description	Responsible Party	Open/Closed
NB.19	Propane Purchasing for Temporary Heat 1/10/12 KLS D to contract directly with Linden's for propane for temporary heat in the academic wing.	KLS D, Cornice	

XI. COMMENTS

- A. Architect** – None
- B. Owner** – None

XII. MEETING INFORMATION

Next meeting will be held on **Tuesday, January 17, 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.