



Contractor Meeting

44 West Broadway
Suite 300
Eugene, OR 97401, ,

PROJECT 4J Howard Elementary School 1336 DATE 11/20/2014 10:00 AM - 12:00 PM

ORGANIZER Adam Davidson SUBJECT Preconstruction Conference

LOCATION Existing Howard Elementary School (700 Howard Ave.) - Library

INVITEES John Stapleton, Curt Wilson, Ben Brantley, Allan Chinn, Adam Davidson, Brent Schafer, Chomo Santana, David Haggard, Harv Wingerd

ATTENDEES John Stapleton (PIVOT Architecture), Curt Wilson (PIVOT Architecture), Ben Brantley (Eugene School District 4J), Allan Chinn (Eugene School District 4J), Adam Davidson (PIVOT Architecture), Brent Schafer (TODD Construction), Chomo Santana (TODD Construction), David Haggard (TODD Construction), Harv Wingerd (TODD Construction)

CC

MEETING COMMENTS Please check-in and meet in the school lobby. We will head back to the library as a group. Also, please see attached agenda.

MEETING MINUTES

ACTUAL START DATE 11/20/2014 10:00 AM

MINUTES

See attached agenda document. This document was reviewed in full with the below noted comments.

Precon Agenda Items:

D. Designation of persons to Contract - Curt Wilson (PIVOT), Brent Schafer (TODD), Ben Brantley or Jon Lauch (4J)

F. Submission of list of subcontractors, schedule of values, and progress schedule to be delivered from TODD to PIVOT December 3, 2014. Ben Brantley (4J) requested the schedule of values ASAP as the district needs to review.

G. Security procedures - If need to enter school grounds, always check-in at the front office. Avoid truck traffic and deliveries around school start and dismissal times. There is a heavy amount of pedestrian and car traffic in the area.

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MEETING DATE: 11/20/2014

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J. Building Permit Status - Foundation permit has been picked up by David. Building and Site permit should be ready around Thanksgiving holiday, still pending. County permit is ready for pickup but still needs to be paid for. 4J currently coordination county permit payment. EWEB will need to do some inspections for energy saving incentives.

1. Delta Construction (Earthwork Pkg contractor) has passed along a bottom of excavation survey drawing to TODD Construction.
2. TODD has requested an asbestos abatement report from 4J regarding the partial demolition of the two classrooms part of the Earthwork and Demolition Pkg. 4J to address.
3. TODD has requested a summary letter from the Geotech regarding the work done during the Earthwork Pkg. PIVOT to address.
4. TODD inquired whether the storm and sewer ROW is included withing the country improvement work. PIVOT to address.

K. Prevailing Wage Requirements - Submit prevailing wage information directly to Ben Brantley (4J)

L. Application for Payment - 4J cuts checks at the middle (15th) and end of month. 4J will need 2-3 days to review and PIVOT will need approximately 3 days for review. Proposed pay app submittal date is the end of the month, the 30th or 31st. Change Orders need to be listed in the pay app. and separate from the schedule of values.

M. Communications - Immediate issues or concerns contact Allan Chinn. Single point of contact for each team - David Haggard (TODD) Cc: Chomo Santana & Kayla Evans-Rodgers for process docs, Adam Davidson (PIVOT) Cc: John Stapleton. Ben Brantley to be Cc when necessary.

N. Roles of Districts representative - 4J is in the process of hiring a dedicated project manager. Will be determined at the first of the year. Regarding visitations of the kids, Allan Chinn (4J) will need to contact David Haggard (TODD) directly a couple of days in advance. Closed toe shoes, high visible vests, and hard hats needed.

O. Work Description - Proposed start date and notice to proceed is November 5th, 2014 (date of owner-contractor contract A101). Proposed completion is February 1st, 2016 (substantial completion date per contract). Highly desirable for all team members to have school move-in during spring break 2016. Three week look-a-head schedules will be passed out and discussed at weekly meetings.

Q. Construction - Working hours will be 7:00 AM - 3:30 PM. Encouraged to be proactive with neighbor relations.

S. Weekly On-Site Progress Meetings - Established Wednesdays at 9:00 AM. First meeting to take place December 3rd 2014. TODD will take and produce meeting minutes.

T. Change/Request Proceed Order and Change Order Procedures - Change Orders will be signed during the weekly meeting that occurs during the week of the 24th. Total mark-up on change requests not to exceed 25%. Net credits to be 5% OH/P.

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V. Safety and Emergency Procedure - Issues related to discovery of Hazardous Materials contact Ben Brantley (4J)

Z. Additional Comments

1. Discussed temporary fence during site walkthrough. David Haggard (TODD) is having the existing fence removed by the fence company and TODD will install their own fence with post stands for easy mobility. Allan Chinn (4J) gave David Haggard (4J) permission to move the fence closer to the building at the southeast wing location. Still need to maintain an egress route from the south exit all around the southeast corner to the parking lot, 5' min. width. Also to maintain a route from the south wing classroom doors, one fence panel width. At west perimeter, maintain access path to track and field. Gate to be installed at Emerald Park entrance with lock and sign.
2. Commissioning goals were discussed, infrared imaging and blower tests for envelope and building system commissioning. The commissioning process and agent is still be coordinated amongst 4J and PIVOT.
3. Need to setup a low voltage meeting with 4J, design team, and construction team. Ben Brantley (4J) to get back to PIVOT on availability. PIVOT to coordinate and setup meeting.
4. Steel fabricator isn't approved in Eugene and is out of state. Fabricator is approved in Portland and Salem. Need to start approval process with the City of Eugene.

End Meeting Notes
