

## Meeting Minutes

**Job:** 14-24 Howard Elementary School  
**Location:** 700 Howard Ave  
Eugene, OR 97404

**Meeting:** Owner/Architect/GC # 2  
**Date:** 12/17/14  
**Start Time:** 9:00:00AM

### Attendees

#### Attended

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Chomo Santana (Todd Construction, Inc.)  | <input type="checkbox"/> David Haggard (Todd Construction, Inc.) |
| <input checked="" type="checkbox"/> Adam Davidson (PIVOT Architecture)       | <input type="checkbox"/> John Stapleton (PIVOT Architecture)     |
| <input checked="" type="checkbox"/> Ben Brantley (Eugene School District 4j) |  |

Item	Description	Responsible	Due Date	Closed
<b>Old Business</b>				
0-1	<b>Schedule</b> 12/17 - Chomo reviewed the 3 Week Schedule. Sector C footing pour is scheduled for 12/19/14.	David Haggard	12/17/14	<input type="checkbox"/>
0-2	<b>Safety/Security</b> 12/17 - The perimeter security fence has been installed. There are a couple fence locations that need to be secured. It was reported that local school kids were caught playing in the construction dumpster. The School District will contact both the Elementary & Middle School.	David Haggard	12/17/14	<input type="checkbox"/>
0-3	<b>RFIs</b> 12/17 - See attached RFI log dated 12/16/14. Structural Steel is the top priority.	Adam Davidson	12/17/14	<input type="checkbox"/>
0-4	<b>CORs</b> 12/17 - See attached COR log dated 12/16/14. PR 004, 005, 007, 008, & 009 have been generated by Pivot from the RFI responses. Todd Construction is working on cost estimates.	Adam Davidson	12/17/14	<input type="checkbox"/>
0-5	<b>Submittals</b> 12/17 - See attached submittal log dated 12/16/14. Structural Steel & Rebar submittals are the top priority.	Adam Davidson	12/17/14	<input type="checkbox"/>
0-6	<b>Hot Items</b> 12/17 - Need Sector C rebar shop drawing review. Need PR 008 approved upon submittal. Pivot will issue a CCD.	Adam Davidson	12/17/14	<input type="checkbox"/>
1-1	<b>Permits</b> 12/10 - Adam will contact the City to get an update on the Building Permit & Site Utility Permit. The Site Utility Permit is needed asap to avoid any delays with starting the underground utilities. This is a hot item.  12/17 - David picked up the site utility permit and building permit. The City has deferred a few items in the building permit. Pivot is working on the revisions.	Adam Davidson	12/17/14	<input type="checkbox"/>
1-3	<b>3rd Party Inspector</b> 12/10 - Ben is in the process of hiring a 3rd Party Inspector that is ODOT certified for the ROW Utility & Road Work. Jackson Luck is scheduled to start the ROW work on December 22, 2014.	Ben Brantley	12/17/14	<input type="checkbox"/>

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Item	Description	Responsible	Due Date	Closed
	12/17 - Chomo provided Ben with two ODOT certified companies to solicit inspection services. Jackson Luck is scheduled to start the ROW work on December 22, 2014.			
1-4	<b>New PM for 4J School District</b>	<b>Ben Brantley</b>	<b>1/5/15</b>	<input type="checkbox"/>
	12/10 - The new PM for the School District will commence after the holidays. The identity of the person is TBD.			
	12/17 - No change from the prior meeting.			
1-5	<b>Landscape Subcontractor Change</b>	<b>Chomo Santana</b>	<b>12/17/14</b>	<input checked="" type="checkbox"/>
	12/10 - Chomo informed the team of the contractual issue with AEC not willing to sign their Subcontract. AEC was listed on the First-Tier Subcontractor Disclosure Form. AEC has taken exception to the Subcontract and has informed Todd Construction they do not have the landscape scope covered in its entirety per plan and specification. Todd Construction will be switching to TruGreen LandCare per ORS Statute 279C.585.			
	12/17 - Todd Construction has terminated the contract with AEC and has issued a Subcontract to TruGreen Landcare. Issue Closed.			
<b>New Business</b>				
2-1	<b>Goal Posts</b>	<b>Ben Brantley</b>	<b>12/17/14</b>	<input type="checkbox"/>
	12/17 - The School District would like to salvage the goal posts. Ben will arrange for pick-up.			
2-2	<b>Stair Treads</b>	<b>Chomo Santana</b>	<b>12/17/14</b>	<input type="checkbox"/>
	12/17 - Chomo requested the School District evaluate the stair treads by Bertelson Precast. Chomo will present a VE alternative for the School District's review.			
2-3	<b>Low Voltage &amp; Electrical Coordination Meeting</b>	<b>Adam Davidson</b>	<b>12/17/14</b>	<input type="checkbox"/>
	12/17 - A low voltage and electrical meeting was held onsite on 12/11. Pivot will provide summary notes of the meeting. Adam requested an AMEX connection equipment list prior to submittal if possible.			

Meeting adjourned at 10:30.

**Next meeting at 9:00:00AM on Wednesday, December 24, 2014.**

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

**Prepared by:** Chomo Santana

**Copy To:** Brent Schafer (Todd Construction, Inc.)



RFI #	Date Issued	Title	Date Requested	Status	CO Req'd	Response Date	Posted in Asbuilts	Forwarded Date
1	11/25/14	Needed Column Locations	12/02/14	CLO	PR	12/03/14		12/04/14
2	11/28/14	Joists Clarifications	12/03/14	CLO	PR	12/04/14		12/04/14
3	11/28/14	Coping Angle Iron	12/02/14	CLO		12/04/14		12/04/14
4	11/28/14	Bolts in CMU Wall for Stairs	12/01/14	CLO		12/04/14		12/04/14
5	11/28/14	Columns Around Elevator	12/01/14	CLO		12/04/14		12/04/14
6	11/28/14	Projection Screen Controls	12/05/14	CLO		12/03/14		12/04/14
7	11/28/14	Mounting Detail	12/05/14	CLO		12/01/14		12/04/14
8	11/28/14	Courtyard Access Control	12/05/14	CLO		12/01/14		12/04/14
9	11/28/14	Light Pole Base	12/05/14	CLO	PR	12/04/14		12/05/14
10	11/28/14	Sound System Raceway	12/05/14	CLO		12/04/14		12/05/14
11	11/28/14	Stair Details	12/03/14	CLO	PR	12/02/14		12/04/14
12	11/30/14	Skylight Controls	12/07/14	CLO	PR	12/04/14		12/04/14
13	11/30/14	ENT Raceway	12/07/14	CLO		12/04/14		12/04/14
14	11/30/14	Gym Floor Box	12/07/14	CLO	PR	12/04/14		12/05/14
15	11/30/14	Back Flow Vault Feeder	12/07/14	CLO		12/04/14		12/05/14
16	12/03/14	Roof Ridge in Sector A	12/04/14	CLO		12/03/14		12/04/14
17	12/04/14	Projection Screen Controls	12/11/14	CLO		12/05/14		12/05/14
18	12/04/14	Data Raceways	12/11/14	CLO		12/05/14		12/05/14
19	12/04/14	Cable Tray Route	12/11/14	CLO		12/05/14		12/08/14
20	12/04/14	Lab/Island Location	12/11/14	CLO		12/05/14		12/08/14
21	12/04/14	ENT Raceway	12/11/14	CLO		12/11/14		12/11/14
22	12/04/14	Skylight Control at Kitchen	12/11/14	CLO	PR	12/05/14		12/08/14
23	12/04/14	Sectional Door Control	12/11/14	CLO		12/10/14		12/11/14
24	12/04/14	Gym Low Voltage Switches	12/11/14	CLO		12/09/14		12/10/14
25	12/04/14	Data Conduit Stubs	12/11/14	CLO		12/09/14		12/10/14
26	12/05/14	Lighting Control System	12/12/14	CLO		12/09/14		12/10/14
27	12/05/14	Storm Drain and Cleanout	12/12/14	CLO	PR	12/10/14		12/11/14
28	12/05/14	Waste Piping at L-2 in A107	12/12/14	CLO	PR	12/09/14		12/10/14
29	12/05/14	Storm Drain and Waste Systems Slope	12/12/14	CLO	PR	12/10/14		12/11/14
30	12/05/14	Civil FFD Inlet Size Clarification	12/12/14	CLO		12/08/14		12/09/14
31	12/05/14	Area A Storm Drain Connection Clarifications	12/12/14	CLO		12/09/14		12/10/14
32	12/05/14	End of Line Vent for Floor Sink in Area A	12/12/14	CLO	PR	12/09/14		12/10/14
33	12/05/14	SS Piping for Larger DCW	12/12/14	CLO		12/09/14		12/10/14
34	12/05/14	Yard Trap Primer Connections Clarification	12/12/14	CLO		12/09/14		12/10/14
35	12/05/14	Joist Seat Depths	12/08/14	CLO		12/09/14		12/09/14
36	12/05/14	Cap Plates at SLRS	12/09/14	CLO		12/09/14		12/09/14
37	12/05/14	Skewed Shear Tabs	12/09/14	CLO		12/09/14		12/09/14
38	12/05/14	LH Joist Seats	12/09/14	CLO		12/09/14		12/09/14
39	12/05/14	Harness Supports	12/09/14	CLO		12/05/14		12/08/14
40	12/05/14	Joist Struts at Gym Roof	12/08/14	CLO		12/09/14		12/09/14
41	12/09/14	Survey Discrepancies	12/10/14	CLO		12/09/14		12/09/14
42	12/09/14	Required Elevation at Low Roof	12/11/14	CLO		12/12/14		12/12/14
43	12/09/14	More Needed Information about Operable Partitions	12/11/14	CLO		12/11/14		12/12/14
44	12/09/14	CMU Wall Dimensions	12/11/14	CLO		12/11/14		12/12/14
45	12/09/14	Missing Detail	12/11/14	CLO		12/11/14		12/12/14
46	12/09/14	Embed Setting	12/11/14	CLO		12/11/14		12/12/14
47	12/10/14	Steel Fabrication	12/12/14	CLO		12/11/14		12/12/14

Job No: 14-24

# Request for Information

Howard Elementary School

Show: All RFIs

Date: 2/16/2014

RFI #	Date Issued	Title	Date Requested	Status	CO Req'd	Response Date	Posted in Asbuilts	Forwarded Date
48	12/10/14	Sanitary Sewer Venting and Cleanout	12/12/14	CLO	PR	12/12/14		12/12/14
49	12/11/14	Section Clarification	12/15/14	NEW				
50	12/11/14	Details Clarification	12/15/14	NEW				
51	12/11/14	Fire Department Connection	12/18/14	CLO		12/11/14		12/12/14
52	12/12/14	Control Central Stage Lighting	12/19/14	NEW				
53	12/13/14	Details Clarification	12/16/14	NEW				
54	12/15/14	Blocking Width	12/18/14	NEW				
55	12/15/14	Diamond or Circular Column Block Outs	12/22/14	NEW				
PR 004	12/04/14	Platform Stair Change	12/04/14	CLO	COR 1	12/04/14		12/04/14
PR 005	12/04/14	Structural Additions and Changes	12/04/14	CLO	COR 2	12/04/14		12/04/14
PR 007	12/09/14	Electrical/Low Voltage Changes	12/09/14	CLO	COR 3	12/09/14		12/09/14
PR 008	12/12/14	Plumbing and Civil RFI Changes	12/12/14	CLO	COR 4	12/15/14		12/15/14
PR 009	12/16/14	Gym Equipment Addition	12/16/14	CLO	COR 5	12/15/14		12/16/14

# Change Order Request Log

**Job No: 14-24**  
**Howard Elementary School**

Date: 12/16/2014

Number	Change Issue	Description	Date to Sub	Date to Owner	Time Requests	Quoted	Date Approved	CO #	Approved Amount
1	PR 004	Platform Stair Change	12/04/14						
2	PR 005	Structural Additions and Changes	12/04/14						
3	PR 007	Electrical/Low Voltage Changes	12/09/14						
4	PR 008	Plumbing and Civil RFI Changes	12/15/14						
5	PR 009	Gym Equipment Addition	12/16/14						

Approved Time Extensions: 0  
 Start Date: 11/12/14  
 Revised End Date: 02/01/16

Original Contract Amount: \$21,663,000.00  
 Approved Contract Changes: \$0.00  
 Revised Contract Amount: \$21,663,000.00

## Submittals Awaiting Review by Package

Date: 12/16/2014

Job No: 14-24  
Howard Elementary School

Spec	Submittal	Rev	Title	Subcontractor	Due Date	Sub to Todd	Todd to Arch	From Arch	Todd to Sub	Status	
032000	<b>CONCRETE REINFORCING</b>										
	032000-01	0	Shop Drawings: Sector A	Dixon Steel & Supply Co	12/12/14	12/11/14	12/13/14		12/13/14		
033000	<b>CAST-IN-PLACE CONCRETE</b>										
	033000-01	0	Product Data and Mix Designs	Eugene Sand & Gravel	12/12/14	12/01/14	12/10/14		12/10/14		
042000	<b>UNIT MASONRY</b>										
	042000-01	0	Product Data	Davidson's Masonry Inc	12/05/14	11/25/14	12/10/14		12/10/14		
	042000-02	0	Samples: Full size CMU and sample chips	Davidson's Masonry Inc		12/03/14	12/10/14		12/10/14		
051200	<b>STRUCTURAL STEEL FRAMING</b>										
	051200-01	0	Shop Drawings: Anchor bolts	Advanced Welding & Steel, Inc.		12/02/14	12/04/14		12/04/14		
	<i>David reviewing 12/3 - concurrent review</i>										
052100	<b>STEEL JOIST FRAMING</b>										
	052100-01	0	Shop Drawings: Sector A	Advanced Welding & Steel, Inc.		12/03/14	12/04/14		12/04/14		
	<i>David reviewing 12/3 - concurrent review</i>										
	052100-02	0	Shop Drawings: Sectors B and C	Advanced Welding & Steel, Inc.		12/08/14	12/09/14		12/09/14		
	<i>David reviewing 12/9 - concurrent review</i>										
053100	<b>STEEL DECKING</b>										
	053100-01	0	Shop Drawings: Sector A	Advanced Welding & Steel, Inc.		12/03/14	12/04/14		12/04/14		
	<i>David reviewing 12/3 - concurrent review</i>										
	053100-02	0	Shop Drawings: Cell decking	Advanced Welding & Steel, Inc.		11/24/14	12/04/14		12/04/14		
	<i>David reviewing 12/3 - concurrent review</i>										
	053100-03	0	Product Data	Advanced Welding & Steel, Inc.		12/03/14	12/04/14		12/04/14		