

## Meeting Minutes

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

**Meeting:** Owner/Architect/GC # 3  
**Date:** 12/23/14  
**Start Time:** 1:00:00PM

### Attendees

#### Attended

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

Item	Description	Responsible	Due Date	Closed
<b>Old Business</b>				
0-1	<b>Schedule</b> 12/23 - David reviewed the 3 week schedule. EWEB has not committed to a date for temporary power service.	David Haggard	1/7/15	<input type="checkbox"/>
0-2	<b>Safety/Security</b> 12/23 - Hydro-Temp tool trailer was broken into over the last week. Nothing was taken. Todd as installed cameras on site. The team discussed the possible need to add security or additional surveillance to the site. Todd will continue to monitor the situation to determine if additional security is required.	David Haggard	1/7/15	<input type="checkbox"/>
0-3	<b>RFIs</b> 12/23 - Reviewed attached RFI Log dated 12/23/14. Structural Steel is the top priority. Potential RFIs discussed: 1. Per John - Under slab vapor barrier was not intended to be used by the design team. 2. Curranseal is not required at polished concrete or gym floor area. Should be used under floorcovering as specified.	Adam Davidson	1/7/15	<input type="checkbox"/>
0-4	<b>CORs</b> 12/23 - Reviewed attached COR log dated 12/23/14. PR 008 - Reviewed pricing for sewer pipe grade changes. John requested recommendations from Hydro-Temp on cost effective revisions to the PR 008 option. Pivot will review the options with PAE Engineering. PR 011 - Advanced Welding has requested additional information on the PR 011 drawings. Andy will forward the information request to Pivot for revision. Pending Color PR for CMU - Todd needs Pivot to provide an official CMU color selection to release the CMU for production. Lead time is 4 to 6 weeks.	Adam Davidson	12/29/14	<input type="checkbox"/>
0-5	<b>Submittals</b> 12/23 - Reviewed attached submittal log dated 12/23/14. Structural Steel & Rebar submittals are the top priority. John to check on lagging Steel Joist & Steel Decking submittal review. Submittals were sent to Pivot on 12/04/14 and have not been returned to Todd.	John Stapleton	12/29/14	<input type="checkbox"/>
0-6	<b>Hot Items</b> 12/23 - Revised design options for PR 008 Sewer Drain Piping grade changes from Hydro-Temp.	Adam Davidson	12/29/14	<input type="checkbox"/>

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Item	Description	Responsible	Due Date	Closed
	Color Selection for CMU Additional information on PR 011 Structural Steel & Rebar Shop Drawing review.			
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.  12/23 - 4J School District needs to apply and pay for a water connection with EWEB for the domestic and fire water connections. Contact - Steve Ewing - EWEB @ (541) 685-7173	<b>Ben Brantley</b>	<b>1/7/15</b>	<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.  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.  12/23 - Zach Golik of Balzhiser & Hubbard Engineers, Inc., will be the 4J School Districts 3rd Party Inspector for the ROW work. Jackson Luck will start the ROW work December 29, 2014.	<b>Ben Brantley</b>	<b>12/17/14</b>	<input checked="" type="checkbox"/>
1-4	<b>New PM for 4J School District</b>  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.	<b>Ben Brantley</b>	<b>1/5/15</b>	<input type="checkbox"/>
2-1	<b>Goal Posts</b>  12/17 - The School District would like to salvage the goal posts. Ben will arrange for pick-up.  12/23 - The School District has salvaged the goal posts.	<b>Ben Brantley</b>	<b>12/17/14</b>	<input checked="" type="checkbox"/>
2-2	<b>Stair Treads</b>  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.  12/23 - John stated that the District could not accept the Bertelson stair tread substitution. Any VE alternative will need to be from the pre-approved manufacture list.	<b>Chomo Santana</b>	<b>1/7/15</b>	<input type="checkbox"/>
2-3	<b>Low Voltage &amp; Electrical Coordination Meeting</b>  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.  12/23 - The AMEX connection equipment list is needed from Scofield for review. Todd to contact Scofield regarding the AMEX connection list.	<b>Andy Turner</b>	<b>1/7/15</b>	<input type="checkbox"/>
<b>New Business</b>				
3-1	<b>HM Door Frames for CMU</b>  12/23 - Todd will need the HM Door Frame submittal reviewed and frames ordered soon for the	<b>Andy Turner</b>	<b>1/7/15</b>	<input type="checkbox"/>

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Item	Description	Responsible	Due Date	Closed
	CMU walls. John suggested submitting the door hardware submittal at the same time so the School District has a chance to make changes if needed. Andy to set up a door hardware coordination meeting with Bell Hardware and 4J School District.			

Meeting adjourned at 2:00.

**Next meeting at 9:00:00AM on Wednesday, January 7, 2015.**

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:** Andy Turner

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

# 3 WEEK SCHEDULE

Howard Elementary School

HOW 14-24



ACTIVITIES	SUB	12/22	12/23	12/24	12/25	12/26	12/27	12/28	12/29	12/30	12/31	1/1	1/2	1/3	1/4	1/5	1/6	1/7	1/8	1/9
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
<b>SITE</b>																				
Survey stake PR #008	Riverside		X																	
Sanitary piping	Luck															X	X	X	X	X
Tie-in sanitary Howard Ave	Luck								X	X	X									
(2) Temporary power panels	Scofield		X	X																
Trench undgrnd temp power	Luck									X										
EWEB hook up temp power	EWEB															No commitment				
<b>SECTOR C</b>					H							H								
Form brace frame footings	Todd	X	X	X	O				X	X	X	O	X							
Deliver footing rebar	Dixon				L						X	L								
Deliver anchor bolts	Advanced				I						X	I								
Place rebar	SI				D						X	D	X			X				
Pour footings	Todd				A							A					P			
Underslab plumbing RFI #029	HydroTemp	Delayed			Y							Y								
Underslab electrical	Scofield	Delayed																		
<b>SECTOR B South</b>																				
F&P F10 spread ftgs	Todd	X	X	P																
Underslab plumbing	HydroTemp	Delayed																		
Form brace frame footings	Todd																X	X	X	X
<b>SECTOR B North</b>																				
Excavate footings	Luck								X											
F&P F10 spread ftgs	Todd								X	X	X					P				

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

## Request for Information

Show: All RFIs  
Date: 2/22/2014

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

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Date: 2/22/2014

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	CLO	PR	12/19/14		12/19/14
50	12/11/14	Details Clarification	12/15/14	CLO		12/18/14		12/18/14
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	CLO	PR	12/16/14		12/17/14
53	12/13/14	Details Clarification	12/16/14	CLO	PR	12/17/14		12/17/14
54	12/15/14	Blocking Width	12/18/14	CLO		12/18/14		12/18/14
55	12/15/14	Diamond or Circular Column Block Outs	12/22/14	CLO	PR	12/17/14		
56	12/19/14	Skylight Conflict	12/23/14	NEW				
57	12/19/14	Bent Plate Dimensions	12/23/14	CLO		12/19/14		12/19/14
58	12/19/14	RFI 47 Clarification	12/23/14	NEW				
59	12/19/14	Skylight Glazing Light Transmission	12/26/14	NEW				
60	12/19/14	Story Cove Structural Details	12/26/14	NEW				
61	12/19/14	Rail mounting at Loft	12/26/14	NEW				
62	12/19/14	Exposed Beam	12/26/14	NEW				
63	12/19/14	Handrail bracket	12/26/14	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: 12/22/2014

Number	Change Issue	Description	Date to Sub	Quoted	Time Requests	Date to Owner	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						

<b>Approved Time Extensions:</b>	0	<b>Original Contract Amount:</b>	\$21,663,000.00
<b>Start Date:</b>	11/12/14	<b>Approved Contract Changes:</b>	\$0.00
<b>Revised End Date:</b>	02/01/16	<b>Revised Contract Amount:</b>	\$21,663,000.00

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## Submittals Awaiting Review by Package

**Date: 12/22/2014**

Spec	Submittal	Rev	Title	Subcontractor	Due Date	Sub to Todd	Todd to Arch	From Arch	Todd to Sub	Status
<b>032000</b>	<b>CONCRETE REINFORCING</b>									
	032000-01	0	Shop Drawings: Sector A	Dixon Steel & Supply Co	12/12/14	12/11/14	12/13/14			
	<i>David reviewing 12/11 - concurrent review</i>									
	032000-03	0	Shop Drawings: Sector B	Dixon Steel & Supply Co		12/19/14	12/19/14			
	<i>David reviewing 12/19 - concurrent review</i>									
<b>042000</b>	<b>UNIT MASONRY</b>									
	042000-01	0	Product Data	Davidson's Masonry Inc	12/05/14	11/25/14	12/10/14			
<b>051200</b>	<b>STRUCTURAL STEEL FRAMING</b>									
	051200-02	0	Shop Drawings: Sector A	Advanced Welding & Steel, Inc.		12/16/14	12/18/14			
	<i>David reviewing 12/18 - concurrent review</i>									
<b>052100</b>	<b>STEEL JOIST FRAMING</b>									
	052100-01	0	Shop Drawings: Sector A	Advanced Welding & Steel, Inc.		12/03/14	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			
	<i>David reviewing 12/9 - concurrent review</i>									
<b>053100</b>	<b>STEEL DECKING</b>									
	053100-01	0	Shop Drawings: Sector A	Advanced Welding & Steel, Inc.		12/03/14	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			
	<i>David reviewing 12/3 - concurrent review</i>									
	053100-03	0	Product Data	Advanced Welding & Steel, Inc.		12/03/14	12/04/14			
	053100-04	0	Shop Drawings: Sectors B and C	Advanced Welding & Steel, Inc.		12/12/14	12/17/14			
	<i>David reviewing 12/15 - concurrent review</i>									
<b>071300</b>	<b>SHEET WATERPROOFING</b>									
	071300-01	0	Product Data	LDC Inc	12/26/14	12/18/14	12/18/14			
	071300-02	0	Installation Instructions	LDC Inc	12/26/14	12/18/14	12/18/14			
	071300-03	0	Shop Drawings	LDC Inc	12/26/14	12/18/14	12/18/14			
<b>087100</b>	<b>DOOR HARDWARE</b>									
	087100-01	0	Hardware Schedule	Bell Hardware of Eugene	12/26/14	12/11/14	12/18/14			
	087100-02	0	Product Data and Installation Instructions	Bell Hardware of Eugene	12/26/14	12/11/14	12/18/14			