

Meeting Minutes

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

Meeting: Owner/Architect/GC # 9
Date: 2/11/15
Start Time: 9:00:00AM

Attendees

Attended

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

Item	Description	Responsible	Due Date	Closed
Old Business				
0-1	Schedule	Information		<input type="checkbox"/>
	2/11 - David reviewed the 3- week schedule. (See attached). Andy to provide an updated project schedule to the team by the end of the week. The project is currently on schedule.			
0-2	Safety/Security	Information		<input type="checkbox"/>
	2/11 - No issues this week. The District brought a group of 3rd grade students to visit the site yesterday 2/10 and would like to schedule student site visits every other Wednesday. The students were dressed in Todd Construction hardhat's and safety vests.			
0-3	RFIs	Information		<input type="checkbox"/>
	2/11 - Reviewed RFI Log dated 2/10/15 (see attached). RFI's Reviewed 131 - Manual Transfer Switch - No change needed at this time 132 - Solar Power System inverter Location - PAE should have an answer today. 135 - Electrical Plan Review Modifications - Pivot is working with Brian Richardson with the City of Eugene regarding the City requested electrical design permit drawing markup/modifications. 136 - Masonry Precon Clarifications - We are starting CMU tomorrow and need answers. 137 - Standing Seam Wall Panel Support - Coordination with the sub & panel manufacturer to finalize wall panel attachment details. 138 - Cistern Transfer Pump Support - The engineer is review this now.			
0-4	CORs	Information		<input type="checkbox"/>
	2/11 - Reviewed attached COR log dated 2/10/15 (See attached). Todd is putting together a COR template for all subs and suppliers to use for future CORs, which should help streamline the COR process. Todd will submit a sample template to the district for approval.			
0-5	Submittals	Information		<input type="checkbox"/>
	2/11 - Reviewed attached submittal awaiting review log dated 2/10/15 (see attached). Structural Steel & Rebar submittals are the top priority. 034500-03 - Precast Concrete Stair Treads - Todd to provide an RFI regarding stair tread sizes. Provided samples to Adam for wood doors, acoustical ceilings, stage curtains, passenger elevator.			
0-6	Hot Items	Information		<input type="checkbox"/>
	2/10 - Structural Steel & Rebar Shop Drawing review. PR Pricing. Sector B Structural Steel.			

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1-1	Permits 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 1/7 - Ben contacted Bruce with 4J to contact EWEB and start the water connection process. 1/14 - Bruce has contacted EWEB and stopped by today to check if Todd had received temp power. 1/21 - EWEB is working up pricing for the new water meter & connection. 1/28 - Ongoing 2/4 - EWEB stated the new water meter design would take 5 to 6 weeks to complete. 2/11 - Ongoing.	Information		<input type="checkbox"/>
2-3	Low Voltage & Electrical Coordination Meeting 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. 1/7 - Ongoing 1/14 - This info is still needed from Scofield. Eric Scofield said they have requested the information from their supplier but haven't received anything yet. 1/21 - John to contact supplier regarding the AXEX equipment list. Scofield has requested the list but has not received it from the supplier. 1/28 - 4J will hold a hardware & access control coordination meeting next Tuesday at 2pm at the 4J District office. Todd will coordinate with Bell Hardware and Scofield Electric to attend the meeting. 2/4 - Ryan to organize an access control / coordination meeting for next Tuesday at 1:00 pm. 2/11 - Next Tuesday 2/17 will be the next design coordination meeting. Any changes affecting CMU will be needed by Todd ASAP.	Ryan Spain	2/17/15	<input type="checkbox"/>
5-2	CMU Mortar Color Change PR10R 1/14 - PR 10R changed the mortar color from "Natural Grey" to "Midnight Black" to match the CMU. Todd received pricing from Davidson's Masonry for this change \$17,477. 1/21 - Pivot requested the use of both "Natural Grey" and Midnight Black" on the CMU mockup. This will give the team a chance to review the options and determine if the added cost for Black mortar is needed. 1/28 - Colored mortar samples were supplied by Davidson's Masonry and given to Adam for review. Two color variations were provided with a 2% & 5% mix supplied for selection. 2/4 - Pivot has requested a darker mortar sample along with a colored block sample for review. Davidson's will supply a 10% color sample first of next week for review. 2/11 - Colored CMU and 3 shades of mortar samples (2, 5, 10%) were submitted to Pivot for mortar color selection. Davidson's mentioned that the specifications call for 2 different mortar finishes. Adam thought that the radius finish would be the desired finish.	Information		<input type="checkbox"/>
5-3	Pivot PCO Report 1/14 - Adam reviewed the PCO Report explaining how pending changes are tracked on the NewForma system. (See example attached) 1/21 - Adam reviewed the PCO Report (See attached). 1/28 - Adam reviewed the current PCO Report (See attached).. 2/4 - No report this week. 2/11 - Adam reviewed the current PCO Report (See attached).	Information		<input type="checkbox"/>
6-1	DDC Control Contacts	Information		<input type="checkbox"/>

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	<p>1/21 - DDC Controls are the responsibility of 4J District Facilities Dept. A coordination meeting with all parties connected with the DDC Controls will be set up by Pivot once all the submittal information is collected. Gary with 4J Facilities is coordinating the DDC Controls and providing many of the PR revision requests. Todd has received requests from subcontractors for the DDC Controls contractor.</p> <p>1/28 - Clima-Tech will be 4J School Districts DDC Control contractor. Ryan will provide contact information to Todd for subcontractor coordination.</p> <p>2/4 - Ongoing.</p>			
6-4	<p>Building Security System</p> <p>1/21 - Once the submittals are reviewed Pivot will set up a coordination meeting with 4J to review any owner provided rough in requirements and to ensure that all needed security items are covered by either Scofield or 4J School District.</p> <p>1/28 - The team will review the rough in requirements and responsibilities at the Hardware Coordination meeting to make sure the District standards are met and all rough in requirements are covered. A pre-installation meeting will also be needed and requirements can be reviewed/verified again.</p> <p>2/4 - Ryan will organize a coordination meeting for access control/low voltage for next Tuesday at 1:00pm.</p> <p>2/11 - Ongoing.</p>	Information		<input type="checkbox"/>
6-6	<p>Traffic Plan for Existing School Demo</p> <p>1/21 - Harv prepared a traffic plan for the team to review. Allen will check with the Howard ES staff regarding the proposed access paths to the new school during the demolition phase of the existing school. ADA access will be needed from the street to the new school during the demolition phase.</p> <p>1/28 - Pivot will generate a final version of the traffic plan once the critical path issues have been resolved.</p> <p>2/4 - Pivot to send Ryan a copy of the proposed traffic control plan for review.</p> <p>2/11 - Ongoing.</p>	Information		<input type="checkbox"/>
7-1	<p>CMU Pre-installation Meeting</p> <p>1/28 - Engineer & Pivot have questions regarding rebar lap detail shown on the rebar shop drawings and would like to review the requirements with Todd and Davidson's Masonry at a CMU pre-installation meeting. Todd will set a meeting up for next Wednesday after the OAC meeting 2/4 at 11:00am.</p> <p>2/4 - Today at 11:00 am. Closed.</p>	Information	2/4/15	<input checked="" type="checkbox"/>
7-2	<p>Reclaimed Wood</p> <p>1/28 - David took an inventory of the reclaimed lumber material stored at the abandoned elementary school. Todd's subcontractors are planning to remove the lumber at the end of next week 2/6. There is a motor home parked in front of the access door and will need to be moved by the middle of next week to allow access to the material.</p> <p>2/4 - 4J contacted the owner of the motor home and will arrange to move it as needed. Todd to notify 4J several days ahead of the required move date.</p> <p>2/11 - According to the subcontractors the quantity of reclaimed wood available is just enough for the project. Todd to have a sample prepared for the team to review.</p>	David Haggard	2/18/15	<input type="checkbox"/>
8-1	<p>HVAC Submittals</p> <p>2/4 - The design team and 4J had a meeting yesterday 2/3/15 to discuss changes needed to the HVAC system and upsizing of some of the AHUs. The design team is planning to expedite the review and design changes to avoid delay of the AHU delivery. There may be a need for contract time extension due to the late changes to the HVAC system. Todd will evaluate the schedule and estimated ETA once the units are released for order. The need for an extension may not be apparent until later in the project.</p> <p>2/11 - PR 021 - Revised AHU schedule - Pivot sent this to Todd Tuesday afternoon. Todd sent this to Hydro-Temp today and requested submittal on the revised units.</p>	Andy Turner	2/13/15	<input type="checkbox"/>

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8-2	Masonry Temp Power 2/4 - Davidson's Masonry has asked to set up their equipment near the back of the existing school so they can utilize the power and water available. 4J will coordinate with David and Scofield Electric to supply temporary power to this location off of the existing school electrical service. 2/11 - Power has been set up.	David Haggard	2/5/15	<input checked="" type="checkbox"/>
8-3	Slide Added at Interior of Buildings 2/4 - Pivot is working on adding a circular slide from the second floor to the Media Center. Adam will forward Todd information on the basis of design product. 2/11 - Adam is planning to have the design information completed and to Todd by the end of next week.	Adam Davidson	2/20/15	<input type="checkbox"/>
New Business				
9-1	Stock Pile Onsite Landscape Dirt 2/11 - Jackson Luck would like to use an area on the West side of the site and currently outside the construction fencing to stockpile the onsite landscape dirt material. The team to walk the area today after the meeting.	Adam Davidson	2/18/15	<input type="checkbox"/>

Meeting adjourned at 11 :00.

Next meeting at 9:00:00AM on Wednesday, February 18, 2015.

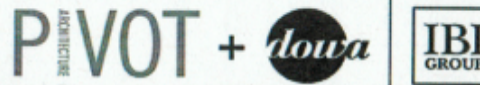
The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Prepared by: Andy Turner

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

4J HES PCO Report

PROJECT: 4J Howard Elementary School
 MANAGER: John Stapleton
 PREPARED BY: Adam Davidson
 DATE: 2/11/2015



ID	Subject	Status	Proposed Amount USD	Approved Amount USD	Related Project Items
P001	Seismic Movement - HVAC	Draft	\$0.00	\$0.00	
P002	Signage Changes & Equipment Labeling	Pricing Requested	\$0.00	\$0.00	PR 002 - P002 Signage Changes & Equipment Labeling
P003	Color Selections	Pricing Requested	\$0.00	\$0.00	PR 003 - P003 Color Selections
P004	Stair Details - Platform and Mech. Loft Stairs	Void	\$1,083.00	\$0.00	RFI-011 - Stair Details, PR 004 - P004 Platform Stair Change
P005	Runnel, Guardrail, & Elevator Framing Revisions	Pricing Requested	\$0.00	\$0.00	RFI-090 - Elevator Detail Clarifications, RFI-099 - Perforated Panels on Railing, PR 015 - P005 Runnel, Guardrail, & Elevator Framing Revisions
P006	Structural Details and Changes	Pricing Requested	\$33,485.78	\$0.00	RFI-001 - Needed Column Locations, RFI-002 - Joists Clarifications, PR 005 - P006 Structural Additions and Changes
P007	Skylight Well Soffit Support	Draft	\$0.00	\$0.00	
P008	Gym Equipment Addition	Pricing Requested	\$2,474.81	\$0.00	PR 009 - P008 Gym Equipment Addition
P009	Structural Support for Doors A100A, A100B, & A100E	Draft	\$0.00	\$0.00	
P010	Addition of Skateboard Racks	Draft	\$0.00	\$0.00	
P011	Electrical/Low Voltage Changes	Pricing Requested	\$18,948.24	\$0.00	RFI-009 - Light Pole Base, RFI-012 - RFI 12 - Skylight Controls, RFI-014 - RFI 14 - Gym Floor Box, PR 007 - P011 Electrical/Low Voltage Changes
P012	Sectional Door Controls	Draft	\$0.00	\$0.00	RFI-023 - Sectional Door Control
P013	AMX Equipment & Electronic Dashboard Design	Draft	\$0.00	\$0.00	
P014	Add Slide to Media Center	Draft	\$0.00	\$0.00	
P015	HVAC Controls Related Revisions	Pricing Requested	\$0.00	\$0.00	PR 013 - P015 HVAC Controls Related Revisions
P016	Plumbing/Civil Revisions	Pricing Requested	\$0.00	\$0.00	RFI-028 - Waste Piping at L-2 in A107, RFI-029 - Storm Drain and Waste Systems Slope, PR 008 - P016 Plumbing/Civil RFI Changes, RFI-029R - Storm Drain and Waste Systems Slope, PR 008R - P016 Plumbing/Civil Revisions
P017	Interim Access and Parking during Demolition	Draft	\$0.00	\$0.00	
P018	Job Trailer Windows/East Side Residents	Closed	\$0.00	\$0.00	
P019	Specification Revisions	Pricing Requested	\$0.00	\$0.00	PR 010 - P019 Specification Revisions, RFI-071 - Masonry Submittal Review
P020	Control Central Stage Lighting	Pricing Requested	\$0.00	\$0.00	RFI-052 - Control Central Stage Lighting, PR 012 - P020 Control Central Stage Lighting
P021	Owner Coordinated Salvage/Reuse Items	Draft	\$0.00	\$0.00	
P022	Coordination of Gym Goal Supports and Projector	Draft	\$0.00	\$0.00	
P023	Remaining Bidding Items	Draft	\$0.00	\$0.00	
P024	Structural Revisions & Handrail Revision	Pricing Requested	\$0.00	\$0.00	RFI-049 - Section Clarification, RFI-053 - Details Clarification, RFI-055 - Diamond or Circular Column Block Outs, PR 011 - P024 Structural Revisions & Handrail Revision
P025	Structural/Plumbing Modifications	Pricing Requested	\$0.00	\$0.00	RFI-056 - Skylight Conflict, RFI-062 - Exposed Beam, RFI-064 - HSS 7x2 Change to HSS 8x2, PR 014 - P025 Structural/Plumbing Modifications
P026	Glazing Specification Clarifications	Draft	\$0.00	\$0.00	
P027	Lighting Relay Revision	Pricing Requested	\$0.00	\$0.00	PR 016 - P027 Lighting Relay Revision
P028	HM Door Revisions	Pricing Requested	\$0.00	\$0.00	PR 017 - P028 HM Door Revisions
P029	Food Service Electrical Revisions	Pricing Requested	\$0.00	\$0.00	PR 018 - P029 Food Service Electrical Revisions
P030	Art Tile Relocation	Draft	\$0.00	\$0.00	
P031	RFI 048R_CR/PO 009 CMU Wall Conflict with Drinking Fountain in Room A120	Pricing Completed	\$752.93	\$0.00	RFI-048R - CMU Wall Conflict with Drinking Fountain in Room A120
P032	PCC Pavement Reinforcement Revision	Pricing Requested	\$0.00	\$0.00	PR 020 - P032 PCC Pavement Reinforcement Revision
P033	Electrical/Low Voltage Meeting	Draft	\$0.00	\$0.00	RFI-128 - Music Room Low Voltage Raceways, RFI-129 - Microphone Junction Box, RFI-130 - Gate Card Readers
P034	AHU Equipment Schedule Revision	Pricing Requested	\$0.00	\$0.00	PR 021 - P034 AHU Equipment Schedule Revision
P035	Revise Kitchen Equipment	Draft	\$0.00	\$0.00	

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Howard Elementary School

Submittals Awaiting Review by Package

Date: 2/11/2015

Spec	Submittal	Rev	Title	Subcontractor	Due Date	Sub to Todd	Todd to Arch	From Arch	Todd to Sub	Status
034500	PRECAST ARCHITECTURAL CONCRETE									
	034500-03	0	Shop Drawings and Calculations	Michaels Precast Concrete LLC	01/21/15	02/02/15	02/03/15			
051200	STRUCTURAL STEEL FRAMING									
	051200-03	0	Shop Drawings: Sector C	Advanced Welding & Steel, Inc.		01/21/15	01/23/15			
	051200-04	0	Shop Drawings: Sector B	Advanced Welding & Steel, Inc.		02/04/15	02/04/15			
054000	COLD- FORMED METAL FRAMING									
	054000-01	0	Product Data	Cascade Acoustics Inc	12/26/14	01/16/15	02/09/15			
077273	FALL ARREST ROOF ANCHORS									
	077273-01	0	Product Data	Acme Constructn Supply Co Inc	01/30/15	02/05/15	02/06/15			
	077273-02	0	Installation Instructions	Acme Constructn Supply Co Inc	01/30/15	02/05/15	02/06/15			
	077273-03	0	Shop Drawings	Acme Constructn Supply Co Inc	01/30/15	02/05/15	02/06/15			
081416	FLUSH WOOD DOORS									
	081416-05	0	Samples	Bell Hardware of Eugene	12/26/14	12/19/14	02/10/15			
087100	DOOR HARDWARE									
	087100-02	0	Product Data and Installation Instructions	Bell Hardware of Eugene	12/26/14	12/11/14	12/18/14			
092116	GYPSUM BOARD ASSEMBLIES									
	092116-01	0	Product Data and Test Reports	Cascade Acoustics Inc	01/30/15	01/16/15	02/09/15			
095100	ACOUSTICAL CEILINGS									
	095100-01	0	Product Data and Installation Instructions	Cascade Acoustics Inc	03/27/15	01/16/15	02/10/15			
	095100-02	0	Samples	Cascade Acoustics Inc	03/27/15	01/16/15	02/10/15			
116143	STAGE CURTAINS AND RIGGING									
	116143-01	0	Product Data	Stagecraft Industries Inc	01/30/15	01/06/15	02/10/15			
	116143-02	0	Certification	Stagecraft Industries Inc	01/30/15	01/22/15	02/10/15			
	116143-03	0	Shop Drawings	Stagecraft Industries Inc	01/30/15	01/06/15	02/10/15			
	116143-04	0	Selection Samples: Fabric	Stagecraft Industries Inc	01/30/15	01/23/15	02/10/15			
142010	PASSENGER ELEVATORS									
	142010-01	0	Product Data	Otis Elevator Company	12/12/14	12/19/14	02/10/15			
	142010-02	0	Shop Drawings	Otis Elevator Company	12/12/14	12/19/14	02/10/15			
	142010-03	0	Samples: Plastic laminate - color chart	Otis Elevator Company	12/12/14	12/19/14	02/10/15			
210500	COMMON WORK RESULTS FOR FIRE SUPPRESSION									
	210500-01	0	Shop Drawings	BDH Fire Protection Systems	01/30/15	01/24/15	02/03/15			
	210500-02	0	Product Data	BDH Fire Protection Systems	01/30/15	01/24/15	02/03/15			

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Spec	Submittal	Rev	Title	Subcontractor	Due Date	Sub to Todd	Todd to Arch	From Arch	Todd to Sub	Status
224000	PLUMBING FIXTURES									
	224000-01	0	Product Data with Mounting Heights	Hydro-Temp Mechanical Inc	12/19/14	01/13/15	01/28/15			
232113	PIPE AND PIPE FITTING HVAC									
	232113-02	0	Product Data: Items per 23 21 13 1.4 A 2	Hydro-Temp Mechanical Inc	12/19/14	01/13/15	01/30/15			
233300	AIR DUCT ACCESSORIES									
	233300-01	0	Product Data	Hydro-Temp Mechanical Inc	12/19/14	01/13/15	01/28/15			
233319	DUCT SILENCERS									
	233319-01	0	Product Data	Hydro-Temp Mechanical Inc	12/19/14	01/13/15	01/28/15			
233400	HVAC FANS									
	233400-01	0	Product Data and Shop Drawings	Hydro-Temp Mechanical Inc	12/19/14	01/13/15	01/28/15			
233600	AIR TERMINAL UNITS									
	233600-01	0	Product Data	Hydro-Temp Mechanical Inc	12/19/14	01/13/15	01/28/15			
233700	AIR OUTLETS AND INLETS									
	233700-01	0	Product Data and Shop Drawings	Hydro-Temp Mechanical Inc	12/19/14	01/29/15	01/30/15			
235200	HEATING BOILERS									
	235200-01	0	Product Data	Hydro-Temp Mechanical Inc	12/19/14	01/13/15	01/28/15			
238100	DECENTRALIZED UNITARY HVAC EQUIPMENT									
	238100-01	0	Product Data and Shop Drawings	Hydro-Temp Mechanical Inc	12/19/14	01/13/15	01/28/15			
238200	CONVECTION HEATING AND COOLING UNITS									
	238200-01.01	0	Product Data	Hydro-Temp Mechanical Inc	01/22/15	01/29/15	01/29/15			
260543	UNDERGROUND DUCTS AND RACEWAYS FOR ELECTRICAL SYSTEMS									
	260543-01	0	Shop Drawings	Scofield Electric Co	12/12/14	01/14/15	01/26/15			
262416	PANELBOARDS									
	262416-01	0	Product Data and Shop Drawings	Scofield Electric Co	12/19/14	01/14/15	01/26/15			
263213	ENGINE GENERATORS									
	263213-02	0	Shop Drawings	Scofield Electric Co	12/19/14	01/14/15	01/26/15			