

## Meeting Minutes

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

**Meeting:** Owner/Architect/GC # 24  
**Date:** 5/27/15  
**Start Time:** 9:00:00AM

### Attendees

**Attended**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> David Haggard (Todd Construction, Inc.)</li> <li><input type="checkbox"/> John Stapleton (PIVOT Architecture)</li> <li><input checked="" type="checkbox"/> Harv Wingerd (Todd Construction, Inc.)</li> <li><input checked="" type="checkbox"/> Allan Chinn (Eugene School Dis</li> </ul> | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Adam Davidson (PIVOT Architecture)</li> <li><input type="checkbox"/> Ben Brantley (Eugene School District 4j)</li> <li><input checked="" type="checkbox"/> Andy Turner (Todd Construction, Inc.)</li> <li><input checked="" type="checkbox"/> Ryan Spain (Eugene School District 4j)</li> </ul> |
|---|--|

Item	Description	Responsible	Due Date	Closed
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**Old Business**

- |            |   |                    |  |                          |
|------------|---|--------------------|--|--------------------------|
| <b>0-1</b> | <p><b>Schedule</b></p> <p>5/27 - David reviewed the 3- week schedule (see attached).<br/>4J requested a revised project schedule showing current and the baseline schedule. Todd provided a revised project schedule with baseline.</p>   | <b>Information</b> |  | <input type="checkbox"/> |
| <b>0-2</b> | <p><b>Safety/Security</b></p> <p>5/27 - No issues this week.<br/>Ryan provided 4J insurance coverage information requested.</p>   | <b>Information</b> |  | <input type="checkbox"/> |
| <b>0-3</b> | <p><b>RFIs</b></p> <p>5/27 - Reviewed RFI Log dated 5/26/15 (see attached).<br/>RFI's Reviewed<br/>254 - Fiber Optic Cable Pathway - Scofield provided ROM pricing of \$21,038 - \$21-538. Todd to request breakdown of costs from Scofield for review and check on boring options.<br/>310 - Net Metering Restrictions for PV System - 4J is reviewing options with EWEB. Ryan requested cost of total PV system to evaluate the job cost percentage requirements have been met.<br/>314 - Courtyard Gas Line to Generator - PAE is reviewing inspectors concerns.<br/>332 - First Floor Attached Sill Framing -<br/>333 - Sill Flashing Detail - John with Culver Glass will be here today to review with Adam.</p>   | <b>Information</b> |  | <input type="checkbox"/> |
| <b>0-4</b> | <p><b>CORs</b></p> <p>5/27 - Reviewed attached COR log dated 5/26/15 (See attached). Todd will commit additional resources to getting the lagging CORs caught up.<br/>COR 2RRRR - Structural Additions and Changes - Fall arrest anchor count has been reduced by 22 per 4Js request. Resubmitted on 5/8. 5/27 - 4J ready to approve.<br/>COR 3RR - Electrical/low Voltage Changes - Todd submitted a revised version on 5/19 with adjustments to the second tier sub labor rates. Scofield is providing clarification.<br/>COR 6R - Structural Revisions and Handrail Revisions - Todd submitted a revised version of this today 5/20. 5/27 4J ready to approve.<br/>COR 7R - Control Central Stage Lighting - PR 012 has been reissued by Pivot. Submitted on 5/8 - Approved 5/26<br/>COR 8RR - Specification Revisions - Submitted 5/19 - Approved 5/26<br/>COR 10 - Light Relay Revisions - PR 016 Revisions were completed. Scofield is revising pricing.<br/>COR 11RR - HVAC Controls Related Revisions - Submitted 5/08<br/>COR 12 - Color Selections - 5/27 - Todd is finishing review and will resubmit 5/28.<br/>COR 13 - Runnel, Guardrail and Elevator Framing Revisions - 5/27 - Advanced is revising backup</p> | <b>Information</b> |  | <input type="checkbox"/> |

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	and will return to Todd today. COR 15R - Hollow Metal Door Revisions - Revised PR 017. Scofield is reviewing the electrical adjustments needed COR 16 - Structural / Plumbing Modifications - Submitted 3/11 - 5/27 - 4J ready to approve COR 20 - Sector A Footing Blocked Out - Submitted 5/05 COR 21 - Skylight Well Soffit Support and HSS Jamb Revision - Submitted 5/05 - Approved as noted 5/26 COR 22 - City Electrical Review Modifications - Submitted 3/06. 5/27 - 4J ready to approve. COR 23 - Art Tile Relocation and Wood Door Finish Revision - Submitted 3/11. 5/27 - Tile sub has provided needed backup. Todd will re-submit 5/28. COR 26 - AHU Locations and Duct Size/Routing Revision - Waiting on Hydro-Temp pricing. COR 33 - Electrical /Low Voltage/Plumbing/Structural Revisions - Todd received Scofield quote with the team today. Quote for electrical changes was \$123,553. COR 37 - New FDC Location - Todd has received pricing and will submit for review this week. COR 38 - Deleted Distributed Antenna System - Submitted 5/04 - Approved 5/26 COR 59 - Add Transition Strip at Bridge - Submitted 5/12 - Approved 5/26 COR 61 - Added Plate at Roof Deck - Submitted 5/20 - 4J ready to approve.			
<b>0-5</b>	<b>Submittals</b>	<b>Information</b>		<input type="checkbox"/>
	5/27 - Reviewed attached submittal awaiting review log dated 5/26/15 (see attached). 4J & Pivot have remove all unnecessary submittals. Todd to commit additional resources to get overdue submittals caught up.			
<b>0-6</b>	<b>Hot Items</b>	<b>Information</b>		<input type="checkbox"/>
	5/27 - Pricing for PV system Numerous resubmittals needed for the following: Rock Roofing multipul. Tile Louvers WRB Coordination meeting for WRB assembly			
<b>5-3</b>	<b>Pivot PCO Report</b>	<b>Information</b>		<input type="checkbox"/>
	See previous meeting minutes for past PCO Report information. 4/22 - Adam reviewed the current PCO Report 4/29 - No PCO Report this week 5/6 - Adam reviewed the current PCO Report 5/13 - Adam reviewed the current PCO Report (see attached) 5/20 - Adam reviewed the current PCO Report 5/27 - No Report			
<b>6-6</b>	<b>Traffic Plan for Existing School Demo</b>	<b>David Haggard</b>	<b>5/29/15</b>	<input type="checkbox"/>
	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. 1/28 - Pivot will generate a final version of the traffic plan once the critical path issues have been resolved. 2/4 - Pivot to send Ryan a copy of the proposed traffic control plan for review. 2/11 - Ongoing. 3/25 - Food service deliveries may be an issue. Ben will discuss with staff. John suggested using the fire road to access the Kitchen temporarily and leaving the soil layer off the road until summer. 4/01 - Todd and Pivot to revise their traffic plans with current information. 4J would like to get the potential issues that could delay occupancy on the table soon. 4/08 - Pivot provided a proposed Site Access Plan during the demolition phase. Todd to provide a confirming RFI with comments.			

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	<p>4/15 - Todd and 4J to provide comments to Pivot regarding additions or changes needed on the current traffic plan.</p> <p>4/22 - Todd to provide an RFI requesting occupancy review of the revised traffic control plan. Pivot to submit to the City for review.</p> <p>4/29 - Pivot submitted the plan to City of Eugene. The City is requiring an extension of the fire lane along the West side of the building. Jackson Luck provided a ROM of \$15,000 for the temporary site work required. All agree that it's too early to try to provide accurate pricing on this scope. Todd to provide 4J with a site plan showing the areas of expected completion for the Spring Break move.</p> <p>5/6 - Todd has requested a finish schedule from the Landscape contractor.</p> <p>5/13 - Ongoing</p>			
<b>14-1</b>	<b>Landscape Well</b>	<b>Ryan Spain</b>		<input type="checkbox"/>
	<p>3/18 - 4J is planning to coordinate the installation of a new irrigation well. The well was not part of the construction documents but is needed to complete the current irrigation water design.</p> <p>3/25 - 4J is looking at options and may run this as a COR through Todd.</p> <p>4/01 - Ongoing</p> <p>4/29 - Todd to provide a layout to locate the well site.</p> <p>5/6 - Layout is provided. Todd to check what owner provided items are needed at the well.</p> <p>5/13 - Ongoing</p>			
<b>14-2</b>	<b>Non Compliance Issues</b>	<b>Information</b>		<input type="checkbox"/>
	<p>4/01 - Adam provided the Non-Compliance Issues Report for open issues. Todd to provide pictures to document the completed work. Todd has requested a quick notification on NCL items so the issue can be resolved immediately. Reports from FEI have been slow to reach Todd.</p> <p>Items discussed this week:</p> <p>011 - Cafeteria slab at mobile counter/bar locations - 4J was concerned about a depression in the concrete slab.</p> <p>4/15 - Non-Compliance Issues Report reviewed:</p> <p>5/13 - 007 - BHE Observation Report - Todd to provide a letter confirming completion. 5/20 Jackson Luck to provide confirming letter. 5/27 Letter received - Issue closed.</p> <p>012 - Bottom Run of Stairs Riser Type - 5/27 Team will review installation after the meeting today.</p> <p>5/27 - 014 - Shop Primer for HPC Finish - Advanced has proposed an alternate HPC. 4J is reviewing now</p> <p>017 - HVAC/Plumbing Riser Supports - Hydro-Temp has indicated that this is a temporary installation and will be per specifications once all components are in place.</p> <p>018 - HL Site Visit Report #5 - Issues noted by EOR regarding framing in contact with brace frames.</p>			
<b>15-3</b>	<b>Telecom Path Thru Playground</b>	<b>Andy Turner</b>	<b>5/29/15</b>	<input type="checkbox"/>
	<p>3/25 - The telecommunication conduit will run through the existing playground. The trench will be backfilled with gravel and the gravel will be exposed at the playground until summer 2016.</p> <p>4/01 - Allan asked that if the trench is across the basketball court that it be repaired with AC paving. The team to review the path today.</p> <p>4/08 - Scofield has provided an RFI. Todd will submit to Pivot today.</p> <p>4/15 - Pricing for this additional telecom work is needed to allow 4J to make a decision on this change.</p> <p>4/22 - ROM pricing has been requested from Scofield.</p> <p>4/29 - ROM pricing from Scofield was \$21,038 - 21,538</p> <p>5/6 - Todd to research what was included in the original fiber optic scope.</p> <p>5/13 - Ryan requested a breakdown of costs from Scofield. Need cost for new vault and existing fiber reconnect.</p> <p>5/20 - How is Scofield going to get through the soil stockpile?</p> <p>5/27 - Ongoing</p>			

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20-1	<b>Landscape Rain Water Tank</b> 4/29 - Anderson's Erosion Control has an issue with the specified manufacturer not honoring their original bid price for the rain water holding tank. The price has gone from \$9,773.69 at bid time to \$12,528.00 now. Todd has requested backup and potential alternate manufactures from Anderson and will pass the information on to 4J for review. 5/6 - Ongoing	<b>Andy Turner</b>	<b>5/29/15</b>	<input type="checkbox"/>
21-2	<b>Seismic Coordination Meeting</b> 5/6 - A seismic coordination meeting will be needed. 5/13 - Meeting Thursday 5/14 5/20 - Issues reviewed will be covered in PR 001. This meeting covered the fire wall construction/coordination with Todd and Cascade. 5/27 - Todd to review with Cascade and send final assembly information to Adam.	<b>David Haggard</b>	<b>5/29/15</b>	<input type="checkbox"/>
21-3	<b>Owner Furnished Items</b> 5/6 - Ryan to provide submittal information on owner finished items and backing requirements. 5/13 - Ryan to provide monitor bracket and butcher paper backing requirements. 5/20 - Ongoing.	<b>Ryan Spain</b>	<b>5/29/15</b>	<input type="checkbox"/>
22-1	<b>Infield Material Placement</b> 5/13 - Additional specifications were found in the Reconciled Volumn 2 specification manual section 32 9000 - Planting 1.01 B. Infield Material Placement. This information was not in the original bid documents or the addendums. Todd has sent Anderson Erosion Control a RFQ for this added scope and will submit pricing and scope clarification as an RFI. 5/20 - Ongoing	<b>Information</b>		<input type="checkbox"/>
<b>New Business</b>				
24-1	<b>Xerxes Tank Approval</b> 5/27 - Manufacture has requested the engineer sign off on the final design drawings before they will fabricate the tank. Adam has sent the request to PAE for review.	<b>Adam Davidson</b>	<b>5/29/15</b>	<input type="checkbox"/>
24-2	<b>WRB - Below Grade Application</b> 5/27 - Henry's has recommended a different WRB product for use below grade. Todd will submittal info to Adam today.	<b>David Haggard</b>	<b>5/27/15</b>	<input type="checkbox"/>
24-3	<b>Fry Reglet</b> 5/27 - A sample of the specified Fry Reglet shown at the wood siding was reviewed by the team. After the meeting it was determined that the sample wasn't the intended profile. Todd to order a revised sample.	<b>Information</b>		<input type="checkbox"/>
24-4	<b>Light Shelf Pricing</b>	<b>Information</b>		<input type="checkbox"/>
24-5	<b>Backing/Blocking</b> 5/27 - The backing / blocking needed for various installed items will be reviewed after the meeting.	<b>Information</b>		<input type="checkbox"/>
24-6	<b>Commisioning Kick Off Meeting</b> 5/27 - 4J requested a commisioning meeting be set up on site after the sub meeting next Tuesday. Todd to contact the MEP subs & Clima-Tech for a meeting @ 11:00 am on 6/9.	<b>David Haggard</b>	<b>5/27/15</b>	<input type="checkbox"/>

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24-7	<b>RFI 330 Skylight Well Clearance Issues</b> 5/27 - This RFI has 2 options. Pivot would like to use the option A which would run the conflicting piping through the local casework. Todd to collect pricing from Hydro-Temp on this option.	<b>Andy Turner</b>	5/28/15	<input type="checkbox"/>

**Next meeting at 9:00:00AM on Wednesday, June 3, 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.)