



## Meeting Minutes

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

**Meeting:** Owner/Architect/GC # 50  
**Date:** 11/25/15  
**Start Time:** 9:00:00AM

### Attendees

**Attended**

- |   |   |
|---|---|
| <input type="checkbox"/> David Haggard (Todd Construction, Inc.)<br><input type="checkbox"/> John Stapleton (PIVOT Architecture)<br><input checked="" type="checkbox"/> Harv Wingerd (Todd Construction, Inc.)<br><input checked="" type="checkbox"/> Ryan Spain (Eugene School District 4j)<br><input type="checkbox"/> Bill Goggin (Todd Construction, Inc.)<br><input checked="" type="checkbox"/> Dexter Rummel (Eugene School District 4j)<br><input checked="" type="checkbox"/> Russ Kaufman (Todd Construction, Inc.) | <input checked="" 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.)<br><input type="checkbox"/> Allan Chinn (Eugene School District 4j)<br><input type="checkbox"/> Scott Clarke (PIVOT Architecture)<br><input checked="" type="checkbox"/> Monte Carothers (Todd Construction, Inc.) |
|---|---|

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

0-1	<b>Schedule</b> 11/25 - Monte reviewed the 3- week schedule (see attached).	<b>Information</b>		<input type="checkbox"/>
0-2	<b>Safety/Security</b> 11/25 - No issues this week. Ryan reported that the break-in over the weekend of 11/14 & 11/15 was caught on the web cam between the hours of 2:30 - 4:30am, Ryan will verify if it was 11/15 or 11/16. The pictures are not clear enough to make out the individuals responsible. Todd will have night security on site over the long weekend and will set up an alarm system for the remainder of the project.	<b>Information</b>		<input type="checkbox"/>
0-3	<b>RFIs</b> 11/25 - No outstanding RFIs	<b>Information</b>		<input type="checkbox"/>
0-4	<b>CORs</b> 11/25 - Did not review.	<b>Information</b>		<input type="checkbox"/>
0-5	<b>Submittals</b> 11/25 - Did now reievw	<b>Information</b>		<input type="checkbox"/>
0-6	<b>Hot Items</b> 11/25 - Long Lead Item Schedule Louvers - Tentative ship date is 12/18 Rock Roofing - Todd has supplemented Rock crew to a total of 11 working on Metal. Todd to assist with metal siding. Sector A Heating Startup	<b>Information</b>		<input type="checkbox"/>
5-3	<b>Pivot PCO Report</b> See previous meeting minutes for past PCO Report information. 10/7 - P109 Exterior Personnel Gates Panel Revision - Gates with children cut outs will change to perforated gate with painted graphics.	<b>Information</b>		<input type="checkbox"/>

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	<p>10/14 - P099 - RFI 409 TT window change - Pivot expected a credit, Todd to check with Culver. RFI 112 Reclaimed Water Material - Pivot expected a credit from Hydro-Temp, Todd to request the credit as stated by Hydro-Temp in the RFI. RFI 417 Duct Routing/Size and Radiant Piping Changes - Todd tracking as COR 108 and will check with Hydro-Temp if this COR pricing is still needed.</p> <p>10/28 - P056 (PR-036) was issued. Adam will send more detail on the restroom sign revision. Adam also noted that P092 will be voided.</p> <p>11/4 - PR-037 was issued in the last week for adding an 8" gravity overflow line at the Rainwater Harvesting Cistern. Todd has a preliminary price from Jackson Luck for \$6,800. Russ needs to get more detail on the pricing prior to submittal. David noted that this pricing could go down if the line were changed to 6", since Jackson Luck already has a 6" valve that could be used. We will include this information in the formal pricing submittal.</p> <p>11/11 - P021 Owner Coordinated Salvage/Reuse Items - this includes moving the existing Howard sign and installing salvaged tile. P137 Crossover Stair/Platform at Seismic Joints - per Ryan this work may be done inhouse by 4J.</p> <p>11/18 - No new information.</p> <p>11/25 - No new information.</p>			
14-1	<p><b>Landscape Well</b></p> <p>See previous minutes for additional discussion.</p> <p>10/28 - 4J met with a well drilling firm last week. It could take 8 weeks to get through the issue of water rights. On-going.</p> <p>11/4 - No new information.</p>	Ryan Spain		<input type="checkbox"/>
14-2	<p><b>Non Compliance Issues</b></p> <p>10/28 - No log for review. A PAE electrical site review has an item that will be logged as #50. Russ noted that the PAE report has already been forwarded to Scofield.</p> <p>11/4 - No log for review. Adam will send out an updated log to all showing the deletion of one item.</p> <p>11/11 - Adam distributed the NCI report. NC issues 18 &amp; 25 have 6 items that need to have documentation provided by Cascade. Travis with Cascade has been informed of the remaining items and is gathering documentation for NC items 47 &amp; 52 as well.</p> <p>11/18 - FEI has been providing inspections for SVR 8 &amp; 9. Adam to check with FEI on reports. Travis with Cascade is still working on cleaning up the few issues with NC 18, 25 and 47, 52. Todd requested that Cascade have the documentation to Todd by the end of this week.</p> <p>11/25 - Cascade provided the requested documentation for NC 18, 25 and 47, but is still working on 52.</p>	Information		<input type="checkbox"/>
28-1	<p><b>Commissioning Issues</b></p> <p>See previous minutes for previous Commissioning Issues.</p> <p>10/7 - Request a schedule from Hydro-Temp to set up the commissioning inspection.</p> <p>10/21 - Todd held a HVAC Coordination meeting on Tuesday 10/20 with Hydro-Temp, Scofield &amp; Clima-Tech. 4J will contact the commissioning agent for a site visit. Pivot &amp; 4J would like notification prior to HVAC component start up, PAE and commissioning agent will need to be present.</p> <p>10/28 - There was a site visit by the CxA yesterday. Ryan will forward a report when received.</p> <p>11/4 - CxA Report was distributed last week from their Oct 28 site visit.</p> <p>11/11 - Cleaning of the AHUs was noted on the CxA Report and needs to be completed prior to starting up the units. AHU startup for Sector A and C is scheduled for 11/16 - 11/17 and the boiler start up 11/18. Todd to request a firm schedule from Hydro-Temp and notify all parties involved.</p> <p>11/18 - Ryan asked that the Commissioning Report be added to the minutes for tracking (Report attached).</p> <p>11/25 - See attached report generated by North West Engineering Service to track commissioning issues.</p>	Andy Turner		<input type="checkbox"/>
44-4	<p><b>Class Room Projector Mockup</b></p> <p>10/14 - Ryan suggested Todd mockup one classroom projector to verify the white board installation is correct due to the flatness requirements of the projection system. Todd to verify white board delivery and set up a mockup.</p>	Ryan Spain	11/30/15	<input type="checkbox"/>

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	<p>10/21 - Ryan forwarded the product data on the classroom projectors for Todd's use .</p> <p>10/28 - We will receive the markerboards on Nov 19. The mock-up will be done after that.</p> <p>11/4 - No change.</p> <p>11/11 - Todd requested one projector from 4J, if available, for mock up purposes.</p> <p>11/18 - Todd requested the projector for the mockup by Monday 11/30 and will set it up for temp power/data connection to test.</p> <p>11/25 - Ryan asked that the mock up be postponed until after the 4J technology meeting on 12/2.</p>			
<b>46-1</b>	<b>AES Documentation</b>	<b>David Haggard</b>		<input type="checkbox"/>
	<p>10/28 - Todd provided copies of the time and material sheets from all AES work to date on the PV System. We will continue to provide weekly.</p> <p>11/4 - No additional AES information this week.</p> <p>11/11 - Additional time sheets are being collected by David and are available in his office.</p> <p>11/18 - David provided Ryan with the latest time sheets from AES.</p> <p>11/25 - Not discussed.</p>			
<b>46-2</b>	<b>Directional Letters in West Courtyard</b>	<b>Russ Kaufman</b>		<input type="checkbox"/>
	<p>10/28 - We reviewed samples of foam directional lettering blockouts for the west courtyard. Todd is concerned that we will not be able to provide a good finished product by pouring concrete around these blockouts. Want to review the possibility of changing to a cast metal embed for the concrete. Adam took a photo of the samples and will review with the landscape architect.</p> <p>11/4 - Adam requested that we provide samples of metal letters that we could embed in the concrete. Russ will try to have something by next meeting.</p> <p>11/11 - Ongoing</p>			
<b>47-1</b>	<b>Demolition and Summer Schedule</b>	<b>Russ Kaufman</b>		<input type="checkbox"/>
	<p>11/4 - Ryan requested information on the schedule and approach for building demolition this summer. They need to use this in developing the scope for the abatement proposals. We also need to provide a schedule showing how the summer work will be executed in time. Russ will work on this.</p> <p>11/11 - Monte reviewed a plan to complete a portion of the Howard Ave improvements this winter. Monte has a call into Brad Lemhouse with Lane County to review the road improvement schedule. Russ is working on the schedule items requested.</p> <p>11/18 - Russ and Monte met with the county this week to discuss option for the Howard Ave improvements. The County reported some additional requirements they will require which include 2" AC grind and fill. Adam to check on this added scope. The proposed early work was reviewed with Allan, which included the potential loss of 20 parking spots. Adam proposed creating a temporary parking area in front of Kelly Middle School to off set the lost parking due to the street improvements. Russ included the summer work on the revised project schedule and voiced concerns with completing the parking lot by the final completion date.</p> <p>11/25 - Adam reported that he had reviewed the Howard Ave improvements with the County and the original approved design is acceptable. Adam to supply Todd with the County email response. The Howard Staff had issues with losing 20 parking spaces as per the Todd proposed winter schedule for the street improvements and though it would be a safety issue for parents dropping students off.</p>			
<b>47-2</b>	<b>Substantial Completion</b>	<b>Russ Kaufman</b>		<input type="checkbox"/>
	<p>11/4 - Continued discussion on what the expectations are for status of the project on February 1, 2016. For the building, the district needs to have access to the entire building for the intended use, which will be moving in furniture and equipment. Todd is discussing TCO with the City of Eugene, and the extent that we need to have that for moving in furniture and equipment. Todd reviewed a preliminary site plan for Phase I showing the amount of site scope that we believe we can have completed at that time. We all agreed that we do not expect landscaping to be done any further than putting dirt into planter beds. We need to review the specified guidelines for planting to get a better understanding of when the landscaping work should occur. Russ will prepare a document that summarizes Todd's understanding of where we will be on Feb 1 for review by the team.</p> <p>11/11 - Russ reviewed a preliminary Feb 1 completion plan and will provide a copy to Ryan for 4J review.</p>			

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Item	Description	Responsible	Due Date	Closed
	11/18 - Revised project schedule was reviewed and provided to the team for review. 11/25 - Harv reiterated his opinion from last weeks meeting that the revised schedule may need to be extended for unforeseen issue and felt that Todd would need 30 days added to the original 2/1/2016 substantial completion date.			
47-6	<b>OFCI Projectors</b>	<b>Ryan Spain</b>	<b>1/1/16</b>	<input type="checkbox"/>
	11/4 - The projectors are OFCI. 4J is wanting to know what the credit would be to make these OFOI. Russ will look into this. 11/11 - Ongoing 11/18 - Credit has been requested from Scofield. Ryan to provide one projector for a mockup by 11/30. 11/25 - A projector installation credit proposal was submitted from Scofield and rejected by 4J. Ryan wil have the projectors on site the beginning of January for Huser to install.			
47-7	<b>Type K Sign in Reception</b>	<b>Russ Kaufman</b>	<b>11/25/15</b>	<input type="checkbox"/>
	11/4 - The Type K sign submittal has been approved for the "trees" in the Reception area. Russ noted that there is a lock-down button on this wall. He will confirm the exact location of the button so that we can determine if there is a conflict with the sign. 11/11 - Ongoing 11/25 - Russ will email the final lock-down button location to Adam for review of any potential conflict with the sign.			
<b>New Business</b>				
50-1	<b>OFCI Accessories</b>	<b>Ryan Spain</b>	<b>1/1/16</b>	<input type="checkbox"/>
	11/25 - The owner furnished accessories will be needed on site the first week of January. Ryan thought the L10B fixtures would be onsite next week.			
50-2	<b>AMX - Modified Line Drawing</b>	<b>Adam Davidson</b>	<b>12/2/15</b>	<input type="checkbox"/>
	11/25 - Adam has a modified line diagram for the classrooms that he will email to Andy to create a confirming RFI. Huser and National Network has been informed of the revision.			
50-3	<b>AMX @ Cafe/Gym</b>	<b>Ryan Spain</b>	<b>12/2/15</b>	<input type="checkbox"/>
	11/25 - The AMX revisions that Huser proposed for the AV system in the Cafeteria and Gym need to be finalized. This is connected to RFI 472 - Projector to Screen Connection - and the revised equipment list Huser has proposed to make the system function as 4J has requested.			
50-4	<b>OFCI Salvaged Tile</b>	<b>Information</b>		<input type="checkbox"/>
	11/25 - Ryan requested that the Bovero Tile review the owner furnished tile at Old Howard School, if needed.			
50-5	<b>Mechanical Room Clearance</b>	<b>Monte Carothers</b>	<b>12/2/15</b>	<input type="checkbox"/>
	11/25 - Ryan reported that Gary Heldt - 4J Facilities Management has issues with the clearances in the 2 Sector B mechanical rooms. The contract documents call for 6' 8" head clearance and 3' 0" service path. Sector C mechanical room is close to the required clearances but both B mechanical rooms have clearance issues.			
50-6	<b>Sun Shades @ C North Elev.</b>	<b>Information</b>		<input type="checkbox"/>
	11/25 - Sun Shades were called out in the sheet A130 schedule to be on the North Elevation of Sector C. This was a mistake in the documents and Culver has already installed the shades. Per Adam - Culver is to remove the shades at T & M to keep the cost at a minimum.			

## *Meeting Minutes*

**Job:** 14-24 Howard Elementary School

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Meeting adjourned at 10:00.

**Next meeting at 9:00:00AM on Wednesday, December 2, 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	11/23	11/24	11/25	11/26	11/27	11/28	11/29	11/30	12/1	12/2	12/3	12/4	12/5	12/6	12/7	12/8	12/9	12/10	12/11
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
<b>Substantial Completion</b>																				
<b>SITE</b>																				
<b>EAST COURTYARD</b>																				
Grade for walks	Jackson	X	X	X																
Form walks	Dual Force								X	X	X	X	X							
Deliver steel fence 11-30	Advanced								D											
<b>WEST COURTYARD</b>																				
Grade for walks	Jackson															X	X	X	X	X
<b>MECHANICAL COURTYARD</b>																				
Backfill Xerxes tank	Jackson								X											
Exavate CMU footing	Jackson									X	X									
F&P CMU footing	Todd											X	X			X	X			
CMU	Davidsons																	X	X	X
<b>EXTERIOR</b>																				
Skylight glazing w/ crane	Lacey									X	X	X	X							
Wood siding N. Gym	Todd	X	X	X					X	X										
Metal panels & soffit	Rock	X	X	X					X	X	X	X	X			X	X	X	X	X
Second flr access closed 12-15	Todd																			
<b>Mechanical/Boiler Rms</b>																				
Gym/Cafe heat on	Hydrotemp	X	X	X					X	X										
<b>GYM/RR/STORAGE</b>																				
Paint	WPI	X	X																	
Grind & polish floors	Sustainable								X	X	X	X	Off							
Delvr/install wood flooring	Soriano											D	X			X	X	X	X	X
Basketball backboard supports	NWSE								X	X	X	X	X							

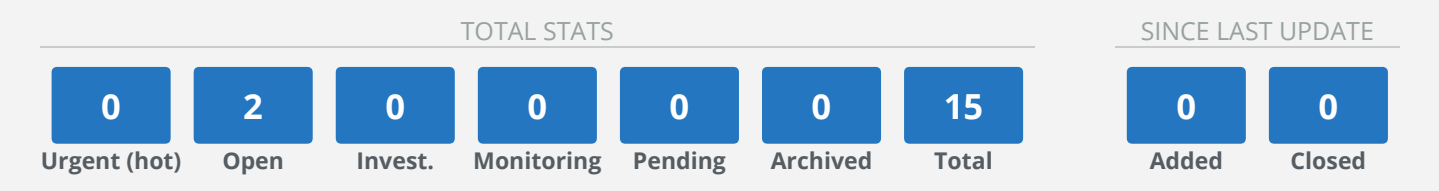
ACTIVITIES	SUB	11/23	11/24	11/25	11/26	11/27	11/28	11/29	11/30	12/1	12/2	12/3	12/4	12/5	12/6	12/7	12/8	12/9	12/10	12/11
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Acoustical wal panels	Snaptex								X	X	X	X	X							
<b>MUSIC ROOM</b>																				
Tape/txtr	Cascade								X	X	X	X	X			X	X	X	X	
Paint	WPI																			P
<b>KITCHEN</b>																				
FRP	Trojan	X	X	X																
Install freezer/cooler	S&G		X	X																
Mechanical OH rgh-in	Hydrotemp	X	X	X					X	X	X									
Ceiling grid	Cascade											X	X							
Clng grid M&E	All															X	X	X		
Kitchen equipment	S&G																		X	X
<b>CAFETERIA</b>																				
Paint	WPI	X	X																	
<b>BS</b>																				
Stair well tape & paint	All	X	X	X					X	X	X	X	P							
Casework	Freemont	D	X	D					X	D	X	X	X			X	X	X	X	X
<b>BN</b>																				
Stair well tape & paint	All	X	X	X					X	X	X	X	P							
Casework	Freemont												D			X	X	X	D	X
<b>BM-South</b>																				
Tile 1st flr	Bovero	X	Off	Off					X	X	X									
Grind & polish floors	Sustainable												Off			X	X	X	X	X
Tile 2nd flr	Bovero	X	Off	Off					X	X	X	X	X			X	X	X	X	X
<b>BM- North Admin. Media</b>																				
Shear wall penetrations	Cascade	X	X																	
Hang gyp board 2nd flr	Cascade	X	X	X																
Tape/txtr 2nd flr & Media	Cascade			X					X	X	X	X								
Electrical clng rgh-in	Scofield	X	X	X					X	X	X									

ACTIVITIES	SUB	11/23	11/24	11/25	11/26	11/27	11/28	11/29	11/30	12/1	12/2	12/3	12/4	12/5	12/6	12/7	12/8	12/9	12/10	12/11
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Paint 2nd flr & Media	WPI												P			P				
Hang gyp board Admin	Cascade	X	X	X					X	X	X	X	X			X	X			
Tape/txtr Admin	Cascade								X	X	X	X	X			X	X	X	X	X
Paint Admin	WPI																		X	X
<b>C1 &amp; C2-INTERIOR</b>																				
MEP ceiling drops	All	X	X	X					X											
Install Casework	Freemont	X	X	X					X	X	X	X	X							
P-lam wainscot	MC Interiors	X	X	x					X	X	X	X	X							



# Project Status

Issues Counts: LAST UPDATE: 20 November, 2015



## Issues: By Assignee

Hydro-Temp	15-014, 15-015	2
<b>Total</b>		<b>2</b>

## Overall Status:



### 15-014: Strainer blow-down location

Submitted by **Vince Sage** on **Fri Nov 20th 2015**

AH-C106 had the strainer blow down located very close to vents in control cabinet. This is a potential shock hazard in the event that water makes its way through the box vent. It appears to be difficult to connect a hose to this blow down. We recommend rotating the strainer such that the blow-down points away from the control cabinet. Please ensure the manual valve remains operable. It may be necessary to move the control cabinet slightly.

Assigned To: **Hydro-Temp**

Logged Date: **Fri Nov 20th 2015**

Category: Construction

System: AH-C106

Days Open: **0**

Status: **Open**

#### 15-014 Supporting Image: AH-C106 strainer



### 15-015: Pipe supports/bracing

Submitted by **Vince Sage** on **Fri Nov 20th 2015**

Verify that the distance between the piping mounting points are within spec (max horizontal span of 5 feet). Several units had very unstable connections and were not very secure. Too much flexibility may damage the piping coil connections. Verify seismic bracing as well. Add supports and/or bracing as needed.

Assigned To: **Hydro-Temp**

Logged Date: **Fri Nov 20th 2015**

Category: Construction

System: Classroom AHUs

Days Open: **0**

Status: **Open**

15-015 Supporting Image: **Unstable piping**



-- End of Issues Log Report --