



## Meeting Minutes

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

**Meeting:** Owner/Architect/GC # 58  
**Date:** 2/10/16  
**Start Time:** 9:00:00AM

### Attendees

**Attended**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> David Haggard (Todd Construction, Inc.)<br><input type="checkbox"/> John Stapleton (PIVOT Architecture)<br><input type="checkbox"/> Harv Wingerd (Todd Construction, Inc.)<br><input 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 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 checked="" 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**

- |            |  |                    |  |                          |
|------------|--|--------------------|--|--------------------------|
| <b>0-1</b> | <b>Schedule</b><br>2/10 - David reviewed the 3- week schedule (see attached). Todd provided 4J and Pivot a preliminary owner training schedule (via Email 2/9) for review and asked that they provide revisions as needed. Todd requested revisions needed to be returned by Friday 2/12. 4J is reviewing the latest version of the project schedule sent by Todd on 2/3.<br>Design Team is planning to start the interior building punchlist 3/7 and exterior building punchlist 3/8 with the full punchlist sent to Todd by 3/11.  | <b>Information</b> |  | <input type="checkbox"/> |
| <b>0-2</b> | <b>Safety/Security</b><br>2/10 - No issues this week.  | <b>Information</b> |  | <input type="checkbox"/> |
| <b>0-3</b> | <b>RFIs</b><br>2/10 - Reviewed Unanswered RFI Log<br>RFI 563 - Answered on 2/9   | <b>Information</b> |  | <input type="checkbox"/> |
| <b>0-4</b> | <b>CORs</b><br>2/10 - Reviewed Pending COR Log dated 2/9/16 (attached). CORs discussed are a follows:<br>#33 - Revised pricing was submitted to 4J on 2/4. Andy discussed Convergent pricing with Bill Davis and asked that Convergent remove the 5 gate card readers and submit them as a separate COR. The card readers were not part of the PR changes and are a separate issue.<br>#136 - Has been approved as a \$0 cost change.<br>#152 - Scofield needs to provide the T & M costs for this COR.<br>#170 - Scofield has completed the DDC power and needs to supply time sheets for the T & M. Tormax actuator buttons have not been installed by Culver and Scofield will need to finish wiring.<br>#172 - 4J/Pivot initial review comments were that the hours to move the speakers seem high. Would like a breakdown of labor. | <b>Information</b> |  | <input type="checkbox"/> |
| <b>0-5</b> | <b>Submittals</b><br>2/10 - Andy is working through the remaining submittal. The missing Deferred submittals will affect the building final inspection and are the priority. Adam mentioned that Metal stairs and railings are one of the missing Deferred submittals.   | <b>Information</b> |  | <input type="checkbox"/> |

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Item	Description	Responsible	Due Date	Closed
0-6	<b>Hot Items</b> 2/10 - Heating System Controls Balancing - Hydronic Valve Issues Punchlist Schedule Deferred Submittals 4J Commissioning and startup procedures	<b>Information</b>		<input type="checkbox"/>
5-3	<b>Pivot PCO Report</b> See previous meeting minutes for past PCO Report information. 1/06 - Pivot provided 2 options for the runnel water guide. Todd to install a plywood mockup of each version for review. 1/13 - P021 Should be ready to issue end of next week. Window film revisions were covered in RFI 546. Classroom film is to be installed on the corridor side of glass. 1/27 - PR 039 (P021) Was issued last week, which added moving the existing Howard sign and deleted the existing tile salvage. Still need a credit from HT on RFI 112 (P049) changing reclaimed water piping material. This was recommended by HT as a cost saving measure. PR 033 (P098) Head Start Building Utilities - Todd received revised pricing from JL and will forward this week. PR 035 (P109) Exterior Personnel Gate Panel Revision - Per Ryan, if there is no cost Todd send a \$0 email for CRPO backup. 2/10 - P049 - A credit for the change in material to PVC was requested again from Hydro-Temp on 2/8. PR 033 (P098) - Todd submitted a confirming RFI with 2 versions of design pricing for the design teams review. PAE is reviewing now.	<b>Information</b>		<input type="checkbox"/>
14-1	<b>Landscape Well</b> See previous minutes for additional discussion. 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. 11/4 - No new information.	<b>Ryan Spain</b>		<input type="checkbox"/>
14-2	<b>Non Compliance Issues</b> 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. 11/4 - No log for review. Adam will send out an updated log to all showing the deletion of one item. 11/11 - Adam distributed the NCI report. NC issues 18 & 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 & 52 as well. 11/18 - FEI has been providing inspections for SVR 8 & 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. 11/25 - Cascade provided the requested documentation for NC 18, 25 and 47, but is still working on 52. 12/02 - FEI will be inspecting the shear walls today and either tomorrow or Friday. Andy is working through the Cascade provided documentation. Hydro-Temp is working on the clearance issues at the mechanical mezzanines. 12/09 - PAE Site Visit Report dated 12/07 will be added to their previous Site Visit Report as part of NC 53. Hydro-Temp is working on these issues now. 12/16 - NC 054 - Water Intrusion into Chiller Control Cabinet will be removed from the list. Todd sealed the cabinet and cleared out the water. 12/30 - Todd provided documentation to clear NC 050. NC 026 has been coordinated between Jackson Luck and the City of Eugene and should be removed. NC 054 will be removed and Climate-Tech will take care of the water issues in the chiller controls. 1/06 - NC 050, 055 & 056 have been removed from the NC list. Todd to send Adam pictures and City contact information to clear the erosion NC 026. EOR is reviewing documentation provided to clear NC 047 & 052.	<b>Information</b>		<input type="checkbox"/>

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	<p>1/13 - Cascade provided additional information for the Proscenium bracing requested by the H&amp;L.</p> <p>1/27 - Adam requested a written statement regarding NC 18, 47, 53 to clear them. Adam requested the CoE contact info to clear NC 26, parking lot catch basin filters need to be checked. Rock Roofing is working on NC 37 &amp; 49 now. Adam to look at NC 11 after the meeting today.</p> <p>2/10 - NC 037 Rock Roofing has replaced the tapered insulation. Documentation was sent to Pivot and Adam will inspect the roof after the meeting today.</p>			
<b>28-1</b>	<b>Commissioning Issues</b>	<b>David Haggard</b>	<b>2/11/16</b>	<input type="checkbox"/>
	<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> <p>12/02 - No new issues this week. Hydro-Temp is adjusting the 2 issues noted as tracked commissioning issues.</p> <p>12/09 - Ryan requested a schedule for the Cx inspections.</p> <p>12/16 - Todd has concerns with Clima-Tech's control schedule. Ryan to work with Clima-Tech to improve their completion schedule to keep from impacting the HVAC completion schedule.</p> <p>12/30 - Hydro-Temp will be cleaning the mechanical mezzanines next week. David to request Hydro-Temp complete the seismic connections.</p> <p>1/06 - David gave Vince (Cx Agent) a date of 1/15/16 for the remaining AHU startup date.</p> <p>1/13 - Hydronic valve issues may hold up commissioning. The DDC power to the panels can be installed as temporary if needed for commissioning. The condensate drain connection and seismic at the AHUs is being installed now by Hydro-Temp.</p> <p>1/27 - Gary Heldt - 4J District Engineer will be working with Clima-Tech to finalize controls and startup procedures.</p> <p>2/10 - Better coordination between the Cx Agent, 4J Facilities, Clima-Tech &amp; Hydro-Temp. Todd to contact all parties and set up a Commissioning Meeting.</p>			
<b>46-1</b>	<b>AES Documentation</b>	<b>David Haggard</b>	<b>2/11/16</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> <p>12/02 - David provided Ryan with AES time sheets.</p> <p>12/09 - David provided Ryan with AES time sheets.</p> <p>12/16 - No time sheets this week.</p> <p>12/30 - David provided Ryan with AES time sheets.</p> <p>1/06 - No documentation this week.</p> <p>1/13 - David provided Ryan with AES time sheets.</p> <p>1/27 - David provided Ryan with AES time sheets. Ryan thought some of the previous Scofield time sheets may be for T &amp; M at the projector to screen connection.</p> <p>2/10 - Dexter reiterated the need to get the Solar online as there is a EWEB permit deadline. Todd to review with Scofield.</p>			
<b>46-2</b>	<b>Directional Letters in West Courtyard</b>	<b>Russ Kaufman</b>		<input checked="" type="checkbox"/>

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	<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> <p>12/09 - Russ presented a sample aluminum letter for the teams review. Adam requested an RFI be submitted with the proposed letter options. Todd to work on an option for black lettering.</p> <p>12/16 - Ongoing</p> <p>1/06 - Todd to provide Pivot with a black anodized letter sample for approval.</p> <p>1/13 - Sample letters are ordered.</p> <p>1/27 - Should have samples next week.</p> <p>2/10 - Samples were provided to Pivot for review. The Bronze letter sample was chosen from the 2 samples by Adam.</p>			
<b>56-1</b>	<b>Draft O&amp;Ms</b>	<b>Information</b>		<input type="checkbox"/>
	<p>1/13 - Todd has scheduled to have a draft O&amp;M ready for review by 1/25.</p> <p>1/27 - Todd is planning to have a draft O&amp;M ready for the architectural items 2/1. The MEP items will take another week or two. Todd to provide a full table of contents with the first draft.</p> <p>2/10 - Architectural drafts were sent to the team on 2/9 for review.</p>			
<b>57-1</b>	<b>LV Labeling Issues</b>	<b>Ryan Spain</b>		<input checked="" type="checkbox"/>
	<p>1/27 - NIS brought up concerns about the labeling National Networks has completed and it differs from what the specifications describe. Ryan to check with 4J staff on what is required.</p> <p>2/10 - After review 4J and the design team are satisfied with the labeling as installed.</p>			
<b>57-2</b>	<b>Owner Training</b>	<b>Information</b>		<input type="checkbox"/>
	<p>1/27 - Dexter asked that the training sign in sheets contain a "print" line next to the signature for clarity. All final keys, accessories need to be signed over to either Ryan or Dexter to finalize. Group to check if video recording of training is required.</p> <p>2/10 - A preliminary training schedule was sent to 4J for review and comment with a request for revisions no latter than 2/12.</p>			
<b>New Business</b>				
<b>58-1</b>	<b>Media Cubbies Cushion Sample</b>	<b>Information</b>		<input type="checkbox"/>
	<p>2/10 - Sample provided to Adam.</p>			
<b>58-2</b>	<b>Building Tours</b>	<b>Information</b>		<input type="checkbox"/>
	<p>2/10 - Allan inquired about a date to resume student building tours. The consensus was to wait until after the punchlist was complete.</p>			
<b>58-3</b>	<b>Down Spout @ Perf</b>	<b>Monte Carothers</b>		<input type="checkbox"/>
	<p>2/10 - Adam pointed out the downspout cut through the perf metal will need an added trim to cover up the oversize cut.</p>			
<b>58-4</b>	<b>Phenolic Panel Bubble</b>	<b>Monte Carothers</b>		<input type="checkbox"/>
	<p>2/10 - Adam pointed out an area of white phenolic panel that appeared to have a bubble.</p>			

Meeting adjourned at 10:30.

**Next meeting at 9:00:00AM on Wednesday, February 24, 2016.**

## *Meeting Minutes*

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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	2/8	2/9	2/10	2/11	2/12	2/13	2/14	2/15	2/16	2/17	2/18	2/19	2/20	2/21	2/22	2/23	2/24	2/25	2/26
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
<b>SITE</b>																				
F&P walks weather pending	Dual Force																			
Fencing	Todd	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X
<b>BUILDING</b>																				
Tack panels delivered	Cascade																			D
Drop ceiling tile	Cascade	X	X	X	X	X														
Finish electrical	Scofield	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X
Final clean	WFJ	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X
Punchlist	Todd	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X
TAB	Hydrotemp								X	X	X	X	X			X	X	X	X	X
<b>4J DISTRICT</b>																				
Owner training 3-3-16	Todd																			
FF&E install 4-4-16	4J																			

Job No: 14-24

# Request for Information

Show: Unanswered RFIs

Howard Elementary School

Date: 2/9/2016

RFI #	SUB #	Date Issued	Title	Date Requested	Status	CO Req'd	Response Date	Posted in Asbuilts	Forwarded Date
563		02/09/16	Media Exit Signs and Strobes Blocked	02/12/16	NEW				

## Pending Change Order Request Log

Job No: 14-24

Howard Elementary School

Date: 2/9/2016

Number	Change Issue	Description	Date to Sub	Quoted	Time Requests	Date to Owner	Date Approved	CO #	Approved Amount
33RRR	PR 025	Electrical/Low Voltage/Plumbing/Structural Revisions	03/17/15	\$88,641.00		02/04/16			
45RA	RFI 245	Trap Primers for Mezzanine Floor Sinks - 2/1/16 Substantial Completion Date	04/14/15	\$23,033.00		12/16/15			
45RB	RFI 245	Trap Primers for Mezzanine Floor Sinks - 3/7/16 Substantial Completion Date	12/16/15	\$21,156.00		12/16/15			
57	PR 027	Plumbing Isolation Valves	05/08/15	\$12,243.00		07/08/15			
98.02R	PR 031	Mechanical Revisions	07/24/15	\$1,296.00		01/27/16			
111	RFI 397	Roof Deck Extension	08/20/15	\$2,696.00		01/07/16			
136	PR 035	Exterior Personnel Gates Panel Revision	10/14/15	\$0.00		01/30/16			
153	RFI 520	Ceiling Height in A101 Lobby	11/10/15	\$1,133.00	TBD	11/10/15			
159	RFI 521	MEP Shear Wall Penetrations	11/17/15	\$25,847.00		01/07/16			
160	RFI 523	Wood Ceiling Soffit Drop	11/17/15	\$4,932.00		12/29/15			
170	PR 038	DDC Control Panel Power Connection and Tormax Door Operation	12/18/15	\$6,313.00		01/07/16			
172	RFI 538	Speaker Cluster Placement	12/21/15	\$4,267.00		02/04/16			
179	RFI 537	Re-Frame Media Work Room Ceiling for Recessed L2 Fixtures	12/29/15	\$1,391.00		12/29/15			
191	PR 039	Salvage and Install Existing Howard Elementary School Sign	01/23/16	\$2,591.00		02/04/16			
193	RFI 558	Non-Potable Water Signage	02/01/16	\$2,482.00		02/09/16			
194	RFI 555	Fire Sprinkler Air Compressor Electrical Connection	02/02/16	\$1,570.00		02/04/16			
197	None	Elevator Sump Pump Control Wiring	02/09/16	\$1,503.00		02/09/16			
198	None	Move 2 Each L3 2' Fixtures to Reception B100	02/09/16	\$321.00		02/09/16			

<b>Approved Time Extensions:</b>	25	<b>Original Contract Amount:</b>	\$21,663,000.00
<b>Start Date:</b>	11/12/14	<b>Pending Contract Changes:</b>	\$201,415.00
<b>Revised End Date:</b>	03/07/16	<b>Approved Contract Changes:</b>	\$607,600.00
		<b>Revised Contract Amount:</b>	\$22,270,600.00