



## CONSTRUCTION MEETING MINUTES

DATE: 3/6/12

Construction Meeting No.: 23  
 Project Name: **Keystone Middle School**  
 Meeting Location: Job site **2:00 PM**

| Present | Distributed | Name               | Company                                 |
|---------|-------------|--------------------|---|
| X       | X           | Jay Arbaugh        | Keystone Local School District          |
| X       | X           | Dennis Walter      | Keystone Local School District          |
| X       | X           | Michael Smith      | Keystone Local School District          |
|         | X           | Susan Bement       | Keystone Local School District          |
|         | X           | David J. Leach     | The Cornice Company                     |
| X       | X           | David D. Leach     | The Cornice Company                     |
| X       | X           | Brandilyn Fry      | The Cornice Company                     |
|         | X           | Ashley Klase       | The Cornice Company                     |
|         | X           | Mark Moore         | FMD Architects                          |
| X       | X           | Robb Seders        | FMD Architects                          |
|         | X           | Michael DiMaio     | FMD Architects                          |
| X       | X           | Melanie Friedman   | FMD Architects                          |
|         | X           | Nick Baker         | GE Baker                                |
|         |             | Dan Marrone        | Marrone Construction (GE Baker)         |
|         | X           | Roger Riachi       | RFC Contracting                         |
| X       | X           | Brandon Shuster    | RFC Contracting                         |
|         | X           | Matt Hileman       | RFC Contracting                         |
| X       |             | Frank Cimino       | RFC Contracting                         |
|         |             | Dennis Radloff     | Accurate Concrete (RFC Contracting)     |
| X       | X           | Matt Birch         | Giambrone Masonry                       |
|         |             | Gino DiPaola       | Giambrone Masonry                       |
|         | X           | Thomas Gergye      | Custom Fabricators                      |
|         | X           | Sue Relken         | Custom Fabricators                      |
|         | X           | Doug Posa          | Breckenridge Kitchen Equipment & Design |
|         | X           | John Jakuszewski   | S.A. Comunale                           |
|         | X           | Tim Cerepak        | S.A. Comunale                           |
|         | X           | Mike Purdham       | S.A. Comunale                           |
|         | X           | Steve Hendricks    | S.A. Comunale                           |
|         | X           | Chris Buckholz     | Suburban Process Piping                 |
| X       | X           | Steve Shaver       | Suburban Process Piping                 |
|         |             | Karl Cloen         | Suburban Process Piping                 |
| X       | X           | Mark Huston        | Bay Mechanical and Electrical Corp.     |
| X       | X           | Alex Weber         | Bay Mechanical and Electrical Corp.     |
| X       | X           | Mickey O'Grady     | CCG Automation                          |
|         | X           | Anthony Grandstaff | CCG Automation                          |



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**I. GENERAL**

1. Contractors are responsible for items discussed in the meetings whether they are present or not. Project Managers shall be present at meetings.
2. Safety – Follow all OSHA guidelines.

**II. AMENDMENTS TO PREVIOUS MEETING MINUTES**

1. None

**III. RFI'S**

1. Answered since last meeting: 000-017 , 108-015, 110-013, 110-014, 112-004
2. Outstanding: **000-019** (due 2/24), 111-009
3. RFI 112-004 will require a change order for additional valves. CCG to price and send to Cornice for review and issue of a change order.

**IV. SUBMITTALS**

1. Outstanding submittals:

| <b>Submittal</b>                                    | <b>Responsible Contr.</b> | <b>Date Submitted</b> | <b>Return Due Date</b> | <b>Status</b>    |
|---|---------------------------|-----------------------|------------------------|------------------|
| 105-001: Epoxy Countertop Shop Dwgs                 | Custom Fab.               | 2/23/12               | 3/8/12                 | In Review        |
| 105-002: Plastic Laminate Casework Shop Dwgs        | Custom Fab.               | 2/23/12               | 3/8/12                 | In Review        |
| 105-003: Casework Color Samples                     | Custom Fab.               | 2/23/12               | 3/8/12                 | In Review        |
| 105-004: Laminate MSDS Product Data Sheets          | Custom Fab.               | 2/23/12               | 3/8/12                 | In Review        |
| 105-005: Epoxy MSDS Product Data Sheets             | Custom Fab.               | 2/23/12               | 3/8/12                 | In Review        |
| <b>108-013: Storefront, Glass, and Curtain Wall</b> | <b>RFC</b>                | <b>2/21/12</b>        | <b>3/6/12</b>          | <b>In Review</b> |
| 108-016: Acoustical Panel                           | RFC                       | --                    | --                     | RVRS             |
| <b>108-024: Scoreboard Product Data</b>             | <b>RFC</b>                | <b>2/21/12</b>        | <b>3/6/12</b>          | <b>In Review</b> |
| 108-025: Glass Product Data/Test Reports/Samples    | RFC                       | 3/6/12                | 3/20/12                | In Review        |
| 110-033: Boiler Room Layout                         | Bay                       | 3/6/12                | 3/20/12                | In Review        |
| 111-012: Intrusion Detect. & Access Control         | Bay                       | --                    | --                     | RVRS             |
| 112-003: Controls                                   | CCG                       | 2/28/12               | 3/13/12                | In Review        |

2. Submittals requested from Contractors:

| <b>Submittal Requested</b> | <b>Responsible Contractor</b> | <b>Date Requested</b> | <b>Date Anticipated</b> |
|----------------------------|-------------------------------|-----------------------|-------------------------|
|----------------------------|-------------------------------|-----------------------|-------------------------|

3. Submittal Discussion Items

| <b>Item No.</b> | <b>Description</b>   | <b>Responsible Party</b>   | <b>Open/Closed</b> |
|-----------------|--|--|--------------------|
| <b>SUB.1</b>    | <b>Color Selections</b><br>11/1/11 All submittals requiring color or finish selections are required to have hard copy submittals. Color or finish selections cannot be made from elect. submittals.  | <b>All Contractors</b>   | <b>Open</b>        |
| <b>SUB.4</b>    | <b>Masonry</b><br>2/7/12 Brick samples are expected to be submitted soon. Mock-up panels will be constructed with approved brick prior to installation of veneer at the gymnasium.   | <b>All Contractors</b>   | <b>Open</b>        |
| <b>SUB.5</b>    | <b>Submittal Log</b><br>2/14/12 Cornice is currently updating the submittal log to note outstanding submittals that have not been received. This will be distributed when complete.<br>2/21/12 Materials are being delivered today. Giambrone requested a sketch to indicate what is requested for mock-up (elevation).<br>2/28/12 Materials delivered. No sketch has been received and is needed for construction of the mock-up.<br>3/6/12 FMD to issue sketch. Mock-up will be constructed behind the existing school sign for comparison of materials to existing. | <b>Cornice</b><br><br><b>FMD</b><br><br><b>FMD</b><br><br><b>FMD</b> | <b>Open</b>        |

**V. PROPOSAL REQUESTS / CHANGE ORDERS**

1. Proposal Requests issued since last meeting: None
2. Outstanding Proposal Request Responses: None
3. Outstanding Change Orders: None
4. Change Orders prepared and awaiting signature: 103-02; 111-05; 111-06
5. Proposal Request/Change Orders Discussion Items:
  - a. Change Order from RFC forthcoming for steel column modifications.

**VI. PROJECT SCHEDULE**

| <b>Item No.</b> | <b>Description</b>   | <b>Responsible Party</b> | <b>Open/Closed</b> |
|-----------------|--|--------------------------|--------------------|
| <b>PS.1</b>     | <b>Schedules/durations</b><br>2/28/12 Refer to attached schedule.<br>3/6/12 Please send comments to the schedule to Cornice. | <b>All Contractors</b>   | <b>Open</b>        |

**VII. COORDINATION DRAWINGS**

1. Responsibility of Mechanical Contractor (Bay)
2. Refer to Section 210150 – Coordination Drawings, paragraph 3.3.
3. Coordination Drawing Discussion Items:

| <b>Item No.</b> | <b>Description</b>  | <b>Responsible Party</b> | <b>Open/Closed</b> |
|-----------------|---|--------------------------|--------------------|
| <b>CD.1</b>     | <b>Coordination Drawings</b><br>2/7/12 Bay will be issuing a full set of coordination drawings for review. A copy will be distributed to FMD and RFC.<br>2/14/12 Currently coordination drawings are under review. There could be revisions due to the response to RFI 109-029 (Student Dining Ceiling Height)<br>3/6/12 Reviewed and returned last week. | <b>All Contractors</b>   | <b>Open</b>        |

## VIII. CONTRACTOR UPDATES

### **Contract 102 - GE Baker**

| <u>Item No.</u> | <u>Description</u>     | <u>Action Req'd</u>  | <u>Open/Closed</u> |
|-----------------|------------------------|--|--------------------|
| <b>102.1</b>    | <b>Weekly Progress</b> |  | <b>Open</b>        |
|                 | 2/28/12                | Dave Leach Sr. has contact GE Baker to pour foundations at canopies and damaged areas. Work expected to occur this week. |                    |
|                 | 3/6/12                 | Work not completed yet.  |                    |

### **Contracts 103 & 108 - RFC Contracting**

| <u>Item No.</u> | <u>Description</u>     | <u>Action Req'd</u>   | <u>Open/Closed</u> |
|-----------------|------------------------|---|--------------------|
| <b>103.1</b>    | <b>Weekly Progress</b> |   | <b>Open</b>        |
|                 | 2/28/12                | Looking to start pouring NW core area. Will need access to the north side of the core for this work. Misc. soil spoils around the site need to be removed. Cornice will address. Canopy work will follow installation of foundations. Requested site cleanup at academic wing (mud, carpentry scraps, etc.). Steel delivery will be dependent on the answer to RFI (cutting column vs. joist girder seat). Door frames are onsite for installation. |                    |
|                 | 3/6/12                 | Site prep at core continuing on Thursday. Site needs to thaw before prep can happen. SOG to be poured by middle of next week at the north core and topping at the locker room.  |                    |

### **Contract 104 - Giambrone Masonry**

| <u>Item No.</u> | <u>Description</u>     | <u>Action Req'd</u>   | <u>Open/Closed</u> |
|-----------------|------------------------|---|--------------------|
| <b>104.1</b>    | <b>Weekly Progress</b> |   | <b>Open</b>        |
|                 | 2/28/12                | Second crew will begin at the south end of the academic core. Currently working on the gym. After completion of the gym, will start at stage. Stage construction to be coordinated with the concrete pour. Submitted access plan to Dave Leach Sr.                              | <b>Giambrone</b>   |
|                 | 3/6/12                 | Finishing at locker room. Will begin scaffolding at 2 <sup>nd</sup> floor academic wing and will proceed with the 2 <sup>nd</sup> floor. Will move to stage after core floor is poured. Gym steel can be set next week. RFC to coordinate with Giambrone regarding door frames. |                    |

### **Contract 105 - Custom Fabricators**

| <u>Item No.</u> | <u>Description</u>     | <u>Action Req'd</u>                     | <u>Open/Closed</u> |
|-----------------|------------------------|---|--------------------|
| <b>105.1</b>    | <b>Weekly Progress</b> |   | <b>Open</b>        |
|                 | 2/28/12                | Submittal received and is under review. |                    |
|                 | 3/6/12                 | Submittal is under review.              |                    |

### **Contract 106 - Breckenridge**

| <u>Item No.</u> | <u>Description</u>     | <u>Action Req'd</u> | <u>Open/Closed</u> |
|-----------------|------------------------|---------------------|--------------------|
| <b>106.1</b>    | <b>Weekly Progress</b> |                     | <b>Open</b>        |
|                 | 2/28/12                | Have not mobilized. |                    |
|                 | 3/6/12                 | Have not mobilized. |                    |

### **Contract 107 - S.A. Comunale**

| <u>Item No.</u> | <u>Description</u>     | <u>Action Req'd</u>   | <u>Open/Closed</u> |
|-----------------|------------------------|---|--------------------|
| <b>107.1</b>    | <b>Weekly Progress</b> | <b>SAC</b>  | <b>Open</b>        |
|                 | 2/28/12                | Have not mobilized, but are ready to. Waiting approval to mobilize. |                    |

3/6/12 Have not mobilized, but are ready to. Waiting approval to mobilize.

**Contract 109 - Suburban Process Piping**

| <b>Item No.</b> | <b>Description</b>  | <b>Action Req'd</b> | <b>Open/Closed</b> |
|-----------------|---|---------------------|--------------------|
| <b>109.1</b>    | <b>Weekly Progress</b>  |                     | <b>Open</b>        |
|                 | 2/28/12 Trough drain to be installed to prepare for concrete pour in this area. |                     |                    |
|                 | 3/6/12 Continuing with first floor rough-in.                                    |                     |                    |

**Contracts 110 & 111 - Bay Mechanical**

| <b>Item No.</b> | <b>Description</b>  | <b>Action Req'd</b> | <b>Open/Closed</b> |
|-----------------|---|---------------------|--------------------|
| <b>110.1</b>    | <b>Weekly Progress</b>  |                     | <b>Open</b>        |
|                 | 2/28/12 Continuing with rough-ins. Hangers and copper installation is proceeding. Will move to and work on future pour areas.   |                     |                    |
|                 | 3/6/12 Continuing with rough-ins in academic wing (conduit, ductwork, copper, etc.). KLSO upgraded software for the card swipes at the high school and would to coordinate to have same manufacturer (Bosch) and have swipes run off same software license. |                     |                    |
| <b>110.2</b>    | <b>AHU-1 Delivery</b>   |                     | <b>Open</b>        |
|                 | 2/21/12 AHUs 2-5 are stored; AHU 1 arrival is scheduled to arrive in the shop at the end of the month. Installation will be coordinated with the truss installation.  |                     |                    |
|                 | 2/28/12 AHU-1 has arrived and is being stored.  |                     |                    |

**Contract 112 – CCG Automation**

| <b>Item No.</b> | <b>Description</b>  | <b>Action Req'd</b> | <b>Open/Closed</b> |
|-----------------|---|---------------------|--------------------|
| <b>110.1</b>    | <b>Weekly Progress</b>  |                     | <b>Open</b>        |
|                 | 2/28/12 Have not mobilized. Control valves requested for installation by Bay.   |                     |                    |
|                 | 3/6/12 Have not mobilized. Control valves to be delivered 3/7 to Bay. All submittals have been submitted. If State Term portions of contract are not approved prior to Bay needing additional control valves, CCG to price and Cornice will issue a change order. |                     |                    |

**IX. LEED**

| <b>Item No.</b> | <b>Description</b>  | <b>Responsible Party</b> | <b>Open/Closed</b> |
|-----------------|---|--------------------------|--------------------|
| <b>LE.1</b>     | <b>Documentation</b>  | <b>All Contractors</b>   | <b>Open</b>        |
|                 | 10/25/11 Refer to specifications for required LEED submittals. All contractors to be continuing to document LEED items as required.                         |                          |                    |
| <b>LE.2</b>     | <b>Dumpsters</b>  |                          | <b>Open</b>        |
|                 | 11/1/11 Dumpsters have been delivered and sorting and recycling will occur offsite. Documentation will be submitted as it comes for all construction waste. |                          |                    |
| <b>LE.4</b>     | <b>LEED Online</b>  |                          | <b>Open</b>        |
|                 | 1/24/12 Acoustical ceiling information received today from RFC. Submittal now scheduled for submittal at the end of February.                               |                          |                    |
|                 | 3/6/12 Information is needed from civil engineer. Signatures are need by the Owner in LEED Online. Submittal submission has pushed 2-3                      |                          |                    |

weeks. Discussed credit for dedicated bike lane. May need to add sidewalk if plan for inclusion in next phase is not approved.

**X. ISSUES FOR DISCUSSION**

**A. Old Business**

| <b>Item No.</b> | <b>Description</b>  | <b>Responsible Party</b> | <b>Open/Closed</b> |
|-----------------|---|--------------------------|--------------------|
| <b>OB.4</b>     | <b>All fill to be compacted and stabilized</b>  | <b>All Contractors</b>   | <b>Open</b>        |
| <b>OB.5</b>     | <b>Foreman Meetings</b><br>10/25/11 Meetings will be established as necessary   | <b>All Contractors</b>   | <b>Open</b>        |
| <b>OB.9</b>     | <b>Smoking</b><br>11/1/11 Please remind those on site that there is no smoking permitted on school property.  | <b>All Contractors</b>   | <b>Open</b>        |
| <b>OB.15</b>    | <b>Exterior Aluminum Door Frame</b><br>12/20/11 Alex expressed concern about getting the access control and security wiring in the door frames. When the submittals are received for these frames, Cornice will forward a copy to Alex for his review.<br>1/24/12 Storefront drawings returned as 'Revise and Resubmit'. Once submittals are approved, copies will be forwarded.<br>3/6/12 Waiting on submittal to be returned from FMD.  | <b>Cornice</b>           | <b>Open</b>        |
| <b>OB.18</b>    | <b>Gas Service Status</b><br>3/6/12 Meeting held prior to this meeting with Columbia Gas. The goal is to be complete by September with system upgrades and ready for school tie-in to system. Columbia Gas will keep Cornice up-to-date with developments.  |                          | <b>Open</b>        |
| <b>OB.21</b>    | <b>Designated walkway</b><br>1/31/12 Completed and then torn up again.<br>2/14/12 Site access created has been torn up again.<br>2/21/12 Currently trying to maintain, but difficult.   |                          | <b>Open</b>        |
| <b>OB.23</b>    | <b>Security Plan for Installed Materials</b><br>2/21/12 Dave Leach Sr. will distribute keys for padlock to each foreman. No security issues have been experienced to date. Cornice has pricing on additional security measures and will review with KLSD to make a decision to proceed.<br>2/28/12 Two windows cut into on Monday morning. Nothing appears to be damaged or missing. May have been concrete workers trying to access site.<br>3/6/12 No security issues this week.  |                          | <b>Open</b>        |
| <b>OB.25</b>    | <b>Truss Shops</b><br>2/14/12 Truss shop drawings are needed for the north mechanical wall for coordination with masonry<br>2/21/12 To be received tomorrow.<br>3/6/12 RFC to advise on date of delivery next week. RFI forthcoming regarding mechanical openings needed at the west side of the mechanical room over the locker room.  | <b>RFC</b>               | <b>Closed</b>      |
| <b>OB.26</b>    | <b>Street Cleaning</b><br>2/28/12 Village upset with condition of Opportunity Way. Street cleaner cleaned street Monday. Wheel wash has been installed, but not extremely effective due to amount of mud. School maintains the road to the east of the site. Contractors are instructed to have deliveries, etc. come off of Route 303 instead of Route 301 to minimize the amount of mud on Village roads. Giambrone will look into grating 'knock-off' system for site and advise on cost.<br>3/6/12 No further contact from Village. Road cleaner this week. |                          | <b>Open</b>        |

|              |                         |  |               |
|--------------|-------------------------|--|---------------|
| <b>OB.27</b> | <b>Concrete topping</b> |  | <b>Closed</b> |
|              | 2/21/12                 | Bay inquired about when the installation of the concrete topping will occur at the precast plank locations. They would like to begin work in that area if it would be considered dried in. Work can begin in that area after the topping is installed, but the topping does not make the area water tight. |               |
|              | 2/28/12                 | RFC will pour topping with the next concrete pour.   |               |
|              | 3/6/12                  | Topping will be poured with next week's pour.  |               |

**B. New Business**

| <b>Item No.</b> |                 | <b>Responsible Party</b>  | <b>Open/Closed</b> |
|-----------------|-----------------|---|--------------------|
| <b>NB.30</b>    | <b>Canopies</b> |   |                    |
|                 | 3/6/12          | Canopies at main entrance are needed before can pour remainder of 2 <sup>nd</sup> floor slab. RFC to look at modifying pour stop to pour 2 <sup>nd</sup> floor slab prior to canopy installation. | <b>Open</b>        |

**XI. COMMENTS**

- A. Architect** – None
- B. Owner** – None

**XII. MEETING INFORMATION**

Next meeting will be held on **Tuesday, March 13, 2011 @ 2:00 PM**

The above constitutes The Cornice Company's understanding of discuss which took place during the meeting. Requests for modifications, additions, or clarifications to these meeting minutes should be submitted in writing to this office within five business days. Submissions may be made via email to [bfry@thecorniceco.com](mailto:bfry@thecorniceco.com). Please include references by item number when submitting such requests.