



CROSSROADS CONSTRUCTION CO.

General Contractors ♦ Lic# CGC 051088

PROJECT PROGRESS MEETING AGENDA #3

DATE: August 11, 2011
FROM: Tim Milcich
PROJECT: Hillsborough Community College
EAP Learning Center at Dale Mabry Campus

Items of Discussion:

1. Introduction / Sign-in
2. Review last meeting minutes
3. Project Schedule – See updated master schedule
4. Contingency Modifications
 - No Contingency Modifications to date
5. Request for Information
 - None open - see enclosed R. F. I. Log
6. Submittals
 - See enclosed Submittal log – steel, glass/storefront, canopy
7. Contractor Items
 - Color selections needed
 - Signage changes
 - Hardware
 - HVAC Lead time
8. Engineer Items
9. Campus Items
10. Direct Material Purchase
 - HVAC equipment – see enclosed Owner Direct Purchase log
11. Owner Items
12. Next meeting will be held on August 25, 2011

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All work that is not covered in the cost of the work and requires payment from Design, Construction Manager or Owner's Contingency funds shall be submitted for review by the architect and owner prior to work being performed. A Contingency Authorization Request form shall be submitted to the architect for signature and forwarded to the owner's representative for approval signature. Work shall not be performed until the Construction Manager has received the approved authorization form; any such work completed prior to receipt of written authorization will not be approved for payment. Any discussions about proposed changes must be followed up with a Contingency Authorization Request form PRIOR to any work commencing.

Work associated Change Orders Requests that result in an increase to the Guaranteed Maximum Price (GMP) shall not be completed until a Change Order is approved by the Hillsborough Community College Board of Trustees. Any such work completed prior to receipt of and approved Change Order will not be funded.

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Hillsborough Community College Dale Mabry EAP Learning Center

Progress Meeting Notes

Meeting Day/Date: Thursday, July 28, 2011

Meeting Time: 2:00 PM

A sign-in sheet was distributed with the following personnel in attendance:

David Cabeceiras	HCC Facilities Planning & Construction
Ben Marshall	HCC Facilities Construction Mgmt.
Jim Wiggers	Hillsborough Community College
J. Brent Ellis	Hillsborough Community College
Stephen Carroll	Schenkel Shultz Architects
Tim Milcich	Crossroads Construction Co.
Jeff White	Crossroads Construction Co.
Brian Montry	Crossroads Construction Co.

After introductions, the following was discussed:

- a) Previous meeting notes were reviewed.
- b) No updates to main schedule
 - 1) Air handler delivery anticipated last week of August
 - 2) VAV delivery anticipated 3rd week of August
- c) Canopy, Storefront, Doors & Hardware, and Interior Signage submittals are needed
- d) Crossroads to prepare plan/schedule for demolition and installation of new air handler. It serves areas other than this project. Is temporary unit required? (It was discussed later during site visit that this is not the case. The new unit serves EAP Center only.)
- e) Front wall framed over dirt; Needs to be filled in. Schenkel Shultz to provide A.S.I. Float concrete up to that level is the best alternative.
- f) End user requests to put back door in 105A to corridor. (It was decided to leave it as is).

- g) Architect is working on lettering layout for exterior; will advise.
- h) Information is needed for TV bracket mounts – to be provided to Brian Montry.
- i) Color samples were delivered to the Architect
- j) Aluminum Canopy and electrical materials are less than \$10,000 and therefore will not be direct purchased by HCC

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SUBMITTAL LOG

#11127 HCC DALE MABRY EAP LEARNING CENTER

Spec #	LOG #	SUBCONTRACTOR	DESCRIPTION	FROM SUB	TO ARCH	CCC STATUS	FROM ARCH	ARCH STATUS	RETURN TO SUB	COMMENTS
Div. 02	0717	Construction Specialties	UNIT PAVERS							sample hand delivered to arch at 8/11/11 meeting
Div. 08	0718	Solar Security Films	WINDOW FILM	8/10/11	8/11/11	NET				emailed to arch 8/11 - 9:53 A.M. - hand delivered to arch 8/11 w/film sample
Div. 05	0701	United Steel Works	STEEL	7/13/11	7/26/11	EAN				emailed to arch 7/26 - 10:46 A.M.
Div. 8	0702	Mills & Nebraska	DOORS / FRAMES / HARDWARE	7/29/11	8/10/11	EAN				emailed to arch 8/10 - 1:23 P.M.
Div. 8	0703	Parker Glass	GLASS / GLAZING	8/1/11	8/3/11	EAN	8/9/11	R&R		emailed to arch 8/3 - 5:25 P.M. interior storefront sample hand delivered to arch 8/11
Div. 9	0704	Charles Creel Co.	DRYWALL	7/15/11	7/21/11	NET	7/21/11	NET	7/21/11	
Div. 9	0705	Acoustical Services	ACOUSTICAL	6/30/11	7/7/11	NET				emailed to arch 7/7 - 9:52 A.M.
Div. 9	0706	Spectra Contract Flooring	FLOORING / CERAMIC	7/13/11	7/19/11	NET				emailed to arch 7/19 - 6:40 P.M. samples hand delivered to arch 7/28
Div. 9	0707	Ed Ducar	PAINTING	7/21/11	7/25/11	NET	7/25/11	EAN	7/25/11	color fan hand delivered to arch 7/28
Div. 10	0708	Perfection Architectural	ALUMINUM CANOPY	8/9/11						to TM 8/9 / color selector hand delivered to arch at meeting 8/11
Div. 10	0709	Janco Enterprises	FIRE EXTINGUISHERS / CABINETS	7/20/11	7/20/11	NET	7/21/11	NET	N/A	
Div. 10	0719	Claridge	MARKER & TACK BOARDS	7/19/11	7/19/11	EAN	7/19/11	EAN	7/19/11	samples Fed Ex Overnight to arch 7/28
Div. 10	0720	C/S Group	CORNER GUARDS	7/14/11	7/14/11	NET	7/16/11	EAN	7/16/11	samples hand delivered to arch 7/28

SUBMITTAL LOG

#1127 HCC DALE MABRY EAP LEARNING CENTER

Spec #	LOG #	SUBCONTRACTOR	DESCRIPTION	FROM SUB	TO ARCH	CCC STATUS	FROM ARCH	ARCH STATUS	RETURN TO SUB	COMMENTS
Div. 10	0710	Dixie Signs	INTERIOR SIGNAGE / DEDICATION PLAQUE	8/2/11	8/3/11	NET	8/9/11	R&R	8/9/11	emailed to arch 8/3 - 5:25 P.M./ emailed to sub 8/9 8:56 A.M.
Div. 10	0710.1	Dixie Signs	INTERIOR SIGNAGE - resubmittal							
Div. 11	0711	N/A—cancelled	PROJECTION SCREEN							
Div. 12	0712	AAA Blinds	WINDOW SHADES	7/28/11	7/28/11	NET	7/29/11	EAN	8/3/11	samples hand delivered to arch 7/28
Div. 23	0713	Air Masters of Tampa Bay	HVAC	7/6/11	7/7/11	NET	7/16/11	EAN	7/16/11	
Div. 21	0714	Miken Fire Protection	FIRE SPRINKLERS	7/14/11	7/18/11	EAN	7/26/11	EAN	7/26/11	
Div. 26	0715	Delgado Electric	ELECTRICAL - GEAR	6/29/11	7/8/11	NET	7/14/11	NET	7/14/11	
Div. 26	0715.1	Delgado Electric	ELECTRICAL - GEAR revised	7/20/11	7/20/11	RO	8/8/11	NET	8/8/11	
Div. 26	0716	Delgado Electric	ELECTRICAL - FIXTURES	6/29/11	7/8/11	RO	7/14/11	NET	7/14/11	

Abbreviations: APP-Approved AAN-Approved as noted EAN-Exceptions as Noted NET-No Exceptions Taken RO-Reviewed Only R&R-Revise & Resubmit

CHANGE SUMMARY

PROJECT NO: 1127

**HCC DALE MABRY
EAP LEARNING CENTER**

[illegible]

\$263,476.95 Adjusted Purchase Order Amt.

\$12,001.07 Adjusted Owner's Contingency

\$7,560.68 Adjusted CM Contingency

\$0.00 Total Approved Changes

\$0.00 Total Pending Changes

Note: Pending changes have not been added to the adjusted purchase order amount nor deducted from contingency amounts.

OWNER CONTINGENCY LOG

HCC DALE MABRY EAP LEARNING CENTER

PROJECT NO: 1127

Owner C.O. #	REF. Owner C.O.	DESCRIPTION (proposed Change Order)	Owner's Contingency	DATE REC'D
PO#▶		Original Contingency Amount ▶	\$12,001.07	

\$12,001.07 ◀Contingency Balance

CM CONTINGENCY LOG **HCC DALE MABRY EAP LEARNING CENTER**

PROJECT NO: 1127

Owner C.O. #	REF. Owner C.O.	DESCRIPTION (proposed Change Order)	CM Contingency	DATE REC'D
PO#▶		Original Contingency Amount:	\$7,560.68	
			\$7,560.68	◀Contingency Balance

RFI LOG
1127 HCC - DALE MABRY EAP LEARNING CENTER

RFI NO.	TO ARCH	FROM ARCH	QUESTION	RESPONSE
1	6/17/11	6/17/11	RE: INTERIOR SIGNAGE & DEDICATION PLAQUE: Please provide names & numbers for signage and information for the dedication plaque.	1. Please refer to the attached Drawing A401 for Room Names and Numbers 2. The information for the dedication plaque will need to be coordinated with the College. SJC
2	6/17/11	6/17/11	RE: ACOUSTICAL CEILINGS: Specifications call for Armstrong #1775 which is for 9/16" grid, however, the grid specification is 15/16" grid, which would be Armstrong #1774. Please confirm which ceiling type it is.	Please use Armstrong #1774 Grid - 15/16" SJC
3	7/6/11 (resent 7/14/11)	7/14/11	RE: AHU PIPING The new AHU requires 2" piping. The hydronics (valves, etc.) specification calls for threaded fittings (2" and under). The piping specification calls for welded fittings (2" and over). For bidding purposes, the sub used threaded. Please advise.	The Subcontractor needs to provide material and work per the specifications.
4	7/6/11	7/7/11	RE: COLUMNS AT STOREFRONT DOORS Plan sheet A101 shows 10' - 1/2" between columns at storefront doors. The actual measurement on site is 8'-8" inside of drywall to inside of drywall. Please advise.	See attached sketch: ASK 1, Rev. One, to sheet A301, dated 7-072011.
5	7/12/11	7/13/11	Specification section 10 26 13 - 2 indicates two types of corner guards *Paragraph A:FS 20N (recessed) is the basis of design *Paragraph C: Provide SM-20 (non recessed) Also, are these to be provided at existing outside corners and column bump outs or just in the new framed walls? Please advise.	All Corner Guards are to be: Paragraph C: Provide SM-20 (Non recessed). Locations are per call outs on the equipment plan on sheet A401 of the contract documents.
6	7/12/11	7/13/11	Plan sheet A401 shows C2 Tackboards 4'-0" x 4'-0" Elevation 4 on sheet A601 shows 36" x 48" Please advise	Tackboards on the teaching wall flanking the white boards are to be 48" x 48"
7	7/20/11		W1 on S101 indicates structural engineer shall review existing conditions after demolition of the front wall. The drywall is removed and we have discovered different conditions than shown. The existing 3-5/8" studs are out further than shown. We believe that entire wall including stucco will need to be removed in order to get the new framing in. Plans indicate structural studs. 54 Designations shown are for 16ga. Please advise which are to be used. Please schedule structural engineer site review and advise.	Please see the REVISED S102 for new framing details based on the existing field conditions. Along with these modifications the Windows and Storefront need to be inset into the wall 2" so that they fasten to the actual framing members and not fasten into the 2" wide hat channel space.

ASI LOG
1127 HCC - DALE MABRY EAP LEARNING CENTER

ASI #	From ARCH	RE:	ARCHITECT'S INSTRUCTION	ATTACHMENTS:
1	7/13/11	Window Placement in Room 105B	<p>REFERENCE the attached: ASK-1, Revision 001, dated 07-12-2011, to sheet A101. ASK-1, Revision 001, dated 07-12-2011, to sheet A601 Relocate the window in the wall between Room 105 and 105B to the location illustrated on the revised attached Sketches</p> <p>REFERENCE the attached: ASK-2, Revision 002, dated 07-19-2011, to sheet A401. ASK-2, Revision 001, dated 07-19-2011, to sheet A601 1. Delete the owner supplied smart board. 2. Center one 12'-0" by 4'-0" marker board i.l.o. (2) 8'-0"x4'-0" boards Flank the marker board with (2) 4'-0"x4'-0" tack boards 4. Resulting in room on each side for the flat screen monitors.</p>	<p>ASK-1, Revision 001, dated 07-12-2011, to sheet A101. ASK-1, Revision 001, dated 07-12-2011, to sheet A601</p>
2	7/13/11	Change to Room 105C Equipment Plan - Teaching Wall	<p>B. Concrete and Cement Plaster: Provide the following finish systems over exterior concrete surfaces: 1. Acrylic-Latex Finish: a. Primer: Akali-resistant, exterior, acrylic-latex primer applied at spreading rate recommended by the manufacturer. 1) Sherwin-Williams: Loxon Acrylic Masonry Primer (A24W300) b. First and Second Coats: Satin, exterior, acrylic-latex enamel applied at spreading rate recommended by the manufacturer. 1) Sherwin-Williams: A-100 Acrylic Satin (A82 Series) c. Surfaces: Concrete walls, columns, beams, window sills, and lintels. Other items may be indicated, scheduled, or exposed to view.</p> <p>Color: Marshmallow #80YR 83/017</p>	<p>ASK-2, Revision 002, dated 07-19-2011, to sheet A401. ASK-2, Revision 001, dated 07-19-2011, to sheet A601</p>
3	7/26/11	Exterior Paint Specification		<p>Returned as part of reviewed paint submittal.</p>
4	7/26/11	Curb	<p>REFERENCE the attached: ASK-1, Revision 001, dated 08-04-2011, to sheet A701.</p> <p>Narrative: CLOSE UP THE 2" OVERHANG AND OPEING AT THE BOTTOM OF THE FRAMED EXTERIOR WALL BY INSTALLING A 4" x 2" x 1" ALUM. BREAK METAL SET IN A FULL BED OF SEALANT TOP AND BOTTOM, FASTEN THE METAL TO THE SLAB FACE WITH 3/16" X 1 1/2" TAP-CON AT 12" O.C. TYPICAL ALONG BOTTOM OF EXTERIOR WALL AT PLANTER LOCATIONS ADJACENT DOOR.</p> <p>COMMENT: After researching and discussing the situation with the Project Architect we do not suggest the concrete curb as discussed at the OAC meeting. We are concerned such a curb would not provide a water tight seal and may actually result in acting as a water trap and the resulting moisture acting as a catalyst in the deterioration to the steel framing at and near the bottom of the wall.</p> <p>Prolog Manager Printed on: 8/4/2011 schenkel Page 1 of 1</p>	<p>ASK-1, Revision 001, dated 08-04-11, to sheet A701</p>
5				

HCC DALE MABRY EAP LEARNING CENTER

OWNER DIRECT MATERIALS PO LOG

SUB / VENDOR	VENDOR PO#	PO AMT	TAX SAVINGS	INVOICE #	INVOICE AMT	PO BALANCE
AIR MASTERS OF TAMPA BAY, INC.						
TRANE	B0027546	\$11,920.00	\$765.20			\$11,920.00
						\$11,920.00
ACTIVE						

TOTAL DIRECT PURCHASE ORDERS: \$11,920.00

TOTAL TAX SAVINGS: \$765.20

TOTAL INVOICED: \$0.00

BALANCE OF P.O.'S \$11,920.00

CROSSROADS CONSTRUCTION

Buyout Status Report

PROJECT: HCC EAP LEARNING CENTER

PO# B0027285

as of 7/26/2011

Cost Code	Description	Subcontractor(s)	Original Schedule of Values	Contingency Adjustments	Revised Schedule of Values	Committed Costs	Final Committed Costs	Over/Under - Variance
01	GENERAL CONDITIONS							
		N/A	\$ 22,770.00	\$ -	\$ 22,770.00	\$ 5,331.00	\$ -	
	Subtotal General Conditions		\$ 22,770.00	\$ -	\$ 22,770.00	\$ 5,331.00	\$ -	\$ 17,439.00
02	SITEWORK							
	Demolition	Crusader Contracting	\$ 4,950.00	\$ -	\$ 4,950.00	\$ 4,950.00	\$ -	
	Subtotal Sitework		\$ 4,950.00	\$ -	\$ 4,950.00	\$ 4,950.00	\$ -	\$ -
03	CONCRETE & FORMWORK							
	N/A	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	
	Subtotal Concrete/Formwork		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
04	MASONRY							
	N/A	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	
	Subtotal Masonry		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
05	STEEL							
	Steel	United Steel	\$ 1,975.00	\$ -	\$ 1,975.00	\$ -	\$ -	
	Subtotal Steel		\$ 1,975.00	\$ -	\$ 1,975.00	\$ -	\$ -	\$ 1,975.00
06	CARPENTRY							
	Misc Carpentry/Backing	Self Performed	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ -	
	Subtotal Carpentry		\$ 300.00	\$ -	\$ 300.00	\$ -	\$ -	\$ 300.00
07	THERMAL & MOISTURE PROT							
	Insulation	West Coast Insulation	\$ 924.00	\$ -	\$ 924.00	\$ -	\$ -	
	Subtotal Thermal Protection		\$ 924.00	\$ -	\$ 924.00	\$ -	\$ -	\$ 924.00
08	DOORS & WINDOWS							
	Doors/Frames/Hardware/Labor	Mills & Nebraska	\$ 6,086.74	\$ -	\$ 6,086.74	\$ -	\$ -	
	Glass/Glazing	Central Glass	\$ 12,435.00	\$ -	\$ 12,435.00	\$ -	\$ -	
	Window Film (Allowance)	TBD	\$ 700.00	\$ -	\$ 700.00	\$ -	\$ -	
	Subtotal Doors/Windows		\$ 19,221.74	\$ -	\$ 19,221.74	\$ -	\$ -	\$ 19,221.74

CROSSROADS CONSTRUCTION

Buyout Status Report

PROJECT: HCC EAP LEARNING CENTER

PO# B0027285

as of 7/26/2011

Cost Code	Description	Subcontractor(s)	Original Schedule of Values	Contingency Adjustments	Revised Schedule of Values	Committed Costs	Final Committed Costs	Over/Under - Variance
09 FINISHES								
	Stucco Patch (Allowance)	TBD	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ -	
	Studs/Drywall	Charles Greel Company	\$ 14,800.00	\$ -	\$ 14,800.00	\$ -	\$ -	
	Acoustical Ceilings	Acoustical Services	\$ 8,738.00	\$ -	\$ 8,738.00	\$ -	\$ -	
	Misc Cut & Patch	Self Performed	\$ 800.00	\$ -	\$ 800.00	\$ -	\$ -	
	Flooring/Ceramic	Spectra Contract Flooring	\$ 10,676.86	\$ -	\$ 10,676.86	\$ -	\$ -	
	Pavers (Allowance)	TBD	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	
	Painting	Ed Ducar, Inc.	\$ 3,491.00	\$ -	\$ 3,491.00	\$ -	\$ -	
	Subtotal Finishes		\$ 42,005.86	\$ -	\$ 42,005.86	\$ -	\$ -	\$ 42,005.86
10 SPECIALTIES								
	Marker Boards	Self Performed	\$ 2,868.05	\$ -	\$ 2,868.05	\$ -	\$ -	
	Aluminum Canopy	Perfection Architectural	\$ 19,750.00	\$ -	\$ 19,750.00	\$ -	\$ -	
	Fire Extinguishers/Cabinets	Self Performed	\$ 540.00	\$ -	\$ 540.00	\$ -	\$ -	
	Window Blinds	AAA Blinds	\$ 775.75	\$ -	\$ 775.75	\$ -	\$ -	
	Projection Screen	Self Performed	\$ 721.83	\$ -	\$ 721.83	\$ -	\$ -	
	Interior Signage	Dixie Signs	\$ 1,576.77	\$ -	\$ 1,576.77	\$ -	\$ -	
	Exterior Lettering	Dixie Signs	\$ 3,954.00	\$ -	\$ 3,954.00	\$ -	\$ -	
	Dedication Plaques	Dixie Signs	\$ 950.00	\$ -	\$ 950.00	\$ -	\$ -	
	Corner Guards	Self Performed	\$ 481.08	\$ -	\$ 481.08	\$ -	\$ -	
	Subtotal Specialties		\$ 31,617.48	\$ -	\$ 31,617.48	\$ -	\$ -	\$ 31,617.48
11 EQUIPMENT								
	N/A	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	
	Subtotal Equipment							
12 FURNISHINGS								
	N/A	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	
	Subtotal Furnishings							
14 CONVEYING SYSTEMS								
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CROSSROADS CONSTRUCTION

Buyout Status Report

PROJECT: HCC EAP LEARNING CENTER

PO# B0027285

as of 7/26/2011

Cost Code	Description	Subcontractor(s)	Original Schedule of Values	Contingency Adjustments	Revised Schedule of Values	Committed Costs	Final Committed Costs	Over/Under - Variance
N/A		N/A	\$ -	\$ -	\$ -			
	Subtotal Conveying Systems		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	MECHANICAL							
	HVAC	Air Masters of Tampa Bay	\$ 51,350.00	\$ (11,920.00)	\$ 39,430.00	\$ -	\$ -	
	CO #1: Credit ODP HVAC Matl		\$ -	\$ -	\$ -	\$ -	\$ -	
	Fire Sprinklers	Milken Fire Protection	\$ 1,178.00	\$ -	\$ 1,178.00	\$ -	\$ -	
	Subtotal Mechanical		\$ 52,528.00	\$ (11,920.00)	\$ 40,608.00	\$ -	\$ -	\$ 40,608.00
16	ELECTRICAL							
	Electrical	Delgado Electrical	\$ 45,950.00	\$ -	\$ 45,950.00	\$ -	\$ -	
	Subtotal Electrical		\$ 45,950.00	\$ -	\$ 45,950.00	\$ -	\$ -	\$ 45,950.00
	CONTINGENCIES							
	5% Owner's Contingency		\$ 12,001.07		\$ 12,001.07	\$ -	\$ -	
	3% CM Contingency		\$ 7,560.68		\$ 7,560.68	\$ -	\$ -	
	Subtotal Contingencies		\$ 19,561.75	\$ -	\$ 19,561.75	\$ -	\$ -	\$ 19,561.75
	INSURANCE & BONDS							
	Surety Bond	Florida Surety Bond #15151-1-1	\$ 3,893.75	\$ -	\$ -	\$ 3,893.75	\$ -	
	Subtotal Insurance/Bonds		\$ 3,893.75	\$ -	\$ 3,893.75	\$ 3,893.75	\$ -	\$ -
	TOTAL CONSTRUCTION COSTS							
	8% CM Fee		\$ 17,779.37	\$ -	\$ 17,779.37	\$ 1,265.10	\$ -	
	Subtotal Construction Costs		\$ 17,779.37	\$ -	\$ 17,779.37	\$ 1,265.10	\$ -	\$ 16,514.27
			\$ 263,476.95	\$ (11,920.00)	\$ 251,556.95	\$ 15,439.85	\$ -	\$ 236,117.10

PROJECT PROGRESS MEETING AGENDA #3

DATE: August 11, 2011

FROM: Tim Milcich

PROJECT: Hillsborough Community College
EAP Learning Center at Dale Mabry Campus

Items of Discussion:

1. Introduction / Sign-in
2. Review last meeting minutes
3. Project Schedule — *SEE UPDATED MASTER SCHEDULE*
4. Contingency Modifications
 - No Contingency Modifications to date
5. Request for Information
 - See enclosed R. F. I. Log — *NONE OPEN*
6. Submittals
 - See enclosed Submittal log — *STEEL, GUARDS/SCREENING, CANOPY*
7. Contractor Items — *NEW COLORED SCHEDULES
SIGNAGE CHANGES*
8. Engineer Items *HANDLING
HVAC LEAD TIME*
9. Campus Items
10. Direct Material Purchase
 - HVAC equipment — DMP requisition forwarded on 7/7/11
11. Owner Items

NEXT MEETING AUG 25, 2:00 PM


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All work that is not covered in the cost of the work and requires payment from Design, Construction Manager or Owner's Contingency funds shall be submitted for review by the architect and owner prior to work being performed. A Contingency Authorization Request form shall be submitted to the architect for signature and forwarded to the owner's representative for approval signature. Work shall not be performed until the Construction Manager has received the approved authorization form; any such work completed prior to receipt of written authorization will not be approved for payment. Any discussions about proposed changes must be followed up with a Contingency Authorization Request form PRIOR to any work commencing.

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