

August 1, 2011

CONSTRUCTION PROGRESS MEETING #6 – MEETING MINUTES

Re: Renovation to Radcliff Elementary School – Phase 3
SCB Project No. 1004

Date: July 28, 2011

Present: See attached Sign-In Sheet

Review of previous minutes

No comments were made regarding the previous meeting minutes.

Schedule

- 1) The current substantial completion date is as follows:
Substantial Completion: November 25, 2011
- 2) Open House – Monday, August 1, 2011: All construction personnel must be off project site by 4:00pm that day.
The first day for students for the Fall semester is Wednesday, August 3, 2011.
Teachers and faculty will be arriving at the school to prepare for start of school on Monday, July 25, 2011.
- 3) The school's orientation and enrollment will occur "off-site" due to ongoing construction up to last week of July.

Work completed to date and Anticipated work

Mark Deasy of Morel Construction distributed a written list of Work completed and work anticipated (see attached). Morel Construction had distributed a revised construction schedule earlier this month due to delays of certain materials to site.

Trane will begin HVAC start-up the day of the meeting.

Built-up re-roofing installation is completed less approximately 20-squares of roofing area. Per Owner, the built-up roofing installation during school hours shall be per the following:

No hot-applied working during school hours (this includes at Cafeteria roof as well).

No kettle to be fired up during school hours

No cold-applied ballast work during school hours (due to odor)

No sheet metal work during school hours.

Owner to verify if roofing work can commence at 3:00pm each day (after school hours)

Owner purchased Media Center furniture is scheduled for delivery the day of the meeting. Morel Construction to coordinate furniture delivery trucks and directing them to Media Center for delivery and installation of furniture.

Data contractors have completed work less some exterior security cameras per Proposal Request No. 6.

Pre-installation meetings

A pre-installation conference was held on Thursday, June 30 for painting.

Pre-installation meetings for fluid-applied athletic rubber flooring, carpet, and VCT floor tile will be scheduled and coordinated by Morel Construction.

Ben Sorrell also requested pre-installation meeting be scheduled prior to landscaping, seeding, and sod installation.

Delivery dates

Per Morel Construction, most all of structural steel material has been delivered to site with exception of rolled beams for installation at the front masonry portico at main building entry, and at south masonry portico entry into the Cafeteria. All-American Fabricators has indicated rolled steel beams to be delivered to site the following week.

Carpet was delivered to site and installation has begun. However, not enough carpet material was delivered. Remaining carpet to be delivered to site the next day (Friday).

Metal Roofing material will be delivered to site in approximately 2 weeks. The metal roofing installation over the rear bus walkway cover will begin first.

Televisions and Interactive whiteboards will be delivered to site in approximately one week.

Kitchen equipment has been delivered and is ready for installation.

Shop drawings

All HBC required shop drawing submittals have been sent to HBC per Morel and Lusk Mechanical.

Lusk Mechanical will send HBC a letter verifying the total amount (gallons) of refrigerant R-410A utilized within the VRV system to be installed. Lusk stated that this letter would be forwarded to HBC after installation of the VRV systems to verify total amount of refrigerant utilized after completion.

All shop drawing submittals have been submitted and reviewed.

Change Orders/PR/ASI/RFI

Currently, thirty-two (32) Field RFIs and eight (8) Office RFIs have been submitted from Morel Construction. SCB has responded to all RFIs to date.

Change Orders No. 7 and 8 will be on next school board agenda. Change Order No. 7 eliminates a disposal in two-compartment sink in Kitchen 131 (adjacent to Toilet Room 134). Change Order No. 8 relocates existing 6" fire protection piping so as to not conflict with new curb inlet.

Change Order No. 9 has been submitted to Owner also for inclusion on the next school board meeting agenda. Change Order No. 9 is work associated with Proposal Request No. 8 – freeze-proof hydrant sprinkler head in the Preschool Storage room (adjacent to Preschool Classroom) and deleting the gypsum ceiling board in this space as well. Both STW and SCB have reviewed pricing for this and found it acceptable.

Upcoming change order requests to the Owner include: additional cost for undercutting and structural fill material on site and additional exterior security cameras per Proposal Request No. 6 (awaiting price from Morel). Simplex has agreed to provide additional required component to security cameras system previously installed in Phase 1 to accommodate the additional exterior cameras (and per specification requirements of Phase 1). Alternative Electric later verified from Simplex that the additional DVR required for the additional security cameras would be on site and installed in one week.

Morel to check status from Kentucky Utilities for utility pole relocation once final paving has occurred within the new bus parking area. Kentucky Utilities will not determine price for potential pole relocation until the bus parking/loop receives final paving.

Pay request

Pay Application No. 6 was submitted to SCB for signature and submittal to Owner for payment.

Record drawings

Mark Deasy is responsible for maintaining “as-built” documents throughout this project. All revisions per proposal requests, change orders, ASIs, etc. are to be indicated on the as-built drawings.

Mark to coordinate and indicate on as-built drawings the relocation of existing 6” fire protection line per Change Order No. 8. The existing 6” fire protection line was not located per the site survey information.

Daily clean-up

All contractors are to be diligent with daily clean up. School functions will be starting soon. The Owner also has custodial crews within the areas of building for cleaning in preparation of start of school. Any contractors working after school hours should be diligent in cleaning and removing any spare materials within the school. The Owner’s custodial staff is neither required nor responsible for cleaning up after contractors’ work.

All contractors are required to provide labor to clean up their respective work at the end of every day.

Safety issues

Open House will be on Monday, August 1. Contractors must clean up their work and be **off school site by 4:00pm** that day. Open House activities start at 5:00pm. Gary Milby stated that the parking areas would be full.

Rick Clauson with Morel reiterated that all contractors are to wear identification badges while on project site.

During school hours, construction crews must be cognizant of parent, faculty traffic at rear of site during construction work. All construction traffic from rear of site to front of site must be directed so as to not interfere with school traffic, parents, visitors, school deliveries, etc. Gary Milby stated that many parents would be walking their children to school. All contractors to be on “high alert” for pedestrians on site. *Safety of students, faculty, parents, and visitors is top priority.*

During school hours, there is to be no work on rear bus walkway cover. The exterior doors at the bus walkway

cover will be the temporary main building entrance during school hours. Construction work may commence after school hours.

The Owner has requested that Morel Construction utilize their construction barricades to aid traffic flow at back of site for buses, cars, parents, visitors, etc.

New business

1. Owner's comments: *Gary Milby stated concern over "sharp" edges at brick masonry piers at the rear bus walkway cover. The brick masonry piers are approximately 2'-8" x 2'-8" in size. The masonry contractor did not recommend grinding down the brick corners or mitering the corners for fear of adjacent brick faces cracking, as well as unattractive appearance this could create. Myra stated that SCB would look into a stainless steel corner guard material at the brick piers. However, Myra stated that this, too, could be unattractive. SCB will look at all options for consideration by Owner.*

Gary reiterated the upcoming dates for school Open House and start of school for students. Safety of students, faculty, parents, and visitors is top priority. All contractors were requested to diligently clean up after their work and remove any discarded material.

David Wyatt asked about the two drinking fountains within the Gymnasium and if the metal panel behind the fountains was to be removed per Phase 3 scope of work. Per Addendum No. 1, the two existing drinking fountains and metal panel was to have been removed. Existing masonry wall to be patched repaired, and new infill provided along with new paint.

Gary Milby requested that empty conduit near Gym Office be concealed. Alternative Electric stated that a box had been placed over the empty conduit. Gary Milby also stated that exposed wiring in these areas be concealed as well.

2. Architect's comments: *Additional comments per field inspection are provided at the end of these meeting minutes.*
3. Consultants' comments: *No comments.*
4. Contractor's/Subcontractors' comments: *KDL had been on site and lowered the existing fiber optic box within the new bus parking area as requested and as required to finalize site development work. However, site work and heavy machinery has damaged the fiber optic box. KDL has been contacted and the box will be replaced (within the next day).*

The damaged exterior VRV condensing unit housing will be replaced. Lusk Mechanical stated that the coil would be retested that day. No refrigerant leaks have been reported.

Rick Clauson of Morel Construction stated that night work would be required by contractors in order to work around school hours.

Landscaping work as outlined in the construction documents will be installed end of August through September as recommended per project specifications. Per specifications, contractor shall maintain landscaping for 60 days after installation.

Mark Deasy of Morel Construction stated that VCT floor tile had been installed in the Media Center Office although this room indicated carpet to be installed. Owner to verify keeping VCT or installing carpet. Gary Milby later verified that the VCT installed would be acceptable. However, the carpet material for this space to be given to Owner.

The masonry openings for the two new exterior aluminum windows in the Media Center are too large and will create wide caulking gaps around the windows. Morel Construction to consider installing break-metal trim around the windows to make up the difference and reduce size of perimeter sealant thickness. Myra with SCB

requested a sketch of the proposed metal trim detail.

It was also noted that one of the Media Center light fixtures had damaged ballast.

The Owner has requested Morel Construction to utilize some of the cut soil material on site to address existing areas of erosion along front of site at Dixie Hwy. A new sidewalk will be installed along front of site and Mark Deasy stated that the existing areas of erosion could be addressed during the sidewalk installation.

Myra Vaughn stated that a final punchlist review would be conducted in all spaces upon substantial completion. The contractors are aware of items left to be addressed and still have considerable amount of work to do. Rather than submitting "piece meal" punchlist items, a comprehensive punchlist review will be conducted creating a full report of items listed and identified during the review.

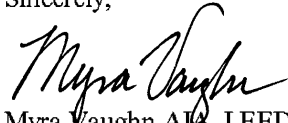
Next scheduled meeting

The next progress meeting will be held Thursday, August 25, 2011, at 9:30 a.m., at the project site.

End of meeting minutes.

If you have questions or comments regarding these minutes, please contact this office.

Sincerely,



Myra Vaughn AIA, LEED® AP

c: All present (Morel Construction to distribute to subs), Brian Ashley, Adam Green, Whitley Casey, Tyler Wilson, Brandon Cecil, Bill Grigsby, Kenny Stanfield, Phil Gayhart, Mike Bashikhes

The following are items noted during a field inspection following the construction progress meeting:



The structural steel framing at the south walkway covers in front of the Cafeteria entrance has been installed along with the light gauge metal trusses. At the front of the building (east) some metal roof decking has been installed.



Per American Engineers (geotechnical engineer), highly organic soils have been encountered at the south area of the site, in front of the Cafeteria entrance. A new car loop and parking lot will be provided in this area. The highly organic soils are unsuitable for paving. Therefore, they must be undercut, removed, and approved structural fill material must be placed in these areas.



Portion of north and west loop around the Gymnasium has been paved. Curb and gutter installation has been completed in these areas.



Ongoing masonry work at the front main entrance masonry portico. Contractor is awaiting delivery of steel rolled beams at portico.



The structural steel joist girders, beams, and roof trusses have been installed within the Cafeteria at the new clerestory roof area. Metal roof decking has been installed on the lower sloped roof areas and roof deck installation has started on the clerestory.



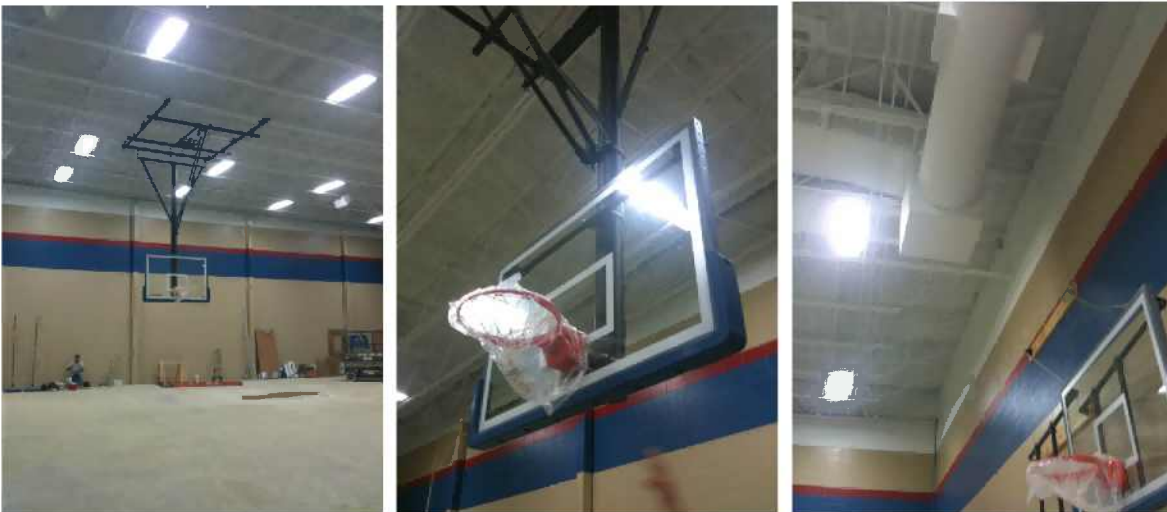
Concrete has been poured for new Kitchen loading dock area (stairs, ramp, and loading dock). Rear walkway cover roof structure and roof decking at bus loading/unloading has been installed. This area will serve as temporary main building entrance until site work and front main building entrance/Lobby is complete. Rear service drive at Kitchen delivery area has compacted and is about to receive final paving.



New interior brick masonry in front Lobby 100 has been installed. New soffit work will be constructed in order to lower suspended ceiling height at rear of Lobby 100 to accommodate low height of existing masonry walls and plumbing items above.



Media Center work will be completed by start of school, Wednesday, August 3. Carpet installation is almost complete. Media Center furniture was being delivered and installed in space. Above-ceiling punchlist was conducted by STW the week prior so that suspended ceiling installation could be completed.



Paint of existing masonry walls and existing roof structure/decking in Gymnasium has been completed. Athletic equipment has been installed (with exception of wall padding). After school's use of Gymnasium for temporary food service, the new fluid-applied athletic rubber flooring will be installed then the new telescopic bleachers.



The two drinking fountains in the Gymnasium are to be removed per Addendum No. 1. The steel panel behind the drinking fountains is also to be removed. The existing masonry behind the fountains is to be patched, repaired, and new infill provided for new paint. All exposed conduit within the Gymnasium is to be concealed within conduit, or flexible material so that no wiring is exposed. The wiring for the new light fixture at the landing of existing stair, west of Gymnasium is exposed and must receive conduit material, be covered and protected.

This concludes report by Myra Vaughn conducted on Thursday, July 28 after the construction progress meeting.

RADCLIFF ELEMENTARY CONTRACTORS PROGRESS REPORT

7-28-11

1. KITCHEN/ CAFETERIA

1. Freezer/ cooler installed, w/ mechanical rough in underway.
2. CMU and architectural deck installation underway.

2. MEDIA CENTER

1. Media Center completed less- missing some carpet (should have installed by Monday 8-01-11)
 - waiting on furniture installation for marker board and tack board installation.
 - waiting on smart board installation. → 1 week away.
 - Trane was scheduled for 7-27-11 start up for HVAC. → Today.

3. MAIN ENTRANCE

1. Entrance masonry completed to truss bearing, interior masonry completed to interior storefront, and barricades have been relocated for access to the office area from Lobby 100.

4. RE ROOFING OF EXISTING BUILDING

1. Completed to the final 3- ply stage. → (all but 20 squares)
 - Hot-applied work: @ Cafeteria to commence?
2. Roof Blocking underway.

5. SITE

1. All grading, undercutting, curbs & gutters, asphalt prep completed to accomplish goals set in site meeting held on 7-13-11.
2. Asphalt base installed in south west parking lot, with remaining asphalt base installation underway.
Including service drive and front entrance at Dixie Highway.

6. GYMNASIUM

1. Ceiling and wall painting completed.
2. New exit door and masonry installed.
3. Athletic Equipment installed.
4. cleaning underway through this Weekend to ready for temporary food service.

NEXT MONTHS PROJECTED PROGRESS

1. KITCHEN CAFETERIA

Cold-applied —
No kettle during school hours
- No ballast (smell)
↓
Start @ 3pm?
Owner to confirm.
↓
No sheet metal!

RADCLIFF ELEMENTARY CONTRACTORS PROGRESS REPORT

7-28-11

1. Mechanical rough in to be completed.
 2. Soffit framing to be completed.
 3. Interior masonry to be completed, including clerestory masonry, with block filling and painting underway.
 4. Roofing underway, with a dried in condition at this point. — by next month
 5. Window installation to be completed less storefront.
 6. Quarry tile near completion.
- approx.
Metal Roofing - 2 wks. delivery time.
↓
Bus Walkway cover First

2. MEDIA CENTER

1. All remaining work and installations completed before start of school on 8-03-11.

3. ENTRANCE

M.C. Furniture delivery - today

1. To be Completed and open.

2. EXISTING RE ROOF

1. To be Completed.

3. SITE

1. All remaining undercutting, grading, sidewalks, curb & gutters to be completed.
2. Asphalt and landscaping to be underway.

4. GYMNASIUM

3. Still in use for temporary food service.

Sherman Carter Barnhart ^{PSC}
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CONSTRUCTION PROGRESS MEETING SIGN-IN SHEET

Project Renovation to Radcliff Elementary School - Phase 3 Project No. 1004 Date July 28, 2011

(IMPORTANT: PLEASE PRINT CLEARLY!)

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CONSTRUCTION PROGRESS MEETING SIGN-IN SHEET

Project Renovation to Radcliff Elementary School - Phase 3

Project No. 1004

Date July 28, 2011

(IMPORTANT: PLEASE PRINT CLEARLY!)

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