



August 25, 2011

CONSTRUCTION PROGRESS MEETING #7 – MEETING MINUTES

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

Date: August 25, 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) Fall Break is scheduled for October 3-7.
- 3) The school will be used as a polling site for voting on Tuesday, October 4.

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 to schedule date for Media Center punchlist review. SCB will notify Owner of date as well. All books previously stored in the Preschool Classroom have been moved to the Media Center.

Trane has conducted HVAC start-up and the exterior VRV condensing unit damaged during site work has been repaired.

Kitchen and Cafeteria to be completed for occupancy by Owner on Monday, September 26.
Fluid-applied athletic rubber flooring installation to begin Friday, September 30.
Telescopic bleacher installation to begin on Monday, October 17.

Morel awaiting direction from Owner to proceed with undercutting and replacement of fill material at front of site (near main building entrance and visitor parking area) to address unsuitable soil material.

Pre-installation meetings

A pre-installation conference was held on Tuesday, August 23 for Landscaping, carpet, VCT, and fluid-applied athletic flooring.

Morel to schedule pre-installation meeting for telescopic bleachers after next month's construction progress meeting, September 29.

Delivery dates

Per Morel Construction, all of structural steel material has been delivered to site with exception of 4 steel members for the rear maintenance building. These items to be delivered to site this week.

Some of the metal roofing material has been delivered to site. Metal roof panels to be delivered the following Tuesday.

Televisions and Interactive whiteboards have been delivered to site and installed (with exception of televisions for the Cafeteria).

Kitchen equipment has been delivered and is ready for installation on September 12.

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-three (33) Field RFIs and eight (8) Office RFIs have been submitted from Morel Construction. SCB has responded to all RFIs to date. Alternative Electric has requested information regarding LED light fixtures for site signage. STW to verify and respond to Alternative Electric.

Change Orders No. 7, 8, 9, and 10 were approved at last Thursday's board meeting. Change Order No. 7 eliminated a disposal in two-compartment sink in Kitchen 131 (adjacent to Toilet Room 134). Change Order No. 8 relocated existing 6" fire protection piping so as to not conflict with new curb inlet. Change Order No. 9 was work associated with Proposal Request No. 8 – freeze-proof hydrant sprinkler head in the Preschool Storage room (adjacent to Preschool Classroom). Change Order No. 10 addressed undercutting and structural fill material on site.

Upcoming change order requests to the Owner include: final additional cost for undercutting and structural fill material on site, additional exterior security cameras per Proposal Request No. 6 (pricing currently under review by STW), and additional soffit at front Lobby due to existing masonry wall heights. 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 verified after last month's progress meeting that the additional DVR required for the additional security cameras would be on site and installed by Simplex. However, Simplex has not yet installed the DVR.

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. 7 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.

Daily clean-up

All contractors are to be diligent with daily clean up. School is in session. The Owner also has custodial crews within the areas of building for cleaning. 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

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. Many parents may 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. There is to be no work on walkway cover adjacent to the Family Resource Center entry/exit doors to front corridor, near Preschool Classrooms, during school hours.

New business

1. Owner’s comments: *Rusty Taylor stated that per American Engineer’s recent special inspections report at the walkway covers, three deficiencies were noted that did not comply with construction documents. Mark Deasy and Rick Clauson stated that they had previous conversations with Bill Grigsby, SCB structural engineer, regarding the areas and that Bill accepted the revisions. Bill Grigsby to provide written documentation to American Engineers and Morel Construction verifying that the deficiencies noted in American Engineers’ report are acceptable although they do not match details per the construction documents.*

Rusty also reiterated that the pre-finished aluminum canopies and walkway covers be protected during brick staining, brick cleaning, and built-up roof installation.

There are brick lintel conditions near southwest corner of Kitchen/Cafeteria walkway covers where the lintel protrudes farther than acceptable for the brick masonry. Mark Deasy to provide solution for cutting back excessive portion of steel brick lintel.

Cracking is occurring at some corners of concrete slab within Kitchen. Morel to repair areas.

David Wyatt reiterated that some of the kitchen equipment may be boiler-rated and would therefore require permit from HBC. Morel and C&T Design to coordinate.

After the progress meeting, it was determined that the existing masonry north wall in the Cafeteria would be patched, repaired, and painted per construction documents. David stated that tackboards could be installed at these wall areas. Owner to provide and install tackboards.

Also after the meeting, David stated that the pea gravel indicated in some of the islands per site construction drawings is acceptable, in lieu of sod or mulch material.

Owner has requested the brick staining at existing yellow brick and existing Gymnasium brick be modified per stain samples provided by Nawkaw the previous week. The original stain colors applied are too "purple" in appearance.

The athletic equipment installer will be back on site to install additional components on the basketball goals so that they are adjustable from 8'-0" to 10'-0" high per construction documents.

Owner cannot locate keys to black box for equipment within the AV Storage room adjacent to the Media Center. Morel to turn keys over to Owner for use.

2. **Architect's comments:** *Per Addendum No. 1, the two existing drinking fountains and metal panel on the north wall of the Gymnasium were to have been removed. Existing masonry wall has been patched and repaired, and will receive paint.*

All exposed wiring in Gymnasium to be concealed. Exposed wiring to new light fixture at landing of Stair C, adjacent to Gymnasium, also to be concealed. Contractor to protect wiring from painting so as to not affect warranties.

Kenny Stanfield reiterated that although the project has undergone a revised schedule, the project is still behind schedule. Be diligent in finalizing completion of construction by working overtime and on weekends so that final completion does not extend beyond original contract completion date.

3. **Consultants' comments:** *A proposal request will be forwarded to Morel and Lusk Mechanical to address the three-compartment sink in the Dishwashing area so as to connect it to the grease interceptor. Copies of proposal request verbiage and drawing were given to Steve Robinson of Lusk Mechanical and Mark Deasy of Morel Construction.*
4. **Contractor's/Subcontractors' comments:** *KDL had been on site and replaced the damaged fiber optic box within the new bus parking area. Fiber optic box was damaged due to previous site development work and heavy equipment. Steve Boone stated that Windstream has bought KDL.*

Lusk Mechanical to address the refrigerant for VRV unit at first floor Computer Lab. According to David Wyatt, the district's tracer program indicated "overcharge" at this particular area, which suggests a potential refrigerant leak. However, David stated that the unit appears to be functioning. Lusk to verify and address.

Rick Clauson has requested a meeting with SCB and Nawkaw, brick staining contractor to discuss brick staining revisions. Morel to schedule meeting and coordinate with SCB.

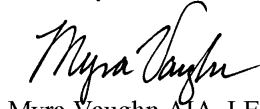
Next scheduled meeting

The next progress meeting will be held Thursday, September 29, 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,

A handwritten signature in black ink, appearing to read "Myra Vaughn". The signature is fluid and cursive, with the first name "Myra" being more prominent than the last name "Vaughn".

Myra Vaughn AIA, LEED® AP

c: All present (Morel Construction to distribute to subs), Brian Ashley, Tyler Wilson, Brandon Cecil, Mike McGaughey, Bill Grigsby, Phil Gayhart, Ben Sorrell, Mike Bashikhes

RADCLIFF ELEMENTARY CONTRACTORS PROGRESS REPORT

8-25-11 MEETING # 07

1. Kitchen Cafeteria Progress

1. Mechanical rough in 75% complete overhead.
2. Soffit framing 80% complete.
3. Interior Masonry 95% complete.
4. Roofing at a Dried in condition.
5. Quarry Tile installation underway.

* Block filled, one coat of paint
in Kitchen.

2. Media Center Progress

1. Media Center complete less:
 - Display case, Marker boards Tack boards, Internet service

3. Entrance Progress

1. Masonry, steel framing, roof decking installation completed.
 - New slab @ alum. storefronts
4. Existing Re-Roof Progress

1. Completed to metal fascia and trim installation, which is underway.

5. Site Progress

1. Kitchen parking lot ready for asphalt, curb & gutter.
2. Front parking lot has been graded and proof rolled with some areas failing proof roll, this area is waiting on direction to proceed with undercutting or any solution as directed.
3. Sidewalks are being installed on east side and at Entrance.
4. Canopy installation is completed.

6. Gymnasium Progress

1. No work in Gymnasium scheduled until after Kitchen Cafeteria Completion.

7. Walkway Covers Progress

1. Brick, Structural Framing, roof decking completed. Blocking and sheathing underway.

8. Brick Staining Progress

1. Still Underway, but needing color adjustment issue resolved.

RADCLIFF ELEMENTARY CONTRACTORS PROGRESS REPORT

8-25-11 MEETING # 07

NEXT MONTHS PROJECTED PROGRESS

1. Kitchen Cafeteria

1. To be completed & ready for owner use by 9-26-11.

- Kitchen Equipment delivery Week of 9-12-11

2. Media Center

1. 100% finished within next week.

3. Entrance

1. 100 % complete and in use.

4. Existing Re Roof

1. 100 % complete

5. Site

1. Remaining Asphalt, curb & gutters, sidewalks to be completed, with the exception of undercutting issues not being resolved.

6. Gymnasium

1. New Fluid applied flooring to be installed ASAP after Kitchen Cafeteria is turned over.

7. Walkway Covers

1. All Brick, Blocking, sheathing to be completed with metal roofing to be underway.

Sherman Carter Barnhart ^{PSC}
 PARTNERS IN ARCHITECTURE
 100 MALLARD CREEK ROAD, SUITE 151, LOUISVILLE, KY 40267 502-721-6100 FAX 502-721-6111

CONSTRUCTION PROGRESS MEETING SIGN-IN SHEET

Project Renovation to Radcliff Elementary School - Phase 3 Project No. 1004 Date August 25, 2011

(IMPORTANT: PLEASE PRINT CLEARLY!)

<u>Name:</u>	<u>Company:</u>	<u>Phone #:</u>	<u>E-mail address:</u>
Myra Vaughn	Sherman Carter Barnhart	(502) 721-6100	mvaughn@scbarchitects.com
Rick Clauson <u>RAC</u>	Morel Construction	(502) 568-6200	rclauson@morelconstruction.net
Mark Deasy <u>MDD</u>	Morel Construction	(502) 301-9453	mdeasy@morelconstruction.net
Gary Milby <u>GM</u>	Hardin County Schools	(270) 769-8800	gary.milby@hardin.kyschools.us
David Wyatt <u>DW</u>	Hardin County Schools	(270) 769-8800	david.wyatt@hardin.kyschools.us
Steve Boone	Hardin County Schools	(270) 769-8800	steve.boone@hardin.kyschools.us
Mary Kuhn <u>MK</u>	"	270-769-8877	mary.kuhn@hardin.kyschools.us
Dave DeVincentis	Technical Service Corporation	502-636-1496	DAVE@TECHNICALSERVICECORP.COM
Rusty Taylor	HCS	(270) 769-8800	RUSTY.TAYLOR@HARDIN.KYSCHOOLS.US
Steve Robinson	HUSK	502-942-6964	srobinson@thehuskgroup.com

Sherman Carter Barnhart ^{PSC}
P A R T N E R S I N A R C H I T E C T U R E
180 WALLACE CREEK ROAD, SUITE 151, LOUISVILLE, KY 40207 502-721-6100 FAX 502-721-6111

**CONSTRUCTION PROGRESS MEETING
SIGN-IN SHEET**

Project	Renovation to Radcliff Elementary School – Phase 3	Project No.	1004	Date	August 25, 2011
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(IMPORTANT: PLEASE PRINT CLEARLY!)

Name:	Company:	Phone #:	E-mail address:
Bob Erenfels	Alt. Elect.	502 962 2448	
Jamey Lancaster	Lusk Mech	502 710 1618	
Whitley Casey	STW	857-277-8177	
Brian Lancaster	WASCO, Inc.	615-405-6582	
Dan Murgatroy	IRGACO INC.	502-648-9721	