

September 30, 2011

CONSTRUCTION PROGRESS MEETING MINUTES - #8

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

Date: September 29, 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 (first full week of October).
- 3) The school will be used as a polling site for voting on Tuesday, October 4. Voting will be set up in the rear lobby area, off of the bus pick-up/drop-off doors. Construction work in this area shall be on hold during voting time. Owner is requested to stay out of Gymnasium during this time due to fluid-applied athletic flooring installation.

Work completed to date and Anticipated work

Mark Deasy of Morel Construction distributed a written list of Work completed and work anticipated (see attached).

Kitchen and Cafeteria: Tim Obright, building inspector, will be back on site Monday, October 2 to issue a temporary certificate of occupancy. Hardin Co. electrical inspector to be on site within the day. State HVAC inspector has not responded to numerous requests from Morel and Lusk Mechanical to inspect project. State Boiler inspector has not responded to numerous requests to inspect the kettle in the Kitchen. Morel to send SCB and STW contact information of the HVAC and Boiler inspectors. Per Morel, Kitchen and Cafeteria will be ready for final punch list on Monday, October 10. Morel to coordinate with SCB, STW, and Owner.

Gymnasium: Fluid-applied athletic rubber flooring installation to begin Friday, September 30. Telescopic bleacher installation to begin on Monday, October 17.

Sitework: All sitework and landscaping to be completed and ready for final punch list review by next construction progress meeting, Thursday, October 27. Parent car drop-off/pick-up loop will be completed for use by Monday, October 10.

Pre-installation meetings

Morel to schedule pre-installation meeting for telescopic bleachers prior to next month's construction progress meeting.

Delivery dates

Metal roofing contractor has requested clarification regarding metal soffit material. No delivery issues at this time.

Shop drawings

Lusk Mechanical to send HBC a letter verifying the total amount (gallons) of refrigerant R-410A utilized within the VRV system to be installed. Morel to verify if Lusk has forwarded this letter to HBC.

SCB received a shop drawing submittal for Snow Guards at metal roof earlier in the week.

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.

Change Order No. 11 was approved at last board meeting. Change Order No. 11 provided an additional soffit at Lobby 100, adjacent to Existing Lobby 125, to address existing perimeter masonry wall heights and new ceiling height in this area. *Upon review of the suspended ceiling in this area after the meeting, the suspended ceiling was installed at 7'-8" a.f.f. The Proposal Request No. 10 required the ceiling to be installed at 8'-0" a.f.f. Owner has requested that the ceiling be installed as high as possible, but without conflicting with existing perimeter masonry wall heights and mechanical/plumbing items above.*

Upcoming change order requests to the Owner include: Change Order Request No. 12 - final additional cost for undercutting and structural fill material on site.

Owner has requested revision to Proposal Request No. 6 – Contractor shall provide pricing to install wiring for the four (4) additional exterior security cameras previously outlined in the proposal request. However, provide pricing to install only two (2) exterior security cameras – one at southeast corner of Gymnasium (directed at exterior Gym door) and the other at southeast corner of Media Center (directed at exterior Media Center door).

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. 8 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.

Mark Deasy stated that final cleaning has been conducted in the Kitchen, Cafeteria, and main building entrance Lobby 100.

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 and on Tuesday, October 4 (voting), 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.

Caution must be taken during ballast installation at built-up roof systems during school hours. Owner prefers ballast installation take place during Fall Break when school is out of session.

New business

1. Owner’s comments: *Per last month’s progress meeting, Rusty Taylor requested response from Bill Grigsby, SCB Structural engineer, regarding deficiencies noted in American Engineering’s report regarding walkway cover details. Bill Grigsby provided written documentation to all parties verifying that the deficiencies noted in American Engineers’ report are acceptable.*

Also per last month’s progress meeting, there were brick lintel conditions near southwest corner of Kitchen/Cafeteria walkway covers where the lintel protrudes farther than acceptable for the brick masonry. Mark Deasy stated that the areas on the east side of the building have been corrected. The areas at the bus walkway cover will be addressed the following week.

Rusty Taylor also requested clarification regarding numerous gaps between the steel lintel plates at the walkway covers. The exposed steel lintel plates are to be painted. However ½” – ¼” gap between non-continuous lintel plates are present. Bill Grigsby, SCB Structural engineer, stated that the gaps are not in compliance with construction documents. However, contractor shall at minimum fill each gap with sealant, smooth finish, and paint.

The quarry tile installer prior to installation of the quarry tile addressed cracking at a few corners of concrete slab within the Kitchen.

Owner has still not been given keys to black box for equipment within the AV Storage room, adjacent to the Media Center. After the progress meeting, Myra Vaughn spoke to librarian who stated that neither the keys nor TV remotes had been turned over to her. These will not be given to owner until Owner Training had occurred. Steve Boone is to coordinate date/time for Owner training with Technical Services. This training shall be scheduled immediately after the school's Fall Break.

David Wyatt stated that water infiltration has occurred into the lower level storage room through the existing coal chute and through the exterior concrete stair (3-4th step up). Morel confirmed that they have performed all required work in this area. Per David Wyatt, the drain at the base of the stairs is unclogged and the sump pump is operational. SCB to investigate further solutions to eliminate water infiltration to the lower level storage room.

Rusty Taylor stated that there were a few areas at back of site, near bus loop and bus parking that held water. Myra Vaughn also noted these areas at last month's progress meeting. Mark Deasy stated that the installation of asphalt topcoat should correct these low spots.

David Wyatt stated that grass appears to be growing in the bio-swale area, south of the new ball field on site. Ben Sorrell to verify.

2. *Architect's comments: Contractor has requested direction as to placement of ceiling mounted projector location in Cafeteria. After the progress meeting, it was determined that Technical Services shall inform SCB and Owner how much (if any) of the image would be reduced in comparison to overall projection screen size if the projector is mounted in the partial suspended ceiling grid, immediately north of the gypsum board soffit. Neither Owner nor SCB wants to install projector under the soffit.*

After the progress meeting, both Owner and SCB approved the metal roof installer to utilize exposed fasteners at flashing for new walkway covers at existing parapet coping – but only if the required overlap at flashing panels be provided along with continuous required sealant, from top to bottom of flashing, to eliminate potential for water infiltration behind flashing. The county receives driving rains that originate from the northwest and southwest. Roof installer stated that the flashing overlaps would face "away" from the approach to the main building entrance. However, the overlaps will then face direction of rainfall. Therefore, diligence in providing required sealant and overlap of flashing material must be provided. SCB requires that the metal roof inspector provide a report, documentation, and photographs of the flashing installation above walkway covers to ensure installation per terms outlined above.

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.

Myra Vaughn reiterated that brick staining is to be applied at all existing brick surfaces as outlined in the construction documents. Therefore, existing brick of parapet walls shall also receive brick staining, if metal wall panel material is not to be installed in these locations. Not necessarily for appearance, but to ensure that the integral water repellent of the brick stain is applied at these areas.

3. *Consultants' comments: Information clarifying the light fixture at the exterior masonry site signage has been approved by Owner and forwarded to the contractor. Ben Sorrell, SCB Site, stated that the light fixture would be ground-mounted to provide up lighting onto the signage. Landscaping will be provided around light fixtures to shield them from view and minimize maintenance in this area. The letters in the stone signage are to be etched and recessed painted "black." Ben stated that the site signage at North Middle School (off of Joe Praither Hwy) was a good example.*

Ben also stated that "alligator" cracking had occurred in small isolated areas at the front entrance from Dixie Hwy and at back entrance to site. These areas are minimal. The subgrade in these areas received cut and fill material, and therefore, can be corrected by Scotty's. Owner stated that Scotty's could address the issues without requiring GEM Engineering services.

4. Contractor's/Subcontractors' comments:

Per Mark Deasy, the car drop-off/pick-up loop at south area of site will be completed and ready for use by school on Monday, October 10. Principal and Owner to be alerted of any changes so that they can notify parents to revised drop-off/pick-up locations at the school following Fall Break.

Morel Construction to schedule Telescopic Bleacher pre-installation meeting prior to October 17.

SCB was asked to verify exterior metal soffit material for underside of walkway covers. Per specifications and construction documents, the exterior metal soffit material is to be pre-finished aluminum, smooth texture, with perforated panels every 48" o.c.

Alternative Electric has requested depth of metal soffit material to verify recessed can lights to be installed at underside of walkway covers. Morel to verify.

Don Murray with Tremco reiterated the importance of protecting all adjacent surfaces (i.e. windows, parapets, metal trim, gutters, walkway covers, canopies, etc.) during installation of built-up roof system.

Jacob with Bischoff Brothers wanted Morel to verify if Scotty's could take over the installation of the sidewalk along Dixie Hwy. Jacob also wanted to verify if a wheat/rye mix could be incorporated in the grass seed to be installed on site due to the weather. Ben Sorrell stated that rye only could be incorporated, not wheat.

Mark Deasy stated that KDL had been on site to reinstall the fiber optic box. Concrete had been installed around the box.

Next scheduled meeting

The next progress meeting will be held Thursday, October 27, 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,

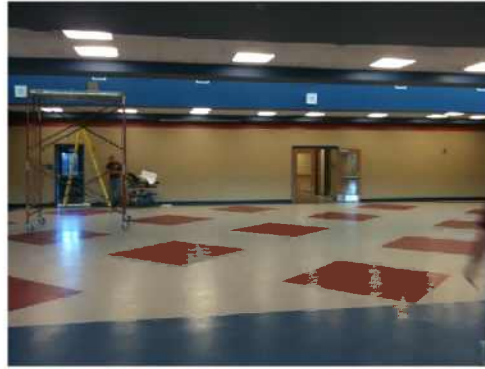


Myra Vaughn AIA, LEED® AP

c: All present (Morel Construction to distribute to subs), Steve Boone, Mary Kuhn, Joan Cooke, Kenny Stanfield, Brian Ashley, Tyler Wilson, Mike McGaughey, Bill Grigsby, Phil Gayhart



Front Entrance into Lobby 100



Entrance into Cafeteria from south



Clerestory in Cafeteria – facing east



Clerestory in Cafeteria – facing west



Alum. storefront at south of Cafeteria



Serving line equipment in Kitchen



Food Service Equipment and Hood in Kitchen



Suspended ceiling at Lobby 100, adjacent to Exist. Lobby 125 per PR #10. Ceiling is installed at 7'-8" a.f.f. PR#10 requires ceiling to be installed at 8'-0" a.f.f. Owner has requested ceiling to be raised at highest point possible so as to not conflict with existing perimeter masonry walls and existing mechanical/plumbing items above.



Display case at Lobby 100



Example of flashing above walkway covers, extending up and under existing parapet coping.



Gap between steel lintel plates at walkway cover.



Capped existing conduit north of main building entrance masonry portico. Contractor to verify source of existing conduit.

RADCLIFF ELEMENTARY CONTRACTORS PROGRESS REPORT

9-29-11

I. Kitchen Cafeteria Progress

1. Completed and ready for owners use less:

- Start up issues with Dishwasher, being resolved by Friday 9-30-11.
- Electrical finishes underway.

2. Media Center Progress

1. Completed and in use ready for Punch.

3. Main Entrance Progress

1. Complete today less:

- Some missing glass to be installed by Tuesday 10-04-11
- Electrical finishes underway.

4. Existing Re Roof Progress

1. Edge metals are installed and ready for Ballast placement starting on Friday 9-30-11.

5. Site Progress

1. Undercutting at front parking lot completed and ready for Curbs, Gutters and Asphalt.

- Curbs and Gutters are being installed today, Asphalt schedule for 10-03-11 start of all remaining Asphalt.

6. Gymnasium Progress

1. Athletic Equipment is installed less missing components for (2) basketball goal adjustment kits.
2. ready for Fluid Applied Athletic Flooring to begin on Afternoon of Friday 9-30-11.

7. Walkway Cover Progress

1. All blocking and sheathing is completed and standing seam metal roofing is underway.
2. Metal Soffits Ceiling is framed and ready for Electrical rough in and soffit panels.

NEXT MONTHS PROJECTED PROGRESS

1. Kitchen Cafeteria

1. Completed and in use on 10-10-11. Ready for Punch at that time.

2. Main entrance

RADCLIFF ELEMENTARY CONTRACTORS PROGRESS REPORT

9-29-11

1. Completed and in use by 10-10-11. Ready for Punch at that time.

3. Re Roofing

1. Completed and ready for punch

4. Site

1. All site work completed including landscaping and ready for Punch.

5. Gymnasium

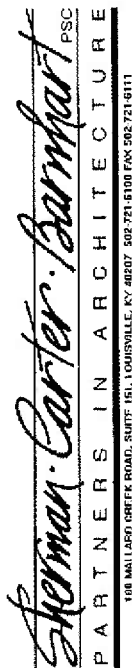
1. Complete and ready for use

6. Walkway Covers

1. Still in progress

7. Brick Staining

1. Complete and ready for punch.



CONSTRUCTION PROGRESS MEETING SIGN-IN SHEET

Project Renovation to Radcliff Elementary School - Phase 3 Project No. 1004 Date September 29, 2011

(IMPORTANT: PLEASE PRINT CLEARLY!)

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**CONSTRUCTION PROGRESS MEETING
SIGN-IN SHEET**

Project Renovation to Radcliff Elementary School – Phas 3 **Project No.** 1004 **Date** September 29, 2011

(IMPORTANT: PLEASE PRINT CLEARLY!)

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