



## **Cecilia Valley Elementary**



### **Construction Update**

July 14, 2016

|                             |                 |
|-----------------------------|-----------------|
| Original Construction Cost: | \$15,510,000.00 |
| Present Construction Cost:  | \$15,510,000.00 |

|                           |                   |
|---------------------------|-------------------|
| Original Completion Dates |                   |
| Substantial Completion:   | September 1, 2017 |
| Final Completion:         | October 1, 2017   |

|                              |                   |
|------------------------------|-------------------|
| Anticipated Completion Dates |                   |
| Substantial Completion:      | September 1, 2017 |
| Final Completion:            | October 1, 2017   |



### **Change Order Summary**

| <u>Change Order</u> | <u>Amount</u> | <u>Status</u> | <u>Rvsd. Contract Amount</u> |
|---------------------|---------------|---------------|------------------------------|
| None to Date        |               |               |                              |

### **Summary**

The first progress meeting is scheduled for Thursday, July 14, 2016 at Knights Mechanicals Offices. A Pre-Construction Meeting was held on June 17, 2016 at Knights Mechanical Office. A copy of the minutes from the Pre-Construction Meeting are attached herewith.

### **Progress Photos**

To be forwarded



June 22, 2016

## **PRE-CONSTRUCTION MEETING MINUTES**

RE: Cecilia Valley Elementary School  
Elizabethtown, Ky.  
S-C-B Project No. 1429

MEETING DATE: June 17, 2016

LOCATION: Knights Mechanical Office

PRESENT: Refer to attached sign-in sheet

The following is a summary of the major topics that will be discussed at the meeting.

## **INTRODUCTIONS AND RESPONSIBILITIES**

1. Owner representatives:
  - John Stith will be the main person of contact for the Hardin County Schools.
2. Architect is Sherman-Carter-Barnhart.
  - Kenny Stanfield – Partner in Charge
  - Tom Smith - Project Manager
  - Jim Percy - Construction Administrator, main point of contact at S-C-B
  - Ben Sorrell – Site work and Landscape
3. Mechanical / Electrical Engineers are Shrout Tate Wilson
  - Brandon Cecil is the Representative.
4. Structural Engineer is Sherman Carter Barnhart, Louisville Office.
  - Bill Grigsby is the Representative.
5. Lift station and force main engineers are Engineering Design Group.
  - Mike Billings is the Representative.

6. General Contractor is Isaac Tatum Construction

- Tim Tatum is the Project Manager and main point of contact.
- Tim Gupton is the Site Superintendent.

Isaac Tatum Construction is to provide a list of all subcontractors including contact person, address, and telephone numbers. Emergency phone numbers for major subcontractor representatives, also including electrical, mechanical and fire protection subcontractor emergency phone number and contact person are to be provided to the School's representative in case of an emergency.

### **LINES OF COMMUNICATIONS**

1. Owner and General Contractor communications will be issued through the Architect. (Jim Percy at Sherman-Carter-Barnhart).
2. Subcontractor's communications will be routed through the General Contractor to the Architect.
3. Direct communications through subcontractors and A/E consultants shall only occur after prior approval by Architect.
4. All verbal instruction shall be followed up in writing. Verbal instructions are not binding by the contract.
5. All communications will be copied to Tim Tatum for distribution to subcontractors.
6. Sherman-Carter-Barnhart shall coordinate efforts of the engineers and all communications will be routed through the Architect to the General Contractor. The General Contractor shall distribute the information to the appropriate subcontractors.
7. ASI's (Architect's Supplemental Instructions) and RFI's (Request for Information) will be routed through the Architect and General Contractor. These shall have numerical sequential system so that they can be readily tracked. All RFI's are to be sent to the attention of Kaye Gregory.

### **SHOP DRAWINGS**

1. A two-week turn around time shall be anticipated from the A/E team. The General Contractor shall submit shop drawings with this time frame in consideration. Large submittals may take longer for review. Submittals need to be prioritized if submitting several at one time.
2. The Contractors shall use the specification index numbers on transmittals when submitting shop drawings for logging and tracking by both the General Contractor and Architect. All submittal transmittals are to be sent to the attention of Kaye Gregory so they can be logged.
3. The Contractor shall submit a minimum of three (3) copies of shop drawings, if paper submittals. Electronic submittals are acceptable except for roofing and submittals that require layout drawings. All submittals are to be sent to SCB attention (Kaye Gregory) to log the submittal. After review, one copy will be provided to the Owner, one copy to the Architect and one copy to the Engineer. The remainder will be returned to the General Contractor.

Provide three sets of color samples as required by Specifications. Color selections will not be made until all color samples are submitted and the colors are approved by Hardin County Schools. Exterior selections can be made once all exterior samples are submitted. Electronic color charts are not acceptable and won't be reviewed.

4. All shop drawings requiring warranty shall have the sample warranty included. Those, which do not contain a sample warranty, will not be reviewed until the warranty is submitted or the submittal will be rejected and returned.
5. The Contractor is to provide required layout drawings where dictated by the contract documents for showing proper coordination with other trades.
6. The Contractor shall keep on site a copy of all submittals for on site review and coordination.
7. Installation manuals must accompany the shop drawings. This is necessary for the installation of fire stopping materials.
8. The Contractor shall organize submittals to HBC for the sprinkler, fire alarm, etc., after review by the consultant. The Contractor is responsible to forward the shop drawing to HBC for approval.

#### **WORK ORDER DATES**

1. The contracts are not yet signed and are in the process of being sent to Isaac Tatum. A notice to proceed has been issued. The DPO's have been sent to subcontractors.
2. Substantial completion is September 1, 2017.
3. Final completion is October 1, 2017.
4. The force main drawings have been approved and the plumbing drawings have been submitted to the Division of Plumbing. Mike McGaughey indicated a copy of the force main drawings need to be sent to the Division of Plumbing.

#### **SCHEDULE OF VALUES**

1. An itemized Schedule of Values must be submitted to the Architect for Architect approval prior to issuance of first pay application. The first pay application can be submitted for payment of bonds and insurance prior to approval of schedule of values. A draft of schedule of values needs to be submitted prior to or at time of pay application submittal. The schedule of values submittal and application for payment are to be made to Jim Percy.
2. The Contractor shall utilize the G702-703 pay application forms for use with this matter.
3. The Contractor shall list as separate items insurance, bonds, and general conditions.
4. The General Contractor shall list a separate line item for mobilization. Major subcontractors, if requested, must list mobilization as a separate line item. If mobilization is required, a separate line item for demobilization must also be provided.

5. Payment for shop drawing will only be paid if a shop drawing line item is on the Schedule of Values.
6. Each line item should be broken down for material and labor.
7. Rough-in above slab and below slab shall be broken down separately for M/E/P items.

### **CONSTRUCTION SCHEDULE**

1. The General Contractor is to submit in Bar Chart form the intended construction schedule. The Schedule is to include early start and late start for each line item. The Construction Schedule is to establish the critical path specifically noting pertinent milestone dates, which must be achieved.
2. The Construction Schedule must be approved by the Owner and Architect prior to the first pay application. Four copies shall be submitted to the architect for distribution to Owner and Consultants.

### **SEQUENCE FOR CONSTRUCTION**

1. A construction fence is not required for this project, and the fence at the front section of the property may be deleted.
2. The Contractor shall coordinate all inspections by local jurisdictions and State jurisdictions having authorization. The Contractor shall coordinate Owner/Architect inspections of below grade, below slab, inside of walls and above ceiling. These observations shall occur prior to close up of these areas.
3. The Contractor shall coordinate Pre-Installation meetings for such items as Masonry, Roofing, Painting, etc. as indicated in the specifications. A pre-installation meeting needs to be scheduled for geothermal with STW.

### **MONTHLY PAY REQUESTS**

1. The Contractor shall submit (1) one pay request with original signatures and the Direct Purchase Order invoices. The Contractor shall submit to the Architect a pencil copy of the pay application at least the day prior to the meeting. The Contractor can e-mail a copy to the Architect.
2. Non-compliant work will not be paid for.
3. For off site stored materials, the Contractor must submit invoices for the material and insurance certificate, indicating the Owner as beneficiary. Off site stored material may be observed by the A/E team or Owner's representative.
4. Monthly progress meetings will occur the second Thursday of each month. Meetings will be held at the jobsite office. Progress meeting time was set for 2:00 PM E.T. The Hardin County School Board meeting is the Third Thursday each month. Pay applications are required to be submitted to Hardin County Schools one week prior to board meetings to be on the board agenda. The first progress meeting is scheduled for July 14, 2016 at Knights Mechanical Offices.

5. Pay applications shall include percent complete and balance remaining on each pay application, for each line item.
6. Ten percent retainage will be withheld from each Pay Application. After 50% complete, five percent retainage will be withheld.

#### **DELAYS AND EXTENSIONS OF TIME**

1. The Contractor shall promptly notify the Owner/Architect of potential delays. Claims should be made with ten (10) days of the occurrence for delay.
2. Weather days are to be submitted each following month in which the delay occurred. The delay will be based on the 20-year average for the vicinity. A current weather report and the 20-year average report must be submitted with the claim. Western Kentucky University has a good weather Web site for the Hardin County area.

#### **MATERIAL DELAYS**

1. The Contractor shall notify the Architect as soon a potential delay is suspected. If possible, Architect and A/E team will help.
2. Ordering material late is not a reason for delay.

#### **UTILITIES**

1. Contractors are to investigate and properly mark all existing utilities prior to construction.
2. The Contractor shall also notify and coordinate with the local utility companies.

#### **STAGING / STORAGE AREA**

1. Parking and storage shall be on site.
2. Security for all stored material is the responsibility of the Contractor.
3. Proper, lockable vented storage areas must be provided for hazardous or flammable materials.

#### **CLEANING AND TRASH REMOVAL**

1. No burning of trash is allowed.
2. Timely cleanup and trash removal is necessary.
3. Constant monitoring and removal of mud from street is required.

## **STATE INSPECTIONS**

1. The Contractor is responsible to acquire all state approvals for sprinkler, fire alarm systems, etc. prior to beginning these items.
2. The Contractor is responsible to schedule and record all site and local inspections. Jack Hedges is the local HBC Field Inspector.

## **SPECIAL INSPECTIONS AND TESTING**

1. The Owner has contracted with GEM Engineering, an independent inspection and testing agency for the Ky. Building Code, Chapter 17, Special Inspections and Testing Requirements. Reports are to be submitted to the Owner, Architect and Contractor. Unsuitable soils encountered will need to be listed and quantified as they are discovered, and soils that are required to be remediated are to be routed through SCB.

## **CHANGE ORDER PROCEDURES**

1. Proposal requests will be issued in numerical order and the Architect will try to issue proposal requests for all items, which may result in a change order.
2. Change orders will be issued by the Architect in numerical order.
3. Methods of evaluating cost will be per unit price, or material and labor itemized breakdown.
4. Under special circumstances, where the extent of the scope of work may not be fully defined, a time and material not to exceed price may be established with all parties' approval.

## **GUARANTEES AND WARRANTIES**

1. Sample warranties are to be submitted with the shop drawings.
2. At the close of the project, the Contractor will provide the Contractor's One Year from Substantial Completion Warranty and all specific warranties as documented in the contract documents.

## **LIQUIDATED DAMAGES**

1. Liquidated damages will be assessed if the Contractor does not meet the substantial completion date of the contract at the rate of \$250.00 per calendar day.
2. Liquidated damages for not achieving final completion per contract date are \$500.00 per calendar day.

## **AFFIDAVIT FOR FINAL PAY APPLICATION**

1. The Contractor's Final Affidavit of Surety is required with the final pay application.



2. Waivers of Liens from subcontractors may be requested at final payment by the Owner, however are not required to be attached to each pay application unless request is made.
3. The Contractor shall submit all certificates from local and State Agencies, occupancy permit, sprinkler, fire alarm, plumbing, electrical, etc. with final pay application. Final pay application must be approved by KDE. The contractor is to submit all certificates at one time at end of project.

#### **FINAL INSPECTION**

1. Prior to review by Architect and Owner at substantial completion and final completion, the Contractor shall complete a review of the project and provide a written punch list to the Owner and Architect for their use. The Contractor will request a substantial completion and final completion inspection in writing to the Architect and Owner.

#### **OWNER'S COMMENTS**

1. John Stith indicated Hardin County Schools wants a quality project and thanked all contractors for coming.

#### **CONTRACTOR COMMENTS**

1. No comments noted.

#### **ARCHITECT / CONSULTANT'S COMMENTS**

1. Jim Percy indicated the General Contractor is to sign the N.O.I. and file a copy with the state of Kentucky prior to start of any work. A copy needs to be provided to the Owner and Architect.
2. Jim Percy indicated soil inspection reports are to be submitted within 24 hours after they are made.
3. Jim Percy indicated the Contractor is to submit a BMP. Protection of adjacent property and roads from run off is to be maintained.
4. Jim Percy indicated there is an allowance for the brick veneer.
5. Ben Sorrell indicated that the soil is highly erodible in Hardin County and the critical importance of providing the required top soil depth. Establishing and maintaining a lawn is important to prevent erosion.
6. Ben Sorrell indicated the Contractor is to properly manage site access and staging and to route construction traffic accordingly to avoid creating unsuitable soils. Unsuitable soils created by construction traffic and / or improper dewatering / erosion control are the Owner's responsibility and any remediation will at the expense of the Contractor.

7. Ben Sorrell indicated the role of the geochemical testing agent is to observe, report and make recommendations during construction. These recommendations are then routed to all parties, reviewed and then direction will be issued from Sherman Carter Barnhart. Contactor will not be paid for any unauthorized work.
8. Ben Sorrell indicated the Contractor is to closely coordinate with the Geotechnical Testing Agent regarding approval and placement of CH / CL soil material.
9. Ben Sorrell indicated a portion of silt fence has been installed to protect the tree line at the south side of the site. The Contractor is to stabilize and protect topsoil stockpile with erosion control.
10. Ben Sorrell indicated the Redi-scapes segmental wall cap installation needs to be on blocks cleaned and free of dust and debris and that an adequate amount of approved segmental retaining wall adhesive is applied to ensure a full depth setting bed in order to secure the caps in place.

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

Respectfully submitted,

A handwritten signature in black ink that reads "Jim Percy". The signature is written in a cursive, slightly slanted style.

Jim Percy, Construction Administrator

JRP/kg

Attachment: Sign-in Sheet

cc: John Stith, Isaac Tatum for distributions, Kenny Stanfield, Tom Smith, Bill Grigsby,  
File 1429-M

**Sherman Carter Barnhart Architects**  
**Pre-Construction Meeting**  
**SIGN-IN SHEET**

PROJECT NAME: Cecilia Valley Elementary School - BG 13-017

SCB JOB #: 1429

LOCATION: Knights Mechanical Office

DATE OF MEETING: June 17, 2016 TIME: 10:00 a.m. E.D.T.

ATTENDEES: (PLEASE PRINT)

| NAME           | COMPANY                 | TELEPHONE NUMBER |
|----------------|-------------------------|------------------|
| Jim Peary      | Sherman Carter Barnhart |                  |
| MIKE MCGAUGHEY | SHROUT TATE WILSON      | 859-277-8177     |
| Zach Bridwell  | Independent Steel Co.   | (502) 381-0003   |
| BEN SEPPEN     | SCB                     | 859-224-1351     |
| John Smith     | HCS                     | 270-234-3627     |
| Mike Talley    | Gravesco                | 502-803-6779     |
| Terry Withers  | T & B drilling          | 270-634-0588     |
| David Wyatt    | HCS                     | 270-264-1990     |
| Aaron Redeker  | Valcom Enterprises      | 540-514-2783     |
| Phillip Kemp   | Scottys Contracting     | 270-737-5555     |
| Mike K. Bell   | Atlas                   | 502-779-2100     |
| Chris Shirley  | CRS Construction, Inc.  | 270-646-0101     |
| Jason Carr     | CARR Construction       | 270-222-0825     |
| Brian Thapa    | Knights Mechanical      | 270-765-4141     |
| BRIAN CLARK    | KNIGHTS MECHANICAL      | 270-765-4141     |
| RYAN O'HARA    | BROWN SPRINKLER         | 502-968-6274     |
| Mike Billings  | EDG                     | 270-769-1436     |

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