

Nov. 27 asbestos removal



November 7, 2019

PRE-CONSTRUCTION MEETING AGENDA

RE: Spencer Co. High School
Culinary Arts Lab Renovation
BG# 19-362
SCB Project No.: 1950

MEETING DATE: November 7, 2019, 10:00 a.m.

LOCATION: Spencer Co. High School; Room 27

PRESENT: Refer to attached sign-in sheet

On this date, the Pre-Construction Meeting was held for the above referenced project. Following is a summary of the topics discussed:

Introduction and Responsibilities

1. **Owner: Spencer County Public Schools**
Chuck Adams – Superintendent
Jim Oliver – Director of Facilities and Maintenance
Vicki Goodlett – Chief Financial Officer
Stephen Webb – SCHS Principal
2. **Architect: Sherman Carter Barnhart Architects**
Kevin Cheek – Principal-in-Charge
Allison Commings – Project Manager
Tony Pham – Construction Administrator, Main Point of Contact
3. **General Contractor: Churchill McGee**
Derrick Springfield – Project Manager
4. **Mechanical/Electrical Engineers: Shrout Tate Wilson Consulting Engineers**
Mike McGaughey – Plumbing Engineer
Brandon Cecil – Mechanical Engineer
Justin Epperson – Electrical Engineer

Hood is 6-8 weeks out

5. **Structural Engineer: Sherman Carter Barnhart Architects**
Bill Grigsby – Structural Engineer

Lines of Communication

1. Owner and General Contractor communications should be issued through the Architect. All communications are to be directed to the Owner and Architect.
2. Subcontractor communications are to be provided through the General Contractor to the Owner and Architect.
3. Direct communications through subcontractors and any consultants shall only occur by prior approval by the Architect.
4. All verbal instructions must be followed by written documentation. Verbal instructions are not binding by the contract.
5. The General Contractor shall distribute information to the appropriate subcontractors within seven (7) days after receipt from the Architect.
6. ASI's (Architect's Supplemental Instructions) and RFI's (Request for Information) will be routed through the General Contractor. Both shall have numerical systems so they can readily tracked and organized. All ASI's and RFI's are to be copied to Tony Pham, tpham@scbarchitects.com

Work Order Dates

1. The notice to proceed was issued on October 29, 2019
2. Substantial completion is December 30, 2019. *— moved to Jan 2020?*
3. Final completion is 30 days from Date of Substantial completion, which shall be January 29, 2020.

Schedule of Values

1. A Schedule of Values is to be submitted. This is to be submitted for review and approval prior to processing or review of the pay application.

Construction Schedule

1. A schedule shall be submitted along with the Schedule of Values prior to submittal of the first pay application.

Monthly Pay Requests

1. It will be necessary to have the Schedule of Values reviewed and approved prior to the first application for payment. The Contractor is to submit a draft copy to allow the Architect to review on the Tuesday prior to the scheduled progress meeting. Provide three copies of the pay request, each with original signatures at the meeting.
2. The Contractor is advised that non-compliant work will not be paid for.
3. Tony Pham will be reviewing and approving the pay requests.
4. Special inspections are not required.

Progress Meetings

1. Discuss progress meeting date. *Fridays every 2 weeks 10am*

Pre-Installation Conferences

1. General Contractor shall coordinate the need for any pre-installation meetings.

Shop Drawings/Submittals

1. A ~~two~~ ^{one} week turn-around time will be anticipated by the A/E team. The Contractor should note any shop drawings that need immediate review. The Contractor should plan accordingly for long lead items.
2. The Contractor is to submit electronic copies to allow for Architect and Consultant to maintain copies for the field and the Contractor's file. The Contractor shall maintain copies for the O & M Manuals.
3. Any shop drawings involving warranties must include a sample warranty for that product.
4. Shop drawings shall list the specification number and division. Any shop drawings that have not been reviewed by the General Contractor and do not address Contract Documents or addenda items will be rejected.

Record Drawings

1. The Contractor is to keep well documented record drawings. These drawings are not to be used for daily construction of the project.

Parking/Access to the Site

1. Parking is available on the construction site only.
2. Cleanliness of the site is a must.
3. Dumpster placement, staging and delivery locations were reviewed and determined to be in the striped area between the back door and the drive thru window. Contractor to avoid the reserved parking spaces and provide direction to the owner for any signage requirements.

Limit of Construction Area

1. The Contractor is to contain operations within the limits designated on the Contract Documents.
2. The Contractor is totally responsible for job safety and security.

Conduct of Employees

1. The Contractor was reminded there is to be no smoking, alcohol, narcotics or firearms on the site.
2. The Owner requested that no loud music be played as the construction area is directly adjacent to working offices.

Quality Control

1. The Contractor is to make arrangement for necessary inspections and testing to be done in a timely manner as called out in the Contract Documents.

Delays and Extension of Time

1. Any delay, and/or time extension requests are to be requested as called out in the contract documents.

Material Delays

1. The Contractor shall advise the Architect and Owner of any material delays. The A/E team will assist in working out any delays or possibly consider approval of a replacement product.

Hazardous Materials

1. There is no anticipation of encountering hazardous materials.

Staging and/or Storage Areas

1. The Contractor is to make arrangement for storage of materials in areas that can be secured.
2. The Contractor is responsible for security and timely deliveries of materials to the site.

Cleaning and Trash Removal

1. There shall be no burning of trash on the site. The Contractor is to organize trash to prevent it from blowing on adjacent properties.
2. Contractor to police the site on a regular basis.

State Inspections

1. The Contractor is responsible for timely notification to any state or local agencies for review of materials and/or installations prior to covering them up.

Change Order Procedures

1. Proposal requests will be issued in numerical order and the Architect will list items that could result in a change order. The Contractor is to provide a detailed breakdown of labor and materials on the proposal for each item.

Guarantees and Warranties

1. The start date for all warranties will be at the date of Substantial Completion of the project, there are no exceptions.
2. The Contractor is to submit O & M Manuals, prior to final completion, for review by the Design Team.
3. The Contractor is to review the specifications for all close-out documentation including any additional materials to be provided to the Owner for their use.

Liquidated Damages

1. The Contractor is to complete the project within the specified time. Should liquidated damages become a necessity, they will be as outlined in the Special Conditions, at a cost of \$250.00 a day.

Affidavit at Final Pay Application

1. The Contractor's final surety is required with the final pay application. The Contractor must also submit as-builts and an affidavit of lien waivers, attached to the final pay application.

Pre-Construction Remarks

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