



## **PROGRESS MEETING AGENDA**

RE: Spencer Co. H.S. Academic and Athletics Buildings  
for the Spencer Co. Board of Education  
BG 17-236  
SCB Project No. 1744

DATE: January 31, 2020, 10:00 a.m.

## **CONTRACT AMOUNT AND TIME**

Original Contract Amount	\$5,146,853.00
Change Orders to Date: 8	\$51,015.44
Present Contract Amount	\$5,197,868.44
Current Percent Complete	92%

Contract Date: August 15, 2018  
Substantial Completion: October 1, 2019.  
Final Completion: October 31, 2019.

### **1. Schedule**

#### **A. Work Completed in Past 14 Days**

1. Isaac Tatum reported the following:
  - a. Refer to Isaac Tatum hand out.
  - b. Discuss status of Heat Strips/HVAC units.

#### **B. Anticipated Work for Next 14 Days**

1. Isaac Tatum reported the following:
  - a. Refer to Isaac Tatum hand out.

### **2. Shop Drawings**

#### **A. Shop Drawings from Contractor to Architect/Engineer**

1. All shop drawings submitted has been reviewed.

#### **B. Color Selections**

1. Discuss any remaining color selections.

**3. Operation & Maintenance Manuals**

- A. These shall be submitted prior to Owner training, reviewed and approved by the Architect and Engineer.
- B. Discuss scheduling of Owner training

**4. Deliveries**

- A. Discuss delivery concerns.

**5. Outages**

- A. Discuss any outages.

**6. Items Delaying the Project or Possible Delays**

- A. Discuss any potential delays.

**7. Time Extensions**

- A. Total to date requested days due to weather is 63 days.

**8. ASI's / RFI's**

- A. There is currently 5 ASI to date. None issued since last meeting.
- B. RFI Nos. 1-25 have been submitted and answered.

**9. Proposal Requests**

- A. No new Proposal Request issued since last meeting

**10. Change Orders**

- A. No new Change Order issued since last meeting.

**11. Pay Requests**

- A. Pay Application No. 14 has been processed to the Owner

**12. Record Drawings**

- A. The Contractor is reminded to maintain record drawings on site. All deviations from plans and uncharted utilities encountered shall be documented on the as-builts.

**13. Daily Clean-up**

- A. Discuss status of clean up

**14. New Business**

- A. Owner Comments

1.

2.

3.

B. General Contractor Comments

1.

2.

3.

C. Subcontractors' Comments

1.

2.

3.

D. Architect / Engineer Comments

1.

2.

3.

**15. Next Meeting Date**

A. Next progress meeting will be scheduled for February 14, 2020