MEETING MINUTES

Project: University of Wisconsin – Eau Claire
University Student Center

Project No.: 07E2D / 2934

Meeting Date: Tuesday | April 17, 2012

Present: Neal Shurden  DSF
John Zimmerman  HVP-DSF
Chris Hessel  UWEC
Beth Hellwig  UWEC
Charles Farrell  UWEC
Jason Perry  Kraemer Brothers
Kevin Kraemer  Kraemer Brothers
Frank TruchonKBK Services
Junior Ruf  B&B Electrical
Bill Steebs  Appleton Lath
Chris Flesher  MEP Associates
Hans Peterson  Zimmerman Plumbing
Darin Wagner  Audio Architects, Inc.
Scott Tomashek  Camera Corner
James Simpson  ESI
Dennis Wheeler  TCA
Kyle Clark  Bray Architects

Reported By: Kyle Clark

Purpose of Meeting: Construction Progress Meeting 29

Discussion/Action

1. Work Progress Past Two Weeks
   a. Storefront installation is 98% complete; storefront glass is 95% complete.
   b. Metal stud framing is 97% complete on 1st floor.
   c. Soffit and ceiling framing is 96% complete on 1st Floor.
   d. Drywall is complete on 4th, 3rd and 2nd floors with 90% complete on 1st floor. GFRC Columns are 50% complete.
   e. 4th Floor paint is 85% complete; 3rd Floor paint is 80% complete; 2nd Floor paint is 70% complete.
   f. Acoustical ceiling grid is 65% complete on 3rd Floor, 50% complete on 2nd and 15% complete on 1st Floor
g. 3rd Floor millwork is 85% complete; 3rd Floor casework is 85% complete and Hygienic WC is 85% complete. Millwork in the Multi-Purpose Room is 35%, 2nd Floor millwork is 10% complete; 3rd floor toilet partitions are 70%.

h. Hollow metal doors are 45% complete, wood doors are 45% complete and hardware is 30% complete.

i. Gas piping is 90% complete; water lines are 95% complete, plumbing fixtures are 65% complete.

j. Ductwork is 95% complete on 4th floor, complete on 3rd floor, 98% complete on 2nd and 1st.

k. Chilled water piping is 95% complete; Hydronic piping is 92% complete.

l. Site concrete work is completing at the Loading Dock.

m. The undercut for the concrete planters is complete and concrete work has begun.

n. Curb inlet #8 is set.

o. Insulated metal panels are 80% complete, composite metal panels arrive the w/o 4/16/12.

p. Electrical rough-in is 85% complete, fire alarm is 70% complete, generator is 75% roughed in, and A/V is 65% complete fixture installation has begun.

q. Tile work is 90% complete.

r. Second Floor Terrazzo is complete, 1st floor terrazzo is 25% complete.

s. Static Dissipative Tile is complete in IT and Electrical rooms.

t. Decorative exterior handrails are complete.

u. CB 1158 Fish Tank work has begun.

v. Kitchen equipment delivery and installation has begun.

2. Work Scheduled For Next Two Weeks

a. Metal stud framing will Finish

b. Drywall will continue on 1st Floor.

c. Painting will continue on 3rd, 2nd and 1st floor.

d. Millwork, credenzas and casework will continue on 2nd and 3rd Floors.

e. Toilet partitions and bathroom accessories finish on 3rd floor and move to 2nd floor.

f. Hollow metal doors and hardware will continue.

g. Ceiling grid and tile will continue on 2nd and 3rd floors.

h. Storefront installation will finish; storefront glass installation will continue.

i. Composite metal panels will continue.

j. Plumbing, gas and water lines will continue; plumbing fixtures will continue.

k. Ductwork will finish; Mechanical piping will continue.

l. Electrical, fire alarm and A/V rough-in will continue.

m. Electrical fixture install will continue.

n. Kitchen equipment will continue to deliver and install.

o. Terrazzo flooring will finish on 2nd Floor and continue on 1st Floor.

p. Site concrete work will move to the North and South Elevations.

q. Planter concrete will finish, cast stone caps are on site.

r. Roof curbs will begin pending the approval of CB 1156.

s. Elevator inspections have been scheduled for the week of May 21 (exact day will be determined by the inspectors schedule).

3. Issues, Concerns, Questions

a. CB 1158 Fish Tank work is on hold pending a revised CB for the stand and mechanical support.

b. Sequence of operation discussion.

c. Chris Hessel mentioned that there are going to be some revisions to the site concrete. What are these and when will we receive these?
4. Construction Bulletins (CB’s)
   a. CB’s 1161 is being reviewed.
   b. CB’s 1156 and 1162 are awaiting additional information or revised pricing from the contractor.
   c. CB’s 1159, 1164, 1165, 173, 1174, 1175, 1176, 1177, 1178, 1179 and 1180 are awaiting pricing.
   d. CB 1161 has been approved by the architect and is waiting to be issued as a CO.
   e. The following CB’s need to be issued;
      i. Davies Center Demolition Revisions.
      ii. Site layout revisions.
      iii. Revisions to the fish tank.
   f. The following change orders have been issued;
      i. Change Order O-62 was issued on April 13th for CB’s 1136 and 1172.
      ii. Change Order O-63 was issued on April 13th for CB’s 1079, 1163 and 1169.
      iii. Change Order O-64 was issued on April 13th for CB’s 1148 and 1170.

5. Submittals
   a. Submittals being reviewed at this time include;
      i. Vegetated Growth Media Testing Resubmittal.

6. Request for Information (RFI’s)
   a. The RFI’s that are outstanding and awaiting a response are;
      i. RFI 240 – IT/Server Room Ventilation
      ii. RFI 246 – Me-Link Controls

7. Field Orders (FO’s)
   a. There are no outstanding field orders at this time.

8. General Discussion
   a. Schedule
      i. The schedule is still on track with what was originally submitted. All Critical path items are being met.
      ii. An updated three week construction schedule is attached.
      iii. A separate commissioning schedule needs to be developed showing critical path items for MEP. All tasks, from all contractors, needed to complete commissioning should be included.
   b. As-Built Drawings
      i. The contractors are to be sure they are updating the as-built drawings on a regular basis.
      ii. Ed with Kraemer Brothers has a set of as-built drawings in the trailer with a log noting the changes being made to the drawings.
   c. Commissioning
      i. MEP Associates, LLC will be providing the commissioning services for this project. Kirt Pickerign is the Project Manager for MEP.
      ii. Contractors should be sure to fill out the checklists as they are installing the equipment. Do not wait until the end of the project to fill out all the forms.
      iii. Commissioning needs to be added to the overall project schedule and sufficient time allowed for work to be completed.
      iv. The commissioning tracking sheet will be reviewed at the weekly foreman’s meeting.
      v. When equipment start-up and testing is scheduled let Chris Hessel know so he can have university staff present.
      vi. A schedule showing commissioning dates has been developed and is included with the overall project schedule.
vii. A balance report will need to be completed prior to building occupancy.

viii. In order for the AHU’s to be commissioned they need to be connected into the network. This cannot be done until the Racks are installed in the IT closets; the fiber runs are installed and tied back into Schofield.

ix. The work required by ESI prior to the AHU’s being commissioned needs to be taken into account and added to the overall commissioning schedule. ESI has 5 weeks worth of work that needs to be completed after installation and before balancing can begin.

d. The precast bridges were reviewed with Steve Matheny from American Prefabricated Infrastructures prior to the meeting (09-27-2011) to discuss the outstanding issues and the following resolutions were agreed to.

i. The stone pattern at the panel joints will be repaired so they match from one panel to the next.

ii. The stain will be reapplied with the colors approved on the mock-up panel. The current stain was also to “glossy” and this will be eliminated from the new stain. The colors of the bridges are to match the stone on the building.

iii. The end walls of the bridges will have a precast panel that matches the cap installed to cover the bare concrete.

iv. The blockouts at the panel anchors will be grouted before the walkway is poured.

v. A meeting was held with Steve from API prior to the progress meeting (11-22-2011).

1) Steve indicated that they will be making repairs to the bridge by applying a thin coating of concrete patch and pressing individual “stone” forms over each existing stone shape.

2) Chris Hessel has asked to see the product data for the concrete patch materials prior to any work starting.

3) A sample area should be done on site prior to the rest of the work being done. This sample should be completed within the next two months.

vi. A small portion of the bridge needs to be repaired for final approval prior to any other repair work being completed. This should be done as soon as possible.

vii. If the third bridge looks like the first two bridges it will be rejected before it is installed.

viii. A repair solution was submitted by API to reform the bridge walkways by adding 2 to 3 inches of concrete over the existing face.

1) This solution was rejected and Kraemer Brothers will be researching other possible solutions for repairing these bridges.

ix. Kraemer Brothers has talked with several contractors about doing repair work on the bridges and will have further discussions with API and come up with a revised plan to make the necessary repairs.

f. Where the contractor accessed the site north of the new bridge for landscape work there are some broken panels in the sidewalk that will need to be replaced. The University would like to widen this sidewalk when it is replaced. Chris will work with Ed to come up with a final solution.

i. This work will need to wait until school is out next spring before being completed.

g. Any communications cable that is installed must not be painted.

h. Deliveries, Parking, Site Access

i. When opening the first set of gates they need to be opened into the fenced in area, not out into the parking lot.

ii. If trucks delivering equipment/supplies to the site cannot get into the site right away arrangements need to be made with Chris prior to their arrival. Trucks cannot wait or park in the Phillips lot until space opens up. This lot is used by the faculty and the spaces cannot be blocked by delivery trucks.
iii. There is no parking between the two sets of gates. Tickets will be issued for those vehicles that are parking there.

iv. Beginning Monday, April 23rd any unauthorized vehicles parked within the construction site will be ticketed. Each trade is allowed one company vehicle on site.

i. Landscaping at Nursing between the building and new sidewalk needs to be completed. Also, the planters have debris left in them and need to be cleaned out.

j. Plantings were installed along the sidewalk North of West Bridge but no mulch has been placed yet.

k. The silt fence around the site needs to be looked at, repairs made and the inlets cleaned out.

l. There will be a CB issued to address some revisions that are tied to the demolition of the existing student enter. These revisions will include;
   i. Sidewalk revisions and additional walks added.
   ii. The complete tunnel between the current student center and Schofield Hall will be removed.
   iii. The steam line between the existing student center and Schofield Hall will be removed.

m. There are several locations along the north side of the building where holes for the overflow drains were cored thru the exterior wall in the wrong location. The old holes will need to patched in and then taped and sealed with two coats of the air barrier before final exterior finishes are installed.

n. Chris asked when the temporary power will be removed from the pits. They need the conduit that is currently being utilized for the temporary power.
   i. Before the meter is disconnected there needs to be a reading taken and that information needs to be given to Chris.
   ii. Once the power has been removed from Phillips the masonry will need to be patched.

o. It was suggested that the contractor provide mock-ups for the various interior finishes before proceeding to far with their work.
   i. The mock-ups noted below are required per the specifications;
      1) 06 26 14 - Solid Mineral Profile Paneling
      2) 09 64 00 - Wood Flooring
      3) 09 96 00 - High performance coatings
      4) 09 96 46 - Intumescent Painting
      5) 12 22 00 - Curtains and drapes
   ii. Mock-ups for the following exterior materials are also required prior to installation;
      1) 07 42 16 – Insulated-core metal wall panels
      2) 07 42 43 – Composite wall panels
   iii. A water test is required to be performed on the metal panels. When this test is scheduled Chris Hessel should be notified of the date and time of the test.

p. The contractors should keep up on cleaning the inside of the building throughout construction.
   i. With finishes being installed it is important that the building be kept clean and all contractors are careful when working around these installed finishes so they do not get damaged.

q. The electrical contractor asked about the location of the RSP outside of Ballroom 340 at door 340.3. The stair wall is not furred out enough for the back box to fit.
   i. A pilaster should be created to provide enough depth for the box and panel. The pilaster needs to be far enough to the north to allow the door from the ballroom to fully open.
r. Neal Shurden asked if duct cleaning was part of the specifications.
   i. The specifications do call for the removal of all “dirt and foreign matter” from the duct system prior to operating the fans and any duct system used for temporary heat, air-conditioning, or ventilation needs to be cleaned with high powered vacuum machines.

s. With the finish materials starting to be installed contractors need to be careful not to damage the finishes. Casework and finished flooring should be protected.

t. Neal asked if the generator test has been schedule yet. It has not been scheduled. Let Chris Hessel know once it is scheduled.

u. Plywood backboards in electrical and tele/data rooms need to be painted (all sides) prior to being installed and having equipment mounted to them.

v. A question was asked about the removal, cleaning and reinstallation of the existing food service equipment that is being moved to the new building.
   i. The existing equipment is to be removed, cleaned, repaired if needed, and reinstalled in the new building by the food service contractor.

w. When any additional sprinkler testing is done Chris Hessel should be notified so that he or someone from the University can be on site during the testing.

x. The green roof replacement on second floor was completed and tested. There were a few holes found that will need to repaired. There was also some broken glass on the roof membrane that needs to be cleaned. Once the glass has been cleaned up and the holes repaired the roof will need to be retested.

y. Asbestos Abatement of the existing Davies Center was discussed.
   i. The steam will be shutdown on May 19th and at that time the tunnels under the existing building will be abated.
   ii. Abatement will begin on the second floor on June 1st with the first floor being abated once the employees have been relocated to the new building.
   iii. The tunnel between the existing Davies Center and Schofield hall will be abated beginning May 21st.
   iv. A question was asked if any abatement will need to be done prior to the food service equipment being removed. Abatement should not be required but someone will be available if anything is needed while the equipment is being removed.

z. Primary shutdown of the electrical on Campus will occur on June 30th to take the existing Davies Center offline. This will not affect power to the new building.

aa. There have been students seen wandering the construction on Friday’s when there are very few contractors around. It was suggested that the gates be kept closed on Fridays to prevent students from getting on site. The contractor should also walk the fence line to be sure that all panels are secured and in place.

bb. The Bookstore vendor would like to have access to the second floor space on May 7th to start installing their equipment and access to the first floor on May 21st to install millwork.

cc. Ceiling tile cannot be installed until the building is a controlled environment and humidity can be managed. Any ceiling tile installed prior to this time will be the responsibility of the contractor and if damaged will need to be replaced.
9. Next Meeting
   a. Date: Tuesday, April 24, 2012
   b. Time: 1:00 pm
   c. Location: **Existing Davies Center, Ojibwa, 2nd Floor**

The above information is the interpretation of the meeting activities and comments; and should be reviewed by all attendees. Please comment on any discrepancies and inform the writer as soon as possible of any changes required. Date issued: Wednesday | April 18, 2012.

**BRAY ASSOCIATES ARCHITECTS, INC.**


Kyle J. Clark, AIA, NCARB, LEED AP
Architect

cc: All Present
    Shawn Plum, Burt Hill
    Richard Noble, Multivista
    Amy Hobbs, UWEC
Nicole Peterson, Kraemer Brothers
    Ron Wunsch, Kraemer Brothers
    Robert Ross, Multivista
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### Three Week Construction Schedule For the Period of 04/16/12 – thru – 05/04/12

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<td>4/16: 1-millwork; continuing against outside wall and going counter clockwise 1-warehouse; equipment under hood</td>
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