MEETING MINUTES

Project: University of Wisconsin – Eau Claire
         University Student Center

Project No.: 07E2D / 2934

Meeting Date: Tuesday | July 5, 2012

Present:
Neal Shurden  DSF
John Zimmerman  HVP-DSF
Josh Nelson  UWEC
Beth Hellwig  UWEC
Charles Farrell  UWEC
Ed Wynhoff  Kraemer Brothers
Jason Perry  Kraemer Brothers
Kevin Kraemer  Kraemer Brothers
Ross Kraemer  Kraemer Brothers
Frank Truchon  KBK Services
Junior Ruf  B&B Electrical
Kirt Pickerign  MEP Associates
Eric Mattmiller  Bartingale Mechanical
James Simpson  ESI
Hans Peterson  Zimmerman Plumbing
Dennis Wheeler  Twin City Acoustics
Michael Winiecki  General Sprinkler
Darwin Wagner  Audio Architects
Scott Tomashek  Camera Corner
Kyle Clark  Bray Architects

Reported By: Kyle Clark

Purpose of Meeting: Construction Progress Meeting 40

Discussion/Action
1. Work Progress Past Two Weeks
   a. 4th Floor paint is 98% complete; 3rd Floor paint is 99% complete; 2nd Floor paint is
      98% complete; 1st Floor paint is 95% complete.
   b. 3rd Floor Acoustical ceiling tile is complete; 2nd ceiling tile is complete; first floor grid is
      99% and tile is 95% complete.
   c. 3rd Floor millwork is 99% complete, 2nd Floor millwork is 99% complete, 2nd floor
      casework is complete;
   d. 1st Floor millwork is 95% complete and case work is 99% complete.
   e. Window Sills and Solid Surface Tops are complete.
f. 3rd Floor carpet is complete, 2nd Floor carpet is complete; 1st Floor carpet is complete.
g. Final cleaning is 90% on 3rd Floor; 90% on 2nd Floor and is 50% complete on 1st Floor.
h. Wood doors and hardware are complete.
i. Plumbing fixtures are complete, Kitchen Equipment Fixtures are complete.
j. Diffusers are 99.5% complete.
k. Mechanical insulation is 99.5% complete.
l. Hot water balancing has begun.
m. AHU #1 replacement parts are starting to arrive. McQuay will be on site 7/5/12.
n. AHU #6 balancing is complete.
o. CB 1201 Addition of Fire Dampers work has begun.
p. Insulated metal panels are complete, composite panels are complete.
q. Fire alarm is complete, A/V is 98% complete; fixture installation is 99% complete.
r. The last of the shunt trip breaker for the Servery are scheduled to arrive on 7/3/12.
s. The Duct Bank from Manhole 30 to 31 is complete.
t. Interior decorative handrails are 50% complete, glass etching began on 6/29/12. Glass will be delivered on 7/12/12.
u. Black Dirt is 70% complete.
v. Exterior Decorative Handrails are complete.
w. Green Roof Paver system is 50% complete.
x. Metal Roof is complete.
y. Historical window Jambs are in production.

2. Work Scheduled For Next Two Weeks
   a. Painting will finish on 1st floor.
b. Millwork will finish on 1st Floor.
c. Wood Base and in Ballroom 330 will finish 7/3/12.
d. Terrazzo treads and risers will finish.
e. Electrical fixture install will finish.
f. 4th Floor mechanical insulation will finish 7/6/12.
g. Elevator reinspections are scheduled for 7/16/12.
h. The Decorative Fence for CB 1183 is scheduled to arrive 7/9/12.
i. Demolition of the existing Davies Center will begin late next week. DNR inspection of asbestos abatement will be Tuesday or Wednesday next week.
j. Excavation will begin at Manhole #24 for the power reconfiguration.
k. Stair #1 slate is scheduled to ship on 7/16/12.
l. Window blinds and Draperies will install beginning 7/5/12
m. Materials for CB 1185 Addition of Transfer Fans at IT Rooms are beginning to arrive and work will begin.

3. Issues, Concerns, Questions
   a. Stain sample approval for the Skyfold veneer.
      i. The final sample was reviewed and approved after the meeting.
b. Is additional casework going to be added at the Fish Tank?
   i. Yes, additional casework will added at the fish tank. A CB will be issued.
c. The metal ceiling panels are sagging in the Cabin, Lounge 201B and 201C.
   i. Intermediate T’s will be added for support. A CB will be issued for this work.
d. Is access to the north side of the Little Niagara going to be available for the entire project?
   i. Access on the north side of Little Niagara will be available for the duration of the project.
4. Construction Bulletins (CB's)
   a. CB’s 1184, 1203, 1216, 1217, 1218 are being reviewed.
   b. CB’s 1214, 1219 and 1222 are awaiting pricing.
   c. CB 1221 is awaiting additional information or revised pricing from the contractor.
   d. CB’s 1185, 1201, and 1202 were approved with work being done on T&M not to exceed the quoted price.
   e. CB 1220 has been approved by the architect and are awaiting final approval from DSF.
   f. The following change orders have been issued;
      i. Change Order O-80 was issued on June 28th for FO’s 27 and 28.
      ii. Change Order O-81 was issued on June 28th for CB’s 1208, 1212, 1213, 1205, and 1215.
      iii. Change Order O-82 was issued on June 29th for FO’s 30 and 31.

5. Submittals
   a. Submittals being reviewed at this time include;
      i. There are no submittals being reviewed at this time.

6. Request for Information (RFI’s)
   a. RFI’s being reviewed at this time include;
      i. RFI 288 – Electrical Manhole Extensions
      ii. RFI 289 – RP Valves
      iii. RFI 290 – Water Storage Tank Insulation

7. Field Orders (FO’s)
   a. The following proposals need to be issued as field orders;
      i. KB Proposal 64 – Insulate DX piping.

8. General Discussion
   a. Schedule
   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. The commissioning of the fire alarm, sprinklers, domestic water, and fire / smoke dampers has been completed
      ii. Commissioning on AHU’s 3, 6, and 7 will start next Monday 7/9/12..
      iii. 4 AHU’s (2, 4, 5, and 8) have been commissioned with just minor revisions needed.
   d. Precast bridge repairs
      i. Repair work on the west and center bridges has been completed.
      ii. Kraemer Brothers has said the repairs for the east bridge will be made before the bridge is installed.
      iii. The top walls of the bridges are not level and will need to be corrected prior to placing the precast caps.
         1) Repair work to the top of the bridges is currently underway.
   e. 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.
   f. Any communications cable that is installed must not be painted.
g. 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.
   v. The Phillips lot has a one-way traffic flow. Construction vehicles need to be sure when leaving the contractor site they go to the right to follow the flow of traffic and not continue straight thru the lot. There have been a few complaints to the University recently about vehicles going the wrong way thru the parking lot.
   vi. With Garfield closed for the steam tunnel work there will some traffic that needs to go thru the site. The north drive lane of the south lot needs to be kept clear of vehicles and equipment.

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

i. 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) 09 96 00 - High performance coatings
      2) 09 96 46 - Intumescent Painting
   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.

j. 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.

k. 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.
   i. The terrazzo floor is not being protected as well as it should be. The plastic is getting ripped and there a few gouges in the finished terrazzo on second floor that will need to be repaired.
   ii. Some of the wall covering that has been installed has paint and dirt on it that might not come clean and will need to be replaced.
   iii. The Servery and Kitchen floors have not been cleaned and casework/equipment is now being installed on these floors. It will be very difficult to clean later once all of the equipment has been set.
   iv. The protection on some of the servery casework was removed and not put back in place. There is still work going on the servery and the casework needs to be protected.

l. 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.
m. The epoxy flooring that has been installed in the Kitchen and on the third floor will need to be repaired. There is equipment being installed in these areas now which will make the repairs more difficult.
   i. The patches that were previously made are very visible and are not level with the surrounding epoxy flooring.
   ii. The wall base is not tooled smooth and has voids in many areas. It will not be a cleanable surface. There are also boot and hand prints in the base.
   iii. The epoxy was installed over the lip of the drains so the top screen cannot be removed.
   iv. The issues with the epoxy flooring were reviewed with the installer on 5-22-2012 and they will be back later this week or next week to make the necessary repairs and corrections.
   v. 6-5-2012 – The repairs that were made have been reviewed and are not approved. See item “3.a” above.
   vi. 6-12-2012 – The contractor is continuing to make repairs to the epoxy floor. The repairs will be reviewed again once completed.
   vii. 6-19-2012 – The repair that was made was reviewed by Chris Hessel and approved. All other repairs need to be done the same way.

n. The wiring for the vector mapping on the green roofs has not been installed in the most ideal locations. The locations of these wirings were to be reviewed and approved prior to installation. The current locations could cause potential problems with students being able to access them and cause damage.
   i. Is there a way to enclose or protect these wires?
   ii. A final decision will be made when the installation is more complete.

o. Everyone should be reminded that there is No Smoking in the building, loading dock area, roof decks, and within 25 feet of the building.

p. A written report of the preliminary balancing will be needed in order to get occupancy for the building.

q. Chris Hessel will need to have an attic stock sign-off sheet from each contractor listing all attic stock so he can direct them where the item should be stored.
   i. Chris will have shelving installed in the storage space above Stair #2 for attic stock once the work in this space has been completed.

r. There are footprints in the concrete sealer at the Southeast plaza.
   i. Harmon will apply a new coat of sealer in 30 days.

s. Chris Hessel will need a few weeks notice prior to the existing east bridge being removed so he can contact the DNR.

t. Per section 32 91 13 a soil test needs to be provided for the top soil to determine if any soil amendments or PH adjustment is needed. This will need to be completed and submitted prior to planting being installed.

u. There is some continued efflorescence on the brick on the north side of the building that will need to be cleaned.

v. The west dormer has some buckling in the fascia trim that needs to be reviewed and corrected.

w. The stairs need to be cleaned out before tomorrow at 11:00 am for the occupancy inspection.
   i. When the stairs are blocked off for painting they will need to clearly marked and noted with signage.

x. Chris Hessel asked when the first asphalt lift for the remainder of the parking lot will be completed.
   i. The fence location needs to be revised at the Phillips lot to allow for the remainder of the curb work to be done before the final lift can be installed.
      1) The contractor should proceed with revising the fencing to allow for this work to be completed.
y. Training was done on the food service equipment last week however there was no power available to some of the equipment.
   i. Training will need to be provided again once all of the equipment is in complete working order and has been tested. The training will also need to be videotaped by the contractor per the specifications.

z. The existing kitchen equipment still needs to be cleaned, as noted in the specifications.
   i. Neal Shurden instructed Kraemer Brothers to hire a professional cleaner for this equipment and submit a field order for the work.

aa. Some of the University Kitchen Staff has started to assemble the shelving from the Food Service Contractor because they cannot wait any longer for the work to be completed.
   i. The Food Service Contacto will be back on site Monday (7/9) to complete their installation work.

bb. Charles indicated that there is currently no 3-compartment sink in the Kitchen and that one is required per code.
   i. There is a future one noted near the pot wash area but nothing available when the open.
   ii. The Architect will review this with the food service consultant to see what is needed.
   iii. Can one from the existing Davies Center be brought over and installed?
      1) This was reviewed after the meeting and all of the existing sinks were sold.

cc. The warranties for all building components will start at substantial completion after occupancy is received.
   i. Neal will designate the date of substantial completion.
   ii. They should receive final occupancy after July 16th when the elevators are inspected.

dd. The electrical meters need to have Bac-Net / IP capabilities.
   i. The main meter needs to be on ModBus to tie into the campus billing system.
   ii. Mike Traynor asked if they main meter could also betide to the EMS system.
   iii. B&B is reviewing the meters and will provided updated information to the University.

ee. The landscape contractor needs to be sure that all plants and trees are kept adequately watered.
   i. It was suggested that they provide water boots around all the trees.
   ii. Any trees or plantings that do not survive or are damaged will need to be replaced.

ff. Auld Communications should bring in an RF Engineer to conduct a survey / evaluation of the building to provide recommendations for what is needed to improve the cellular service within the building.

9. Next Meeting
   a. Date: Tuesday, July 10, 2012
   b. Time: 1:00 pm
   c. Location: New Student Center, 3rd Floor – Alumni Room
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: Friday | July 6, 2012.

BRAY ASSOCIATES ARCHITECTS, INC.

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

cc: All Present
    Shawn Plum, Burt Hill
    Richard Noble, Multivista
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Nicole Peterson, Kraemer Brothers
Ron Wunsch, Kraemer Brothers
Robert Ross, Multivista