MEETING MINUTES

Project: University of Wisconsin – Eau Claire
University Student Center

Project No.: 07E2D / 2934

Meeting Date: Tuesday | July 17, 2012

Present: Neal Shurden  DSF
          John Zimmerman  HVP-DSF
          Chris Hessel  UWEC
          Josh Nelson  UWEC
          Beth Hellwig  UWEC
          Jason Perry  Kraemer Brothers
          Kevin Kraemer  Kraemer Brothers
          Ross Kraemer  Kraemer Brothers
          Frank Truchon  KBK Services
          Junior Ruf  B&B Electrical
          Dennis Wheeler  Twin City Acoustics
          Scott Tomashek  Camera Corner
          Kirt Pickerign  MEP
          Jerry Gitlewski  ESI
          Jake Waldera  Statz Painting
          Dennis Nachreiner  Zimmerman Plumbing
          Kyle Clark  Bray Architects

Reported By: Kyle Clark

Purpose of Meeting: Construction Progress Meeting 42

Discussion/Action
1. Work Progress Past Two Weeks
   a. Exterior ceilings are 90% complete
   b. 3rd Floor millwork and casework are complete, 2nd Floor millwork is 98% complete and casework is complete, 1st Floor millwork is 98% complete and casework is 99% complete
   c. Final cleaning is complete on 3rd and 2nd floors and 98% complete on 1st floor
   d. Draperies are complete in ballrooms
   e. Keyed switches for Coiling Grilles CB# 1226 is complete
   f. CB#1207 Bridge caps are onsite and are being installed starting today finishing tomorrow.
   g. CB#1067 Revisions to site lighting is 50% complete
   h. Interior decorative handrails are 80% complete glass instillation to start today.
i. Black dirt is 90% complete, Plantings are 90% complete, mulch is 90% complete
j. The ballroom floor has been refinished and the Heritage & Dulany floors have also been refinished.
k. Cushions for bench seats have arrived, tables also have arrived.
l. Painting is 98% complete. Puttying of nail holes needs to be approved by university.
m. AHU# 1 is repaired
n. Senn will be paving Wed. and Thurs. of this week. Parking lot and through traffic will be shut down.
o. Slate for stair #1 to arrive 7/19

2. Work Scheduled For Next Week
   a. Ceilings will finish
   b. Painting will complete
   c. Demolition of existing Davies will continue
   d. Glass Rails will complete.
   e. East bridge excavation to start
   f. Pavers will continue
   g. Plantings will complete

3. Issues, Concerns, Questions
   a. Elevator Inspection did not pass yesterday, due to missing signage, and two fans that wouldn’t run. Inspector is coming back Wed. to look at these issues again.
      i. The signs are being made today and will be installed prior to the inspection.
      ii. ESI will turn the fans on so they run continuous until after the inspection is completed.

4. Construction Bulletins (CB’s)
   a. CB 1231 is being reviewed.
   b. CB’s 1222, 1224, 1228, 1229, 1230 and 1232 are awaiting pricing.
   c. CB 1184 and 1223 are awaiting additional information or revised pricing from the contractor.
   d. CB’s 1201, and 1202 were approved with work being done on T&M not to exceed the quoted price.
   e. CB’s 1185, 1231, and 1233 have been approved by the architect and are awaiting final approval from DSF.
   f. The following change orders have been issued;
      i. Change Order O-84 was issued on July 13th for CB’s 1202, 1203, 1214, 1216, 1217, 1218, 1219, 1221, and 1225.

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 295 – CB 1224 Feeds

7. Field Orders (FO’s)
   a. The following proposals need to be issued as field orders;
      i. There are no outstanding field orders at this time.

8. General Discussion
   a. Schedule
      i. See item 2 above for work scheduled for the next two week.
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. AHU’s 9 & 10 will be commissioned this week.
   ii. AHU 1 has been repaired and needs to be commissioned.
   iii. AHU’s 2, 3, 4, 5, 7, and 8 have been commissioned with minor issues being corrected.
   iv. Commissioning is scheduled to be completed in 2 weeks.
      1) ESI needs to provide a final schedule.
   v. ESI needs to be on site earlier on Mondays to help resolve issues that have come up over the weekend.

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.
      1) Senn will be paving Wed. and Thurs. of this week. Parking lot and through traffic will be shut down.

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.

iv. There was a question from the metal panel manufacturer as to whether or not the test specified is appropriate for metal panels. The contractor also noted that the specifications only call for Composite Panels to be tested. The insulated panels are to be tested by the owner.

1) Kyle Clark will review the specifications and provide a response back to Kraemer Brothers.

j. 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.

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

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

m. 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.

n. There are footprints in the concrete sealer at the Southeast plaza.

i. Harmon will apply a new coat of sealer in 30 days.

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

p. 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.

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

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

s. 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.

ii. The Owner would like to having testing done on the Pizza Oven and Rotisserie with actual product being cooked. This needs to be scheduled ahead of time so they can be sure they have product on hand for testing.

iii. The Mongolian grille was not working properly when initial tested. This needs to be corrected and re-tested along with training provided.

iv. The health inspector did a preliminary walk-thru earlier this week and provided a list of corrections needed to Kramer Brothers. The final inspection will take place next week and ALL equipment needs to be fully functional and tested prior to the inspection.

t. 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.

ii. 7-10-12 – The existing equipment will be cleaned later this week.

u. 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.
   1) The elevators did not pass inspection on the 16th and the inspector will be back on the 18th to review the outstanding issues.
iii. A preliminary balance report needs to be provided prior to substantial completion.

v. 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.

w. 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.

x. 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.
   i. 7-10-12 – A review of the building was conducted and report will be provided to the University by the end of the week.

y. Additional unsuitable soils were found at the southeast corner of the parking lot after they removed the asphalt and existing base course as required per the bid documents. This will continue to be an issue as the head towards the east replacing the existing paving.
   i. Have AET continue to inspect the soils prior to removal and if they recommend replacement proceed per their recommendations and issue a proposal to Neal so a Field Order can be issued.

z. Now that the University has moved in to various spaces there are several locations that still need cylinders to be installed so the University can install the lock cores for securing the spaces.
   i. Coordinate and review locations required with Chris Hessel.

aa. The University has students doing final cleaning where all work has been completed and construction clean-up has been done. Chris will review the areas that Kramer Brothers has gone thru and cleaned to be sure the students are not cleaning in areas where work is still being done.

bb. The University is trying to schedule a soft opening event for the building which will include tours to the University staff, students, and public. The proposed date was July 23, 2012.
   i. After further discussion July 30th will probably be a better date. Charles will review his schedule to verify that this date will work.
   ii. The “soft” opening is scheduled for the week of July 30th. There will be yours provided thru the building during the week along with other small events.

cc. Zimmerman Plumbing needs to know what type of RP Valves to install that were noted in RFI 289.
   i. The plumbing engineer will contact Bryan Fuhs to see what type of valves he wants to have installed.

dd. The third floor parapet cap is scheduled to be installed next week.

ee. The membrane that has been laid down over the top of the parapet wall will need to be replaced. It has come loose in several areas and not installed properly.
   i. The membrane needs to be tacked to the wall along the sides, not the top of the wall.
   ii. Seam tape needs to be provided at all overlaps / seams in the membrane.
ff. The A/C unit in the multi-purpose projection room is leaking water and needs to be repaired ASAP. There is a lot of expensive A/V equipment in this room.

gg. Jake from Statz Painting asked about the paint being used on the exterior trellis.
   i. The CB called for the use of a high performance epoxy paint and Jake is requesting the use of Sherwin Williams Sher-cryl high performance coating.
   ii. Sherwin Williams recommends this product for this specific application.
      1) It has a better warranty, is more flexible, same durability rating, and better color retention.
      2) Chris Hessel will review the product and provide a response.

9. Next Meeting
   a. Date: Tuesday, July 24, 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 20, 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