MEETING MINUTES

Project: University of Wisconsin – Eau Claire
University Student Center

Project No.: 07E2D / 2934

Meeting Date: Tuesday | October 2, 2012

Present: Neal Shurden  DSF
John Zimmerman  HVP-DSF
Chris Hessel  UWEC
Beth Hellwig  UWEC
Charles Farrell  UWEC
Jason Perry  Kraemer Brothers
Ross Kraemer  Kraemer Brothers
Junior Ruf  B&B Electrical
Kyle Clark  Bray Architects

Reported By: Kyle Clark

Purpose of Meeting: Construction Progress Meeting 49

Discussion/Action

1. Work Progress Past Two Weeks
   a. Foundation walls for the library stairs are complete.
   b. Stair steps are poured at the library.
   c. Sidewalks are 65% poured at the Schofield Lawn
   d. The remainder of the blacktop is 95% removed.
   e. The Slate at the grand stairs is complete.
   f. AHU #6 repairs are complete.
   g. The East Bridge is complete.
   h. Exterior punch list has started.

2. Work Scheduled For Next Two Weeks
   a. Sidewalks at the Schofield lawn will complete.
   b. Pavers and Retaining Wall block will start.
   c. Remainder of the curb and gutter will be installed.
   d. Exterior punchlist will continue.
   e. Grading for the remainder of the blacktop will start Paving scheduled for the 17th and 18th of October.
   f. Brick work will start at the Schofield entrance.
3. Issues, Concerns, Questions
   a. Commissioning.
      i. No update on commissioning was provided at this week’s meeting.

4. Construction Bulletins (CB’s)
   a. CB’s 1248 and 1249 are awaiting pricing.
   b. CB 1223 is awaiting additional information or revised pricing from the contractor.
   c. CB 1241 and FO’s 39, 40, 41, 42, 43, 44, and 45 have been approved and will be included in an upcoming change order.
   d. The following change orders have been issued;
      i. Change Order O-96 was issued on September 24th for CB 1247.
      ii. Change Order O-97 was issued on September 26th for CB’s 1228 and 1240.

5. Submittals
   a. Submittals being reviewed at this time include;
      i. Cast stone caps for walls at Schofield Lawn Improvements.

6. Request for Information (RFI’s)
   a. RFI’s being reviewed at this time include;
      i. There are no outstanding RFI’s at this time.

7. Field Orders (FO’s)
   a. The following proposals need to be issued as field orders;
      i. KB Proposal 79 – Delete Water Testing of Metal Panels.
      ii. KB Proposal 85 – Remove unsuitable Soils at Library Stairs.

8. General Discussion
   a. Schedule
      i. See item 2 above for work scheduled for the next two weeks.
   b. As-Built Drawings
      i. The contractors are to be sure they are updating the as-built drawings on a regular basis.
      ii. Kraemer Brothers has a set of as-built drawings in the trailer with a log noting the changes being made to the drawings.
      iii. All as-built drawings (except sitework) will be turned over to the Architect after the meeting.
   c. Commissioning
      i. See item 3b above.
   d. 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.
      iii. 9-4-12 - Once the paver installation is complete another test will need to be performed.
   e. 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.
      ii. All remaining attic stock should be turned over to Chris ASAP.
   f. 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 plantings being installed.
g. 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.
   iii. 9-4-12 – Chris and Mitch will walk the site and review any outstanding issues that still need to be addressed
h. 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.
   ii. A CB will be issued to include this work as part of the project.
i. Landscaping and exterior site work
   i. Chris has issued a preliminary punch list for this work.
   ii. There are numerous plants and trees that will need to be replaced.
   iii. Some of the concrete is chipping and cracking either where it was saw cut or damage from equipment. Some of this will need to be replaced and should be reviewed with Chris.
   iv. Need to review all ‘Planting’ for stress, etc. It is already evident that many will need to be replaced.
      1) Seeding can take place between September 1st and October 15th.
      2) Sodding can occur when the air temperature will be below 95°F
      3) Native Seeding (Dormant) can occur between October 30th to snowfall.
   vi. Skid Steer needs to remove large stones / rocks from top soil all around.
   vii. The Landscaping around the new building and the Nursing Building need to be completed by the end of next week (8-31-2012.)
   viii. Skid Steer needs to continue to maintain and water the plants and trees.
j. ESI would like to schedule training for the controls.
   i. The issues list needs to be reviewed and addressed prior to training.
   ii. ESI to verify amount of training to be provided. Some initial training could be done now with the rest to follow once all issues have been addressed.
   iii. All contractors are reminded that all training sessions need to be videotaped.
k. Punch list
   i. Kraemer should be sure to review the work that is being completed for the punch lists.
   ii. Chris has been marking areas with blue tape that need to be re-painted.
   iii. This includes areas that were on Bray’s punch lists as well as other areas that he has noted.
   iv. One item that was not on the punch list but was discussed earlier is the adjustment of the skyfold partitions. When in the up position they are not closing flush with the ceiling and it is believed the cables need to be tightened to allow them to close all the way.
   v. Copies of the signed off punch lists should be sent to Neal, Chris, and Kyle.
   vi. 10-2-12 – Kyle has the signed off punch lists and will send copies to Neal, Chris, Charles, and Beth.
l. Chris is reviewing the company switches being provided at the performance space to the north of Little Niagara and will provide some direction to B&B on how these should be mounted.
m. O&M manuals are currently being assembled for subsequent submittal.
   i. 8-21-2012 - Many of the O&M’s have been submitted and either being reviewed or have been sent back for modifications.
ii. 10-2-12 – All paper copies of O&M manuals, except for Plumbing, Fire Protection, and Architectural, have been turned over to Chris. Kraemer Brothers still needs to provide an electronic copy of all O&M Manuals.

n. Mirrors (in small toilet rooms) not shown on Drawings will be provided and installed by the University.
   i. 8-21-2012 – The mirrors in all individual toilet rooms are shown on the bid documents and were noted on the shop drawing review. These should be provided and installed as part of the contract.

o. Missing sprinkler head covers in Pocket Lounges and upper Cabin Ceiling.

p. Need window blinds electrical connections completed throughout.

q. Need to cut in 2nd door vent in 200P and complete installation of 2nd cabinet, etc. in 320A & B.

r. B&B indicated lighting control owner training is imminent. Will coordinate with Chris H.

s. The sidewalks along the south side of Schofield Hall (part of CB 1224) need to be completed as soon as possible.
   i. DSF has authorized Kraemer Brothers to add additional manpower and overtime to expedite this work. A discussion will take place after this meeting to formulate a plan to get this work done and open the sidewalks to the students.

t. The University would like some sort of compensation for the poor installation of the epoxy floor in the Kitchen.
   i. Possibly a credit or an extended warranty.
   ii. Kraemer Brothers should have a manufacturers rep come out and review the installation

u. In room 210 and fire alarm strobe was moved leaving a hole in the decorative wall covering which was covered with a cover plate. The University would like to see something else done to eliminate the cover plate.

v. The door to the rotisserie oven keeps opening. A stronger magnet or latch needs to be installed to prevent the door from “popping” open.

w. The automatic door operator at the east vestibule door still needs to be adjusted. It is not functioning properly.
   i. 10-2-12 – All doors with automatic operators should be checked. Many of these doors are very hard to open manually.
   ii. 10-2-12 – Labels need to be added to these doors indicating they are automatic doors.

x. There are still water leaks in Rooms 310 and 311.
   i. Some additional testing / review of the in place materials should be done to check for mold.
   ii. 9-18-12 - PhD Roof Doctors did some additional caulking and performed a water test with no leaks detected.
   iii. 9-18-12 - Kraemer Brothers will cut a hole above the ceiling on 4th floor to inspect for any damage to the drywall.
   iv. 10-2-12 – The inspection from the 4th floor will occur this week.

y. There is condensation coming off the mechanical piping in room 334B. This room has a lot of expensive AV equipment.
   i. The piping needs to be insulated and supports added to the pipes.

z. All fire hose connections need to be labeled. Should also verify that caps and chains have been installed at all connections.

aa. Status on Security Camera installation.
   i. B&B has roughed-in for the cameras.
   ii. Camera Corner needs to install cameras and provide final connections.

bb. Kirt from MEP recommends that the duct work for the exhaust hood at the Blue Flame Grill be cleaned once the new filters have been installed. Running the hood without filters is letting a lot of grease get into the duct work.
i. Charles indicated they have a cleaning service for this and will contact them
about getting it scheduled.

cc. The landing at the new stairs by the Library is larger than original detailed and will need
some additional railing added.
   i. Neal indicates that this work could be done as a field order. Kraemer Brother
      should submit a proposal to Neal so a field order can be issued.

dd. Chris Hessel asked if the “floor” of the Electrical Yard gets finished with stone or
another material. Currently it just rough graded.
   i. Wall section 3/A507 calls for 8” of crushed gravel on 6” of sand over compacted
      subgrade

ee. Beth stated that the fireplaces in the Cabin are not functioning properly.
   i. Jason indicated that this has to do with the vent fans having to be turned on
      prior to the fireplace being switched on.
   ii. The vent fan should betide into the switch that controls the fireplace so that
      when the fireplace is switched on the vent fan automatically turns on. These
      should not be two separate switches.
   iii. It was also noted by Charles that in order to turn the fireplaces on or off they
      need to open the front panel at the bottom of the fireplace face frame in order to
      get at the switch. Once the fireplaces have been on for awhile this gets very
      hot and could cause burns to the operator.
      1) Per the specifications there should be a wall switch and wall thermostat
         for controlling each fireplace.

ff. What is the status of the new filters and heat shields for the exhaust hood at the grille
in the Servery.
   i. An email from Caddy Corp. indicated that the parts were shipped out on
      September 25th.

gg. Chris indicated that dry sprinkler system is not functioning and that the piping was filled
with water. He has tried getting in touch with the sprinkler contractor but has not heard
back from the yet.
   i. This systems need to be completed and functioning by next Tuesday, October
      9th or he will hire someone else and back charge the contractor for the work.

hh. Kraemer Brothers needs to get the rest of their materials delivered for the Schofield
    Lawn Improvements into the site so that Miron can finish pouring the rest of the
    sidewalks that are part of the steam tunnel project to the north of Phillips. This needs
    to be completed as soon as possible.
   ii. Kramer Brothers needs to go into Wis Build and review the issues list. If the work is
       completed a resolution needs to be entered so the item can be marked complete.

jj. B&B needs access to the Phillips parking lot for installation of the new light fixtures.
    The construction fence will need to be relocated which result in the loss of parking
    spaces.
   i. Chris will talk with Parking about this and let them know of the lost spaces.
      Kraemer Brothers will relocate the fence for this work.

kk. Silt fence needs to be installed from the east bridge to where the storm sewer line was
relocated. There is all new topsoil in this area which will wash into the creek if the silt
fence in installed. This must be done right away.
9. Next Meeting
   a. Date: Tuesday, October 16, 2012
   b. Time: 1:00 pm
   c. Location: **New Student Center, room to be determined.**

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 | October 5, 2012.

**BRAY ASSOCIATES ARCHITECTS, INC.**

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

cc: All Present
   - Shawn Plum, Burt Hill
   - Richard Noble, Multivista
   - doadsfprojectfile@wisconsin.gov

   Nicole Peterson, Kraemer Brothers
   - Ron Wunsch, Kraemer Brothers
   - Robert Ross, Multivista