

Huckabee

ARCHITECTURE | ENGINEERING | MANAGEMENT

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Meeting No. 31

Meeting Minutes

Master Design Team Mtg

Project Name:	GCISD 2005 Bond Program	Date of Meeting:	Thursday, February 8, 2007
Owner:	Grapevine-Colleyville I.S.D.	Time of Meeting:	8:45 a.m.
Location:	Grapevine, Texas	Place of Meeting:	GCISD Facility Services Conf. Rm.
Project No:	1550-02A, 1550-03A		
Subject:	Master Design Team Meeting		
Present @ Mtg. :	Dr. Kay Waggoner, Paula Barbaroux, John Allison, Scott Monaghan, Valerie See, Steve Trachier, Len Caddell, Mickey Patterson, LG White, Gary Rademacher		
Distribution:			
Submitted By:	Gary L. Rademacher, AIA	Date of Report:	February 12, 2007

AGENDA ITEMS:

Item	Items of Discussion	Responsibility	Due Date
02/08/07 01	Timberline Scheduling Change		
	<p><i>Resolution:</i> The timing of the switch-over to the new library is causing a slight conflict with the school. In particular, the library shelving, which is to be reused needs to remain in place until the new library is completed. Scott M. requested a delay in the Substantial Completion for the new library for approximately 1 ½ months to accommodate this conflict. Dr. Waggoner requested clear communication with the campus through this process.</p>	GCISD/HA /HUNT	
02/08/07 02	RFP on Vinyl Wall Covering removal at CMS		
	<p><i>Resolution:</i> It was noted that a complete removal of the existing vinyl wall covering in the corridors of CMS was not called for on the construction documents. An RFP has been issued and received for this additional work in the amount of \$66,000.00, not including any patchwork that might need to happen to the existing gyp.board on the walls. The MDT reviewed the need to have this material removed and decided to allow the contractor to paint directly over the vwc.</p>		
02/08/07 03	Project Cost Change Process		
	<p><i>Resolution:</i> Hunt Construction proposed a back-up process for allowing construction to proceed during the summer months should something be discovered on a project site that would require a monetary adjustment to the contingency fund. The team is in general agreement with this process but stated that this back up process should not take the place of the construction management process to work as it should in looking ahead during construction and being proactive in investigating existing conditions prior to submitting a change request. All requests must be signed by Huckabee/Hunt/& GCISD before work is allowed to proceed.</p> <p>Hunt notified the group that they would be bringing on two additional personnel pieces to the projects. Scott Dillon will be brought to the CTMS</p>	GCISD/HA /HUNT	

	<i>project as an Assistant PM and Gary Shively will be brought to the overall bid packages currently under construction and will be acting as a General Superintendent to assist where required.</i>		
02/08/07 04	Discussion of the upcoming Board of Trustees Construction Tours		
	<p><i>Resolution:</i> <i>The logistics of the upcoming Board of Trustees Tour was discussed. Scott M. will be securing a bus for transportation. Later in the day, Scott M. provided an agenda for the tours which will be listed herein:</i></p> <p>The bus will pick up at the Administration building at 3:00pm on 2/12/07 .</p> <p>Tour schedule.</p> <p>Mustang Panther Stadium 3:00 to 3:10pm,</p> <p>CTMS 3:15 to 3:25 pm,</p> <p>Timberline 3:30 to 3:40pm,</p> <p>GHS Field house 3:40 to 3:45pm,</p> <p>CHHS 3:50 to 4 :00pm</p> <p>HMS 4:00 to 4:05pm,</p> <p>BCES 4:10 to 4:25pm,</p> <p>SLES 4:35 to 4:40pm,</p> <p>CMS 4:50 to 5:00pm,</p> <p>New CES 5:00 to 5:20pm</p> <p>Return to Administration Building.</p>		
02/08/07 05	CMS Shot Put and Discuss Areas		
	<p><i>Resolution:</i> <i>Scott M. presented to the team that the current location of the shot put and discuss areas are not conducive to practicing as they re difficult to get to for the MS people. It was suggested that these be relocated to a more accessible location on the property. The MDT approved the team moving forward with a proposed new location and an RFP for the work. Huckabee to follow up with the drawings for the RFP.</i></p>	HA	
02/08/07 06	New CES Playground Equipment Moving Options		
	<p><i>Resolution:</i> <i>It was noted that the construction contract calls for the relocation of the existing playground equipment at the PDEC to the new elementary school site. It also calls for the relocation of the equipment to be certified by a playground specialist. The cost of this requirement is approaching the cost of a new playground equipment set up. The MDT requested cost information from Scott M. on providing new playground equipment for review.</i></p>	GCISD	

02/08/07 08	Additional Discussion Items:		
	<ol style="list-style-type: none"> 1. <i>Paula B. informed the group that the proceeds for the sale of the land for the improvements to Hwy 26 at the PDEC would be approximately \$80,000. The money will not be collected until the negotiations for land with TXDOT are complete in the future.</i> 2. <i>New CES Paula B. to review requests for furniture and appliances with Dannette Murray.</i> 3. <i>It was noted that the listed Substantial Completion dates that are set in the contract MUST be adhered to. Close communication with the campuses as well as contractors should take place so that parties are aware of this requirement.</i> 		