



## Meeting Minutes

## Master Design Team Mtg

<b>Project Name:</b>	GCISD 2005 Bond Program	<b>Date of Meeting:</b>	Thursday, November 1, 2007
<b>Owner:</b>	Grapevine-Colleyville I.S.D.	<b>Time of Meeting:</b>	8:45 a.m.
<b>Location:</b>	Grapevine, Texas	<b>Place of Meeting:</b>	GCISD Facility Services Conf. Rm.
<b>Project No:</b>	1550-01		
<b>Subject:</b>	Master Design Team Meeting		
<b>Present @ Mtg. :</b>	Paula Barbaroux, Patti Davis, Dr. Waggoner, Jim Chadwell, Lane Hunnicutt, Valerie See, Steve Trachier, Len Caddell, Dale Simpson, Allen Lawrence, Gary Rademacher		
<b>Distribution:</b>			
<b>Submitted By:</b>	Gary L. Rademacher, AIA	<b>Date of Report:</b>	

### AGENDA ITEMS:

Item	Items of Discussion	Responsibility	Status
11/01/07 - 01	OCTES Door Card Reader (Campus Request)		
	<i>Resolution:</i> Hunt roughed in the locations correctly according to the contract documents. However, the District is requesting to move one of the door card reader locations to another door. This issue is on hold for further information.	GCISD	<b>OPEN</b>
11/01/07 02	CTMS Cafeteria Tables		<b>OPEN</b>
	<i>Item not discussed</i>		
11/01/07 03	ISC Building New Name Signage (Clinic Also)		
	<i>Resolution:</i> The building lettering to be installed shall read, <b>TIMBERLINE ELEMENTARY SCHOOL</b>  Per MDT, HA to issue RFP to Hunt to add these letters to the building. Additionally, there shall be signage added to the project indicating the entrance to the clinic. Patti D. to send the design team actual location for signage.	GCISD	<b>OPEN</b>
11/01/07 - 04	Review of Paula B. s Agenda Items (See Below)		
	01. PDEC Follow up regarding visit with VISTA principal (relocation of white boards, leave coat hooks, move and install a magnetic board, size of fixtures, in the elementary bathrooms, OSHA issues for science lab) <i>Resolution:</i> Directed HA to coordinate with Scott M. on these issues and make changes as necessary.	GCISD/HA	<b>OPEN</b>
	02. PDEC Sharing room with two-way glass (reading and special services). <i>Resolution:</i> Jim Chadwell to follow up and advise the group which way to proceed.	GCISD	<b>OPEN</b>
	03. PDEC Move mount for screen in music room, add a screen for	GCISD/HA	<b>OPEN</b>

	library; Jim Chadwell to buy projectors for cafeteria, music room and library. Resolution: HA to follow up with Jim Chadwell on locations.		
	04. PDEC Wireless specification Resolution: Lane H. to submit specification and locations for wireless access points to Huckabee.	GCISD	<b>OPEN</b>
	05. PDEC Additional cost of parking Resolution: TNP to be complete by the end of the week with their documents. Dale S. indicated the need to make a change in the design of the parking lot due to city comments regarding the fire lane. The MDT chose the option that is to move an existing approach to the west, providing for 106 parking spaces. Pricing will be forthcoming.	HA	<b>OPEN</b>
	06. PDEC Cost of any of the changes made for the programs Resolution: The revision documents have not been completed due to the changes that are being submitted by the District. The electrical drawings are unable to be completed as there are other technology changes that are forthcoming. Paula B. indicated the need for changes to come to an end so that the project can be completed.	GCISD	<b>OPEN</b>
	07. PDEC Move-in by programs (Jim) Resolution: Jim C. continuing to follow up on this issue.	GCISD	<b>OPEN</b>
	08 NCES Schedule of installation for door hardware Resolution We have received no schedule from Hunt to date. HA will follow up.	HUNT/HA	<b>OPEN</b>
	09 NCES RFP and schedule of installation for classroom speakers Resolution: The MDT approved the pricing for this RFP and directed the work to proceed immediately.		
	10 NCES Schedule for missing TV brackets Resolution: November 12, 2007		
	11 NCES Update regarding media rack and components left at school and not installed Resolution: Complete!		
	12 NCES Bell rings on phones programming (Paula) Resolution: Reviewed under Al Lawrence report	GCISD/HA	<b>OPEN</b>
	13 NCES Intercept calls programming (Paula) Resolution: Reviewed under Al Lawrence report	GCISD/HA	<b>OPEN</b>
	14 NCES Cables for TVs (Paula) Resolution: Reviewed under Al Lawrence report	GCISD/HA	<b>OPEN</b>
	15 ISC BLDG Update construction progress Resolution: Len C. gave the group an overview of the progress to date on construction. Reeves is on schedule to complete and is working on interior finish out at this time.		

	16 ISC BLDG Update utility easement issue Resolution: Len C. reported that the District has all paperwork at this time. The city attorney s have come to an agreement and the issue shall be considered closed and ready for Board Approval.		
	17 ISC BLDG Fiber line cut Resolution: Len C. indicated that the line is currently being repaired by the District and should be complete by Monday.		
	18 ISC BLDG Sign for clinic and name for school Resolution: See item 11/01/07 03 above.		
	19 - ISC BLDG Quote for adding cameras Resolution: District is requesting adding security cameras for the building. There shall be 6 cameras added in locations noted on <b>attached</b> floor plan diagram. Valerie indicated that the cost would be handled outside the construction contract.	GCISD	<b>OPEN</b>
	20 CTMS Lone Star spliced cable; replacement schedule Resolution: Lone Star contractor has been officially notified that they have work in non-compliance with the specifications. HA has also directed Hunt to produce a schedule for completion of all repairs.	HUNT/HA	<b>OPEN</b>
	21 CTMS Cost and bidding the driveway; installation over winter break Resolution: The cost for the work has been submitted by Hunt at \$155,000. Huckabee has reviewed the pricing and found it to be high in several areas. Further negotiations with Hunt will be on-going and HA to report back to the District once those are complete.  Note: Discussions with the District indicate their desire to have the road project complete over the winter break. Also, it was determined that Hunt would be producing the Work at a cost of \$130,000, which was approved to proceed. The funding will be from contingency monies in Bid Package 2.		
	22 CTMS Design change for classroom with changing table and lift Resolution: Huckabee presented a new layout to the MDT, ( <b>See attached</b> ), which encroaches into an existing space adjacent to this revised space. Len C. to coordinate with Scott M. on the necessity of the room and report back to the group at the next meeting.	GCISD/HA	<b>OPEN</b>
	23 CTMS Room A10 made a computer lab last year; existing AC can t handle the added heat load Resolution:	GCISD	<b>OPEN</b>
	24 CTMS Update replacing gym scoreboard Resolution: Pricing has been submitted now at \$14,516, total for two boards. The larger board at CMS was at no cost to the District. Item on hold by the District.	GCISD	<b>OPEN</b>
	25 CMS Schedule of installation for door hardware Resolution: Reviewed under Al Lawrence report	GCISD/HA	<b>OPEN</b>

	26 CMS Information for request for flooring/padding under weight equipment (needs and cost) Resolution: To date, HA has not been given any information to price materials.	GCISD	<b>OPEN</b>
	27 GENERAL Synchronizing horns and strobes request by Euless FD Resolution: Paula B. to follow up on this item.	GCISD	<b>OPEN</b>
	28 GENERAL Damage to camera cabling, some cut but in the ceiling and missing cameras (Valerie) Resolution: Valerie S. to follow up on this issue at CMS and TES	GCISD	<b>OPEN</b>
	29 GENERAL Technology progress all locations Resolution: Reviewed under Al Lawrence report	GCISD/HA	<b>OPEN</b>
	30 GENERAL Update changes to Administration plans (Dale s revisions as of this week with dimensions) Resolution: Dale S. reviewed the revised floor plans with the group with no major objections. Some adjustments to the floor plan layout will have to be made due to the existing structural system now having been located. Certain walls will have to move to accommodate the structure and some offices will be shifted in turn.		
	31 GENERAL Information to Janice Kane concerning Edc Foundation areas (changes she requested) Resolution: Due to time constraints of the meeting we were unable to review these changes. Will review at the next MDT meeting	GCISD/HA	<b>OPEN</b>
	32 GENERAL Progress update on CHHS choir room and wrestling room (substantial completion, getting punch done before Monday) Resolution: Len C. reported that the building is not ready to be punched as of today. Still numerous items that remain to be completed. Paula B. asked about LD s on the project and completion dates were discussed. Len C. to follow up on completion dates today.	HUNT/HA	<b>OPEN</b>
	33 GENERAL Update HVAC issues (report due to GCISD 10.29.07) Resolution: Due to scheduling conflicts, the report has not been issued to date. A meeting is scheduled for today with the District, Hunt, and Romine to discuss the items that remain open and yet to be completed.	HUNT	<b>OPEN</b>
	34 GENERAL CMS Awning hit repair/replacement yet Resolution: Hunt is reported to be working on this issue with no resolution to date. MDT asked that it be fixed as soon as possible.	HUNT	<b>OPEN</b>
	35 GENERAL Close-out documents for Bid Package one were due this week (certifying asbestos-free and lead-free construction) Resolution: HA reported that the closeout documents will now be forthcoming from Hunt. All issues have been resolved and the Final Change Order will be signed by Hunt Construction.		
	36 GENERAL RFP to paint green at Timberline Resolution: In progress. Paula B. asked that Huckabee look into another paint color other than matching the green that is there now.	HA	<b>OPEN</b>

	37 GENERAL Replace carpet in counselor s area at CHHS through contingency money and payment of convenience. Resolution: No resolution as to the method of payment as of today. Hunt indicates that they are not willing to do the payment of convenience due to their subcontractor being involved. Scott M. to follow up.	GCISD	OPEN
	38 GENERAL Schools Available for summer programs Resolution: No discussion today	GCISD	OPEN
	39 GENERAL CHHS Baseball Field Request Resolution: No discussion today	GCISD	OPEN
	40 GENERAL Swim Center, renovation plans to Hunt 11.02.07 (revised to 11.14.07) progress? Plan for when impact to programs/renters Resolution: No discussion today	GCISD/HA	OPEN
11/01/07 04	CTMS/CMS Damaged Camera Report Resolution: Hunt was put on notice that there are 3 existing cameras missing and several from CTMS. Request report from Hunt as to the plan for replacement. Also, at BCES, OCTES, GHES, & GHS, Len to issue a 72 hour notification letter to Hunt to replace all damaged technology equipment.	HUNT	OPEN
11/01/07 05	Administration Building Request Resolution: The District requested adding sod in the back of the building to aid in the erosion/drainage issues back there. Additionally, Jim C. submitted additional requested items pertaining to the vacated Vista & Bridges portable buildings as well as the White house building. Dale S. to follow up.	GCISD/HA	OPEN
11/01/07 06	GCISD Technology Discussion Resolution: Lane H. with the District discussed several items pertaining to district related technology issues as follows: <ul style="list-style-type: none"> <li>➤ PDEC Wiring for projectors (location) get with Sandy.</li> <li>➤ PDEC Wireless access points HA to coordinate locations with Lane H. and issue RFP to Hunt for implementation. Direction shall also be given to Hunt to use Comnet for this work in lieu of bidding it out.</li> <li>➤ PDEC - Projection Screens Currently in the old Music Room. Need to replace the chain-mtd screen to a wall-mtd screen.</li> <li>➤ PDEC - Security Cameras Jim C. has reviewed this issue. Direction is to leave cameras that are there currently and add 2 cameras only after the new parking lot is constructed. (Approximately \$6,200 from Valerie)</li> <li>➤ PDEC, BRIDGES Room with divider partition to be equipped with 2 projectors and sound support (Al Lawrence)</li> </ul>	GCISD/HA  HA GCISD/HA GCISD/HA	OPEN  OPEN OPEN OPEN