

Huckabee

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Meeting No. 54

Meeting Agenda

Master Design Team Mtg

Project Name:	GCISD 2005 Bond Program	Date of Meeting:	Thursday, January 17, 2008
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:	1550-01		
Subject:	Master Design Team Meeting		
Present @ Mtg. :	Len Caddell, Dr. Hunnicutt, Dr. Waggoner, Paula Barbaroux, Patti Davis, Valerie See, Alicia Fisher, Dale Simpson, Jim Chatwell		
Distribution:			
Submitted By:	Gary L. Rademacher, AIA	Date of Report:	

AGENDA ITEMS:

Item	Items of Discussion	Ball In Court	Status
01/17/08 - 01	Technology- Back up power for IDF's District Wide (Dr. Hunnicutt)		
	<i>Resolution: No additional info at this time</i>	GCISD	
01/17/08 - 02	Administration Building-Color & Material review		
	<i>Resolution:Alicia Fisher presented additional color schemes and selections for review. Carpet tiles are to be used through out the building in lieu of roll goods in a portion of the building. The carpet that was selected was a Mannington- Lateral Thinking II; however, a larger sample was requested and the larger sample will be delivered to GCISD within the next few days.Additional color selections for VCT and Ceramic tile were presented. It was agreed that the wood in the Board Room would not be re-finished due to the sound fabric that is behind the wood members</i>	HA	
01/17/08 - 03	Administration Building- Reception Desk @ entrance and HR area		
	<i>Resolution:Alicia Fisher and Dale Simpson presented two proposed elevations of the reception desk and layout of the terrazzo floor pattern and colors. The MDT approved the reception desk with the Wilson Art-SOLAR OAK laminate and the BRUSHED MEDIUM BRONZE METAL PANELS. The lighting fixture above the desk is to be constructed with a laminate that matches the BRUSHED MEDIUM BRONZE panels. The terrazzo floor pattern was presented and the proposed layout was approved. The colors that were selected were: FIELD- Andreola TZ-4, ACCENT- American Terrazzo #9, ACCENT- Waushan-WP2-787. It was noted that the terrazzo colors can be custom blended as needed and a large sample will be constructed with all accents and designs prior to construction and installation</i>	HA	

01/17/08 - 04			
	<i>Resolution:It was agreed that carpet would not be installed in the Swim Center and a non slip surface would be installed</i>	HA/GC ISD	
01/17/08 - 05	PTA Council's Request for Storage Space		
	<i>Resolution:No Action Taken</i>	GCISD	
01/17/08 - 06	Principal's meetings _Bid Package #6 Schools		
	<i>Resolution:Dale Simpson and Scott Monaghan met with all of the principals and reviewed the scope of work and colors at each campus and they understand the complete scope of work. There was discussion about removing and installing new carpet in the classrooms and corridor at Cannon Elem. Scott reported that the classroom carpet was installed in 1995 but has held up very well and looks good. The corridor carpet was installed about 5 years ago and shows a lot of wear at the door entrances. The principal would like to have VCT in the corridor but there is an existing floor slab problem that may prevent this installation. Scott is to review and let Dale know the finishes to be replaced</i>	HA/GC ISD	
01/17/08 - 07	Meeting times for Central Adm Depts to approve final design plans		
	<i>Resolution: NO ACTION</i>		
01/17/08 - 08	Signage @ Timberline/Clinic- Review JPS' intended signage		
	<i>Resolution:JPS submitted proposed sign to City of Grapevine and it was rejected due to the location. JPS has installed sign on the side of the building</i>	GCISD	
01/17/08 - 09	Cost of Painting Exterior Metal @ Timberline Elem		
	<i>Resolution: The painting work scope will be included in Bid Package #6</i>	HA	
01/17/08 - 10	Status of the Damaged Canopy @CMS		
	<i>Resolution:The schedule for replacement has not been received from</i>	Hunt	

	<i>Hunt. All costs have been given to the sub-contractor</i>		
01/17/08 – 11	HVAC Status Update (Romine, Johnson, Hunt and Sub-Contractors)		
	<i>Resolution: A meeting was held on January 16,2008 with all parties involved and reviewed the status of all items. Bear Creek and Cross Timbers are being controlled by GCISD; but there are minor items that are still in process. Grapevine High School is being controlled by GCISD in a portion of the building and contractors continue to work and complete the final tuning to all buildings. It is estimated that all control issues will be 99% complete by the end of January. The Test and Balance for O.C. Taylor will begin about Feb 1, 2008</i>	HA	
01/17/08 – 12	Status update on Insurance claim for Stolen, Lost or Damaged items		
	<i>Resolution:Scott has issued a complete list of items missing or damaged to Hunt and also issued to the Police Depts. In order to file Police report. Hunt has responded to the list but do feel that they are totally responsible. It was determined that we should all meet with HUNT work out details</i>	GCISD /HA/H UNT	
01/17/08 – 13	TES Additional Card Access Control @ Classroom Wing		
	<i>Resolution:Valerie reported that she had not received the quote form the contractor</i>	GCIS	
01/17/08-14	Bear Creek Elem. School- Carpet Issue		
	<i>Resolution: The carpet and glue test reports have not been received from the contractor. The carpet has been removed and a sealer has been installed. The new carpet has been ordered and will be delivered in mid to late February. The test result have been received from the Timberline Library carpet and it indicates a high moisture content in the new concrete floor slab. The results for the adheasive have not been received</i>	HA/HU NT	
01/17/08-15	CTMS Road Project-Update		
	<i>Resolution: The road and approaches have been poured, Light pole has been replaced, irrigation has been reworked, fencing has been replaced. Final grading around the road is in progress. Installation of the brick pavers and concrete base for pavers is in progress. The entire project should be completed within a few days and this can be used when City of Grapevine releases the project for traffic</i>	HA	
01/17/08-16	Administration Building-General		
	<i>Resolution: Dale S. presented the requested changes to MDT. Layout of the mail room was changed, wall at conference room was moved by 2'-0" and narrowed corridor to 6'-0", (existing steel column will be exposed in conf. room)delete door in corridor 1-14, add windows in conf. room,</i>	HA	

	<i>check existing windows for leaking and replace glass units that are damaged, vinyl is to remain in the Board Room, Gallery, & Supt. Office</i>		
1/17/08-17	Handicap Lift and room re-design @ CTMS		
	<i>Resolution: The handicap lift and room changes are to be in Bid Package #6. The new room layout has been reviewed and approved by the Principal and the teacher for that space. This portion of the work is to be an alternate bid item</i>	HA	
1/17/08-18	<i>Details for schools in Bid Package #6</i>		
	<i>Resolution: Test and Balance of the HVAC system is to be included in Bid Package #6, delete sprinkler systems in tax office, add electrical, technology, and HVAC upgrades at 2nd computer room at Dove Elem.</i>	HA	
1/17/08-19	Status of media system at Colleyville Elem		
	<i>Resolution: The cost change has been approved and sent to the contractor. The estimated date of completion has not been received from the Hunt. HA will follow up on time schedule</i>	HA	
1/17/08-20	Status of Card Access for ISC Building		
	<i>Resolution: The pricing to add the electric strikes and hardware was received from Reeves Const. on Tuesday and is being reviewed and processed by HA</i>	HA	
1/17/08-21	Punch List Review for ISC Building		
	<i>Resolution: Architectural & MEP punch lists have been completed and sent to the contractor. The complete lists are attached to the Substantial Completion Certificate that has been forwarded to GCISD</i>	HA	
1/17/08-22	Request for Directional Signs		
	<i>Resolution: Signs have been requested at several campuses for street direction. The most critical is the new road at CTMS. Len and Scott will review the plans for project requirements and GCISD will furnish any additional signs that are requested</i>	HA/GC ISD	
1/17/08-23	Update on Punch Lists at all locations		
	<i>Resolution: Paula requested that a status of each punch list be forwarded to GCISD and provide a percentage of completion for each list. HA will provide this info</i>	HA	
01/17/08-24	Status of the CTMS football field		
	<i>Resolution: The contractor returned to the site and has corrected the wavy appearance of the field</i>	HA	
1/17/08-25	Hunt's request to pay Sub-Contractors		
	<i>Resolution: Hunt requested release of retainage for certain sub contractors as per their letter that was submitted in October, 2007.</i>	HA/HU NT/GC	

	Paula B. discussed this with the school attorney and he advised not to release the retainage . We discussed the procedures in the past and at other school districts and the fact that it is a common practice to reduce retainage. It was determined that additional conversations with the attorney and review of the documents is necessary prior to relase of retainage	ISD	
1/17/08-26	MISC issues with GCISD		
	Resolution: Various discussions included purchase of med cart and chairs, additional office space for Karen Vance, Temporary walls in various locations, Moving issues for Adm. Bldg, review packing storage instructions, naming conference rooms at PDEC, review of portables at Timberline	GCISD	