

# Huckabee

ARCHITECTURE | ENGINEERING | MANAGEMENT

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Meeting No. 4

## Meeting Agenda

## Package 1A & 1B

<b>Project Name:</b>	Project Meeting 4	<b>Date of Meeting:</b>	Wednesday, October 19, 2005
<b>Owner:</b>	Grapevine-Colleyville I.S.D.	<b>Time of Meeting:</b>	3 p.m.
<b>Location:</b>	Grapevine, Texas	<b>Place of Meeting:</b>	Facilities Conference Rm.
<b>Project No:</b>	1550-01 Package		
<b>Subject:</b>	Design Meeting		
<b>Present @ Mtg. :</b>	Paula Barbaroux (GCISD Admin), Scott Monaghan (GCISD Facilities), Darren Clark (GCISD Facilities), Doug Bensen (HA), Corey Wheat (HA), Gary Rademacher (HA), Dale Simpson (HA), LG White (Hunt)		
<b>Distribution:</b>	<b>Attendees</b>		
<b>Submitted By:</b>	Doug Bensen	<b>Date of Report:</b>	10/24/05

The following summation represents our interpretation of the items discussed at the referenced meeting. Any persons desiring to comment on or correct the minutes are requested to put their comment in writing to the Architect within 10 days of the date of the report. Otherwise the minutes will stand as written.

### RECORD OF PROGRAM MODIFICATIONS:

Item	Items of Discussion	Respons.	Due Date

### PRIOR BUSINESS:

Item	Items of Discussion	Respons.	Due Date
<b>9.26.05-02</b>	<b>PROJECTMATES</b>		
	<ul style="list-style-type: none"> <li><b>(Files have been set-up. Huckabee doing pre-testing. Gary to set-up meeting with GCISD staff.)</b></li> </ul>	HA	Complete 10/12/05
<b>9.26.05-04</b>	Create <b>Scope log</b> and form from project meeting minutes	HA	10/5/05
<b>9.26.05-06</b>	Create 2 <sup>nd</sup> set of notebooks for Darren. LG to create his own.		Complete 10/26/05
<b>9.26.05-08</b>	Develop PKO sheet for invoicing: <ul style="list-style-type: none"> <li>Consider all invoicing and Pay Apps must tie back to Opinion of Probable Cost by facility</li> <li>Facilities will have different warranty start times based on individual project schedules even though they may be bid under common package</li> </ul>	HA	10/12/05
<b>10.12.05-05</b>	<b>DISTRICT WIDE ITEMS</b>		
	<ul style="list-style-type: none"> <li>Item FD1 – GCISD to review scope of work comprehensively prior to allocating “funds” to any particular facility.</li> <li>Item FD2- same as above for Elem.</li> <li>Item 396- Renovate field house @GHS. Include into TES. Reallocate funds.</li> <li>All other items to remain as designated- District Wide under the authority of Facilities</li> </ul>	GCISD GCISD HA	11/9/05 11/9/05 11/9/05
<b>10.12.05-06</b>	<b>PROJECT REVIEWS</b>		
<b>a</b>	Reviewed projects:		

### NEW BUSINESS:

Item	Items of Discussion	Respons.	Due Date
10.19.05-01	<b>ORGANIZATION REVIEW:</b> <ul style="list-style-type: none"> <li>• Huckabee to distribute to GCISD electronic copies of all meetings to Scott. CC Paula, Darren &amp; LG. Send to Gary prior to distribution/</li> <li>• Create “change order log for tracking any changes to Opinion of Probable cost.. Use debit /credit record for all changes within the existing document. Create a tab within the spreadsheet document.</li> <li>• NOTE: TD Industries providing cost for extending auto sprinkler @ CHHS for Insurance requirements.</li> <li>• HA to provide ½ size drawings for distribution to team. Full size drawings for redlining / discussion by HA</li> </ul>		
10.19.05-02	<b>CALENDAR REVIEW</b> <ul style="list-style-type: none"> <li>• Modify Master Mtg times to 8:15 am.</li> <li>• Change Turf Tour times to start 10 am. Coordinate with Scott.</li> <li>• 5 Project meetings set for 10/19 – 10/26.</li> <li>• Bd Mtg on 10/24/05. No review of specific projects. CMAR contract? No additional info. Required from Package Group.</li> <li>• NCES rescheduled to 3:30 pm 10/24/05</li> </ul>		
10.19.05-03	<b>RFI LOG REVIEW</b> <ul style="list-style-type: none"> <li>• No additional comments on RFI’s #1- 10; #7 &amp; #8 (gym concessions) still partially pending.</li> <li>• Reviewed (4) new District Wide RFI’s <ul style="list-style-type: none"> <li>○ RFI 11 – TV mountings -referred to Master Mtg for review</li> <li>○ RFI 12 -- Classroom cabinetry – match existing facility standard</li> <li>○ RFI 13 – Add 4 basketball goals. GCISD survey partially complete. GCISD to create standard.</li> <li>○ RFI 14 – Submit ADA questions on a case by case review</li> </ul> </li> </ul>		
10.12.05-06	<b>PROJECT REVIEWS</b>		
a	<b>GENERAL COMMENTS:</b> <ul style="list-style-type: none"> <li>• Review City questions in DRC mtgs rather than creating another tracking log</li> <li>• Distribute mtg minutes to City</li> <li>• GCISD will relocate irrigation lines in areas affected by additions and construction 100 ft outside perimeter. Irrigation contractor to tap and complete back to finished product.</li> </ul>		
b	<b>TES</b> <ul style="list-style-type: none"> <li>• Proposed bathrooms do not require doors. Many schools not using them.</li> <li>• Verify that City / Fire Marshall is ok with dead-end corridor width/length in 4 classroom renovation</li> <li>• Possibly delete doors into 4 classroom corridor. Energy code requirements?</li> </ul>		
c	<b>CTMS</b> <ul style="list-style-type: none"> <li>• No volleyball inserts required on main court. Provide inserts on (2) cross courts;</li> <li>• Verify exiting through the gym is ok with City.</li> <li>• Verify the extent of developing concession stands: <ul style="list-style-type: none"> <li>○ 3 compartment sink</li> <li>○ Grease trap</li> <li>○ Sanitary floor finish</li> </ul> </li> </ul>		
d	<b>SLES</b> <ul style="list-style-type: none"> <li>• Reviewed revised cabinet &amp; sink locations. OK</li> <li>• Reviewed relocating structure to support moveable partition</li> <li>• Reviewed options for maintaining fire exit during construction. Consider Phasing of jobs through summer months.</li> </ul>		

e	<b>BCES</b> <ul style="list-style-type: none"> <li>• Reviewed revised site layout of addition. ok</li> <li>• Reviewed classroom addition. HA to verify plumbing requirements for entire bldg.</li> <li>• Reviewed admin. Teacher lounge area and vestibule location of doors &amp; DF. Ok Relocate Diagnostician door back to original existing location</li> </ul>	HA	11/2/05
f	<b>CMS</b> <ul style="list-style-type: none"> <li>• Reviewed converted wt. rm area. Small office for SRO. Ok</li> <li>• Reviewed upstairs addition of bathroom. Column location makes difficult to shrink renovation area without creating awkward spaces. Can we capture entry space into storage? Move entry door to other side of room.</li> <li>• Carefully review layout of Team Rm. with Principal / Design Team</li> </ul>		
g	<b>HMS</b> <ul style="list-style-type: none"> <li>• Hunt to price original scheme to verify scope relative to program requirements. HA to send after Board Award of CMAR contract on 10/24/05</li> </ul>		
h	<b>NCES</b> – general overview of Elem. Next mtg. 10/24/05		

**END OF MINUTES**