

Huckabee

ARCHITECTURE | ENGINEERING | MANAGEMENT

4521 South Hulen, Suite 220
Fort Worth, Texas 76109

ph 817.377.2969

fx 817.377.2303

www.huckabee-inc.com



Meeting No. 6

Meeting Minutes

Package 1A & 1B

Project Name:	Project Meeting 6	Date of Meeting:	Wednesday, November 2, 2005
Owner:	Grapevine-Colleyville I.S.D.	Time of Meeting:	3 p.m.
Location:	Grapevine, Texas	Place of Meeting:	Facilities Conference Rm.
Project No:	1550-01 Package		
Subject:	Design Meeting		
Present @ Mtg. :	Paula Barbaroux (GCISD Admin), Scott Monaghan (GCISD Facilities), Darren Clark (GCISD Facilities), Doug Bensen (HA), Corey Wheat (HA), Gary Rademacher (HA), LG White (Hunt), Duane Ghere (Hunt)		
Distribution:	Attendees		
Submitted By:	Doug Bensen	Date of Report:	11/2/05

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
9.26.05-02	PROJECTMATES		
	<ul style="list-style-type: none"> Uploaded files (Meeting Minutes, Calendar, OPC, Invoicing, Revision Log, Arch. RFI log. Added new users. HA to review security rights for use by Hunt regarding their RFI log and submittals info. HA to review file exchange process for various formats (dwf)....etc with Hunt 	HA HA	Complete 10/12/05 11/16/05
9.26.05-04	Scope log and form from project meeting minutes (in-process)	HA	10/5/05
9.26.05-08	Develop PKO sheet for invoicing: (In-process) <ul style="list-style-type: none"> Preliminary Group 1 projects submitted 11/3 to GCISD for review. Comments from GCISD. HA continuing to develop consultant fee schedule. 	HA	10/12/05 11/16/05
10.12.05-05	DISTRICT WIDE ITEMS (Pending)		
	<ul style="list-style-type: none"> Item FD1 – GCISD to review scope of work comprehensively prior to allocating “funds” to any particular facility. Item FD2- same as above for Elem. 	GCISD GCISD	11/9/05 11/9/05
10.12.05-06	PROJECT REVIEWS		
10.12.05-06f	CMS <ul style="list-style-type: none"> 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. HMS <ul style="list-style-type: none"> Carefully review layout of Team Rm. with Principal / Design Team 		

	<ul style="list-style-type: none"> • Hunt to price original scheme to verify scope relative to program requirements. <p>NCES</p> <ul style="list-style-type: none"> • Next mtg. 11/14/05 <ul style="list-style-type: none"> ○ Send floor plan to Hunt • Transportation to review conceptual site plan traffic flow 		
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NEW BUSINESS:

Item	Items of Discussion	Respons.	Due Date
10.19.05-01	<p>ORGANIZATION REVIEW:</p> <ul style="list-style-type: none"> • B151 revisions • Provide copy of B352 to GCISD • Provide copies of Consultant agreements as available: Civil, ITC, Accessology • Website Update: <ul style="list-style-type: none"> ○ Scott to proof information prior to uploading onto the website. ○ Can review info in Wed. Package Meetings ○ No floor plans to be uploaded. ○ Outline of bldgs plus additions ok • CMAR <ul style="list-style-type: none"> ○ SD verify proposed scope to cost ○ DD Constructability review and Value engineering & cost estimate ○ CD 75% review rather than 50 % ○ Huckabee still to do 100% estimate ○ Begin now delivery from Hunt to HA front end specifications documentation. 	HA	11/9
		Hunt	12/1
10.19.05-02	<p>CALENDAR REVIEW</p> <ul style="list-style-type: none"> • Bd Workshop on 11/14/05 6pm – 7pm. <ul style="list-style-type: none"> ○ Power Point presentation & 15 copies; ○ HA to prepare aerial site plan with revised additions locations. Floor plan of addition with outline of rest of building. ○ Turf discussion by Scott ○ Demonstrate Web Site ○ Procurement Schedule? ○ FF&E & Tech? • Bd Workshop 12/12 all Schem packages • Bd Meeting 12/12 7pm present NCES & CMS 		
10.19.05-03	<p>RFI LOG REVIEW</p> <ul style="list-style-type: none"> ○ No additional comments on RFI's #1- 14; #7 & #8 (gym concessions) still partially pending. 		
10.12.05-06	<p>PROJECT REVIEWS</p> <p>GENERAL COMMENTS:</p> <ul style="list-style-type: none"> • CMAR discussed scheduling issues <ul style="list-style-type: none"> ○ Timing of projects and their release ○ Scopes of projects – additions / renovations..... ○ Summer projects- start-ups for labor scheduling ○ Work restrictions ○ Hunt proposed 5 Bid Packages <ul style="list-style-type: none"> • Bid Package 1 MCTI JAN-Feb 06 drwg completion • Bid Package 2 NCES • Bid Package 3 1A & 1B • Bid Package 4 2A 		
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	<ul style="list-style-type: none"> • Bid Package 5 2B <p>Discussed the possibility of releasing Bear Creek earlier for an August opening. Even though this might be technically feasible, it probably would benefit the bid process for best pricing- volume discounts, administration....etc</p> <ul style="list-style-type: none"> ○ Additional Comments: <ul style="list-style-type: none"> • If the number of full re-roofing projects exceeds 3 facilities, Hunt will need more than 1 sub to do the work • Discussed moving CHHS parking lot into MCTI package. CHHS overall package can't move because of too many commitments on scheduling of facilities to be able to close facility • GCISD would like to see HMS done by Jan 5 • Discussed the practicality of being to shut down portions of schools. Not realistic. GCISD anticipated contractor would need to use as many holidays, weekends, nights to do painting....etc. • Hunt suggested there may be gap between Package 1 finish and Package2 start. More likely the 2 will overlap. 		
b	TES <ul style="list-style-type: none"> • No review 		
c	CTMS <ul style="list-style-type: none"> • No review 		
d	SLES <ul style="list-style-type: none"> • No review 		
e	BCES <ul style="list-style-type: none"> • No review 	HA	11/2/05
f	CMS <ul style="list-style-type: none"> • Reviewed revised floor plan: provide separate coaches offices in each locker • Reviewed revised renovation of blue gym. Discussed which walls will need to be full ht. ...etc.. Sound issues with band and practice rooms. 		
g	HMS <ul style="list-style-type: none"> • No review 		
h	NCES – general overview of Elem. Next mtg. 11/14/05 <ul style="list-style-type: none"> ○ Send floor plan to Hunt ○ Transportation to review conceptual site plan traffic flow 		
i	MCTI Update <ul style="list-style-type: none"> • No review Jan 16 , 06 Print MCTI HA to verify. Consultant status to produce docs. 		

END OF MINUTES