

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. 7

Meeting Minutes

Package 1A & 1B

Project Name:	Project Meeting 7	Date of Meeting:	Wednesday, November 9, 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:	11/15/05

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"> 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 to review why access by GCISD is a security risk? Send files to Doug Jolly PDF Format ok Add Doug Jolly to ProjectMates 	HA HA	11/16/05 11/23/05
9.26.05-08	Develop PKO sheet for invoicing: (In-process) <ul style="list-style-type: none"> Preliminary Group 1 projects submitted 11/3 . HA to provide expanded OPC, Summary Sheet, & 1A & 1B Summary extraction & CD to show basis for Invoicing tab. Continue to develop consultant fee schedule. 	HA	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		
10.19.05-01	ORGANIZATION REVIEW: <ul style="list-style-type: none"> B151 revisions (Complete) Provide copy of B352 to GCISD (Awaiting) Provide copies of Consultant agreements as available: Civil, ITC, Accessology (Awaiting) Website Update: <ul style="list-style-type: none"> Scott to proof information prior to uploading onto the website. 		

	<ul style="list-style-type: none"> ○ Can review info in Wed. Package Meetings ○ No floor plans to be uploaded. ○ Outline of bldgs plus additions ok ○ Missing Photos & links (Complete) ● Front End Specs & Schedules- <ul style="list-style-type: none"> ○ Start now (Awaiting contract execution) ○ Create mtg/ Front End Specs Review 12/7/05 noon ○ HA to provide copy of standard front end 	HA	11/16/05
10.19.05-02	CALENDAR REVIEW <ul style="list-style-type: none"> ● Bd Workshop 12/12 all Schem packages (Booklets) ● Bd Meeting 12/12 7pm present NCES & CMS 		
10.19.05-03	RFI LOG REVIEW <ul style="list-style-type: none"> ○ RFI #14 (locker counts) Submitted for review to Master Mtg ○ Add RFI #15 – CHHS Parking lot transfer to HMS 	11/17/05	
10.12.05-06	PROJECT REVIEWS		

NEW BUSINESS:

Item	Items of Discussion	Respons.	Due Date
11.09.05-01	PROJECT SCHEDULING <ul style="list-style-type: none"> ● Hunt proposing 6 Bid Packages ● Bid Package 1 MCTI ● Bid Package 2 NCES ● Bid Package 3 1A (BCES, CMS, HMS) ● Bid Package 4 1B (CTMS, M/P, SLES, TES + GHS STORAGE) ● Bid Package 5 2A ● Bid Pacakge 6 2B 		
a	<ul style="list-style-type: none"> ● Bid Package 1 MCTI Jan 16 approximate doc release (verify dependency for execution) Verify timeline requirements Consultant deliverable (CA) 		
b	<ul style="list-style-type: none"> ● Bid Package 2 MCTI 3/20 Document release 5/22 Board approval 7/9/07 		
c	<ul style="list-style-type: none"> ● Bid Package 3 1A (BCES, CMS, HMS) Bd 5/22 BCES 12/18 move-in CMS 1/29/07 move-in HMS 2/9/07 move-in 	VERIFY	
d	<ul style="list-style-type: none"> ● Bid Package 4 1B (CTMS, M/P, SLES, TES + GHS STORAGE) Bd 5/22 CTMS 3/9/07 move-in M/P Fields to be closed 6/1/06- 8/4/06 SLES & TES 6/06 – 3/07 		
11.09.05-02	PROJECT REVIEWS		
a	MCTI <ul style="list-style-type: none"> ● Defined scope agreed to as follows (7 items): <ul style="list-style-type: none"> ○ New turf @ CTMD, CHHS, M/P ○ New crowns @ CHHS #1 & #2 and HMS field ○ Drainage @ CHHS baseball field <p>Make transfers in Opinion of Probable Cost (Verify)</p>		
b	CHHS : Item #305- landscaping at CHHS softball field to be done by Owner		

b	<p>TES</p> <ul style="list-style-type: none"> • GHS Field House <ul style="list-style-type: none"> ○ to be designated as District Storage ○ Verify Survey has been started for project ○ Demo everything inside incl. mech rm and hot water system ○ Create min. 6 ft openings in bearing wall for fork lift access ○ Remove restrooms.... Patch floor ○ Ok for Hunt to use "Self help" for this project • TES <ul style="list-style-type: none"> ○ Add HC to parking layout ○ 28 shown OK ○ Verify gas and FH locations ○ Dumpsters moved- verify ok with City regulations ○ Canopy replacement? 		
c	<p>CTMS</p> <ul style="list-style-type: none"> • New pavement area at back of gym could be good location for campus storage building. Scott to review • Need to review elevation changes when survey becomes available • Brick and block facility 		
d	<p>SLES</p> <ul style="list-style-type: none"> • Since Life Skills is moving make new location accessible 		
e	<p>BCES</p> <ul style="list-style-type: none"> • Verify desk fits into office area: show on plan • Show table layout for cafeteria works. • Validate that additional area provides significant value • Column location? 	HA	11/2/05
f	<p>CMS</p> <ul style="list-style-type: none"> • Move mech to mezz • Delete doors between vestibule and locker room for visibility from offices 		
g	<p>HMS</p> <ul style="list-style-type: none"> • Swap Math rm & Life Skills rms 		
h	<p>NCES</p> <ul style="list-style-type: none"> • Transportation to review conceptual site plan traffic flow • Received swing detail 		
i	<p>M/P</p> <ul style="list-style-type: none"> • Reviewed Seating • Provide photos and quantities of solutions 		

END OF MINUTES