

Huckabee

ARCHITECTURE | ENGINEERING | MANAGEMENT

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Meeting No. 8

Meeting Minutes

Package 1A & 1B

Project Name:	Project Meeting 8	Date of Meeting:	Wednesday, November 16, 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. :	Scott Monaghan (GCISD Facilities), Darren Clark (GCISD Facilities), Doug Bensen (HA), Corey Wheat (HA), Gary Rademacher (HA), Dale Simpson (HA), LG White (Hunt), Duane Ghere (Hunt), Brian Rosamund (Hunt)		
Distribution:	Attendees		
Submitted By:	Doug Bensen	Date of Report:	11/22/05

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 provide samples of their Logs and Submittals on 11/28/05 HA to review file exchange process for various formats (dwf)....etc with Hunt HA to review why access by GCISD is a security risk? 	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"> Continue to develop consultant fee schedule. Revised OPC with CMAR Summary tab and Revision tab provided 11/22 	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	12/14/05 12/14/05
10.12.05-06	PROJECT REVIEWS		
10.19.05-01	ORGANIZATION REVIEW: <ul style="list-style-type: none"> Post meeting minutes 24 hours after Wed. mtg if no comments from GCISD (Scott) Front End Specs & Schedules- <ul style="list-style-type: none"> HA received sample reports from Hunt HA provided copy of standard front end to Hunt 		

10.19.05-02	CALENDAR REVIEW <ul style="list-style-type: none"> Bd Workshop 12/12 all Schem packages (Booklets) 		
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 Package 6 2B 		
a	PRELIMINARY Schedule submitted to the team for review		
b	Discussed 3/20 date will be difficult to move. Discussed IGMP versus pre-purchas options. MDT to review.		
c		VERIFY	
11.09.05-02	PROJECT REVIEWS		
a	MCFI (Changed the name to Multi-Campus Field Improvements) <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>Transfers made in Opinion of Probable Cost (See OPC Revision Log)</p>		
b	CHHS : Item #305- landscaping at CHHS softball field to be done by Owner Transfers made in Opinion of Probable Cost (See OPC Revision Log)		
b	Reviewed CTMS, SLES, M/P, TES, MCFI <ul style="list-style-type: none"> 		
c	CTMS <ul style="list-style-type: none"> Back pad behind proposed gym ok for storage building. Coordinate with Owner. In renovation projects in restrooms, verify floor types and fixture types for impact on structural floor replacement. Verify floor cuts. 		
e	BCES <ul style="list-style-type: none"> Verify desk fits into office area: show on plan Table layout for cafeteria reviewed. Adds 4-5 (12) person tables which adds approx. 48-60 capacity. This is in line with target for the expansion. OK Redo Admin area by relocating existing door. Relocate desk Start CD's Nov 28 	HA	11/2/05
f	CMS <ul style="list-style-type: none"> Brown Gym: Review structural considerations for expanding gym. 		

	<ul style="list-style-type: none"> • MDT directed that the 60 locker solution be done as an alternate. 		
g	HMS <ul style="list-style-type: none"> • Move CHHS Parking Lot scope into HMS project • Swap Math rm & Life Skills rms • Reuse existing appliances as much as possible 		
h	NCES <ul style="list-style-type: none"> • Transportation to review conceptual site plan traffic flow • Reviewed Cabinetry revisions • Reviewed preliminary elevation/rendering ok • HA to provide full elevations/rendering • Review the use of dampers at the 2nd floor shafts. Verify? 		
i	M/P <ul style="list-style-type: none"> • Reviewed Seating • Provide photos and quantities of solutions • HA to review in MDT meeting- • Review if skim coating w/ epoxy coat over spalding of Pre-cast beams is scope the District wants to consider in this project? 		

END OF MINUTES