

Huckabee

ARCHITECTURE | ENGINEERING | MANAGEMENT

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Meeting No. 9

Meeting Minutes

Package 1A & 1B

Project Name:	Project Meeting 9	Date of Meeting:	Wednesday, December 7, 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:	12/14/05

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	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	12/14/05 12/14/05
10.12.05-06	PROJECT REVIEWS		
10.19.05-01	ORGANIZATION REVIEW: <ul style="list-style-type: none"> 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 HA & Hunt met on 12/7 and reviewed front end specs. HA & Hunt to review supplemental Conditions (Section 800) to see that they are in compliance with GCISD contract 		
10.19.05-02	CALENDAR REVIEW <ul style="list-style-type: none"> Master Meeting to review Schematic Design for Phase 1 Packages 1,2,3,4 		
10.19.05-03	RFI LOG REVIEW <ul style="list-style-type: none"> RFI #13 & #17 still pending 		11/17/05

	o Submitted RFI's #18,19,20 for Master Design Team review		
10.12.05-06	PROJECT REVIEWS		
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 Meeting for 12/14 to review MEP Package for early release		
b	Discussed 3/20 date will be difficult to move. Discussed IGMP versus pre-purchase options. MDT to review.		
11.09.05-02	PROJECT REVIEWS		

NEW BUSINESS:

Item	Items of Discussion	Respons.	Due Date
12.07.05-01	Front End Specs <ul style="list-style-type: none"> Schedule <ul style="list-style-type: none"> Discussed alternatives for implementing Bid package proposals and starting construction work timelines. Due to long lead items especially for MEP, Hunt has proposed early MEP package to facilitate hiring a Mech. Sub to oversee purchase of VAV, ductwork, HVAC units....Meeting set up to review options with MEP 12/14/05 @ 1:30 Need to resolve funding issue and tracking of expenditures across multiple facilities Delay of purchasing will probably result in escalated costs to the Owner along with potential extended overhead costs from CMAR IAQ – Owner already has consultant on board. HA & Hunt prefer that Owner initiate baseline status for reference as general policy. Commissioning – delete this section of specification. Not required by Owner TAB – Hunt to review possibilities- included in contractor's scope Material Testing – Owner to secure consultant Geotech Reports – HA needs existing reports immediately and where information is insufficient for design purposes to secure proposals and execution of work as quickly as possible Roofing- McIntare & Associates is district consultant. HA to include in specifications Close Out Documents- HA & Hunt to review with Scott regarding specific requirements (ie number copies....) Web Cam- probably not required anywhere except at Colleyville Elem & Middle Gym. GCISD to review 	GCISD	12/15/05
		GCISD GCISD & HA	1/1/06 12/14/06
		GCISD	12/15/05
12.07.05-02	Metal Storage Buildings - various locations. City of Grapevine denied use of metal buildings. (City of Colleyville and Euless ok). GCISD requested Hunt to review options for alternatives.	Hunt	12/21/05
12.07.05-03	Turf Update: Ha submitted initial costs on turf package. Reviewed qualifications to costs. Based on <u>preliminary information</u> , the package is over the \$3,177,101 budget by approximately \$462,000. Hunt to review best options for obtaining a competitive cost closer to budget. GCISD to review in Master meeting – Review Process and Grading Criteria for project. Critical timing if this is to go out for proposal in January 2006.		
12.07.05-04	PROJECT REVIEWS		
a	CMS – reviewed request to move window wall out. HA to reexamine pushing		

	cabinetry up against existing window wall. Add pass thru window. Provide only one door into reception area? Add waiting to the side? Review in Master Meeting		
b	NCES – discussed GCISD Transportation findings. <ul style="list-style-type: none"> ○ Provide “4 way stop at intersection ○ Northbound Pleasant Run Rd– provide decel lane ○ Right turn from school from bus exit to northbound Pleasant Run, provide minimum 30 ft turning radius 		
c	M/P Stadium <ul style="list-style-type: none"> ○ Reviewed 2 Ticket Booth options. Proceed with option to reuse existing ticket booth with its existing electrical and data service and new restroom facility with a breezeway between all under new common roof. Review in Master Meeting ○ Reviewed seating plan option. Review in Master Meeting ○ Add patch and paint structural beams to scope of work? Review in Master Meeting 		
d	General Note: Where chillers are being replace by roof top units, GCISD / HA to review if existing space can be recaptured for new functions.		

END OF MINUTES