

Huckabee

ARCHITECTURE | ENGINEERING | MANAGEMENT



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Design Meeting No. 35

Meeting Minutes

Bid Packages 5 & 6

Project Name:	Project Design Meeting	Date of Meeting:	Wednesday, February 7, 2007
Owner:	Grapevine-Colleyville I.S.D.	Time of Meeting:	2:30 pm.
Location:	Grapevine, Texas	Place of Meeting:	Facilities Conference Rm.
Project No:	Phase 2		
Subject:	Design Meeting		
Present @ Mtg. :	Scott Monaghan (GCISD Facilities), Darren Clark (GCISD Facilities), Doug Bensen, Dale Simpson,		
Distribution:	Attendees		
Submitted By:	Doug Bensen	Date of Report:	2/14/07

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
	<ul style="list-style-type: none"> Add door to CHHS Foods Lab 		

PRIOR BUSINESS:

Item	Items of Discussion	Respons.	Due Date
6.21.06.6c	NCES: <ol style="list-style-type: none"> Final plat for Elementary Screen of drainage 		
1.31.07.1	OLD BUSINESS: <ol style="list-style-type: none"> Contacts on doors on all facilities (see latest email). <ol style="list-style-type: none"> Provide note on bid package #6 and Addendum #2 for package #5 that says something to the effect that " Where exterior doors are being replaced, contractor to replace or reinstall existing contacts or install new contacts and extend into building system security network. OC Taylor ok Delete rough-in note for cameras Glenhope (2) in lobby to corridor GHS Kitchen HVAC TAB process (see email) CES <ol style="list-style-type: none"> VISTA program update Probably will change 2 bathrooms and relocate doors to interior; change fixtures to correspond to appropriate grade level use. Also add connecting doors between classrooms. GCISD to advise. PDEC lighting (pendant?) Open item CMS (GCISD direction: do not proceed with removal of vinyl; paint over) SLES (note on drawings only covers corridors to remove vinyl on walls: Len to obtain clarification as to whether office areas will have vinyl removed. Hunt to provide estimate. CMS Gym markings <ol style="list-style-type: none"> Full boundary Cross court volleyball markings in grey #468 Cross court basketball lane lines up to free throw in grey #468 Competition gym <ol style="list-style-type: none"> Logo in middle only Word "Colts" in white letters inside wide border at each 	Rick & Scott	

	<p>end of court in the corners</p> <ul style="list-style-type: none"> d. Bleachers are 301 blue (Hussey seating) e. Use #1100 blue for circle, out of bounds line (2" line Brown gym) (wide border at competition gym), & the lane f. 3 point line in black g. Main Volleyball competition courts in white including mid-court line h. No graphics in brown gym i. Hunt to provide layout submittal 		
1.31.07.2	<p>BID PACKAGE #5</p> <ul style="list-style-type: none"> 1. Pre-bid 10 am board rm. 2. Addendum #1 (Has been issued) <ul style="list-style-type: none"> a. Cleaning Spec b. Agenda c. Attendees at pre-proposal meeting d. CHHS Corner guard (use only at front lobby and out to band hall area; not upstairs or in the academic wing 1st floor) e. CHHS revised colors @ lobby (delete); revised tile elevation f. CHHS add Mohawk carpet spec g. CHHS add door to old music office and food lab (move bd) (Approved by GCISD) h. GHS Add sheet 4.1 i. Sports carpet installation- @ GLES. Manufacturers no longer providing this product because of liability issues j. BES- wainscot detail- HA provided transition furr out to terminate the tile. k. Card readers locations- non-issue. Follow OPC references. 		
	<p>BID PACKAGE #6</p>		
1.31.07.3	<p>ISC:</p> <ul style="list-style-type: none"> 1. If any vinyl- don't remove- paint over 2. Add thermal blanket insulation over entire ceiling- replace acoustic tile not new tile. 3. Item #499 is a new split system 4. Replace carpet and VCT and base – not shown in base OPC budget- use district wide allocation 5. Automated storage- where and type. Loading for floor structural? 6. Replace existing exterior wallpack lights 7. Verify accessible path to facility 	<p>Scott Dale</p>	
1.31.07.4	<p>ADMINISTRATION COMPLEX: In a separate communication, GCISD authorized HA to combine TAX, WHSE, FACILITIES, FINANCE, and ADMINISTRATION into a single design package. (GCISD direction: provide separate bid line items by facility)</p>		
1.31.07.5	<p>TAX (& FACILITIES WHSE)</p> <ul style="list-style-type: none"> 1. No vinyl removal 2. Verify if building will be considered as a separate "fire" area 3. Add exterior riser location in corner next to lounge- verify Fire Marshall and City 4. Incl. painting of exterior of facilities warehouse and interior conference room, toilets, storage, break room....tape and bed as required. Exclude shop area and storage behind shop 5. Replace carpet and VCT in same areas 	<p>Tony Romine</p>	
1.31.07.6	<p>FACILITY SERVICES & FINANCE</p> <ul style="list-style-type: none"> 1. Provide 6" insulation thermal batt in <u>selected</u> areas; remove existing ceiling tile and replace; 2. No need to replace overhead doors 		

	<ul style="list-style-type: none"> 3. At front entry, replace existing west door with new alum. Glass storefront to match existing; replace other exterior door (not frame) and repaint door and frame into warehouse (don't replace) 4. Paint- exclude interior of warehouse and plumbing bay, washroom and records room 5. Paint Finance- include painting of entire finance area only (budget is under facilities) (exclude whse or technology) 6. Make 1 toilet room in Facility services accessible; otherwise replace just fixtures (Look at options to renovate kitchen area to allow remodeling of adjacent toilet; need space for sink, counter, microwave, & full refrig.) 		
1.31.07.7	WHSE <ul style="list-style-type: none"> 1. Create enclosed secured storage area within existing caged area for State Exams storage. Do the records require humidity control? 2. Replace counters in room #114 3. Replace EWC in #114 to be Accessible 	Scott	
1.31.07.8	GMS GCISD to secure electronic copies of GMS. Forward to HA	Darren	
1.31.07.9	ADMIN Proceed with design of these items: <ul style="list-style-type: none"> 1. Parking lot- replace just lamps not poles; paint poles- verify 2. Paint interior and exterior 3. Riser – ok to add inside of existing mech rm on northwest side of building- include extending waterline towards Mustang drive- connect Tax riser water line? 4. Redo Drainage along back side of building- Awaiting direction from GCISD <ul style="list-style-type: none"> 5. HR area – GCISD to verify scope of work for providing additional acoustical privacy. Security issue at file storage room? GCISD to clarify scope 6. Clarify sound isolation detail for entire building <ul style="list-style-type: none"> a. Full batt across ceiling b. Partial batt 2 ft wide each side at wall / ceiling c. Extend gyp up to deck d. Creat vertical batt insul. Barrier 7. Replace floor finishes – confirm 8. Identify which doors need replacing 	Dale Scott	

NEW BUSINESS:

Item	Items of Discussion	Respons.	Due Date
2.7.07.1	TRANSPORTATION: <ul style="list-style-type: none"> 1. Provide thermal blanket in just the lower level (2 story bldg) ceiling 2. Paint shall include all the exterior and interior including service bays 3. Add / replace entry door and exterior lounge door 4. Expand parking out to existing fence. Restripe. GCISD to provide new layout. 5. Provide wall packs on building for lighting 6. ADA Upgrades indicate that there is currently no accessible parking nor an accessible path indicate from the parking to the building entry doors. Verify slopes, ramps, signage, striping 	Scott & Steve HA Dale	

	<ol style="list-style-type: none"> 7. Verify if a lift is desired up to mezzanine storage. Classify all mezzanine space as storage? 8. Line item #606 repair parking lot – identify locations; coordinate with ponding water from wash bay. Provide area drain and conduit to adjacent creek. 9. Provide riser in room 108 or 109 	<p>Scott</p> <p>Darren</p>	
2.7.07.2	<p>SWIM CENTER:</p> <ol style="list-style-type: none"> 1. Replace / refinish all floor finishes except the pool deck or ceramic tile 2. Verify finish in weight room; sealed concrete? 3. Verify condition of existing HVAC systems and structural systems. Electrostatic paint for metal. Review scope and process for reaching ceiling areas. (Drain pool?) (Gary to review) 4. Line item #1788 replace plumbing fixtures. Verify 5. Use plastic toilet partitions in renovation 6. In lobby, replace existing tile with 2x2 tile because of the moisture. Reuse existing grid if possible. Use fiberglass faced tile. 7. Verify if basement space with exterior access is acceptable fire riser location room 	<p>Dale & Darren</p> <p>Dale & Darren</p> <p>Dale</p>	

END OF MINUTES

Next meeting Feb. 14, 2007 @ 2:30 pm, GCISD Facilities Conference Rm.