

RH Contractor Coordination Meeting #77 November 18th, 2009 Meeting Minutes

Meeting Location & Time: Turner's Office Trailer, Champaign, IL, at 1:00 PM

The purpose of this meeting was to familiarize ALL parties with RH Project Status relative to Safety, Administration, and Field Operations. Furthermore, the purpose was to ensure that ALL parties (Bid Packages #1 thru 7) understand the specific project protocol and scheduling relative to the next three weeks. Turner Construction utilized the attached agenda as the basis for flow of discussion points within this meeting.

I. Attendance:

1-1 Refer to the attachment for the list of attendees.

*denotes attendance

*Elizabeth Stegmaier – University of Illinois (F & S)

Walter Lewis – University of Illinois (Architecture)

Myron Thompson – University of Illinois (F&S QA)

*Jeff Riddle – University of Illinois (Housing)

*Adrian Ledbetter – Grunloh

*Nick Roussey – Grunloh

*Bob Brumleve – A & R Mechanical (A & R)

Steve Hall – A & R Mechanical (A & R)

Kent Goeckner – A & R Mechanical (A & R)

Bill Becker – Coleman Electric (Coleman)

Keith Martin – Otto Baum (OB)

Gerald Beach – Associated Constructors

*Tim Toan – Urban Elevator (Urban)

*Renee Collins – University of Illinois (CITES)

Matt Wickstrom – CCJM (via phone)

*Adam Kimball – Turner Construction (TCCo)

*Greg Cuttell – Turner Construction (TCCo)

*Dave Wilkinson – Urban Elevator (Urban)

*Jim Markstahler – Advanced Wayne Cain & Sons
Roofing (Advanced)

*Ed Dueppen – BLDD Architects (BLDD)

II. University Clarification:

1-1 UIUC Commissioning – UIUC F & S is in receipt of ALL RH Contractors' equipment startup procedures (reference Spec. Section 01810). UIUC F & S has reviewed and have no comments.

- UIUC highlighted that there are Pre-Functional checklists on their “ftp” website for Contractor to use. Contractors are required to submit Pre-Functional Start-Up Checklists and Manufacturer's Start-Up Documents to UIUC for review before UIUC performs their Functional Checklists during Commissioning. It was added that all Contractors are to be present when their equipment is being Functionally tested to provide any actions needed by UIUC's Quality Assurance Team.
- UIUC QA submitted their Fire Alarm Pre-Functional Checklist to TCCo before the meeting today. UIUC QA told TCCo before the meeting today that the following systems will not require Pre Functional Checklists:
 - Lighting and Power Distribution
 - Fire Suppression
 - Access Controls
 - Coiling Door
 - Automatic Entrances
 - Residential Transfer Lift System
 - Roller Shades
 - Fin Tube Convectors/Unit Heaters/Cabinet Unit

III. Environmental and LEED Compliance:

- 1-1 Turner Construction (TCCo) addressed the SWPPP Program.
- SWPPP Permit – Grunloh has been active with sweeping efforts and documenting sedimentation protection practices. They have continued to check and/or sweep Gregory Drive Daily.
 - TCCo summarized that the RH Projects currently compliance to the IAQ Plan. The IAQ Plan Requirements have been issued to ALL Contractors and the Project is currently in compliance.

IV. Project Coordination:

- 1-1 TCCo coordinated the 3 week look-a-head coordination schedule with All Contractors, Design Team and UIUC representatives (see attached look-a-head coordination schedule).
- 1-2 TCCo reiterated that the RH Project is at a point that ALL Contractors must pick-up and sweep/mop/vacuum their work area everyday to not affect commissioning related activities.
- 1-3 TCCo summarized the current milestone dates for RH Commissioning as noted in the attachments.
- 1-4 UIUC and TCCo agreed to continue scheduling Functional Testing and UIUC will not be implementing prerequisites such as formal UIUC Engineering Reviews of Pre-Functional Checklists. UIUC QA Inspectors will review the required Pre-Functional Checklists on the day of Functional Testing for completion.
- 1-5 TCCo stated that they have submitted Grunloh's Waste Management Audit with tickets to UIUC and BLDD.
- 1-6 TCCo stated that they will submit Grunloh's O & M Table of Contents to BLDD for initial review before they submit their initial O & M Manuals.
- 1-7 Grunloh/Urban stated that UIUC would need to install a sign on the elevator machine room before the final elevator inspection by Greg Sacks.
- 1-8 Grunloh/Urban stated that they have consulted with Minnesota Elevator and Greg Sacks and concluded that the current security system interface with the elevator will create the risk of someone being trapped in the elevator cab. Urban added that a person that cannot push a button could enter the cab with the proximity reader and then once in the cab not able to push a button to go up/down or open the cab door. Urban stated that this design does not meet elevator code and would not pass an elevator inspection. UIUC F & S/Housing stated that they are aware of this situation and feel that this is an operational issue that they are prepared to address not allowing anyone to be trapped in the elevator cab. UIUC F & S/Housing and BLDD requested that Grunloh/Urban submit a letter expressing their concerns referencing the elevator code and then they will address this with their code official. UIUC/TCCo/BLDD/Grunloh/Urban all recognized that this issue is very critical to finalize in a timely manner to not delay the final Elevator Inspection that is currently scheduled for 12/1/09. TCCo stated that Greg Sacks would also be available for final inspection on 12/8/09 if 12/1/09 was not achievable but TCCo will need to reschedule this with Greg Sacks by 11/24/09.
- 1-9 Grunloh/Urban asked UIUC/BLDD what the card swipe on the 1st floor was to activate. UIUC stated that the card reader is designed to activate the 1st floor up/down call buttons. UIUC added that without a card swipe, the 1st floor up/down call buttons would be disabled and would enable upon card swipe.
- 1-10 Grunloh/Urban asked if the RH Elevator needs to have EM Power. BLDD stated that the design of the elevator never accounted for EM Power, but does have battery lowering. BLDD added that they are working with UIUC/CCJM to determine if EM Power is required and if the EM Generator can handle the additional load. Grunloh/Urban stated that if EM Power is added to the elevator then they would need to have Minnesota Elevator re-engineer the elevator and add additional devices that will tell the Fire Department that the elevator is on EM Power. Urban estimated that this would cost approximately \$ 8,000 and would add additional lead times for shop drawing revisions, change order pricing/approval times, material lead times and installation times that would jeopardize the 12/1/09 and 12/8/09 final elevator inspection dates. BLDD recognized how critical this issue is and agreed to work with UIUC/CCJM to provide a response ASAP.
- 1-11 Grunloh/Advanced stated that all Roof Inspection items are complete other than the items that they are waiting on metal to complete. Grunloh/Advanced will check on the status of their metal materials and get back to TCCo on a date that the materials will be onsite to finish the incomplete items. BLDD stated that they are still working with Donna McClure to discuss the northeast 4th level roof expansion joint that has been rejected by BLDD to determine if this condition is acceptable as-is or if it needs to be revised.

- 1-12 Grunloh/Advanced state that they are aware of the three (3) leaks in the RH Roof System and are working today to remediate. Grunloh understands that any damages/delays caused by these leaks will be their responsibility to remediate.
- 1-13 UIUC/BLDD stated that they are in the process of reviewing the Owner Training Video requirements and will let TCCo if the specified requirements will change. Grunloh stated that they would like to schedule Surehands Owner Training for 11/30/09 at 9:00 if they can self-perform the video-taping and narration. Grunloh added that if a profession videographer is going to be required, then they might not be able to be ready by 11/30/09 as previously requested. UIUC/BLDD to advise.
- 1-14 BLDD stated that they will start their punch list on 11/23/09. BLDD added that they will take the items that are not complete from TCCo's Completion List and add them to their punch list to track until completion.
- 1-15 BLDD/CCJM stated that they will finalize the water meter missing scope and respond to RFI 382 ASAP.
- 1-16 BLDD stated that Grunloh is still proceeding with finish carpentry at risk due to incomplete shop drawings, but have reviewed the materials that are currently installed and do not see any major issues. BLDD added that they will review the final installations of finished carpentry and if acceptable will not require resubmission of shop drawings.
- 1-17 UIUC agreed to change the kitchenette faucet to a swivel type via A & R allowance.
- 1-18 CITES stated that the RH Elevator Phone is operational and will make sure Public Safety has the correct address and elevator designation.
- 1-19 A & R stated that their RH backflow preventer certification will be complete today.

V. Safety:

- 1-1 The next Weekly Project Safety Meeting is scheduled for Wednesday (November 25th, 2009) at 10:00 AM.
- 1-2 TCCo reminded ALL Contractors of their contractual responsibilities to UIUC regarding Project Safety.

VI. Upcoming Meetings:

- 1-1 NEXT WEEKLY CONTRACTOR COORDINATION MEETING – December 2nd, 2009
- 1-2 Next LEED Meeting – December 9th, 2009.

VII. Testing, Inspections and Quality Control Issues:

- 1-1 The University of Illinois/BLDD had no issues.

VIII. Status of RFIs, ASIs & RFPs:

- 1-1 RFIs – Three Hundred Ninety (390) have been submitted and all but (4) four have been answered by BLDD.
- 1-1.1 ALL Contractors have access to each RFI via PRZM. Each Contractor should review every RFI for coordination and cost purposes. See TCCo's agenda for specific PRZM issues discussed in today's meeting.
- 1-2 ASIs –Eighty-Six (86) have been circulated to the Contractors.
- 1-2.1 ALL Contractors have access to each ASI via PRZM. See TCCo's agenda for specific PRZM issues discussed in today's meeting.
- 1-2.2 ALL Contractors were requested to confirm that each ASI has no cost implications.
- 1-3 RFPs – One Hundred and Eighteen (118) have been circulated to the Contractors.
- 1-3.1 ALL Contractors have access to each RFP via PRZM. See TCCo's agenda for specific PRZM issues discussed in today's meeting.
- 1-4 FDs – Forty One (41) have been circulated to the Contractors.
- 1-4 ALL Contractors are to respond via PRZM that they either acknowledge "zero" cost impacts or "add/deduct" cost impacts for each ASI and RFP. The University of Illinois reiterated that if there is a cost associated with a RFI, then so note via another RFI.

IX. Engineering:

- 1-1 Turner Construction continued to remind ALL Contractors to re-check their submittal registries so as to assess their current submittal requirements. Turner Construction reminded ALL Contractors to review the listing on the "White Board" located in our Conference Room. This issue requires

progression as discussed by Sieben Energy for LEED purposes also. The University of Illinois and Turner Construction added that Contractors are responsible for any delays to the Project that is a result of untimely submittal submissions.

X. Three-Week Look Ahead Schedule:

- 1-1 The Three-Week Look Ahead Schedule was reviewed and set forth as the plan for bid package coordination for the next three (3) weeks. Refer to the attached Three-Week Look Ahead Coordination Schedule as part of these meeting minutes.

This is the understanding of the above items discussed. Concurrence is presumed unless prompt written notices of additions, deletions or corrections are received within five (5) days.

Adam Kimball

Turner Construction Company

cc: ES / MT / JR / GC / ED/ All in attendance/ Master File

Attachments: Agenda, 3-Week Look-Ahead Schedule, Testing Log, MEP Equipment Schedule, Completion List and Sign-In Sheet.