

## Phase 'C & D' Early Site Utility Contractor Coordination Meeting #1 May 4<sup>th</sup>, 2010 Meeting Minutes

### Meeting Location & Time: Turner's Office Trailer, Champaign, IL. at 9:00 AM

The purpose of this meeting was to familiarize ALL parties with the Phase 'C & D' Early Site Utility Project Status relative to Safety, Administration, and Field Operations. Furthermore, the purpose was to ensure that ALL parties (related to Bid Package #0) understand the specific project protocol and scheduling relative to the next three (3) months. 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)
  - Myron Thompson – University of Illinois (F & S)
  - Brian Huckstep – University of Illinois (F & S)
  - Jeff Riddle – University of Illinois (Housing)
  - Mari Anne Brocker – UIUC (Housing)
  - \*Brian Cockerham – University of Illinois (CITES)
  - \*Geoffrey Brooksher (via phone) – 4240
  - \*Patti Pohrte (via phone) – 4240
  - \*Abe Jones – DUCE Construction
  - Tony Odendahl – Turner Construction
  - \*Greg Cuttell – Turner Construction
  - \*Adam Kimball – Turner Construction

### **II. LEED:**

- 1-1 Duce is the responsible party for maintaining the LEED Construction Waste Program for this Scope of Work (Bid Package #0). DUCE is actively keeping track of waste diversions, etc.

### **III. Project Safety/Logistics/Housekeeping:**

- DUCE's Superintendent is doing a good job ensuring everyone follows the 'Safety Rules'.
- Next Meeting is scheduled for May 11<sup>th</sup>, 2010 @ the NEW CM Office Trailer location.
- Turner Construction will be relocating their office to UIUC-Housing's Clark Hall on May 10<sup>th</sup>, 2010.

### **IV. Project Coordination w/ Owner Related Items:**

- 1-1 Turner Construction addressed the two (2) outstanding items within the 'Front-End Submittal Log'. Refer to the attached 'Front-End Submittal Log' for details. DUCE should finalize their Schedule and CSV by the end of this week.
- 1-2 TERRA informed the Design Team that the IEPA Sanitary Sewer Permit is likely to be returned/approved next week.
- 1-3 DUCE will meet or exceed the MAFBE Goal of 6%.
- 1-4 DUCE will begin submission of the SWPPP paperwork this week.
- 1-5 DUCE will submit their pre-construction photos later this week.
- 1-6 DUCE will submit an as-built sketch of the underground sanitary sewer connection from the NEW CM Office Trailer to the existing Sanitary Sewer Manhole #1596.
- 1-7 DUCE will submit a letter describing their delta of removing the two (2) trees per RFP #3. Expect this letter sometime within the next week.
- 1-8 UIUC-F&S understands that the cost impact of RFP #8 is approximately \$20,000. UIUC-F&S would prefer to proceed on a 'Time-N-Material' basis, but wants to review the cost impact first prior to giving authorization to go forward.
- 1-9 4240 will be creating an ASI in an effort to revise 'Record Product Data' and the 'Submittal Count per Specification Section 01781'.
- 1-10 4240 will be creating an ASI that closes RFP #5 – since it is a 'NO' cost issue.
- 1-11 4240 will create FDs for RFPs #4, 6 & 7.
- 1-12 4240 will be creating a RFP for 'Water Metering at the CM Office Trailer'.
- 1-13 4240 is working on resolving/establishing NEW personnel access since the NEW Ventilator space is too small. Turner Construction agreed to gather field measurements of the existing Loop Vault #2

for 4240/KJWW review. This information will be sent to 4240 later this afternoon.

- Furthermore, it was decided by 4240 that the NEW Ventilator will remain as per design [centered on the existing Steam Tunnel].
- Furthermore, it was decided by 4240 that the NEW Ventilator Lid will not contain an access hatch as originally designed.

**V. Safety Program:**

1-1 Weekly / Monthly Safety Walk-Throughs

- The first Weekly Safety Walk-Through Meeting will occur on May 27<sup>th</sup>, 2010.

**VI. Testing and Inspection:**

1-1 The University of Illinois did not have any QA/QC issues to address at this time.

**VII. Status of RFIs, ASIs & RFPs:**

1-1 RFIs – NO outstanding RFIs.

1-2 ASIs – Two (2) have been circulated to the Contractors.

1-3 RFPs – Nine (9) have been circulated to the Contractors.

**VIII. Engineering:**

1-1 DUCE understands that there are overdue submittals that need submission – refer to the attached log listing of submittal items for details. However, there are only two (2) critical submittals at the moment that have potential schedule impact.

1-1.1 Butterfly Valve for Steam System – 4240 expects Turner Construction to receive the returned comments later today/tomorrow.

1-1.2 Additional Valves – DUCE to submit later today/tomorrow for prompt submission to 4240/KJWW.

**IX. Three-Month Look Ahead Schedule:**

1-1 The Three-Month Look Ahead Schedule was reviewed and set forth as the plan for the coming weeks. Refer to the attached Three-Month Look Ahead 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.

Greg Cuttell

**Turner Construction Company**

cc: ES / MT / JR / MAS / BB / AK / Master File

attachments



## **Phase 'C & D' Early Site Utilities Project**

### **ESURCD Contractor Coordination Meeting #1**

**Tuesday – May 4<sup>th</sup>, 2010**

- 1. Safety**
- 2. LEED Management of Construction Waste**
- 3. Logistics/Housekeeping**
  - a. CM Office Trailer Removal**
    - i. Limitations w/ Faxing & Scanning**
      - 1. Between May 7<sup>th</sup> thru May 17<sup>th</sup>, 2010**
  - b. Weekly & Rain Event SWPPP Paperwork**
  - c. As-Built Layout Sketch of U/G Sanitary from CM Office Trailer to Sanitary Sewer MH #1596**
- 4. Status of Submittals**
  - a. Pre-Construction Photos**
  - b. Other – See Attached Listing Log**
- 5. “Hot” Items**
  - a. Submission of ‘Front-End Log’ Items**
    - i. CSV Submission**
    - ii. MAFBE Participation Acceptable???**
  - b. Drywall E-Mail Status**
  - c. IEPA Sanitary Sewer Permit**
    - i. Possibly Receipt Next Week Per TERRA’s Latest E-Mail**
  - d. Need to Create an ASI that Addresses:**
    - i. Clean-Up of ‘Record Product Data’ as it relates to As-Built**
    - ii. Clean-Up of Submittal Counts Within Spec. Section 01781**
  - e. Need for Create RFP for ‘Water Metering at CM Office Trailer’**
  - f. Resolve & Establish Revised Personnel Access @ Ex. Loop Vault #2**
    - i. Revise NEW Ventilator Lid w/o Lid Access???**
    - ii. Keep Alignment of NEW Ventilator Lid Per Design Drawings???**
- 6. Status of RFIs, ASIs & RFPs**
  - a. ASI 001: Water Service Relocation at Construction Trailer (Pending Contractor Completion).**
  - b. ASI 002: Building Shift West (Pending Contractor Completion).**
  - c. RFP 003: Honey Locust Removal – Deductive (Pending Contractor Completion).**
  - d. RFP 004: Metering and Transformer (Pending Contractor Completion).**

- e. **RFP 005: Expansion Loop Piping (Pending Contractor Completion).**
- f. **RFP 006: Precast Ventilator Lid (Pending Contractor Completion).**
- g. **RFP 007: Misc. Piping in Steam Tunnel Vault (Pending Contractor Completion).**
- h. **RFP 008: Site Access Road (Pending Approval in PRZM).**
- i. **RFP 009: Steam Tunnel Access Hatch Location - Exploratory Digging (Recently Released; Pending Contractor Completion).**

**7. Field Directives**

- a. **FD 001: Site Access Road (Pending Contractor Completion).**
- b. **FD 002: Steam Tunnel Access Hatch Location - Exploratory Digging (Recently Released; Pending Contractor Completion).**

**8. Three-Week Look Ahead Schedule**

**9. Outstanding List**

**10. Next Meeting = May 11<sup>th</sup>, 2010 @ 9:00 AM**





Submittal Items

Summary Log of Outstanding Items, Grouped by Responsible Company

UIUC-Ikenberry Commons Residence Hall-Phase C & D

107 Georgy Drive  
Champaign, IL 61820

Project # 16131PO

Tel: 217-344-0897 Fax: 217-344-0877

Number	Rev	Description	Spec Section	Sub Section	Resp Company	Task Name	ROJ Date	Appr	Fab	Del	Due	NTP
Duce Construction co.												
00001	0	Site Utilities: Contractor will be required to provide photographs of existing conditions prior to start of work; and also provide weekly progress photo	01012	UUU.	Duce Construction co.			0	0	0	3/19/2010	
00002	0	Site Utilities: Contractor shall submit to the A/E a specific mix design for ANY intentions of using Flowable Fill (CLSM).	01012	EE.	Duce Construction co.			0	0	0	4/12/2010	
00005	0	Site Utilities: Contractor is responsible to monitor, document & submit a weekly report that certifies that Garner and Forbes Residence Halls, Steam T	01012	VVV.	Duce Construction co.			0	0	0	3/26/2010	
00007	0	Construction Waste Management: Final Waste Management Plan: Submit within 10 days after Owner's approval of Draft Waste Management Plan.	01524	1.6 B	Duce Construction co.			0	0	0	4/15/2010	
00008	0	Construction Waste Management: Waste Reduction Progress Reports: Concurrent with each application of payment, submit three (3) copies of the report.	01524	1.6 C	Duce Construction co.			0	0	0	3/26/2010	



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Number	Rev	Description	Spec Section	Sub Section	Resp Company	Task Name	ROJ Date	Appr	Fab	Del	Due	NTP
00009	0	Construction Waste Management: Waste Reduction Calculations: Before request for Substantial Completion, submit three (3) copies of calculated end-of-p	01524	1.6 D	Duce Construction co.			0	0	0	7/2/2010	
00010	0	Construction Waste Management: Landfill and Incinerator Disposal Records: Submit records indicating receipt and acceptance of waste by landfills and i	01524	1.6 E	Duce Construction co.			0	0	0	3/26/2010	
00011	0	Construction Waste Management: Donations or Sales: Submit records indicating receipt and acceptance of salvaged waste either donated or sold to indivi	01524	1.6 F	Duce Construction co.			0	0	0	3/26/2010	
00012	0	Cutting and Patching: Submit written request in advance of cutting or alteration which affects: 1. Structural integrity of any element of Project. 2.	01730	1.3. A 1-4	Duce Construction co.			0	0	0	3/26/2010	
00013	0	Closeout Procedures: Submit written certification that Contract Documents have been reviewed, Work has been inspected, and that Work is complete in ac	01770	1.3. A.	Duce Construction co.			0	0	0	7/2/2010	
00014	0	Closeout Procedures: Warranties: Provide duplicate notarized copies.	01770	1.9. A.	Duce Construction co.			0	0	0	7/2/2010	
00015	0	Project Record Documents: Record Drawings: Comply with the following: Number of Copies: Submit two set(s) of marked-up Record Prints.	01781	1.2. A. 1	Duce Construction co.			0	0	0	7/2/2010	
00016	0	Project Record Documents: Record Specifications: Submit two copies of Project's Specifications, including addenda and contract modifications.	01781	1.2. B.	Duce Construction co.			0	0	0	7/2/2010	



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Number	Rev	Description	Spec Section	Sub Section	Resp Company	Task Name	ROJ Date	Appr	Fab	Del	Due	NTP
00017	0	Trenching & Backfilling: Certified Test Reports: Prior to construction, submit certified test reports for all contractor-supplied materials.	02210	1.4. A.	Duce Construction co.			0	0	0	4/7/2010	
00018	0	Trenching & Backfilling: Provide source information and gradation / description of all proposed fill and backfill soil material from on-site or borrow	02210	1.4. B.	Duce Construction co.			0	0	0	4/7/2010	
00019	0	Trenching & Backfilling: Submit Final Design Drawings where needed.	02210	1.4. C.	Duce Construction co.			0	0	0	4/7/2010	
00020	0	Sanitary Sewerage Utilities: Certificates: When requested by the Owner, the Contractor shall submit manufacturer's Certificates of Compliance for any	02530	1.4. C.	Duce Construction co.			0	0	0	4/7/2010	
00021	0	Sanitary Sewerage Utilities: Installer's Qualifications: The installation firm(s) must submit documents of qualification and have a minimum of 3 years	02530	1.5. B.	Duce Construction co.			0	0	0	4/7/2010	
00022	0	Sanitary Sewerage Utilities: Testing: Shall comply with provisions of the Standard Specifications for Water and Sewer Main Construction in Illinois. A	02530	3.11. A.	Duce Construction co.			0	0	0	4/7/2010	
00023	0	Storm Drainage Utilities: Certificates: When requested by the Owner, the Contractor shall submit manufacturer's Certificates of Compliance for any mat	02630	1.4. C.	Duce Construction co.			0	0	0	4/7/2010	
00024	0	Storm Drainage Utilities: Installer's Qualifications: The installation firm(s) must submit documents of qualification and have a minimum of 3 years of	02630	1.5. B.	Duce Construction co.			0	0	0	4/7/2010	



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Number	Rev	Description	Spec Section	Sub Section	Resp Company	Task Name	ROJ Date	Appr	Fab	Del	Due	NTP
00025	0	Storm Drainage Utilities: Testing: Shall comply with provisions of the Standard Specifications for Water and Sewer Main Construction in Illinois. All	02630	3.12. A	Duce Construction co.			0	0	0	0	4/7/2010
00026	0	Underground Site Utilities: Shop drawings or manufacturer's cuts shall be submitted to the Architect for review of all frames, grates, manhole steps,	02700	1.3. A.	Duce Construction co.			0	0	0	0	4/7/2010
00029	0	Waterproofing: Submit in accordance with Section 01330; Samples of membrane materials.	07130	1.4. C. 2	Duce Construction co.			0	0	0	0	4/7/2010
00031	1	Waterproofing: Submit in accordance with Section 01330; Shop Drawings: Show locations and extent of waterproofing. Include details for substrate joint	07130	1.4. C. 4	Duce Construction co.			0	0	0	0	
00035	0	Waterproofing: Submit in accordance with Section 01770; Closeout Procedures: Manufacturer's and Installer's warranty certificates.	07130	1.4. D. 1.	Duce Construction co.			0	0	0	0	4/7/2010
00036	0	Waterproofing: Special Installer's Warranty: Specified form, signed by Installer, covering Work of this Section, for warranty period of 10 years from	07130	1.8.	Duce Construction co.			0	0	0	0	4/7/2010
00037	0	Support and Anchors: Submit shop drawings and product data under provisions of Section 15010.	15140	1.4. A.	Duce Construction co.			0	0	0	0	4/7/2010
00040	0	Steam and Steam Condensate Piping: Include certification of compliance with ANSI/AWS D1.1 for all welders.	15520	1.5. B.	Duce Construction co.			0	0	0	0	3/24/2010
00042	0	Manholes: Submit shop drawings and product data under provisions of Section 16010.	16117	1.5. A.	Duce Construction co.			0	0	0	0	4/7/2010



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Number	Rev	Description	Spec Section	Sub Section	Resp Company	Task Name	ROJ Date	Appr	Fab	Del	Due	NTP
00043	0	Manholes: Indicate material specifications, dimensions, capacities, size and location of openings, reinforcing details, and accessory locations.	16117	1.5. B.	Duce Construction co.			0	0	0	4/7/2010	
00044	0	Manholes: Provide product data for manhole accessories.	16117	1.5. C.	Duce Construction co.			0	0	0	4/7/2010	
00045	0	Manholes: Submit manufacturer's installation instructions under provisions of Section 16010.	16117	1.5. D.	Duce Construction co.			0	0	0	4/7/2010	
00046	0	Medium-Voltage Cable and Accessories: Submit product data under the provisions of Section 16010.	16121	1.4. A.	Duce Construction co.			0	0	0	4/7/2010	
00047	0	Medium-Voltage Cable and Accessories: Submit product data indicating cable and accessory construction, materials, and ratings.	16121	1.4. B.	Duce Construction co.			0	0	0	4/7/2010	
00048	0	Medium-Voltage Cable and Accessories: Submit manufacturer's installation instructions under provisions of Section 16010.	16121	1.4. C.	Duce Construction co.			0	0	0	4/7/2010	
00049	0	Medium-Voltage Cable and Accessories: Submit manufacturer's statement that medium voltage cable meets or exceeds specified requirements.	16121	1.4. D.	Duce Construction co.			0	0	0	4/7/2010	
00050	0	Medium-Voltage Cable and Accessories: Submit contractor qualification resumes documenting requirement specified in QUALITY ASSURANCE heading of this s	16121	1.4. E.	Duce Construction co.			0	0	0	4/7/2010	
00051	0	Wiring Devices: Submit Product Data for the Wiring Devices found on the Electrical Material List on Sheet E001	16000	E001	Duce Construction co.			0	0	0	4/7/2010	



**Submittal Items**  
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Responsible Company



## Front End Contractor Requirements

BP	Contractor	Submittal	Date Rec'd	Received	Approved
0	DUCE	Performance / Payment Bonds	3/3/2010	Yes	Yes
	Construction	Certificate of Insurance	3/3/2010	Yes	Yes
	(Site Utility)	CG 2026 Form	3/3/2010	Yes	Yes
		Returned & Signed Contract	3/3/2010	Yes	Yes
		Returned & Signed PLA	3/3/2010	Yes	Yes
		Returned Sub. Sch. Matrix	3/29/2010	Yes	Yes
		List of Subcontractors & Suppliers	4/12/2010	Yes	Yes
		Contractor's Schedule	4/19/2010	Yes	Yes
		Schedule of Values	IP		
		PRZM Contact Information	4/7/2010	Yes	Yes
		Safety Program Notebook	3/3/2010	Yes	Yes
		MSDS & HAZCOM Notebook	4/28/2010	Yes	Yes
		Signed Corporate Safety Sheet	4/7/2010	Yes	Yes
		Signed Employee Safety Sheet	3/29/2010	Yes	Yes
		List of OSHA Competent Personnel	3/29/2010	Yes	Yes
		Contractor Information Sheet	3/29/2010	Yes	Yes
		Labor Wage & Equipment Rate Sheets	3/29/2010	Yes	Yes

