



**Georgia College and State University
Black Box Theatre and Bookstore
OAC Meeting No. 18 – Minutes
September 16, 2009**

Project Team:

Company	Representative	Attendants	Copied
GCSU	Mark Bowen	X	X
GCSU	Kyle Cullars	X	X
Hal Gibson Companies	Jack Whitworth	X	X
Dunwoody-Beeland	Robbie Beeland	X	X
Dunwoody-Beeland	Gene Dunwoody Sr		X
Garbutt-Christman	Charlie Garbutt		X
Garbutt-Christman	Jeff Arlington		X
Garbutt-Christman	Matt Brownell	X	X
Garbutt-Christman	Tracy Lively	X	X

Meeting Minutes/Agenda:

I. PAYMENT APPLICATIONS

- A. Review PA #11 due
 - 1. Review Pay App #13 – *Draft review due 9/25/09.*

II. CHANGE / BUDGET ISSUES

- A. Distribute change issue log – *attached to meeting packet.*
 - 1. *Reviewed CI log during the meeting.*
- B. Pending / potential changes – *Jack said we could not execute the change order with full cost of the material lift included. Matt is going to revise change order to cover half of the lift cost with contingency, aprox \$37,500 and send out via e-mail for signature.*
 - 1. CI #12 – Material Lift:
 - 7/15/09 Action ITEMS
 - (New) Door #102-1- A drop of 2” @ threshold of door. Not a handicapped access issue but Mark stated he would like for this to minimized if at all possible.
 - Change issue was signed at the meeting; It was agreed that we would hold the subcontract change order too TK for the lift for further discussion at the next OAC. Matt is going to confirm lead times and potential labor increases.
 - Matt confirmed with TK that it is a 60 day lead time on fabrication and there will be a \$1,200 dollar increase for labor rates after September 1st.
 - 2. CI 17 sidewalk demo and fiber install: *Matt will finalize pricing with Macon Power. In process.*
 - 3. **CI 42 material lift steel modifications:** *Copy of this change was e-mailed for review on 8/24. Need approval to move forward with work. Robbie was concerned that this price is too high and will respond. We do need to move forward with this work as soon as possible. This CI has been approved on a T&M basis, Matt will finalize cost and submit at the next meeting.*
 - 4. *Matt is going to add a budget CI for additional concrete around material lift.*
 - 5. *CI #37 will be deleted. Roof access cost can be covered as originally intended in PBA #4.*
 - 6. *CI's 28, 35, 41, 43 and 44 were signed at the meeting.*
 - 7. Other pending issues are listed in the CI log.

III. CONSTRUCTION PROGRESS

- A. Week of 9/7/09 - Last Weeks Activities Overview
 - 1. Painting
 - 2. Masonry restoration



3. Plumbing fixtures
4. Follet MEP rough in

B. Week of 9/14/09 - Current Activities Overview

1. Painting
2. Cabinets & tops
3. Fixtures
4. Window and door restoration
5. Fottet MEP rough in

C. Week of 9/21/09 – Next Weeks Activities Overview

1. Painting
2. HVAC start up
3. Plumbing fixtures
4. Ceiling grid
5. Follet MEP rough in

IV. SITE LOGISTICS

- A. Temporary electric and water connections
 1. *Permanent power is now on.*
- B. Construction site access/deliveries
 - 1.

V. RFI STATUS

- A. Distribute and review RFI log
 1. Refer to attached RFI log
 2. RFI #22: Clarification of fire damper requirements. *Discussed potential need to add dampers at mechanical chase at 2nd floor offices. Team decided to wait for 80% inspection and confirm if this was required with the Fire Marshal. Also reviewed basement office, Robbie stated that a fire rated wall with damper would be added for this area. Team does not think any additional dampers will be required but we are going to leave CI #40 pending just in case something comes up at the final inspection.*
 3. RFI #28 stair tread type: ***Need to confirm what type of tread is preferred.***

VI. SUBMITTAL STATUS

- A. Distribute submittal log for review
 1. The back storage room is shown to receive VCT but it was agreed this should be sealed concrete. *Robbie will issue clarification on this change. Refer to CI #44*
 2. Marquee submittal: Robbie is holding until historical information (color, etc) is confirmed. *Tony Long is to be on site 8/26 to perform paint investigation. Long believes that gold was a prominent color on the original Marquee. They are going to submit and elevation labeling what the color should be for approval.*
 3. Hydro-stop: Scheduled to start next week. ***Robbie requested a submittal on the access panels.***

VII. FOLLET UPFIT

- A. ***Team reviewed pricing, discussed schedule and releasing subcontractors:***

9/16/09 ACTION ITEMS

- a. Matt has released electrical rough in only, no fixtures or major equipment has been released.
- b. Mark is going to respond Monday on whether to release the remaining subcontractors or at least electrical equipment and framing.
- c. Robbie is going to have consultants review electrical and HVAC pricing, Matt will e-mail back up to Robbie.
- d. Matt is still finalizing WC12, and WC27 numbers, there should be a small credit for WC12 and a decrease in the controls number for WC27. Matt will e-mail a final copy



of the change issue by the end of the week.

- e. Kyle & Mark stated that Follet needs to submit a color board for approval. Robbie is going to follow up with Follet on this.
- f. Matt is going to send e-mail to Paul Makita with final documents and confirm approval.

VIII. GENERAL DISCUSSION

A. Old Business

1. Front entrance tile: *Matt has ordered a sample of the mirror tile for team review should have it in aprox two weeks. In the mean time Matt will get pricing on the Dal-Tile samples Robbie brought to the last meeting.*
 - Dal-Tile pricing estimate: Based on 200sqft: \$6,000 including installation.
 - Custom tile estimate: \$14,000 material and fab + \$2,500 to install.

Team reviewed custom glass tile samples and agreed that final decision will based on look and price difference between Dal-Tile. Robbie is going to put together a Dal-Tile sample board to assist in making final decision.
2. Discussed using 12'x12' roll up door (currently being used to secure basement access) as back stage door #119-5. Mark to confirm with theatre department. 6/10/09: Mark confirmed that the theatre dept does want to use the roll up. Tracy will arrange for storage until we are ready for install. 7/29/09: *Mark stated that 10' x 10' roll up door will need to be provided; Robbie is going to issue a direction on how to proceed. After the meeting team measured HM frame clearance and agreed that this would be acceptable and it was not necessary to add expense of coiling door.*
3. Discussed lighting contract: Jack mentioned that this scope may be added to our contract, still need to confirm how GMP increase would be funded; contract value is aprox \$180,000. Discussed releasing custom media for coordination and shop drawing purposes. Mark is going to e-mail custom media contact information to Matt and Matt will set up a meeting for 8/12 at 11:00am with Custom Media and Macon Power. *Meeting has been scheduled for 8/19 @ 11:00am. Need to confirm how contract is going to be dealt with and cost to contingency. Meeting was completed on 8/19. Matt is going to confirm a price with Custom media and issue a contract to proceed with submittals and other preliminary work. The rest of the work will be added to the initial contract by change order when the team is ready to proceed. Jack clarified that contingency item should be \$35k plus CM fee.*
4. Robbie mentioned that batt installation needs to be installed at fly loft wall. Tracy is going to take care of this.

B. New Business

1. Matt will confirm "Best" cores will work with storefront hardware.
2. Tracy asked Robbie to spec patio light fixtures.

IX. ADJOURNMENT

Next Meeting: 9/30/09 at 1:00pm