



**Georgia College and State University**  
**Black Box Theatre and Bookstore**  
**OAC Meeting No. 3 - Agenda /Meeting Minutes**  
**January 28, 2009**

**Project Team:**

| <u>Company</u>       | <u>Representative</u> | <u>Attendants</u> | <u>Copied</u> |
|----------------------|-----------------------|-------------------|---------------|
| GCSU                 | Mark Bowen            | X                 | X             |
| GCSU                 | Kyle Cullars          |                   | X             |
| Hal Gibson Companies | Jack Whitworth        | X                 | X             |
| Dunwody-Beeland      | Robbie Beeland        | X                 | X             |
| Garbutt-Christman    | Charlie Garbutt       | X                 | X             |
| Garbutt-Christman    | Jeff Arlington        |                   | X             |
| Garbutt-Christman    | Matt Brownell         | X                 | X             |
| Garbutt-Christman    | Tracy Lively          | X                 | X             |
|                      |                       |                   |               |

**Meeting Minutes:**

**I. PAYMENT APPLICATIONS**

A. Reviewed PA #5

1. There was a slight difference between current amt due on application and Jacks letter due to the late add of a subcontractor invoice. Changes were marked on pay application, Jack is going to scan and e-mail marked up copies to Matt and Robbie. Jack stated after the meeting that a change to the pay app might be not be necessary – Jack to confirm.
2. Robbie and Mark requested to be copies with review pay apps before meeting.

**II. CHANGE / BUDGET ISSUES**

A. Distribute change issue log

1. Jack returned a signed copy of OCO #1.
2. Change Issues 2, 3, 4, 5, 8 and 9 were also approved.

B. Pending / potential changes –

1. CI # 6 – Theatre equipment wiring: A budget amount is currently shown on the CI log; Macon Power should have pricing complete next week.
2. CI #7 – Fire Marshal Review: Robbie is working on a PBA to price changes requested by the Fire Marshal.
3. CI # 11 – Electrical/IT design changes: This has been issued to subcontractors as PBA #1. Pricing is due 2/2/09.
4. CI #12 – Freight Elevator: This will be issued as PBA #2 w/ pricing due 2/10/09.
5. Other pending issues are listed in the CI log.

**III. CONSTRUCTION PROGRESS**

A. Week of 1/19/09 – Last Weeks Activities Overview

1. Poured col line 7 footing
2. Perimeter col footing excavation

B. Week of 1/26/09 – Current Activities Overview

1. Form and pour col line 7 retaining wall
2. Form and pour col footings

C. Week of 2/2/09 – Next Weeks Activities Overview

1. Continue with col footings
2. Retail sub floor framing



#### IV. SITE LOGISTICS

##### A. Temporary electric and water connections

1. Gas service has been terminated
2. The main electrical service has been terminated. Temp service has been set up under Garbutt/Christman @ 133 W Hancock St.
3. GCSU has still received some utility bills. Kyle is going to send to Matt so he can verify service have been set up correctly.

##### B. Construction site access/deliveries

1. Retail steel delivery is scheduled for this Sat @ 4am. Matt will notify City Marshal, Jack Graham.

#### V. RFI STATUS

##### A. Distribute and review RFI log

1. Discussed Hardware Schedule: Robbie is going to follow up with a date this will be ready.

#### VI. SUBMITTAL STATUS

##### A. Distribute submittal log for review

#### VII. GENERAL DISCUSSION

##### A. Old Business

1. 1/14/09: Robbie distributed the revisions required to modify the foundations where the future freight elevator might be installed. Charlie will have this priced immediately and forwarded to Jack for approval. The team would like to have the modifications installed now to eliminate any rework if the elevator get funded. 1/28/09: *CI #9 was reviewed and approved at the meeting. This covers the work to lower footing CI to the correct depth to allow for future elevator foundations.*
2. 1/14/09: Mark Bowen asked the status of project sign. Matt Brownell will have a proof distributed for review. 1/28/09: *Proof was issued for review to team via e-mail on 1/20/09. Proof was discussed at meeting; Matt is making some adjustments and will send out for final approval as soon as proof is ready.*
3. 1/14/09: Last week Matt met with Mark, Robbie, EDC and the GCSU IT dept. There were some modifications requested by GCSU. Robbie distributed letter 1/7/09 with information required for pricing. 1/28/09: *This information has been issued as PBA #1; pricing is due 2/2/09.*
4. 1/14/09: Mark asked if we had met with the local fire dept and provided them with a copy of the State Fire Marshal Review. 1/28/09: *Robbie distributed state review at meeting. Matt will contact Tom Dietrich to distribute copy and discuss the project in general.*
5. 1/14/09: Mark asked whether the electrical design included lighting controls to meet the energy code requirements. 1/28/09: *Robbie confirmed that this was included in the design.*
6. 1/14/09: Jeff noted that the ticket booth still needed to be defined. 1/28/09: *Tracy is going to remove laminate and the team will review options at the next sub progress meeting 2/4/09.*
7. Jeff noted that the hardware schedule still needs to be developed. 1/28/09: *Hardware schedule is in progress, Robbie will follow up with a date it should be completed.*
8. 1/14/09: 1/13/09 Pyles Plumbing did a camera inspection of the existing sanitary sewer connection to be utilized for the project and discovered that a PVC repair had been done during a recent hardscape project by the city of Milledgeville. The connection to the existing line was disjointed and must be repaired. 1/28/09: *Matt will contract Jack Graham to discuss.*
9. 1/14/09: Jeff noted that floorings and colors need to be specified. The team agreed that Robbie would proceed to develop schedules for paint colors and flooring selections. Robbie will prepare presentation board for GCSU review. 1/28/09: *Robbie stated this is in process; he is also going to contact The Carpet Shop directly for input on flooring manufacturers.*
10. 1/14/09: There was a discussion regarding the theatre equipment. Theatre equipment has not been secured at this point. The freight elevator and theatre equipment are the two "which list" items that are the highest priority for the end user. GCSU asked if there were any thoughts on how to fund either or both of these items from within the project budget. Jack is evaluating – it is too early in the project to release contingencies of the magnitude required for either one of these items. Mark noted that the users are looking for sources for funding the theatre equipment outside of the project budget; Mark will keep us posted on the status. Fortunately the equipment can be added later in the project



with out creating rework. 1/28/09: *Mark and Jack discussed these items again; they are in the process of evaluating which item should take priority. Still no clear decision on where funding could come from. Macon Power is currently pricing wiring of the equipment so the full scope can evaluated.*

11. 1/21/09: The construction start date was discussed. Charlie stated that CCO #1 work had been going on for some time and the project had commenced in earnest for at least a week. JA emphasized that the forma legal start date should not occur until we receive the GMP contract. Jack stated that the signed GMP still has not been received. 1/28/09: *Jack stated that the singed GMP still has not been received.*
12. 1/21/09: Charlie asked about status of the easement from the county. Mark Bowen said everything had been approved by Baldwin County and it had been forwarded to the board of regents for their approval and signature. Mark said Tracy should contact Ralph McMullen concerning anything that needed coordination with the county. 1/28/09: *Mark reiterated that the easement was in place but copies still have not been received.*
13. 1/21/09: Discussion occurred with respect to the book store tenant. RFP's are currently on the street and responses are due 1/29. Interviews are on the 12<sup>th</sup> and vendor selection will be by the 26<sup>th</sup>. Jack suggested that all tenets be asked if they would require any underground work in the basement. Team agrees that should not be necessary. 1/14/09: Kyle confirmed schedule for RFP's. GCSU should be bale to confirm that no underground is required by 2/16/09.
14. 1/21/09: The new ADA entrance at the west ally will require that a portion of the courthouse stucco wall be removed and that their irrigation system be modified. We will need to discuss and coordinate this with the courthouse. 1/28/09: *Team met with Ralph McMullen before the meeting and review Robbie's preliminary sketch. Ralph indicated that there should be no problem with the planned work and that he did not think any permit would be required. The city is also going to remove the landscaping in the next few weeks. Robbie is going to issue a final sketch of the entrance. Matt will distribute the sketch to Ralph for final approval and will also distribute to subs for pricing.*

#### B. New Business

1. Discussed change order process for \$0 changes. Jack stated that it was not necessary to sign change orders on \$0 dollar items that were simply transferring budgets amounts with in the project. Jack and Matt discussed this after the meeting and agreed to continue with change orders for all items.
2. Jack requested an electronic copy of project reports distributed at the meeting. Matt will e-mail copies.
3. Jack requested copy of concrete mix designs. Matt will e-mail copy.

### VIII. ADJOURNMENT

Next Meeting: 2/11/09 at 1:00pm