

PROJECT TITLE: PMHS J-39

MEETING DATE: 1/20/2009

LOCATION: Project Site

SUBJECT: Owner Meeting

DID ATTEND	INITIALS	ATTENDEE NAME	COMPANY NAME
Y	AM	Andrew Morton	Georgia State Finance & Investment
Y	BB	Barbara Black	Surber Barber Choate & Herlein
N	BJ	Bob Johns	Georgia State Finance & Investment
N	CM	Carmen Cureton	Georgia State Finance & Investment
N	CO	Charles Orr	Surber Barber Choate & Herlein
N	CG	Charlie Garbutt	Garbutt/Christman
Y	CB	Chris Bell	Georgia State Finance & Investment
Y	CJG	Chris Galopin	Garbutt/Christman
N	DW	Darrel Whitworth	Georgia State Finance & Investment
N	DC	Don Centers	Georgia State Finance & Investment
Y	EL	Ernest Lee	Garbutt/Christman
Y	GC	Glynda Carr	Georgia State Finance & Investment
N	JA	Jeff Arlington	Garbutt/Christman
N	LR	Linda Rathje	Surber Barber Choate & Herlein
N	LA	Loran Arsic	Georgia State Finance & Investment
Y	MB	Mark Bowen	Georgia College & State University
N	MB	Matt Brownell	Garbutt/Christman
N	MS	Meg Snider	Surber Barber Choate & Herlein
N	RD	Robert Davis	Georgia State Finance & Investment
Y	RB	Rusty Barber	Surber Barber Choate & Herlein
Y	SM	Sean Moxley	Garbutt/Christman
N	SG	Steve Georgalis	Surber Barber Choate & Herlein

ITEM	STATUS	STARTED	DUE	BALL IN COURT
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00085	OLD	12/16/2008		
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The project team discussed how the punchlist would be addressed. Andrew Morton stated Garbutt/Christman needs to notify Barbara in advance of when the buildings will be ready and also provide a letter stating any exceptions. Sean stated Garbutt/Christman would also be performing their own internal punchlist prior to SBCH's punchlist. Sean also stated according to Garbutt/Christman's most recent schedule update, Monday 1/26/09 the buildings would be ready for punch.

1/6/09: It was decided by the project team that even though Garbutt/Christman was scheduled to be ready for the punchlist walkthrough on 1/26/09, it would be a better idea to wait an extra week and half and begin the punchlist on 2/5/09. Sean Moxley stated Garbutt/Christman would be performing an internal punch in order to minimize the architect's punchlist. A copy of the internal punch will be provided to Barbara. Andrew Morton stated it was essential for Garbutt/Christman to review the contract and make sure all submittal requirements related to closeout are met.

1/20/09: All outstanding items related to the punchlist, such as the elevator and 100% Fire Marshal inspections, were discussed by the team. Andrew stated the punchlist walkthrough could not occur until both of these inspections had taken place, and items such as the elevator equipment room door height, elevator equipment room heater and elevator shaft rating were resolved. Garbutt/Christman would be issuing a list of priority tasks requiring attention. Reference email from Sean Moxley dated 1/21/09. The project team agreed to meet again on 1/30/09 at 10:00am to re-evaluate the status of the buildings for punchlist.

00086	CLO	1/6/2009		
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Barbara Black noted a few areas which were painted differently than shown on the finish schedule. The Health Sciences 2nd floor corridor adjacent to the Nursing Skills lab, the HS 1st floor corridor adjacent to the future space, and an accent wall in the music therapy area need to be reviewed with the painting contractor. Barbara also stated the South, east and west walls of the Kinesiology Movement lab appear to only have one coat of paint. Chris Galopin stated he would review all of these areas with the painting contractor.

1/20/09: Chris stated he had reviewed these areas with the painter and they had been remedied.

ITEM	STATUS	STARTED	DUE	BALL IN COURT
00069	CLO	9/16/2008		

The team discussed the recent 80% Fire Marshal inspection of Health Sciences. The deficiencies noted on the official report were:
1) Level landing not provided at South exit. Barbara will review codes for existing buildings or pursue a historical preservation variance.

2) Tripping hazard at bottom step, first floor interior stairwell. Ernest stated this will be able to be remedied in the field.

3) Space under stairwell cannot be used as storage without a door directly to the outside. Barbara will check with GSFIC's plan review department to verify this is acceptable.

4) Guardrails at the front porch and front stairs are not 42" high. Barbara will review codes for existing buildings or pursue a historical preservation variance.

5) The intermediate rails at the front porch are spaced too far apart. Barbara will review codes for existing buildings or pursue a historical preservation variance.

9/30/08: Regarding the above numbered items:

1) Barbara proposed sloping the existing landing from the door threshold down to the first stair nosing. Ernest Lee stated he was concerned with the thin end chipping as it feathered down to nothing. Sean Moxley stated variances for this condition were common, and Barbara stated she would submit a variance request.

3) GSFIC's plan reviewer Ifio Immanuel stated this was acceptable.

4) Barbara stated she had previously submitted a variance request to the project team. Per Andrew Morton's recommendation, she would forward it to Ron Kern.

5) Included with variance request from 4). Barbara stated the rails on the steps on each side of the porch were an acceptable height per codes for existing buildings.

10/14/08: Barbara stated she had submitted variance requests for both the existing rails on the front porch and the 2" step-down. The person in charge of reviewing variance requests is on vacation until later in the week, and Barbara will follow up once he gets back.

10/28/08: Barbara stated she was continuing to track both variance requests, and that the reviewer will call her once his preliminary review is complete.

11/14/08: No update.

Note: Barbara emailed the project team on Wednesday 11/19/08 stating she had spoken with Alan Laberteaux, and he had stated the variance requests would be approved and completed within two weeks.

12/2/08: The variances have not yet been formally received. Barbara stated she would follow up with Alan.

12/16/08: Ernest stated Louis Brown had visited the site to photograph each area upon Alan's request. Also, Louis stated the two existing stairs at the east end of Parks, at which the risers are over 7", needed to be marked with a visible warning. He recommended either a yellow strip of rubber or yellow paint at the stair nosings.

1/6/09: Barbara had previously received the variances regarding the HS front porch guardrails and the Southeast door stoop, and had distributed to the project team. Regarding the existing steps at the east end of the Parks Memorial first floor, Chris Galopin stated he would follow up with the flooring contractor to see what different types of visible warnings could be installed at these steps.

1/20/09: Chris stated there was a product made for this application called a "Safety Strip." Garbutt/Christman would proceed to install these on the existing steps at the east end of Parks.

ITEM	STATUS	STARTED	DUE	BALL IN COURT
00077	CLO	9/30/2008		

The project team discussed adding back landscaping into the project. Barbara Black stated in order for a firm add-back price to be reached, the landscaping would need to be re-designed, which would also result in extra cost. If the team decides not to go forward with landscaping, there would still be a cost involved for the design. Barbara stated she could forward a fee proposal and recommendation to Andrew regarding the design. Mark Bowen noted the entire process should begin ASAP as the project was running out of time, and the design/bid process could take multiple weeks.

10/14/08: Barbara stated there is a meeting with GCSU and the landscape architect scheduled for Tuesday, October 21 at 10:30am at the project site in order to help finalize the landscape design. The project team discussed awarding Garbutt/Christman material completion without the landscaping work being 100% complete, and it was decided since it would be a significant addition of scope late in the project, this would be acceptable. Barbara stated the design team was not planning to change much, if any, of the current hardscape, which would not be help up by the change and would allow students and faculty to safely enter and exit the buildings.

10/28/08: Chris Galopin stated an initial meeting was held last Tuesday in which original design ideas were outlined and discussed. The team was planning on meeting again this afternoon to finalize any outstanding details, with the goal of having drawings issued for bid in one week.

11/14/08: Barbara stated that she had issued the landscape drawings to Garbutt/Christman for bid. Chris stated he would proceed with pricing; in the meantime Mark would review with GCSU and provide any additional comments. Chris stated he would include multiple alternates with the quote so the project team could more easily decide which features to proceed with.

12/2/08: Chris stated Garbutt/Christman had received bids on the landscaping work and was currently in the process of reviewing. He also stated The Jaeger Company had issued revised drawings with multiple minor changes that will also need to be priced, so the current pricing is not yet complete. Right now, the lowest responsive bidder for planting & irrigation appears to be around \$75,000. The quote for the site lighting is roughly \$40,000. It was agreed these two items would be paid for out of owner contingency. Sean Moxley stated the added hardscape, demo of the existing ramp and the new steps and walls could be paid for by CM Risk contingency

Mark Bowen stated that due to this late addition of scope, if Garbutt/Christman felt the work could not be completed without extending the schedule, the college could oversee the work outside of this project with an allotment register. Sean Moxley stated he would verify schedule durations and lead times with the landscaping contractors to determine if this would be necessary.

12/16/08: Sean stated after discussions with the landscaping and electrical subcontractors, it would be extremely difficult to complete the entire landscaping scope within the allotted schedule time. Therefore, Garbutt/Christman had submitted a request for change for the landscaping work excluding the site furnishings and light poles. Barbara stated she had reviewed the RFC and would provide a recommendation to Andrew.

1/6/09: Chris Galopin stated the change issue for the landscape redesign had been sent to GSFIC. Andrew collected the partial force account for incumbrance record #47 at the meeting. Andrew stated an additional meeting to be able to sign these change orders would be required sometime the week of January 12.

1/20/09: Andrew stated these change orders had been executed. The total amount of IR #47 required an increase from \$70,000 to \$73,000.

ITEM	STATUS	STARTED	DUE	BALL IN COURT
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00087	CLO	1/6/2009		
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Barbara Black stated she would like to see the flooring in rooms H328 and H338 changed to CPT-2 from wood flooring, and asked if additional carpet testing was required. Andrew Morton stated since the additional carpet would be identical to that carpet which was already tested, additional testing would not be required. Chris Galopin stated since two coats of sealant had already been placed on the re-finished wood floor in H328, no credit could be given for this room. Chris stated he would follow up and obtain pricing from the flooring contractor for these two changes.

1/20/09: Chris stated pricing had been obtained and had been submitted to GSFIC for review. Ernest Lee stated the flooring was currently being installed.

00088	OLD	1/6/2009		
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The project team discussed the recent elevator inspection which occurred in both buildings.

-One of the comments noted the elevator equipment room in Parks needed to have a 7'-0" tall door, when the current door is just under 5' high. Barbara Black stated she had been in contact with the Department of Labor and would continue to attempt to obtain an approval for the door as currently installed.

-Another issue was the rating of the elevator shaft, which in turn impacts heat detectors and sprinkler heads in the shaft and the location of the shunt trip on the elevator circuit. If the shaft, which was noted on the drawings as 1-hour, could be designated as 2-hour, the heat detectors at the top and bottom of the elevator shafts and the sprinkler heads at the top of the shafts could be eliminated. Also, shunt trips would not need to be installed in the elevator equipment room and could remain in the main distribution panels. Barbara stated she would look for a 2-hour UL listing regarding an 8" grout filled block wall.

-Additionally, the inspector stated the Parks elevator equipment room needed to have permanent heating capability. Barbara stated she would provide direction on how to proceed.

00089	OLD	1/6/2009		
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Andrew Morton stated GSFIC's electrical inspector, Bruce Jue, visited the site to witness the fire alarm test. Andrew stated that the test had gone well; there were some minor items which needed to be addressed that Chris Bell could verify at a later date. Andrew stated Bruce had some additional concerns which would be distributed to the project team in the form of a field report.

1/20/09: Bruce's report contained the following comments:

-Miscellaneous smoke detectors needed to be tested due to inaccessibility during his site visit, and a battery test needed to be witnessed at both buildings. Chris Bell stated he would be able to witness these outstanding tests.

-Parks Memorial did not have a fire alarm annunciator panel. Barbara Black stated she had cofirmed with her electrical engineers and with Louis Brown that this is required, and could be installed in the west stairwell of Parks. Chris Galopin stated Garbutt/Christman's electrical contractor had been notified and was currently obtaining pricing. Once received, it would be forwarded to SBCH for recommendation.

-Lighting systems in both buildings need to be controlled by occupancy sensors. Barbara stated she needed to discuss this with her electrical engineer and with Mark Bowen in order to establish a design. The installation of this system would not hold up the punchlist, however Mark stated he would like to let Garbutt/Christman handle the implementation of whichever system is selected. Jeff Arlington stated it would be possible for Garbutt/Christman to oversee the work through a separate contract outside of the current project. Once the design was established, the different options will be further discussed.

00090	OLD	1/6/2009		
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The project team discussed the existing railing and steps at the east porch of Parks Memorial. Sean Moxley stated he would contact ISM, a steel contractor with experience in restoring historic handrails, to have them look at the situation. Barbara Black stated the team needed to reach a decision soon as the solution will most likely be time and labor intensive.

1/20/09: Chris Galopin stated he had pursued pricing for replacing the existing stair treads with new treads and to re-work the existing railings, and the total cost would be roughly \$28,000. It was decided due to timing that a force account be established to re-work/repair the railings such that they could be set back into the existing holes in the stair treads. Chris stated he would obtain pricing information to establish a starting figure for the force account and provide to Barbara.

00091	CLO	1/6/2009		
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Ernest Lee showed a sample brick paver to Mark Bowen and Barbara Black at the meeting. Barbara stated she was OK with GCSU's campus standard. Ernest stated he would coordinate with Mark on the final color selection.

1/20/09: Ernest stated the pavers had been ordered and were scheduled to be installed this week.

00092	NEW	1/20/2009		
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Chris Bell asked Barbara Black about specification section 26 40 00 - Lightning Protection. Section 1.2-B-1 states that all testing should be done in the presence of a licensed professional engineer. Barbara stated she would follow up and provide clarification on the requirements of this section.