

PROJECT TITLE: PMHS J-39**MEETING DATE:** 9/16/2008**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
Y	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	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	RD	Robert Davis	Georgia State Finance & Investment
N	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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00047	OLD	5/27/2008		
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Barbara Black stated that her waterproofing consultant, Chris Giffin, would possibly be visiting the site this week. Ernest stated he would like Chris to look at the existing parge coat of plaster on the foundation wall of Health Sciences in order to outline an approach to waterproof the wall. He, along with Mark Bowen, could also help define the scope of work on the Health Sciences roof and cornice. Barbara stated she would follow up and confirm the date he would be visiting.

Note: Chris Giffin visited the site Wednesday, 5/28. He stated he would forward the recommendations from his site visit to Barbara. 7/8/08: As of the meeting time, Garbutt/Christman had yet to receive direction from SBCH regarding the roof work.

Note: After the meeting Wiss Janney Elstner's field report was distributed. Garbutt/Christman is pursuing pricing from their roofing subcontractor.

6/10/08: Chris Galopin stated that during Chris Giffin's site visit, he had recommended replacing the section of the Health Sciences roof above the gym between the parapet wall and metal roof. Mark Bowen stated he agreed with this and would like money to be allocated for this work before any additional "wish list" items are agreed upon to be added back. Barbara said she would pursue an official field report from Chris Giffin.

6/24/08: Chris Giffin visited the site this morning, and Garbutt removed portions of the existing roof in order to identify the existing conditions and help determine the required scope of work. Barbara stated Chris Giffin would be outlining a scope of work for Garbutt/Christman to follow, which will be priced once it is received.

7/8/08: Chris Galopin stated as of the time of the meeting, nothing had been received regarding the scope of work at the Health Sciences roof.

Note: After the meeting a field report was received from Wiss, Janney, Elstner. It has been forwarded to Garbutt/Christman's roofing subcontractor in order for them to quote the work.

7/22/08: Chris Galopin stated he had received a quote for the repair work to the Health Sciences roof, and it was roughly \$70,000. This issue has been moved to CM Risk contingency on the change order log. Since the Health Sciences roof repair has no additional schedule impact, the team will attempt to fund it out of CM Risk contingency at the end of the project. In the meantime, Barbara stated she would follow up with WJE regarding possible alternates to the scope, and Chris Galopin stated he would do the same with L.E. Schwartz.

8/5/08: Chris stated the only way to reduce the cost of the Health Sciences roof repair work was to come up with an alternate flashing detail at the parapet, and he would pursue this with L.E. Schwartz and come up with a detail and a cost. Sean Moxley stated Garbutt/Christman would price the Health Sciences roof repair with other roofing contractors to possibly obtain a more competitive number.

8/19/08: Chris stated additional roofing subcontractors have visited the site and will be submitting quotes to perform the Health Sciences roof repair scope of work. He also stated, after discussions with the roofing contractors, that an alternate flashing detail at the parapet cap is probably not worth pursuing, since the savings would be minimal and since there is no easy way to re-use the existing copper flashing. Barbara and Mark agreed it would not be beneficial to pursue an alternate flashing detail.

9/2/08: Chris stated Garbutt/Christman expected to receive two additional quotes for the roof repair work by the end of the week, and they will be forwarded on once received.

9/16/08: Chris stated the total cost to use Metalcraft would be \$58,910, and this number was plugged into the change order log in place of L.E. Schwartz's quote. Pittman Waller submitted a quote of \$108,000. Sean stated the team will need to make a decision on whether or not to proceed with this work sometime around the first of November.

ITEM	STATUS	STARTED	DUE	BALL IN COURT
00063	OLD	8/5/2008		
<p>Andrew Morton stated since it was now August, the team needed to re-consider any additional items that could be added back into the project. Ernest Lee stated he felt brick cleaning at both buildings should be added back, and Sean Moxley stated Garbutt/Christman could track this out of CM Risk contingency as the project neared completion. The team agreed to discuss add back items again at the next meeting on 8/19/08.</p>				
<p>8/19/08: Chris Galopin stated brick cleaning is now being tracked out of CM Risk contingency on the change issue log, along with the Health Sciences roof repair.</p>				
<p>9/2/08: Barbara stated brick cleaning on Parks Memorial should take priority over Health Sciences, especially the front (North) porch area of Parks. Barbara and Chris walked the perimeter of both buildings with Sleet Restoration in order to identify areas which required tuckpointing. Sleet Restoration will submit a sketch showing where tuckpointing will occur prior to mobilization. Barbara noted that extreme care needed to be taken when using power tools so not to chip the existing brick. By the time of the next owner meeting, the tuckpointing mock up of both buildings will be complete and the mortar will be dry.</p>				
<p>9/16/08: Barbara reviewed the tuckpointing mock-up at Parks after the meeting and stated the new mortar joints in the mock up stood out from the rest of the building, and the mock-up was rejected. The team will need to consider adding back brick cleaning to the project in order to avoid this occurring when the actual tuckpointing takes place.</p>				
00065	CLO	9/2/2008		
<p>Barbara Black stated a door still needed to be designed for the space behind the elevator on the 2nd floor of Parks. It was decided a wood frame and wood door similar to the bathroom doors would be best. Chris Galopin stated he would write an RFI to adress this situation.</p>				
<p>9/16/08: Chris stated the RFI had been sent and returned, and Garbutt/Christman's subcontractor would submit a price for the added door.</p>				
00066	OLD	9/2/2008		
<p>Ernest Lee stated that in both Health Sciences stairwells, in which the drawings call for the existing ACT ceiling to be removed, the existing drywall on the walls does not extend up to the deck, which would create an eyesore. Barbara and Mark Bowen agreed it would be acceptable to install ACT in both stairwells to avoid having to extend the existing drywall up to the structure. Sean Moxley stated a credit could also be provided for not having to restore the plaster above the existing ceiling. Chris Galopin stated he would write an RFI to document this change.</p>				
<p>9/16/08: Chris stated the RFI had been returned, and Garbutt/Christman needed to further review the quote provided by the drywall subcontractor submitted as a response to the RFI.</p>				
00067	CLO	9/2/2008		
<p>Ernest Lee stated after a heavy rain, water has been infiltrating the steam tunnel between Parks and Health Sciences, and some water has been present on the first floor of Health Sciences due to the tunnel. Ernest stated there was an existing drain pipe in the tunnel that could be utilized by building a dam in the tunnel just outside the wall of Health Sciences and routing the water back to the existing pipe. Sean Moxley stated the dam could be formed and poured with grout or some other cementitious substance. Chris Galopin stated he would write an RFI to document this change, and Barbara Black will respond with final direction on how to waterproof this area.</p>				
<p>9/16/08: Chris stated the RFI had been returned, outlining how to use hydraulic grout to create a "dam" at the South end of the tunnel. Chris had previously submitted product data on a certain type of hydraulic grout, and Barbara returned the approved submittal at the meeting.</p>				
00068	OLD	9/2/2008		
<p>Barbara Black stated she had yet to provide new light fixtures for the exterior sconce lights with battery backup at Parks Memorial. Also, there are recessed can lights shown in an area of the third floor of Health Sciences that does not receive a ceiling (RFI 177 part 3). Barbara stated she would follow up and provide new fixtures for these areas.</p>				
<p>9/16/08: Barbara had earlier provided two different options for the fixture type at the third floor of Health Sciences, and requested Garbutt/Christman provide whichever is less expensive. For a sconce lights, Barbara stated she is working with her contact at Lumensource to identify an acceptable fixture.</p>				

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

00070	NEW	9/16/2008		
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Andrew Morton stated that due to non-compliance with the specifications, ongoing ceramic tile work was being condemned. Chris Bell's concerns were:

- 1) No printed installation instructions on-site. Chris Galopin stated he would provide installation instructions
- 2) No installer certification was provided. Jeff Arlington noted the specifications state certification is to be provided by the "roof membrane manufacturer." Barbara Black stated this section was inadvertently left in the specifications. Chris Galopin stated he would write an RFI to have this section removed from the specifications.
- 3) No pre-installation conference. Sean Moxley stated a pre-installation conference was conducted at the site, however the architect was not notified and minutes were not recorded.
- 4) Hydrostatic test not conducted. Chris Galopin stated he would provide a letter from the ceramic tile manufacturer that a hydrostatic or calcium chloride moisture test was not required prior to tile installation.
- 5) Manufacturer's weekly site visit. Chris stated the tile subcontractor had requested the manufacturer visit the site once installation resumed.

00071	CLO	9/16/2008		
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Barbara Black stated she had reviewed and approved the mocked up nursing skills lab window. She stated poplar was to be used for the jambs. Andrew Morton stated this work could proceed on a force account.

00072	NEW	9/16/2008		
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Chris Bell noted a specification section requiring a written statement from the acoustical ceiling manufacturer and installer stating the ceiling system was adequate to support the specified light fixtures. Barbara Black stated the written manufacturer's product data, which states the allowable load per linear foot, along with a statement from the ceiling installer stating the system was installed per manufacturer's recommendations would be adequate.

00073	NEW	9/16/2008		
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Chris Bell stated he sent Barbara Black an email referencing can lights being less than 3" away from pipe insulation. Chris stated he had not received an email back from Barbara in regards to the can lights. Chris Bell referenced the manufacturer installation guidelines and also stated that he spoke with the electrical engineer John Taiwo who had seen the condition during his sight visit where there were can lights being less than 3" away from pipe insulation. Chris Galopin stated he would contact the electrical contractor to see if he could get a letter with direction from the manufacturer concerning this item.

Prepared By: Garbutt/Christman

Signed: _____
Chris Galopin

Dated: 9/29/2008