

PROJECT TITLE: Parks Memorial Health Sciences

MEETING DATE: 12/11/2007

LOCATION: Project Site

SUBJECT: Owner Meeting

DID ATTEND	INITIALS	ATTENDEE NAME	COMPANY NAME
Y	BB	Barbara Black	Surber Barber Choate & Herlein
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	DC	Don Centers	Georgia State Finance & Investment
Y	EL	Ernest Lee	Garbutt/Christman
Y	GN	Greg Nash	Georgia State Finance & Investment
Y	LR	Linda Rathje	Surber Barber Choate & Herlein
Y	MB	Mark Bowen	Georgia College & State University
N	RF	Rex Fordham	Garbutt/Christman
Y	RD	Robert Davis	Georgia State Finance & Investment
Y	SM	Sean Moxley	Garbutt/Christman

ITEM	STATUS	STARTED	DUE	BALL IN COURT
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00002	OLD	10/30/2007		
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The status of the GMP was discussed. Barbara Black stated she had just received hard copies, and would review and forward by Thursday, 11/1/07. Greg Nash stated GSFIC contractually had 10 days upon reception for review. After review by SBCH and GSFIC the GMP will be forwarded to Garbutt/Christman along with any comments.

11/13/07: Greg Nash stated he had received the GMP from GC&SU and was awaiting a letter from GC&SU guaranteeing the transfer of funds. Mark Bowen had stated earlier in the day the letter had been drafted and was awaiting signature from the GC&SU President

11/27/07: Greg Nash has received the letter from GC&SU regarding the FF&E guaranteed transfer of funds. Greg will be completing the review of the GMP along with Robert Davis next week.

12/11/07: Greg Nash stated GSFIC had additional comments with regard to allowances and stored material. The goal was to have the GMP fully executed by the end of the year.

00003	OLD	10/30/2007		
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Ernest Lee stated there may be a problem with the return air openings in Parks Memorial. If the openings are cut in to the dimensions shown, nothing will be left to support the floor above. Barbara Black stated she would attempt to call Rex Pless after the meeting.

11/13/07: RFI #71 addressing this issue has been sent and answered. Another question was raised regarding the typical return air opening size. Chris Galopin stated he would submit an RFI addressing the typical opening size and openings not 36" x 9"

11/27/07: RFI #71.1 regarding the typical return air opening size has not been answered yet. Barbara Black stated she would pursue with her consultants whether 6" diameter structural sleeves could be installed in the walls in lieu of steel plate boxes.

12/11/07: RFI #71.1 has been returned. Garbutt/Christman is waiting to hear back from its HVAC subcontractor to determine which option would be more feasible.

00004	OLD	10/30/2007		
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Ernest Lee asked about the status of Addendum 8 drawings and Fire Marshal Drawings. Barbara Black stated she was compiling drawings from consultants, and the complete package would be issued by the end of next week, 11/9/07.

11/13/07: Barbara Black stated she was waiting on the revised electrical drawings, which she expected to receive by the end of the day. Electronic copies will be forwarded to Macon Prints for reproduction and distribution, along with hard copies of plans and specifications to Chris Bell and GSFIC's review group

11/27/07: Addendum 8 drawings have been issued by SBCH. GSFIC is still reviewing the Fire Marshal drawings. Ernest Lee stated these need to be sent to the project site ASAP since the fire marshal will be visiting the site. The special inspections packet also needs to be sent to the project site (currently held by GSFIC - Paul Shelton).

12/11/07: SBCH has not received anything from GSFIC yet. Greg Nash stated he would check on the status with Paul Shelton. With regard to addendum 8, pricing is due to Garbutt/Christman from subcontractors this week.

ITEM	STATUS	STARTED	DUE	BALL IN COURT
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00005 OLD 10/30/2007

Mark Bowen noted that a \$20,000 contingency was included in the GMP for items eliminated during the VE process to be put back into the scope of work. Mark stated the dean requested item GB-7 be included in this. Barbara Black stated SBCH would put together a priority list of items to be included. Once this list is established, Garbutt/Christman will provide drop dead dates that a yes or no decision needs to be reached for each item

11/13/07: It was agreed upon that VE items added back into the contract would be done by Change Order. SBCH is in the process of reviewing and re-pricing the furniture list, which will impact the priority list of items to be added back into the job. Barbara Black stated the priority list would be complete by 11/30/07

11/27/07: Barbara Black stated SBCH has been meeting with furniture vendors and is still on target for 11/30/07

12/11/07: Barbara Black stated it appears the furniture can be purchased within the current furniture budget. Items proposed to be added back into the overall scope of work included the 3Form wall, the MDF and acoustic panels, and the glass transoms in the kinesiology lab. SBCH and GC&SU will submit a list to Garbutt/Christman of items to be added back in and funded by owner contingency

00010 CLO 11/13/2007

Greg Nash stated he would like to see some milestones incorporated into the project schedule. Milestones discussed were permanent power, HVAC startup, and owner move-in. Sean Moxley stated Garbutt/Christman would be having scheduling meetings with all subcontractors on 11/27/07. Robert Davis requested that milestones be submitted by 11/30/07, and Garbutt/Christman agreed.

11/27/07: Garbutt/Christman has been working on the project schedule and meeting with subcontractors all day, and is on track to submit project milestones by 11/30/07

12/11/07: Master project schedules were passed out at the meeting, encompassing Parks, Health Sciences, and the submittal/material procurement process. The schedule and provided milestones are subject to change depending on the execution date of the GMP. Robert Davis requested that a "GMP" milestone be added into the schedule.

00011 CLO 11/13/2007

Barbara Black stated the primary electrical feed route into Health Sciences should be reviewed and confirmed. Ernest Lee stated he would coordinate the routing with Macon Power and Mark Bowen.

Note: On 11/14/07, Mark Bowen, Ernest Lee, Chris Galopin, and David Brummett (Macon Power) met on-site to discuss options for routing the primary feed.

11/27/07: David Brummett needs to submit routing plan for the primary feed to Health Sciences

12/11/07: Macon Power will submit their primary feed route upon receipt of a contract

00012 OLD

Addendum #8 drawings have been issued to all subcontractors for quoting. Subcontractors are required to submit all cost impacts to Garbutt/Christman by 12/4/07, upon which G/C will review/revise and submit to GSFIC.

12/11/07: Cost impact quotes from subcontractors are due by 12/13/07. Garbutt/Christman will review and submit pricing to GSFIC.

00014 OLD

Garbutt/Christman raised concerns about the following issues:

- Structurally unacceptable soil in the Parks crawl space

- Plumbing stacks in Parks too wide for existing wall

- Note on addendum 8 calling for all lintels to be galvanized, which contradicts the specs. Also the beam on HS 8/S4.01 acting as a lintel - does this need galvanizing?

- The existing plaster ceiling in Parks - can it be laminated with drywall in lieu of being "patched?"

Garbutt/Christman has submitted RFIs (#81-84) on these topics.

12/11/07: Garbutt/Christman has received these RFIs back. GEC will need to quantify the unsuitable soil in the Parks crawl space.

Garbutt/Christman will provide unit pricing to replace unsuitable soil with acceptable soil. Robert Davis requested that Barbara provide original signed and dated RFIs to GSFIC.

00015 OLD

The fire protection shop drawings are still under review from the state. Greg Nash and Barbara Black stated Delta Fire Protection could not begin any work until the drawings are approved by the state and returned.

12/11/07: The team is still awaiting the return of the drawings. Greg Nash stated he would follow up with their status.

00016 CLO

The RFI log was reviewed. Barbara Black stated RFIs 72 & 74 would be answered this week. She also stated she would push on Rex Pless to answer all outstanding structural RFIs by the end of the week also.

ITEM	STATUS	STARTED	DUE	BALL IN COURT
00017	NEW	12/11/2007		
The soap dispensers as shown on the drawings will not work anymore since the countertops in the bathrooms have been eliminated. SBCH and GC&SU will verify a new type of soap dispenser to be provided.				
00018	CLO	12/11/2007		
Chris Galopin stated that GEC had been notified of the steel fabrication process beginning to allow for a shop inspection. Note: the shop inspection has been scheduled for 12/18/07 at 11:00am at QBT Industrial Fabrication's shop in Dublin.				
00019	CLO			
Barbara Black requested that Garbutt/Christman group together as best as possible the finish submittals. This includes paint, flooring, cubicle curtains, wood doors, solid surface material, cabinetry laminate, blinds, and toilet partitions.				

Prepared By: Garbutt/Christman

Signed: _____
Chris Galopin

Dated: 12/17/2007