



## Construction Meeting Minutes

Pierce Co. CCB Phase 2 Renovation  
Project No. 07-00004  
ART Project No. 0409.2

## Mtg # 01

PreConstruction  
Date: 8/8/2007  
Time: 10:00 AM  
Weather: Partly Cloudy, 60's  
Location: Pierce Co. Facilities

### Attendees:

Name	Company	Phone #	Fax #	e-mail
Rhonda Gillogly	ART	253-572-5511	253-572-5515	rgillogly@a-rt.org
Chris Ackerman	ART	253-572-5511	253-572-5515	cma@a-rt.org
Fred Hogan	Pierce Co Facilities	253-798-6723	253-798-7403	fhogan@co.pierce.wa.us
Rick McDonald	Pease Construction	253-584-6606	253-581-7855	rick@peaseinc.com
Deborah Anderson	Pierce Co Facilities	253-798-7421	253-798-4703	dander1@co.pierce.wa.us
Del Brasier	Pease Construction	253-606-0510	253-798-7473	del@peaseinc.com
Lori Wehmhoefer	Pease Construction	253-584-6606	253-581-7855	loriw@peaseinc.com
Dennis Rauschenberg	NOW Environmental	253-952-6717	253-924-0323	dmcneal@nowenvironmental.com
Patti Lyter	Pierce Co	253-798-2114		plyter@co.pierce.wa.us
Barbara Nobregas	Pierce Co	253-798-7138		

### Revisions and amendments to previous minutes:

-N/A

### A Contract Compliance:

- Weekly reports for certified payroll will be required by Pierce County.
- Forms need to be submitted monthly for sub-contractors who list for over \$100,000.
- Prevailing wages will apply on this project and overtime will be granted for anyone working over 8hrs/day.
- Work shifts will most likely be:
  1. Demo work: (4) 10-hour night shifts with a 5pm start time
  2. New construction work: (5) 8-hour day shifts

### B Construction Meeting Agenda Items:

- Roles and Responsibilities:
  1. Fred Hogan - Owner's Representative
  2. Chris Ackerman - Architects Rasmussen Triebelhorn
  3. Del Brasier - Superintendent Pease Construction
- Permits: Pierce County will be picking up the permit on 8/10/07.

- Owner's Occupancy Requirements: All demolition work or new construction that appears to produce excessive noise, dust, or odor will need to be coordinated with the Owner and scheduled appropriately. The floor below will be occupied from 8am - 5pm daily by the Sheriff's Department and the floor above is occupied 24/7 by corrections/inmates.
- A meeting needs to be scheduled soon for site staging and security, with the Sheriffs.
- Changes in work: Will be addressed and similar to Phase 1.
- Progress Meetings: Will be at 10:00am on Tuesdays starting on 9/11/07 and minutes will be taken by Architect.
- Construction Documents: There is an updated set of drawings and specifications made available by Pease Construction at Builder's Exchange with all the addenda posted.
- Project schedule: Contractor has submitted their initial project schedule for review and comment by Owner/Architect.
- Progress cleaning: Make sure to clean up the work spaces daily as well as any dirt & debris tracked into the second floor lobby where restrooms are available for the Contractor.
- Security Clearances: All contractor employees, sub-contractors, etc... will need to have a background check and badges to work in this facility. All foremen of each trade will need to receive a new *Lenel* badge that will give them access to the building. All other workers may obtain a temporary contractor badge from Pierce County. Coordinate getting a badge before work performs.
- Pay Application: Contractor requested submitting pay application #1 again for the new contract with some mobilization costs included; and the Owner agreed.
- Commissioning and Close-out: The Owner will hire their own third party firm and use Joel Rasmussen again.
- Record Documents: The Contractor will keep an updated red-line as-built set of drawings on-site.

### **C Technical Issues:**

- Contractor wanted clarification to the hardware specification regarding number of consultant review days for both 08710 and 087163. Architect/Contractor has agreed to a total of 16 days; and the Architect will issue an ASI for clarification to the contract documents.
- Contractor could not find any products shown on the plans for the specification section *Detention Windows 085662*. Architect agreed that detention windows are covered elsewhere in the specifications. [*Hollow Metal Frames 08100* and *Glass and Glazing 08800*].
- The Contractor requested a product substitution for the new topping slab being poured back in place for this floor; and suggested a dry shake system. The product is from *L&M Construction Chemicals, Inc.* and it is the *Emergyplate FF*, Dry Shake Surface Hardener. Architect instructed Contractor to submit new product in form of a substitution.
- Architect inquired to the Contractor if the millwork supplier will be submitting a proposal to design and construct the Judge's benches and Court Reporter desks instead of having the metal stud framed walls constructed by others. The Contractor will contact millwork installer to ascertain whether they want to make a substitution for this alternate construction method.
- The Contractor stated they will be submitting the structural steel shop drawings on about the 27<sup>th</sup> of August for review to get started on this long lead item.

### **D Miscellaneous Issues:**

-N/A

### **E Critical Action Items:**

The following items are critical action items that must be completed in an expedient manner in order to keep the project on the intended project schedule. Responsible Parties shall coordinate and cooperate in order to ensure swift resolution of the issues.

<b><u>Description</u></b>	<b><u>Responsible Party(ies)</u></b>
The Contract has been delivered to Pease Construction Inc. from Pierce County and a NTP will be issued once all parties have signed.	Pease/Pierce Co.

Recorded by: Chris Ackerman, Architects Rasmussen Triebelhorn

The preceding minutes are the recorders interpretation of the items discussed and decisions reached at the above- mentioned meeting. Any person(s) desiring to add or amend the minutes are asked to submit their comments to the recorder no later than 3 working days past the date of receipt of draft minutes. Each weekly meeting will start with a review of modifications to the previous minutes.

***Next meeting will be 9/11/2007 at 10:00am***