



Building Relationships

Sweet Home City Hall Pre-Construction Meeting

GBC Construction LLC
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CCB 166612

Date	Start Time	Next Meeting	Time	Prepared By
11/16/18	9:00 AM	TBD	TBD	Lindsey Devine

Attended By: (People bolded)	E-mail copies To:
Joe Graybill, City of Sweet Home Project Manager	JGraybill@sweethomeor.gov
Molly Laycock, City of Sweet Home Permit Technician	MLaycock@ci.sweet-home.or.us
Jerry Sorte, City of Sweet Home Community & Economic Development Director	JSorte@ci.sweet-home.or.us
Andrew Kraus, Scott Edwards Architecture	Andrew@sealp.com
Cody Timmins, GBC Construction	Cody@gbcconstruct.com
Lindsey Devine, GBC Construction	Lindsey@gbcconstruct.com
Mike Tallerday, GBC Construction	Mike@gbcconstruct.com

SAFETY				
	Site safety: <ul style="list-style-type: none"> Once Construction begins, please be sure to coordinate any site visits with Mike All onsite workers and visitors will be required to wear the proper PPE All onsite workers will be required to complete a site specific orientation with Mike Mandatory weekly safety meetings for onsite crews every Monday at 7am First Aid Kit and PPE will be located at site entry 			

SCHEDULE	Action By	Complete By	
<ul style="list-style-type: none"> Construction start date: December 12, 2018 to allow time upfront for MEP design build and permitting process Construction completion: 171 days from commencement of work Preliminary site investigation for Subcontractors: 11/20/18 at 1:30pm GBC work hours Monday – Friday, 7am – 3:30pm 			

OLD BUSINESS	Action By	Complete By	Open/ Closed
No Old Business for Pre-Construction Meeting			

	NEW BUSINESS	Action By	Complete By	Open/ Closed
0.01	Permits & Procurement <ul style="list-style-type: none"> Building Permit is still in review Agreed upon timeline for MEP Permit reviews is 20 days Molly is the point of contact for all permit and inspection related items GBC insurance and Builder’s Risk has been submitted to City of Sweet Home 			Open
0.02	Project Overview <ul style="list-style-type: none"> Prevailing Wage Rates apply State of Oregon – Public Contracting Clauses “Fully Remodeled” per Project Summary identified on sheet G0.1 Limited Scope area to include Office 141 			Closed

0.03	Bidder-Design Items <ul style="list-style-type: none"> • HVAC – Base RTU Design ETA week of 11/19 <ul style="list-style-type: none"> ○ Discussion on alternate system – setup meeting with HVAC Subcontractor (NW Mechanical) to review alternate options ○ City of Sweet Home has initiated the process with Energy Trust • Plumbing – Design ETA week of 11/26 • Electrical – Design ETA 2 – 3 weeks <ul style="list-style-type: none"> ○ Will require coordination with City of Sweet Home’s telephone and data vendor for raceway locations ○ Electrical permit will be through Linn County ○ GBC will issue an RFI for details on Owner gen set • Natural Gas 			Open
0.04	Owner Provided Items <ul style="list-style-type: none"> • Fire Alarm system <ul style="list-style-type: none"> ○ Coordinate with GBC and project schedule ○ Joe will confirm who their fire alarm is through • Security system <ul style="list-style-type: none"> ○ Coordinate with GBC and project schedule ○ Through Professional Security Alarm • Fire Extinguishers • Monument Sign – existing electrical to sign • Generator 			Open
0.05	Substitution & Modification Procedures <ul style="list-style-type: none"> • Product substitutions that meet or exceed the specified product will be considered • Change orders will be issued for pricing – change orders will be reviewed by Council for approval <ul style="list-style-type: none"> ○ Council meetings 2nd and 4th Thursdays of the month 			Closed
0.06	Project Coordination <ul style="list-style-type: none"> • Weekly construction meetings will be on Thursdays – time TBD <ul style="list-style-type: none"> ○ Andy will be onsite every other week, and can call in to meetings when not onsite • City of Sweet Home to coordinate Owner Provided items and identify any critical milestone dates to include on project schedule 			Closed
0.07	Site Logistics <ul style="list-style-type: none"> • Maintain access to back parking area for Public Works • South parking lot secured area can be utilized for construction staging as long as access for PW is maintained • Building security system is currently operational – GBC can utilize during project or decommission • GBC will submit a wayfinding signage plan for City of Sweet Home approval • GBC would like to utilize one of the Offices within the “Limited Scope Area” for Construction Office 			Open
0.08	Project Documents <ul style="list-style-type: none"> • GBC will house all current documents on Bluebeam Studio (Project ID: 230-900-589) 			Closed
0.09	Document Routing <ul style="list-style-type: none"> • GBC to route all documents through Joe (City of Sweet Home) and Andy (SEA) • All documents submitted to GBC should be routed through Lindsey 			Closed

ATTACHMENTS				
	<ul style="list-style-type: none"> • Project Teamlist • Project Schedule • Cash Flow Projection • Proposed Schedule of Values • Submittal Log • Proposed Site Logistics Plan 			

The above minutes are an accurate representation of what was discussed at this meeting to the best of my recollection. Please submit any amendments to these minutes within three days of receipt. These minutes reflect for each item the date, action and description for the day it was originally generated, the most recent UPDATE plus the previous meetings UPDATE.

Respectfully,

GBC Construction

Lindsey Devine