



7003 W. LAKE ST., SUITE 400
 ST. LOUIS PARK, MN 55426
 PH 952-837-8600
 FAX 952-832-9600
 rjmconstruction.com

MEETING MINUTES

PROJECT: Nova Classical Academy
 1455 Victoria Way
 St Paul, MN 55116

FROM: Rick McKelvey
 PH: (952)837-8634 FAX: (952)832-9622

MEETING: Owner/Architect/GC # 5
 Monday, December 19, 2011 @ 2:00 pm

NEXT MEETING:
 Tuesday, January 10, 2012 @ 11:00 am
 1455 Victoria Way

Attendees:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Dale Michalek (RJM Construction LLC) | <input checked="" type="checkbox"/> Rick McKelvey (RJM Construction LLC) |
| <input checked="" type="checkbox"/> John O'Hearn (RJM Construction LLC) | <input checked="" type="checkbox"/> Deb Rathman (Rivera Architects Inc.) |
| <input checked="" type="checkbox"/> Ken Rivera (Rivera Architects Inc.) | <input checked="" type="checkbox"/> Brian Bloomfield (Friends of Nova Classical Acad) |
| <input checked="" type="checkbox"/> Karl Jentoft (Charter Schools Development Co) | <input checked="" type="checkbox"/> Nancy Blankford (Friends of Nova Classical Acad) |
| <input type="checkbox"/> Thomas Kipp (Friends of Nova Classical Acad) | <input checked="" type="checkbox"/> Jeffrey Ellerd (Friends of Nova Classical Acad) |
| <input checked="" type="checkbox"/> Emily Smith (Friends of Nova Classical Acad) | |

ITEM	DESCRIPTION	RESPONSIBLE	DUE DATE	CLOSED
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None

Old Business

- | | | | | |
|------------|--|--|--|--------------------------|
| 1-1 | Field Progress Report
12-19-11

- Hanson Precast will mobilize the week of December 26th, precast erection will commence the week of 1/2/12.
- The classroom wing will be erected first, followed by the gym and commons. Erection will take place on overtime. Friends of Nova will contact The Sholom Home and make them aware of work which may take place after 5:00 PM.
- The permanent transformer will be installed the week of 12/19/11. | | | <input type="checkbox"/> |
| 1-2 | Safety
12-19-11

- Hard hats and vests must be worn at all times.
- All visitors should report immediately to the RJM trailer upon entering the site. RJM's superintendent will facilitate site tours. | | | <input type="checkbox"/> |
| 1-3 | Request for Information
12-19-11

- Please review the attached RFI log. | | | <input type="checkbox"/> |
| 1-4 | Budget Management
12-19-11

- The current cost report was reviewed after the meeting. | | | <input type="checkbox"/> |
| 1-5 | Submittals
12-19-11

- Please see attached open submittal log.

- RJM will compile a complete submittal log for each subcontractor. | | | <input type="checkbox"/> |

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ITEM	DESCRIPTION	RESPONSIBLE	DUE DATE	CLOSED
3-1	<p>- Gephart and Nasseff are making final revision to the M/E/P drawings and will resubmit once completed.</p> <p>Future Parking Lot 12-19-11</p> <p>- No change</p> <p>12-8-11 - An allowance of \$25,000 has been included in RJM's contract for landscaping, lighting and fencing.</p> <p>- Rehder and Associates will forward lighting cut sheets to RJM. Gephart Electric will include lighting in the design build contract.</p> <p>- Rehder and Associates will provide the landscaping plan to RJM.</p>			<input type="checkbox"/>
4-2	<p>Lab Casework 12-19-11</p> <p>- No change</p> <p>12-8-11 - Laboratory casework is not included in RJM's contract or the construction budget.</p> <p>- Rivera Architects will verify the extent of salvaged casework and issue a PR.</p> <p>- Once lab casework is approved by CDC, a change order will be executed to add the casework to RJM's contract.</p>			<input type="checkbox"/>
4-3	<p>Crest Design 12-19-11</p> <p>- No change</p> <p>12-8-11 - Hanson will complete a shop drawing to reflect final crest details and dimensions.</p>			<input type="checkbox"/>
4-4	<p>Medallion Design 12-19-11</p> <p>- No change</p> <p>12-8-11 - Pending further review and input from Hanson to determine if the design intent is achievable.</p>			<input type="checkbox"/>
4-5	<p>Donor Wall 12-19-11</p> <p>- No change</p> <p>12-8-11 - Friends of Nova have selected to remove the gypsum board from the donor wall and apply an image directly to the precast. Rivera architects will issue a future PR to address the area and provide further direction on desired lighting.</p>			<input type="checkbox"/>
4-6	<p>XCEL Form 12-19-11</p> <p>- No change</p> <p>12-8-11 - Pending final equipment selections by Nasseff Mechanical.</p>			<input type="checkbox"/>

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ITEM	DESCRIPTION	RESPONSIBLE	DUE DATE	CLOSED
	- RJM will submit the completed form to RAI.			
4-7	Finish Plans 12-19-11			<input type="checkbox"/>
	- Finish plans will be issued by Rivera at the end of the December. Finish plans will confirm all approved finishes (tile, resilient flooring, polished/stained concrete, paint)			
	- Options for more resilient wall finishes were discussed. Rivera will show possible finish options and locations as an alternate on the forthcoming finish plan.			
New Business				
5-1	Gymnasium Acoustics 12-19-11			<input type="checkbox"/>
	- Rivera will provide a quote for a 3rd party evaluation of acoustics in the gym, commons and music rooms.			
5-2	Gym Scoreboards 12-19-11			<input type="checkbox"/>
	- CDC will confirm scoreboard requirements with Nova's athletic director.			
5-3	Green Roof Design 12-19-11			<input type="checkbox"/>
	- Rivera has confirmed the green roof can be installed over the specified TPO roofing system. RJM will proceed with installation as show in the plans and specifications.			
	- RJM will provide a budget estimate for the green roof.			
5-4	Playground Design 12-19-11			<input type="checkbox"/>
	- Pending further review and input from Friends of Nova.			
5-5	Stage Curtains 12-19-11			<input type="checkbox"/>
	- Stage curtains are not included in the construction budget.			
	- Rivera will provide contact information to Friends of Nova of a recommended supplier.			
5-6	Projection Screen Wall 12-19-11			<input type="checkbox"/>
	- Materials and dimensions for the projection screen wall were discussed. Rivera will develop an option for Nova's review and selection.			

NEXT MEETING:

Tuesday, January 10, 2012 @ 11:00 am
1455 Victoria Way

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

PREPARED BY: John O'Hearn
CC: