



CONSTRUCTION

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 # 4
Thursday, December 8, 2011 @ 9:00 am

NEXT MEETING:
Monday, December 19, 2011 @ 2:00 pm
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 type="checkbox"/> Ben Ford (Rehder & Associates, Inc.) |
| <input checked="" type="checkbox"/> Brian Bloomfield (Friends of Nova Classical Acad) | <input checked="" type="checkbox"/> Karl Jentoft (Charter Schools Development Co) |
| <input type="checkbox"/> Nancy Blankfard (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 type="checkbox"/> Mike Keller (Hanson Structural Pr) |

ITEM	DESCRIPTION	RESPONSIBLE	DUE DATE	CLOSED
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None

Old Business

- | | | | | |
|-----|---|--|--|---|
| 1-1 | Field Progress Report
12-8-11

- Hanson Precast will begin site mobilization the week of December 26th, precast erection will commence the week of 1/2/12.
- Temporary electrical service will be installed on Tuesday 12/13/11. | | | ┐ |
| 1-2 | Safety
12-8-11

- Hard hats and vests must be worn on site at all times.
- Schedule all site tours/visits with RJM Superintendent | | | ┐ |
| 1-3 | Request for Information
12-8-11

- Please review the attached RFI log. | | | ┐ |
| 1-4 | Budget Management
12-8-11

-CE-05 - Provide operable windows in classrooms - Rejected, closed.
-CE-07 - Provide (637) parabolic light fixtures in classrooms in lieu of lensed acrylic - Rejected, closed.
-CE-08 - Pay sales tax on steel, concrete, precast, earthwork, and site utilities - Approved and included in final construction budget. Sales tax is included in subcontracts. | | | ┐ |
| 1-5 | Submittals
12-8-11

- Please see attached open submittal log.
- Pending submittals; Light fixtures, plumbing fixtures | | | ┐ |

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ITEM	DESCRIPTION	RESPONSIBLE	DUE DATE	CLOSED
2-1	Inspection Meeting 11-22-11			<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> - Approved PR's and ASI's will be submitted electronically to the city by Rivera Architects. The City has requested all PR's and ASI's have a signed cover letter from Rivera Architects. Rivera will contact Ryan Rehn, plan reviewer, to confirm requirements. - Mechanical and electrical PR's will be submitted through RJM. 			
3-1	Future Parking Lot 11-22-11			<input type="checkbox"/>
	<ul style="list-style-type: none"> - An allowance of \$25,000 has been included in RJM's contract for landscaping, lighting and fencing. - Rehder and Associates will forward lighting cut sheets to RJM. Gephart Electric will include lighting in the design build contract. - Rehder and Associates will provide the landscaping plan to RJM. 			
New Business				
4-1	Construction Budget 12-8-11			<input type="checkbox"/>
	<ul style="list-style-type: none"> - The overall construction budget is roughly \$40,000 over the original budget. However, the following items are included in the final estimate that were not included in the first estimate. They are as follows; - \$87,000 in tax for Bid Pack 1 materials - \$35,000 graffiti coating of precast - \$25,000 parking lot lighting and landscaping allowance - \$25,000 increase in window blind allowance - total allowance is \$50,000. - \$35,000 precast medallions and crest allowance - \$14,000 RTU isolation curbs - \$15,000 additional structural support for green roof - RJM, CDC and Friends of Nova have agreed to reduce the contingency by roughly \$40,000 in order to balance the budget and meet the GMP. - Stage Curtains are not included in the estimate. 			
4-2	Lab Casework 12-8-11			<input type="checkbox"/>
	<ul style="list-style-type: none"> - Laboratory casework is not included in RJM's contract or the overall construction budget. - Rivera Architects will clarify the extent of salvaged casework and issue a PR. RJM will re-bid the casework and make a recommendation of which contractor to select. - Once lab casework is approved by CDC, a change order will be executed to add the casework to RJM's contract. 			
4-3	Crest Design 12-8-11			<input type="checkbox"/>
	<ul style="list-style-type: none"> - Nova will forward the crest image to RJM. Hanson will complete a shop drawing to reflect final crest details and dimensions. 			
4-4	Medallion Design 12-8-11			<input type="checkbox"/>
	<ul style="list-style-type: none"> - Pending further review and input from Hanson to determine if the design intent is achievable. 			
4-5	Donor Wall 12-8-11			<input type="checkbox"/>

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ITEM	DESCRIPTION	RESPONSIBLE	DUE DATE	CLOSED
	- 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.			
4-6	XCEL Form 12-8-11			┘
	- Pending final equipment selections by Nasseff Mechanical.			
	- RJM will submit the completed form to RAI.			
4-7	Finish Plans 12-8-11			┘
	- 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)			

NEXT MEETING:

Monday, December 19, 2011 @ 2:00
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:

RFI Log

RJM Construction LLC

Date: 12/8/2011

2011-09-0405 Nova Classical Academy

Project Manager: Rick McKelvey

Number	Date	Subject	Required Date	Returned Date	Forwarded Date
1	10/27/11	Electrcial RFI #1	11/1/11	10/17/11	10/17/11
2	11/23/11	Wall sconce elevations	11/23/11	11/23/11	11/23/11

Submittal Log by Held Contact

RJM Construction LLC

Date: 12/8/2011

2011-09-0405 Nova Classical Academy

Project Manager: Rick McKelvey

Number	Rev	Description	Received Due Date	Received Date	Sent Date	Returned Due Date	Returned Date	Forwarded Date	Days Until Due (-) / Overdue (+)	Remarks
Rivera Architects Inc. # Submittals held: 2										
22-00-00-1	0	Plumbing Fixtures Product Data	11/8/11	11/8/11	11/8/11	11/22/11			+16	
26-00-00-3	0	Light Fixture Shop Drawings	11/10/11	11/10/11	11/10/11	11/24/11			+14	