

Building No.1 HVAC Replacement
Laurel Springs School
Project # 22204.B

Pre-Construction Conference Meeting
Job Meeting No.1
May 23, 2024

Attending:

James Ebersberger, AIA	Rodier Ebersberger Architects
Ryan Mahlman, Superintendent	Laurel Springs Board of Education
Mark Stratton, Business Administrator	Laurel Springs Board of Education
Dave Paul	Surety Mechanical Services, LLC
George Walker	Surety Mechanical Services, LLC

Not Attending:

MPE Consulting & Design	mpedesign@mpedesign.com	856 875 7001
Mark Mignone, Supervisor of Maintenance	Laurel Springs Board of Education	

Items Discussed:	Action By:
<p>General Items:</p> <ol style="list-style-type: none"> There shall be order during all job meetings; discussion to include items to be recorded. Each Contractor's / subcontractor's representatives shall have full knowledge of the project and shall be able to make decisions on behalf of the contractor. Contractor shall submit written project reports indicating work completed since the last meeting and work projected for the next two weeks. <i>Refer to specifications, Section 01300 Administrative Requirements.</i> No alcohol, smoking, or offensive language is to be permitted on the job site at any time. Workers who do not comply with this directive will be removed from the project. Interpretations of the architectural plans, specifications, material, and workmanship shall be the responsibility of Rodier Ebersberger Architects. Issues regarding building / site access are to be coordinated with the Owner's representative, Mark Mignone. Contractor to process the required bonds and insurance certificates. The documents were hand delivered to the Owner for approval and acceptance along with the executed Building Agreement. Contractor is to submit a schedule of values for review and approval. Breakdown to include all trades, material and labor. A separate line item is to be provided for each of the allowances. Contractor / subcontractors to submit a schedule for submittals, including dates submittals are to be made and 'needed by dates'. No changes shall be made without the written approval of the Architect or Engineer. No change in the contract amount will be valid or honored without an executed change order signed and approved by the Owner. No unauthorized persons are to be allowed on the job site at any time. Questions from anyone about the nature or details of the job shall be directed through the Architect by telephone or letter or email. Permits are to be filed for at the Laurel Springs Construction Office. Construction inspections is a shared service with Voorhees Township. Colin Mahon – 856 784 0500 Inspections conducted Tuesdays & Thursdays, to be confirmed. 	<p>Owner</p> <p>SMS</p>
<p>10. The agenda for future progress meetings (<i>Refer to specifications, Section 01300 Administrative Requirements</i>) will include:</p> <ul style="list-style-type: none"> - Review of previous meeting minutes. - Review of work progress. - Field observations, problems, and decisions. - Identification of problems that impede planned progress. - Review of submittal schedule and status of submittals. - Review of off-site fabrication and delivery schedules. 	

<ul style="list-style-type: none"> - Maintenance of project schedule. - Planned progress during succeeding work period. - Other business related to work. 	
11. The Building Agreement was executed by GC, returned, Architect hand delivered the Building Agreement to the Owner for execution by the board of Education.	Owner / Solicitor
12. Contract billing, pencil copy, to be submitted to Architect and Engineers by the 20 th of the month with billing, for now, projected to the end of the month. Original hardcopies of the perfected payment application are to be submitted by the 25 th of the month. Payment applications are to include Resolution No. 0524-20. <i>Process will be done electronically with scanned copies of originals.</i> Board of Education meets the 3rd Wednesday of the month. BOE is not scheduled to meet in July.	
13. Contractor to submit schedule of submittals, directory of subcontractors and suppliers, and on-site supervision. Include contact names and phone numbers.	SMS
14. Contractor will provide layout for site mobilization. FD access to be maintained.	SMS
15. A set of "As-Built" drawings will be kept on site at all times, to be marked up by all contractors with any required field changes or deviations from the bid documents. 'As-built' is part of required closeout documents.	SMS
16. Submittal process will be done electronically. Submittals pertaining to general construction to be made to Architects' office. P/E & fire protection submittals to be made to MPE Design, cc'd to Architect. Reviewed submittals will be returned to the GC via the Architect's office. Approved shop drawings will be cc'd to Mark Mignone. Shop drawings / submittals are to be accessible on site. Perfected shop drawing submittals are part of required closeout documents.	
17. Material and color samples to be submitted to Architect's office.	
18. Changes are not to be made without prior written approval. Correspondence regarding the project is to be via the Architect.	
19. Contractor is responsible for scheduling inspections and completing contract close-out in a timely manner.	
20. Contractors to submit punch list submittal at substantial completion for review by Architect.	
21. RFI form (<i>Refer to specification section 00 30 00</i>)	
22. Contractor's work hours on site will be <u>7:00AM to 5:00PM</u> – 4 day work week. Notice of work on weekends (Saturday only) is to be approved in advance.	
23. Utility shutdowns to be coordinated in advance with Owner.	
24. Dust and noise to be contained to the work area. If there will be odor associated with work performed, GC will coordinate well in advance with Owner.	SMS
25. Certified payroll documents are to be submitted to the Business Administrator.	SMS
26. Safety plan for building / maintenance of bldg exits to be submitted to Construction Official.	
27. Signage directing deliveries to the GC on site to be provided.	
28. Use of toilet facilities conditionally approved by Owner, GC responsible for daily cleaning.	SMS
29. GC emergency contact numbers - Dave Paul TBP George Walker TBP	SMS
30. GC will be picking up Application for Permit package at Borough Hall following meeting,	
1.1. Contractor gang box and floor protection panels to be stored in ground floor corridor, clear access to stair /exit maintained.	SMS
1.2 Demo'd equipment will temporarily stored outside and then moved to dumpster for transport to recycler. Anticipate 3 to 4 days to remove all units. Units will be moved via stairs, floor protection will be used.	
1.3 6/19 last day for staff, work on site can begin 6/20. GC plans to start work on site June 24 th .	
1.4 Owner will move classroom furniture to provide clear access for completion of work.	Owner
1.5 School Summer Program_ July 9 th thru August 8 th – Tues, Wed, Thurs 8:30 to 12:00. Building use will be coordinated in advance.	
1.6 Floor waxing starts day after Labor Day 9/3. Teacher return 9/3 & 9/4, Students return 9/5	
The scheduled date for the next progress meeting to be determined.	

Corrections and additions to the meeting minutes shall be submitted to the Architect in writing within three days of receipt of same.