



BBL Carlton, LLC

MEETING MINUTES

Huntington Square
900 Lee Street, Suite 1400
Charleston, West Virginia 25301

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No.: **25**
FAI #: WV-08-01
BBL Job No.: 105009

PROJECT TITLE: **Donel Kinnard Memorial
State Veteran's Cemetery**

MEETING DATE: **October 19, 2011**
MEETING TIME: **11:00 AM**



LOCATION: **BBL Carlton Office**

SUBJECT: **Progress Meeting No. 25**

DID ATTEND	INITIALS	ATTENDEE NAME	COMPANY NAME
	KG	Keith Gwinn	WV Divisions of Veterans Affairs
Y	LW	Larissa Wines, Primary Contact	WV Divisions of Veterans Affairs
Y	JR	Jamie Reed	WV Divisions of Veterans Affairs
	MC	Meg Cianfrocca	Office of Senator Jay Rockefeller
	JB	Jim Blackwood	Blackwood Associates
Y	KB	Kenton Blackwood, Primary Contact	Blackwood Associates
	JH	Jeremy Hobson	Blackwood Associates
	Joy	Joy Boyer	Blackwood Associates
	JW	Jeff Wise	Blackwood Associates
	WR	Wayne Reinhart, Civil/Storm	MSES consultants
	VS	Vince Straley, Surveying	MSES consultants
	JK	John Keeling, Environmental	MSES consultants
	RK	Rod Kidd, Civil	MSES consultants
	JP	Jeff Pauley, Electrical	MSES consultants
	DS	Dave Skeen, HVAC/Plumbing	MSES consultants
	DM	Darrell Meehl, Landscaping/Irrigation	LA Group
	KP	Kanti Patel	American Geotech
	KP	Keith Pauley	American Geotech
	KM	Keith McClanahan	BBL Carlton, LLC
	TC	Todd Corey	BBL Carlton, LLC
	JG	John Given, Primary Contact	BBL Carlton, LLC
Y	JB	John Boone, Field Superintendent	BBL Carlton, LLC
	Jake	Jacob Ray, Field Superintendent	BBL Carlton, LLC
Y	DS	Dave Shell	BBL Carlton, LLC
Y	JR	Josh Raynes	Raynes & Sons Excavating
	MM	Mack McCarty	Triad Engineering
	ME	Mike Evans	Kanawha Stone
Y	CL	Carey Levenson	Valley Gardens
	MB	Michael Ball	WV Heating & Plumbing
	EM	Eric Moore	South Charleston Electric
	AW	Adam Wilson	South Charleston Electric
	DW	Dave Winters	Metro Masonry
	BG	Brian Griffith	Metro Masonry
	JT	Jeff Tilden	Frontier Construction
	SR	Steve Ries	Lindsay Concrete
	RH	Rick Harris	Cornerstone Interiors

	CT	Craig Teumler	Peerless Block & Brick
	GW	Gary Winfree	WV Paving
	JH	Justin Heil	O'Heil Site Solutions

TOPIC	MEETING	DATE	DISCUSSION	STATUS
DIVISION 01 <<< GENERAL REQUIREMENTS >>>				
01N	23	09/21/11	JG to prepare and submit written request for extension due to weather	OLD
	24	10/05/11	Kenton is waiting on formal request from JG	
	25	10/19/11	Request for extension has been submitted and is being reviewed, Kenton asked if requested extension includes additional days requested in proposed change orders and yes it does	
01O	24	10/05/11	Meg noted the weapon fire noise coming from the WVSP firing range and inquired about coordination of funeral services during firing at the range, Larissa said that she would coordinate w/ the state police	CLOSED

DIVISION 03 <<< CONCRETE >>>				
03C	03	11/17/10	JG to review colored/stamped concrete specifications for Committal Service Shelter	OLD
	06	01/05/11	JG meeting w/ Arrow Concrete, submittals for concrete stamping will be photographic	
	07	01/19/11	We have concrete color samples and working on stamping	
	10	03/02/11	JG needs to get submittals in	
	11	03/16/11	Paul Thompson has tried to contact KB, JG will return call	
	14	05/04/11	BBL is hoping to work w/ Kris-Crete Contracting on the stamping, JG will have submittals next week	
	17	06/15/11	Kenton has provided ideas from basis of design, Kenton has proposal for potentially less individual pours in the Committal area	
	23	09/21/11	All site concrete joints will remain per drawings	
	24	10/05/11	A mock up for the slate texture will be provided for the next meeting	
	25	10/19/11	Get color chart and submittal on concrete admixture to Kenton ASAP	
03J	23	09/21/11	Finalizing color selection for columbarium face color	OLD
	24	10/05/11	2 colors have been selected for a mock up, the colors will be on the columbarium mock up for the next meeting	
	25	10/19/11	Color selections under review	

DIVISION 04 <<< MASONRY >>>				
	20	08/03/11	JG to send RFI's regarding setting of limestone caps in mortar bed and mortar color for limestone	

TOPIC	MEETING	DATE	DISCUSSION	STATUS
04D	21	08/17/11	Limestone caps to be set on shims only, no mortar bed, KB would like to see a mockup using Federal White mortar for the limestone, we do want an airspace behind the limestone panel as shown on C801, limestone manufacture to provide mechanical fastening detail for panel	OLD
	23	09/21/11	Limestone bases and caps are shipping on 09/22, we still need attachment detail for panel at entrance	
04E	23	09/21/11	JG to provide sketch for proposed use of reinforced masonry on Academy Drive and Interstate signs	OLD
	24	10/05/11	Sketch was forwarded to KB on 10/05/11	
04F	25	10/19/11	Kenton wants to see physical granite samples for memorial, Metro is working on shop drawings	NEW

DIVISION 05 <<< METALS >>>

05F				
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DIVISION 06 <<< WOODS & PLASTICS >>>

06B				
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DIVISION 07 <<< THERMAL & MOISTURE PROTECTION >>>

07C				
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DIVISION 08 <<< DOORS & WINDOWS >>>

08G				
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DIVISION 09 <<< FINISHES >>>

09B	20	08/03/11	JG to provide cost proposal to change VCT to ceramic in admin building	OLD
	23	0921/11	Larissa requested tile to replace VCT throughout admin building, JG to revise PCO	
	24	10/05/11	Revised PCO was verbally approved	
09D				

DIVISION 10 <<< SPECIALTIES >>>

10B				
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DIVISION 12 <<< FURNISHINGS >>>

	09	02/16/11	KB wants to review windows in Admin building to receive window treatments as well as details for inside corners	
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TOPIC	MEETING	DATE	DISCUSSION	STATUS
12A	10	03/02/11	Estimate currently includes binds in all exterior windows of the maintenance and admin buildings except for the frosted windows in the restrooms, JG to forward detail of inside corners to KB, we may look at an alternate material	OLD
	12	03/30/11	KB sending Larissa a sample for review	
	14	05/04/11	KB and Larissa looked at samples, KB will get additional information	
	17	06/15/11	Larissa is looking at information KB provided	
	18	07/06/11	Larissa has approved, JG to get pricing	
	23	09/21/11	Kenton to provide roller shade detail for admin corner windows	
	24	10/05/11	JG is working on pricing and submittals	
12C				

DIVISION 13 <<< SPECIAL CONSTRUCTION >>>

13D				
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DIVISION 22 <<< MECHANICAL - PLUMBING >>>

22C				
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DIVISION 23 <<< MECHANICAL - HVAC >>>

23A	01			
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DIVISION 26 <<< ELECTRICAL >>>

26C	20	08/03/11	JG working w/ AEP on cost estimate and right-of-way agreement	OLD
	23	09/21/11	AEP has indicated to JG that they have sent right-of-way agreement to Keith directly and they are finalizing cost estimate, JG to request additional service for Academy Drive Sign	
	24	10/05/11	Met w/ AEP on site on 09/30 and they delivered the right-of-way agreement for signature, Larissa spoke to Johnnie Ross on 10/05 and he indicated that he would be getting estimate to JG and that AEP could begin work as early as the week of 10/10	
	25	10/19/11	Met w/ AEP on site again, right-of-way agreement taken care of, still waiting on revised cost estimate, AEP is deciding what if any agreement they will need w/ DOW for the section crossing the pipeline	

DIVISION 27 <<< COMMUNICATIONS >>>

TOPIC	MEETING	DATE	DISCUSSION	STATUS
27A	01			

DIVISION 28 <<< ELECTRONIC SAFETY & SECURITY >>>

28A	01			
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DIVISION 31 <<< EARTHWORK >>>

31N	20	08/03/11	Keith is concerned about amount of material in spoils area, KB to have MSES to site for review	OLD
	21	08/17/11	Keith walked spoils area w/ Darrell, most of exposed rock will be pulled out and crushed for backfill, a 'dozer' elevation taken today showed an elevation of 728, Josh will provide some additional elevations	
	23	09/21/11	Josh has provided spot elevations in spoils area, KB has prepared a revised layout for future phase 3 that would most likely not require moving spoils area but may relocate some material further up hill within limits of existing permit, Darrell to review revised layout	
31R				

DIVISION 32 <<< EXTERIOR IMPROVEMENTS >>>

32D	18	07/06/11	Current pedestrian walk layout requires cutting over DOW pipeline and DOW will not allow	CLOSED
	19	07/20/11	KB has provided an alternate walk layout that does not require a cut over the pipeline right-of-way and will revise drawings	
	20	08/03/11	MSES working on drawing	
	21	08/17/11	MSES finalizing drawing add alternate for electric and/or lighted bollards along walk	
	23	09/21/11	Proposed change order has been provided and is still being reviewed, DOW originally indicated that added power along memorial walk would have to go under their pipe line but after walking site w/ DOW field personnel they have said we can go on top as long as power is double sleeved over pipe line easement	
	24	10/05/11	DOW field personnel Matt Fleshman has indicated that the sanitary leach bed is an issue because it can cause a 50% increase in the deterioration of their pipes	
	25	10/19/11	OK as is	

TOPIC	MEETING	DATE	DISCUSSION	STATUS
32F	21	08/17/11	Mike Evans from Kanawha Stone attended meeting and pointed out that the fall seeding schedule per specifications is 08/15 - 09/30, we will obviously not make this schedule, the spring seeding schedule is 05/01 - 06/15, the spring seeding could be adjusted outside of the specified schedule if weather permits and owner accepts, there are some plantings better suited for planting during the winter months, owner/designers will work w/ Kanawha Stone on a notice to proceed and contractual time limits, Keith and Larissa asked Mike to look at slips above access road, Josh asked about site condition changes between construction contract completion and start of landscaping contract	OLD
	23	09/21/11	Larissa has spoke to Valley Gardens and is looking as wild flowers for cut slopes along entrance road	
	24	10/05/11	As we discussed before the window for fall seeding has passed, Larissa asked Mike Evans to verify if the alternate dollar amount for sod was still good, if we were to look at sod we would still need to address proper watering, Mike identified November/December as best planting time for the trees, additional trees were discussed as an extra buffer from the Finney Hollow, Kenton will talk to the la Group about providing something for pricing	
	25	10/19/11	Owner asked for completion schedule for irrigation, Kenton has not received anything 'buffer' trees as discussed at last meeting	
32G	23	09/21/11	JG to provide information to Rod Kidd on slips along entrance road	CLOSED
	24	10/05/11	Kanti was on site after the meeting and made recommendation for dealing w/ slip behind maintenance building on upper side of entrance road	
	25	10/19/11	Corrected and seeded per recommendations	
32I	23	09/21/11	KB needs date of delivery for topsoil and location of stockpile	OLD
32K	25	10/19/11	Keith/Larissa have spoken to curb/gutter subcontractor and are concerned about asphalt paving being completed as curb subcontractor indicated that curbs would take approximately 4 weeks to complete - base asphalt has already started and will continue to follow curbs rather than waiting until curbs are entirely complete before starting, we anticipate curbs and at least base asphalt being complete by November 18, we need to discuss installation of wearing coarse as mentioned in request for time extension	NEW

DIVISION 33 <<< UTILITIES >>>

33H	25	10/19/11	Kenton noted downspouts on maintenance building are angled, Raynes to see if they can get eccentric reducers	NEW
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<<< PERMITS / TESTING >>>

PT6				
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TOPIC	MEETING	DATE	DISCUSSION	STATUS
<<< SUBMITTALS >>>				
S4	25	10/19/11	Kenton noted specific submittals still required as: chain link fence, ornamental fence, flag sleeves, and water spigot assemblies	NEW

<<< RFI'S >>>				
R4				

<<< SCHEDULE >>> 2 WEEK LOOK-AHEAD	
Activities for next 2 weeks	Contractor
Continue placing topsoil through areas 4 and 5	Raynes
Finish installation and backfill of aluminum box culvert	Raynes
Working on curbs up to committal area and then jumping to area 6	Deskins
Base asphalt through areas 3 and 4	WV Paving
Install exterior glass	Central Glass
Irrigation through areas 1, 2, and 3	O'Heil Site Solutions
Set limestone caps on columbariums	Metro
Site concrete in columbarium area	BBL
The committee meeting originally scheduled for October 28th will not take place on site	
Larissa questioned why we are not working in Admin Building, we would very much like to have permanent power and temperature control in the admin and mainenance buidling before proceeding w/ finishes, if we do not have permanent power within the next couple of weeks we may have to look at means of temporary temperature control	

<<< CHANGE ORDERS / PROPOSALS >>>				
COP13	21	08/17/11	May want conduits at Committal Shelter for future security cameras	OLD
	23	09/21/11	VA to consider locations for cameras and/or authorization for Blackwood to provide design for security	
	25	10/19/11	Kenton working on something for next meeting	
COP14	21	08/17/11	Carillon tower in Service Area is a bell tower being donated, we need additional information for design of the concrete base and coordination w/ irrigation control	OLD
	23	09/21/11	Larissa will provide information on carillon tower	

<<< PAY REQUISITIONS >>>				
PR				

<<< PROJECT CLOSE-OUT >>>				
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TOPIC	MEETING	DATE	DISCUSSION	STATUS
PCO2	03	11/17/10	Larissa is getting coordinates from WV State Troopers Academy regarding property trade involving new entrance, unused portion of property in 'entrance roadway' may eventually be returned to the Academy, Larissa will verify this as well as details of property that may be loaned to the church, at the appropriate time KB will have surveyors back on site	OLD
	06	01/05/11	The property that WVSP is currently asking for includes a portion of the DOW pipe line right-of-way	
	14	05/04/11	Larissa provided KB coordinates for surveying purposes	
	15	05/18/11	Surveyors have been on site and will be back the week of 05/23	
	16	06/01/11	Surveyors have not been back nor have they contacted Larissa or WVSP	
	17	06/15/11	Larissa will follow up with WVSP	
	18	07/06/11	Proceeding w/ deed work	
	21	08/17/11	Keith is working w/ WV Economic Development Authority	

<<< NEXT SCHEDULE PROGRESS MEETING >>>

Next meeting will be Wednesday November 02, 2011 at 11:00 on site.

Review the Meeting Minutes upon receipt. Written objections must be received within three (3) days from receipt of these minutes.