



BBL Carlton, LLC

MEETING MINUTES

Huntington Square
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Charleston, West Virginia 25301

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No.: **24**
FAI #: WV-08-01
BBL Job No.: 105009

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

MEETING DATE: **October 5, 2011**
MEETING TIME: **11:00 AM**



LOCATION: **BBL Carlton Office**

SUBJECT: **Progress Meeting No. 24**

DID ATTEND	INITIALS	ATTENDEE NAME	COMPANY NAME
Y	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
Y	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
Y	JG	John Given, Primary Contact	BBL Carlton, LLC
Y	JB	John Boone, Field Superintendent	BBL Carlton, LLC
Y	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
Y	ME	Mike Evans	Kanawha Stone
	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
Y	JH	Justin Heil	O'Heil Site Solutions

TOPIC	MEETING	DATE	DISCUSSION	STATUS
DIVISION 01 <<< GENERAL REQUIREMENTS >>>				
01M	23	09/21/11	Future minutes will include a 2 week look-ahead	CLOSED
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	
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	NEW

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	
	04	12/01/10	KG asked about cost information on precast burial crypts for consideration in place of standard burials w/ concrete liners, JG provided a guess at the material cost but will follow up w/ an accurate installed cost	
	06	01/05/11	JG to get unit costs based on approximately 400 units, LA Group is looking at a potential additional site rather than replacing standard burials	
	07	01/19/11	JG submitted proposal to KB	
	11	03/16/11	KB working on layout to possibly have at March 30 meeting	

TOPIC	MEETING	DATE	DISCUSSION	STATUS
03F	12	03/30/11	Kenton has some options for additional burial crypts and needs direction of an acceptable count, 106 crypts can be added by increasing the limits of the existing crypt sites, changing section 7 from standard burial sites to crypts will get an additional 200, to get more than 306 additional crypts would likely require expanding 'phase 1' and require an adjustment to existing permitting, we would need to be moving forward w/ any additional crypts within the next few weeks in order to maintain a burial crypt installation in the month of July	CLOSED
	17	06/15/11	We are expanding the existing burial crypts areas for a total of 106 additional units, we need to get revised layout to Lindsay ASAP	
	18	07/06/11	Lindsay has revised layout and production of the additional crypts is not a problem	
	19	07/20/11	Crypt delivery scheduled for 08/08/11, American Geotech has inquired about testing/inspections required during installation of the crypts - LA Group can confirm but we believe the only testing required will be compaction of backfill material	
	20	08/03/11	Delivery will be up Finney Hollow for now due to Dow line issue and WVSP graduation	
	21	08/17/11	Crypts in area 1 have been installed and backfilled, installation in areas 4 and 5 were stopped due to material encountered at subgrade, we have performed lime stabilization at the direction of American Geotech and changed the drainage pipe size from 6" to 8" at the direction of MSES, installation will resume the week of 08/29	
	23	09/21/11	Larissa reported that Frontier has indicated that they are pulling off the site until they have an all weather road, BBL has verified that they are still on site and continuing to take delivery, area 4 is completely set and area 5 delivery will be complete the week of 09/26	
	24	10/05/11	Burial Crypt installation is complete	
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	

DIVISION 04 <<< MASONRY >>>				
04D	20	08/03/11	JG to send RFI's regarding setting of limestone caps in mortar bed and mortar color for limestone	OLD
	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	
	23	09/21/11	Limestone bases and caps are shipping on 09/22, we still need attachment detail for panel at entrance	
04F	23	09/21/11	JG to provide sketch for proposed use of reinforced masonry on Academy Drive and Interstate signs	OLD

TOPIC	MEETING	DATE	DISCUSSION	STATUS
04E	24	10/05/11	Sketch was forwarded to KB on 10/05/11	OLD

DIVISION 05 <<< METALS >>>				
05F				

DIVISION 06 <<< WOODS & PLASTICS >>>				
06B				

DIVISION 07 <<< THERMAL & MOISTURE PROTECTION >>>				
07C				

DIVISION 08 <<< DOORS & WINDOWS >>>				
08G				

DIVISION 09 <<< FINISHES >>>				
09B	20	08/03/11	JG to provide cost proposal to change VCT to ceramic in admin building	OLD
	23	09/21/11	Larissa requested tile to replace VCT throughout admin building, JG to revise PCO	
	24	10/05/11	Revised PCO was verbally approved	
09C	23	09/21/11	Finish board has been approved, KB to provide finish schedule	CLOSED

DIVISION 10 <<< SPECIALTIES >>>				
10B				

DIVISION 12 <<< FURNISHINGS >>>				
12A	09	02/16/11	KB wants to review windows in Admin building to receive window treatments as well as details for inside corners	OLD
	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	
	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	

TOPIC	MEETING	DATE	DISCUSSION	STATUS
	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	

DIVISION 27 <<< COMMUNICATIONS >>>

27A	01			
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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	

TOPIC	MEETING	DATE	DISCUSSION	STATUS
	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	
31Q	23	09/21/11	Larissa requested 'dirt road' access from area 6 to alternate spoils area for future use, Josh to provide pricing	CLOSED
	24	10/05/11	Larissa indicated that road is no longer needed	

DIVISION 32 <<< EXTERIOR IMPROVEMENTS >>>

32D	18	07/06/11	Current pedestrian walk layout requires cutting over DOW pipeline and DOW will not allow	OLD
	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	
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	
	23	09/21/11	JG to provide information to Rod Kidd on slips along entrance road	

TOPIC	MEETING	DATE	DISCUSSION	STATUS
32G	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	OLD
32H	23	09/21/11	KB shows that retaining wall submittal was returned on 03/24/11 w/ no exceptions, retaining wall details were reviewed, top of wall at committal area will be lowered so that it is not visible from the back except at steps, wall along sidewalk at admin parking area will be raised so that top of wall is minimum 42" above walk, scope changes will not be a cost change	CLOSED
32I	23	09/21/11	KB needs date of delivery for topsoil and location of stockpile	OLD
32J	24	10/05/11	Aqua Engineering will be on site on 10/18 for intermediate inspections	NEW

DIVISION 33 <<< UTILITIES >>>

33H				
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<<< PERMITS / TESTING >>>

PT6				
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<<< SUBMITTALS >>>

S4				
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<<< RFI'S >>>

R4				
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<<< SCHEDULE >>> 2 WEEK LOOK-AHEAD

Activities for next 2 weeks	Contractor
Backfill crypts in area 5	Raynes
Fill sediment pond in area 6	Raynes
Continue placing topsoil through areas 3 and 4	Raynes
Install electrical conduit for site lighting change order	Raynes
Working on curbs through areas 3 and 4	Deskins
Stone through area 5 and possibly base asphalt in areas 1 and 2	WV Paving
FRP and paint in maintenance building	Cornerstone Interiors
Start priming walls in maintenance building	Cornerstone Interiors
Providing mock up for niche front coating and stamped concrete	BBL
Continue sidewalks and site concrete at memorial walk and committal area	BBL
Install wood decking and railing on pedestrian bridge	BBL

<<< CHANGE ORDERS / PROPOSALS >>>

	18	07/06/11	Keith wants to look at additional site lighting	
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TOPIC	MEETING	DATE	DISCUSSION	STATUS
COP7	19	07/20/11	KB is working on lighting plan, Jeff Pauley has discussed w/ South Charleston Electric	CLOSED
	20	08/03/11	MSES is needing some information from SCE	
	21	08/17/11	KB provided preliminary revised electric drawings, if additional information is needed Kenton or Jeff can let JG know and he will set up a meeting	
	23	09/21/11	Proposed Change Order for electrical revisions is still under review and additional breakdown by JG is required, critical items are rough-ins for soffit lighting at admin and committal and ordering fixtures, need proposal for concrete encased conduit across entrance road at entrance for future use	
	24	10/05/11	Proposed change orders 24a (interstate signage lighting), 24b (academy drive signage lighting), 24c (admin building soffit lighting), 24d (committal shelter soffit lighting), 24e R1 (conduit across entrance drive for future use), and 24F (additional site lighting except pole fixtures along entrance drive have been approved	
COP8	19	07/20/11	Keith wants to look at a pond/fountain along the memorial walk, KB will propose something	CLOSED
	20	08/03/11	A single phase pump is available and would handle a fountain approximately 10-15' in diameter	
	21	08/17/11	Pond to be approximately 8' in diameter, approximately 18" deep, with sidewalk around perimeter, fountain and/or bollards can be on a photo cell	
	23	09/21/11	Proposed Change Order for fountain is under review, critical for completion of memorial walk concrete and ordering fountain	
	24	10/05/11	Proposed change order 28 for the memorial fountain has been approved	
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	
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				
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<<< PROJECT CLOSE-OUT >>>

	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	
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TOPIC	MEETING	DATE	DISCUSSION	STATUS
PCO2	06	01/05/11	The property that WVSP is currently asking for includes a portion of the DOW pipe line right-of-way	OLD
	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 October 19, 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.