



# BBL Carlton, LLC

# MEETING MINUTES

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

PHONE: 304-345-1300  
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No.: **29**  
FAI #: WV-08-01  
BBL Job No.: 105009

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

MEETING DATE: **December 28, 2011**  
MEETING TIME: **11:00 AM**



LOCATION: **BBL Carlton Office**

SUBJECT: **Progress Meeting No. 29**

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
	JW	Jeff Wise	Blackwood Associates
	WR	Wayne Reinhart, Civil/Storm	MSES consultants
	RK	Rod Kidd, Civil	MSES consultants
	JP	Jeff Pauley, Electrical	MSES consultants
Y	DS	Dave Skeen, HVAC/Plumbing	MSES consultants
	DM	Darrell Meehl, Landscaping/Irrigation	LA Group
	KP	Kanti Patel	American Geotech
	KM	Keith McClanahan	BBL Carlton, LLC
	TC	Todd Corey	BBL Carlton, LLC
Y	JG	John Given, Primary Contact	BBL Carlton, LLC
	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
Y	ME	Mike Evans	Kanawha Stone
Y	CL	Cary Levenson	Valley Gardens
	JH	Justin Heil	O'Heil Site Solutions

TOPIC	MEETING	DATE	DISCUSSION	STATUS
<b>DIVISION 01 &lt;&lt;&lt; GENERAL REQUIREMENTS &gt;&gt;&gt;</b>				
01Q				

<b>DIVISION 03 &lt;&lt;&lt; CONCRETE &gt;&gt;&gt;</b>				
03K	25	11/02/11	The owner supplied niche covers are on site and there is currently material sitting on top of the crates that needs to be removed	OLD
	26	11/16/11	BBL to verify condition of all covers	
	27	11/30/11	Larissa indicated that 5 covers were damaged by BBL in storage area	

TOPIC	MEETING	DATE	DISCUSSION	STATUS
	28	12/14/11	Niche covers are being installed and will be inspected after installation	
03N	29	12/28/11	Need color selection for stamped concrete at memorial, subcontractor suggested looking at photos of silver at stampcrete.com	

#### 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	
	25	11/02/11	ATTACHMENT DETAIL FOR LIMESTONE PANEL AT ENTRANCE	
	29	12/28/11	Detail has been submitted	
04F	25	11/02/11	Granite samples and shops for the memorial are critical	OLD
	27	11/30/11	Granite shops and samples have been mailed to Kenton, he indicated that he had not received them yet	
	28	12/14/11	Kenton asked if there are any darker granites available	
	29	12/28/11	Darker samples have been ordered	
04G	26	11/16/11	Kenton wants color chart for limestone caulk	OLD
	27	11/30/11	Dow color chart for brick caulk selection is also for limestone	
	28	12/14/11	Kenton has chart	
	29	12/28/11	Need color selections	
04H	29	12/28/11	Need approval for letter/numbers at columbarium	NEW

#### DIVISION 05 <<< METALS >>>

05F	29	12/28/11	1 bollard at fuel tank needs cut off	NEW
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#### DIVISION 06 <<< WOODS & PLASTICS >>>

06B	25	11/02/11	Wood profiles to be submitted	CLOSED
	28	12/14/11	John Boone provided samples from which Kenton made selection, Boone and Kenton reviewed other questions	
	29	12/28/11	Omit vertical trim at windows that have a drywall return	
06C	29	12/28/11	Look at pedestrian bridge decking	NEW

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

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

08H	28	12/14/11	Raised door style trim selection was provided	CLOSED
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TOPIC	MEETING	DATE	DISCUSSION	STATUS
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**DIVISION 09 <<< FINISHES >>>**

09D	28	12/14/11	Provide drywall infill on side at top of interior curtain wall in admin building	CLOSED
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**DIVISION 10 <<< SPECIALTIES >>>**

10B	25	11/02/11	The dedication date was provided for signage but it is not to be released to the public, Dave requested 'camera ready art' - Kenton will check on providing vector-based format for the WV, VA, and WVSP seals as well as the badge, use standard for all military seals	OLD
	26	11/16/11	Kenton checking	
	27	11/30/11	Kenton has everything ready except state police which he is working on	
10C	28	12/14/11	Dave checking on sign lettering resubmittal	OLD
	29	12/28/11	<b>Dave provided physical samples</b>	

**DIVISION 12 <<< FURNISHINGS >>>**

12B	28	12/14/11	Larissa had questions pertaining to furniture selection, Kenton providing sample of P-Lam selected for reception desk, door frames and wood trim colors will be the same	CLOSED
12C	29	12/28/11	<b>Need submittal on roller shades</b>	NEW

**DIVISION 13 <<< SPECIAL CONSTRUCTION >>>**

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

22C	28	12/14/11	Run drain from backflow preventer through exterior wall and dump on ground	CLOSED
22D	29	12/28/11	<b>Look at compressor location</b>	NEW

**DIVISION 23 <<< MECHANICAL - HVAC >>>**

23A	29	12/28/11	<b>Previous comments from Dave Skeen need to be addressed ASAP</b>	NEW
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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	11/02/11	Formal agreement from AEP has been received, signed, and returned, JG will get a check cut for construction fees and submit a proposed change order, AEP has indicated they will be on site the week of 11/07, Meg indicated they anticipate being on site 5-7 weeks	

TOPIC	MEETING	DATE	DISCUSSION	STATUS
	26	11/16/11	Overhead work has been done, AEP said that underground would start on 11/17/11 and be complete in approximately 2 weeks but as of 11/21 they have not started	
	27	11/30/11	Not much was done on underground work until 11/28 but both onsite workers and the project engineer have indicated we will have power in 2 - 3 weeks	
	28	12/14/11	Still no power and getting different answers from AEP personnel and on site subcontractor working for AEP, currently being told power will be on by 12/30	
	29	12/28/11	<b>Subcontractor working for AEP pulling wire has lost contract, another crew will be on site week of 01/02/12</b>	
26E	29	12/28/11	PCO for security has been submitted	NEW

### DIVISION 27 <<< COMMUNICATIONS >>>

27A	01			
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### DIVISION 28 <<< ELECTRONIC SAFETY & SECURITY >>>

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

310	28	12/14/11	Kanit Patel and Rod Kidd were on site to review multiple items: "1" look at rip rap in area 6 as proposed in PCO 44 and ground seepage from above diversion ditch "2" washing next to burial section 4 in area 5, Kenton wants to keep all grades as mowable as possible "3" review proposed retaining wall in area 4 behind burial sections 3 "4" sheet flow coming across sidewalks along memorial walk, the la group suggestion possibly adding a retaining wall "5" rebuttal for PCO 19 "6" look for any existing or possible slips along entrance road	CLOSED
	29	12/28/11	<b>Rod provided report to Kenton, rip rap in area 6 has been accepted, retaining wall at burial section 3 has been accepted, PCO 19 has been accepted, area behind memorial walk has been regraded and we are considering sod, Rod suggested a possible curb around DI 75, Josh is going to raise the grate 8" to start</b>	

### DIVISION 32 <<< EXTERIOR IMPROVEMENTS >>>

	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	
	23	09/21/11	Larissa has spoke to Valley Gardens and is looking as wild flowers for cut slopes along entrance road	

TOPIC	MEETING	DATE	DISCUSSION	STATUS
32F	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	OLD
	25	11/02/11	Scope for additional tree plantings have been provided and Cary is working on pricing, pricing should include temporary watering as a separate line item using on site private hydrant, Kenton will provide a notice to proceed for the landscape contract, irrigation format the entrance to the admin building will be ready for manual use within 2 weeks, all temporary seeding will be complete this week, temporary seeding was performed w/ rye and winter wheat mix, the seeding in the sanitary leach bed area was performed by Raynes using the lawn mix as specified, Cary asked about eradicating temporary seeding prior to permanent seeding/sod, Kenton to look at possibly changing meadow grass area to lawn grass as Larissa indicated this area may be mowed, Larissa and Cary to get together to look at other possible changes	
	26	11/16/11	A proposal was submitted for additional tree plantings but it did not appear to be inclusive of everything on the revised drawing and did not address the credit for the top soil, Kenton will send an RFP, Kenton will also send a notice to proceed, Larissa asked Valley Gardens to look at some on site rock material to possibly use along the entrance road for a waterfall	
	27	11/30/11	Kanawha Stone has received a notice to proceed indicating schedule will be adjusted by change order, Kanawha Stone to provide breakdown for individual trees in proposed extra, first delivery of trees scheduled for 12/01 w/ planting to start 12/02, tree locations have been marked w/ pink flags for approval, Keith and Carry reviewed some trees to potentially move at entrance and at top of slopes on north side of entrance drive, hold off on plantings behind burial section 3 as there is a proposed change to remove additional material, Darrell Meehl will be on site 12/07 at approximately 7:30	
	28	12/14/11	Darrell Meehl was on site on 12/07/11, he is concerned that sediment from erosion may be polluting topsoil, Kenton is proceeding w change order for additional trees but holding on credit for top soil nutrients until nutrient tests are performed, tree plantings along Dow right-of-way need to be coordinated w Dow by landscape contractor, GC to coordinate w Valley Gardens on utility locations since contracts are over-lapping and as-builts have not been provided, Carry is working w Larissa on screening of Finney Hollow, any corrections for sheet flow above memorial walk could affect landscaping and irrigation	

TOPIC	MEETING	DATE	DISCUSSION	STATUS
	29	12/28/11	Darrell has indicated that lawn seeding can possibly start prior to specified May 1 depending on weather, early start date would be initiated by written request be landscaper, Mike Evans getting Keith/Larissa drawings to identify sod alternates, all tree plantings complete except at flag plaza left of the admin building (which can be placed), around memorial (likely the end of January before memorial is 100% complete), and behind burial section 3 (Kenton to talk to Darrell about alternate location for these trees since we're adding a retaining wall, Josh to provide sketch of proposed wall), trees for columbarium area have not been ordered and there is a concern about drainage, BBL did not get the drains in place as shown and there is concern that even with the drains as shown they may not be deep enough, we will excavate all of these holes to evaluate, Carry noted a lot of ground moisture to the right of the admin building and he is going to do some perk tests, one evergreen that had to be relocated due to the tower is leaning, BBL and Valley Gardens will work together on site clean up	
32J	24	10/05/11	Aqua Engineering will be on site on 10/18 for intermediate inspections	OLD
	25	11/02/11	Irrigation system will be ready for manual operation from entrance to admin building within 2 weeks, O'Heil has submitted a wireless rain sensor, O'Heil to provide additional information and proposal to add software that will allow remote operation	
	26	11/16/11	Kenton asked about using irrigation system for temporary watering and how that affects the 14 day pressure test	
	27	11/30/11	Pressure test may have to be performed after substantial completion, need to have further discussions w/ O'Heil	
	28	12/14/11	Back-flow and main runs are being completed, coordinating heads and other work in crypt areas w ground conditions, asked if spigot valves at water stations should be located outside of concrete pads	
32L	28	12/14/11	Need to address question of secondary lightning protection shown on manufacture's shop drawing	OLD
	29	12/28/11	<b>Waiting on information from manufacture</b>	
32M	28	12/14/11	Need resubmittal on decorative gate, pickets need to be welded and should be 1"x1"	OLD

### DIVISION 33 <<< UTILITIES >>>

33H	25	11/02/11	It was discussed that the wing walls of the aluminum box culvert look unfinished and it was questioned that they should have been concrete, approved submittal showed aluminum but Kenton is looking into this item	OLD
	26	11/16/11	Metal headwalls appear to be per approved documents, Kenton is reviewing design requirements, original drawings had creek flowing through a detention system and that was changed to the aluminum culvert	
	28	12/14/11	MSES verifying	
33I	28	12/14/11	Keith asked about downspout leader that was installed per civil drawings on front side on maintenance building, the downspout was not required per metal building design and Kenton said to cap it off at grade	CLOSED

TOPIC	MEETING	DATE	DISCUSSION	STATUS
<b>&lt;&lt;&lt; PERMITS / TESTING &gt;&gt;&gt;</b>				
<b>PT6</b>	25	11/02/11	At least 3 sets of cylinders have failed on the 28 day break and 2 of them are in the heavy duty concrete section of the turn around in front of the committal shelter, BBL will proceed w/ replacement of at least the 2 areas in the turn around	OLD
	26	11/16/11	Failed cylinders have been reviewed w/ Kanit, one section has been replaced and we are waiting on 56 day break for other areas	
	27	11/30/11	JG will verify w/ American Geotech	
	28	12/14/11	Kanti verifying required sections have been replaced	
	29	12/28/11	<b>Kanti to address in report</b>	

<b>&lt;&lt;&lt; SUBMITTALS &gt;&gt;&gt;</b>				
<b>S4</b>				

<b>&lt;&lt;&lt; RFI'S &gt;&gt;&gt;</b>				
<b>R4</b>				

<b>&lt;&lt;&lt; SCHEDULE &gt;&gt;&gt; 2 WEEK LOOK-AHEAD</b>	
Activities for next 2 weeks	Contractor
Straightening/staking trees	Valley Gardens
Drill drop inlets as needed	Raynes
Finish area 6 and set heads	O'Heil Site Solutions
Get power on	AEP
Finish installing niche covers	BBL
EIFS soffit at admin building	Cornerstone
Finish ceramic in admin building	Cornerstone
MEP trim out in admin and maintenance	MEP subs
Rip rap in area 6	Raynes
Submittal on retaining wall behind burial section 3	Raynes

<b>&lt;&lt;&lt; CHANGE ORDERS / PROPOSALS &gt;&gt;&gt;</b>				
<b>CO3</b>	26	11/16/11	Change order #3 includes PCO #24a lighting for interstate sign, PCO #24b lighting for academy sign, PCO #24c soffit lighting at admin, PCO #24d soffit lighting at committal, PCO #24eR1 conduit across roadway at entrance, PCO #24f bollard and other site lighting, and PCO #28 fountain, change order #3 is being reviewed by purchasing	OLD
<b>CO4</b>	26	11/16/11	Change order #4 includes PCO #18R2 soil stabilization under crypts, PCO #20 regrading area 6, PCO #21R1 sanitary changes, PCO #22 work required by Dow, PCO #23R1 additional rip rap, PCO #25 concrete under storm retention system 2, PCO 26R flooring changes at admin, and the requested time extension, change order #4 has been signed and will be submitted to purchasing	OLD

TOPIC	MEETING	DATE	DISCUSSION	STATUS
CO5	26	11/16/11	JG preparing PCOs for change order #5 to include retaining seat wall behind columbarium area just behind curb, excavation work (to include unit price for material removal behind burial section 3 as recommended by Kanti, access for AEP, clean up Dow access road behind memorial walk, dam above slope behind columbarium and grading next to maintenance building), fence changes to include additional chain link and deleting motorized gate and change sliding delivery gate to two swinging gates, slip repairs as recommended by Kanti, additional lights on admin building, washer/dryer and range hook ups in maintenance, security conduit, purchase and install of tower, AEP construction costs, and an outlet under the pedestrian bridge	OLD
	27	11/30/11	JG finalizing PCOs for change order #5, wiring diagram and conversation w/ Schulmerich indicate that power and low voltage speak wire needs to be in separate conduit, it was verified on 12/01 that running inner duct through the 3" conduit to separate is acceptable, also including PCO for shut-off at fuel tank there will not be an additional fuel tank added as the existing tank will house gasoline and diesel but it will need to be labeled properly, also verify bollards w/ ASHCO to set in front of sanitary treatment area	
	28	12/14/11	<b>Change order #5 now includes PCO 29-44 plus PCO 19, approval to order tower is critical</b>	
CO6	26	11/16/11	Change order #6 will include extension of committal shelter and a retaining wall behind burial section 3 if needed	OLD
	27	11/30/11	Kenton shared a preliminary design that Keith and Larissa both liked, Kenton is preparing a budget, design would require extension to connect structurally to existing Committal Shelter so Kenton suggested we hold off on composite metal panels on front face if possible	
	28	12/14/11	Need to reduce cost, Keith asked to cut size of addition approximately in half	
	29	12/28/11	<b>PCO for security cameras has been submitted</b>	

### <<< PAY REQUISITIONS >>>

PR				
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### <<< PROJECT CLOSE-OUT >>>

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	
25	11/02/11	Kenton forwarded requested information to lawyers		

TOPIC	MEETING	DATE	DISCUSSION	STATUS
PCO3	29	12/28/11	Kenton wants to know in what format as-builts will be provided	NEW

**<<< NEXT SCHEDULE PROGRESS MEETING >>>**

Next meeting will be Wednesday January 18, 2012 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.