

**PROJECT MANAGER'S REPORT OF  
CONSTRUCTION MEETING #4**

PROJECT: Glassboro Schools HVAC and Fire Alarm Replacement

MEETING DATE: May 26, 2016

<u>ATTENDEES</u>	<u>COMPANY</u>	<u>EMAIL</u>	<u>PHONE</u>
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**OLD BUSINESS:**

**ITEM**

1.05 **PREPARATORY MEETINGS:** A preparatory meeting will be held each time a new subcontractor starts work or for each new significant work activity. The meeting will be in NEW ROAD's site office with NRCM, the relevant Design Professional, the GC Superintendent and the Subcontractor Foreman responsible for the work. The purpose of the meeting is to introduce the parties, review the shop drawings, discuss expectations, job rules, coordination, etc. The first prep work meeting will be demolition and Newport Construction is to notify NRCM when they are ready for this meeting. **Newport**

G&H advised they will want a TAB meeting to review Cx requirements. NRCM advises all Cx requirements identified in MEP/ATC spec will be enforced.

**Update: Abatement and Demolition prep work meeting will be scheduled after Township issues permit. NR noted that EDI to be notified so that both NR and EDI attend this prep work meeting.**

1.07 **SCHEDULE OF VALUES:** Contractor to submit Schedule of Values ASAP to FVHD and NRCM via PDF. SOV to be divided between each school. Each payment will follow approved Schedule of Values. Newport may submit pay app one with invoices for bonds and insurance. **Newport**

**Update:** Newport advises they are working on SOV and will submit in next couple weeks

**Update: Newport noted that they are still getting SOV data from subcontractors, but they anticipate submitting to NR and FVHD for review shortly.**

1.14 **SUBCONTRACTORS:** Contractor will submit the name, address, etc., for each subcontractor that will work on the job. GC is responsible to provide management and oversight of his subs at all times, i.e. GC Super to be present when any work is occurring. GC to require subs to submit certified payrolls directly to School District. Newport will provide lists as contracts are finalized. **Newport/EDI**

Asbestos Sub to communicate directly with and be directed by EDI Environmental. All demo work needs to be done carefully with exploratory demo first to investigate existence of asbestos. If friable asbestos is encountered work must stop and the condition reported to EDI and NRCM. If mold or other environmental concern is uncovered, again, stop work and advise EDI and NRCM.

EDI to draft indemnification language for Newport to sign regarding unforeseen asbestos abatement.

Newport will utilize Shade Environmental for abatement.

**Update: Newport noted that they are still buying out minor subcontracts, and will issue a comprehensive contact list of subs shortly. Newport noted that indemnification language from EDI will be reviewed by Newport prior to any sign-off.**

- 1.15 **PERMITS:** FVHD provided signed and sealed drawings to Glassboro Construction Official. Newport Construction to obtain permit jackets and submit permit applications ASAP to the GLASSBORO Twp Construction Official in the Town Hall building. GCSCD approval is not required for this project. Time is of the essence for submission as the CO will need time to review the drawings prior to issuing permit. Newport Construction to determine local inspection schedules and inform team at next meeting. New Road will be the primary point of contact for scheduling inspections for Newport. FVHD/ Newport
- Construction official is Robert King 856-881-8140, Office coordinator is Terri Fanfarillo 856-881-9230 x88310 [tfanfarillo@glassboro.org](mailto:tfanfarillo@glassboro.org) Website is <http://glassboroonline.com/public/construction-office/>
  - Newport requested copy of DOE Ed specs for record. George Duthie advises all DOE paperwork is approved for this project
- Construction Official is currently reviewing plans. FVHD to provide conformed plans for CO and team.
- Update: Newport noted that Township is still reviewing building permit application. Also noted that District's separate contract (with LTW) for security/IT wiring is not part of Newport's permit application; FVHD will contact CO office and inform CO that LTW will file a separate permit application. Newport noted that they would prefer to schedule their own inspections and would keep NR informed of any scheduled inspections – NRCM to consider and review protocol further with Newport.
- Update: Permits are all issued and on file.**
- 1.21 **TEMP FACILITIES:** Refer to Spec Section 01500 and begin preparation and coordination to provide the required temporary facilities. NRCM will want office trailer at Glassboro HS. Contractor to provide adequate portable toilets at each site for use by construction personnel – school facilities are not to be used. Office/storage trailers to be on HS property. Trailers needed at other locations will be discussed in future. Newport
- Update:** Staging and Trailer area has been designated. Details of fence line to be worked out next week. Trailers are ordered and expected on site 5/10. Newport to submit trailer permits to Twp.
- Update: Trailers are on-site; Newport working with ACE and Comcast for electrical and phone/internet service; hope to have this done in two weeks.
- Update: Newport to have trailers operational next week.**
- 1.22 **CLEAN-UP:** This is a high profile project within occupied sites in residential neighborhoods. The Owner and NRCM expect the project to be maintained in a clean, organized and safe manner. All material will be stored properly, secured overnight and staged from an acceptable location. Construction and lunch debris will be cleaned up regularly. No dumpsters are allowed within 20' of the building for fire safety purposes. While working second shift in an occupied school, Newport Construction shall be solely responsible for clean-up and have the School building completely clean, safe and secure for the start of the next day's classes. Life Safety systems must remain in operation 100% of time during school day. The Owner will provide air monitoring. Newport

- 1.24 **AS-BUILTS:** NRCM will periodically ask to check each trades field specs and drawings to ensure that addendum and bulletins are incorporated. Supers and foreman will keep the drawings up to date with the respect to as-built conditions and utility installations. These will periodically be incorporated into NRCM's field set so that we can maintain one set of coordinated documents in the field. As-Builts will be submitted at the end of the project as required. Note that all subs should be aware there were 5 addenda issued during bid.

**NEW BUSINESS:**

**ITEM**

**RESP**

- 4.01 **SAFETY:** The GC is specifically and contractually responsible to maintain a safe project site and working environment and is responsible to ensure the work is carried out safely at all times. Contractor is responsible to enforce safety with all their subs and personnel and will designate a responsible person with OSHA training to be the Site Safety Representative. The contractor's maintenance of a safe working environment for all project participants is a critical aspect of the contract requirements. The Owner, NRCM and the Designers have no contractual responsibility to provide a safe site or for the safety or protection of the trades, however we will promote safety on a regular basis and encourage strict adherence to OSHA safety standards. Although the Owner, NRCM and the Designers are not responsible for site safety, if we realize an unsafe condition exists you will be notified and expected to correct the condition. Contractors are responsible to maintain a first aid kit, safety plan, ensure their workers and subcontractors compliance to OSHA regulations, hold "tool box talks" on safety and enforce the Hard Hat rule. If anyone discovers a safety concern they are directed to immediately report the issue to the General Contractor.

No safety concerns were noted. Contractors are reminded to sign in at front office.

- 4.02 **SHOP DRAWINGS:** Newport  
Newport requested G&H provide CAD backgrounds for MEP documents. FVHD to send conformed drawings to NR and Newport.  
Long lead items identified include HVAC equipment, ductwork, toilet partitions, store fronts, doors and hardware, Fire alarm, Honeywell control systems, casework, color selections, lighting. Newport
- 4.03 **RFI's** – There are no RFI's to date.
- 4.04 **Change Orders** – Newport  
A. Requested Newport submit a proposal for replacing MZ-4 at Bowe School
- 4.05 **CONSTRUCTION SCHEDULE:** NR/  
Newport
- Last day of school is June 15<sup>th</sup>. First day of school will be 9/6/16.
  - Discussed the hot water to kitchen sinks was mandatory at all times – suggested a

small HW tank be installed by Newport in event hot water heating system is not operational. Due to reheat dehumidification, Falasca will leave boilers running through end of school year.

- Newport advises windows are long lead at Rodgers and won't be installed this summer. Newport believes they can complete construction of entry vestibules at each school. More details to follow.
- Drew Sole advised Newport that if possible the unit vents in rooms A-109, A-133, A-131 (overhead unit) and A-132 (overhead unit) are to be replaced as a priority over other rooms as they are in the worst condition. Falasca plans to demo and replace all uv's over the summer. Newport was reminded that the District requires mechanical ventilation at start of school in all occupied spaces.
- Preliminary scheduling meeting was held on 5/16. Newport to plan another construction scheduling session next week.
- GM White advises they will minimize any power disruptions – District Staff at HS may move to Admin Building during that time.
- **Newport advises they will probably not do c-wing bathrooms until next year.**
- **District asked Newport to advise of dates when the HS weight room will be unavailable.**
- **Nurse's suite will be renovated along with offices this summer.**

4.06 **Technology** – Gloria Perez discussed coordinating existing IT equipment with construction activity. The Team advised that all computers should be removed from building or otherwise secured. Ceiling mtd projectors will be removed by District. Newport to protect all smart boards. Newport to leave all wireless equipment securely above ceiling during ceiling demo. TV's, printers etc will be moved to science wing/temp office location and be secured. Team to review work with IT contractor and coordinate data/low voltage wiring and rough-in to renovated areas. IT vendor is welcomed to attend meetings.

4.07 **Restrooms** – Dr. Silverstein addressed the Districts desire to have one bathroom designated as a special bathroom with appropriate signage. George Duthie to provide options for locations and signage.

4.08 **Weight Room** – District wants to have the weight room available for use throughout the summer. Team to advise when weight room cannot be occupied.

4.09 **Cooling Tower Pumps** – Falasca confirmed that new pumps will be provided per contract – pumps 9 and 10 will be replaced.

4.10 **Abatement** – Newport's abatement sub is Shade Environmental. Shade has been on site meeting with EDI, NRCM and Newport to review and coordinate abatement.

Discussion regarding demo of wet wall and whether or not that demo should be an abatement activity.

**Next Project Meeting is Thursday 6/9/16 at 10am**

These notes were prepared for the purpose of recording pertinent information discussed at the meeting, and are not meant to be a transcript. If there are pertinent items missing or items presented inaccurately, please send written corrections or additions to my attention within five (5) days. If there are no objections, this report will stand as written and become a part of the official project record.

Respectfully,  
**NEW ROAD CONSTRUCTION MANAGEMENT CO.**  
Chuck Romanoli

Distribution to Owner's Team and GC 6/1/16

Attachments: Newport Construction Job Meeting Report



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## GLASSBORO SIX SCHOOLS RENOVATIONS

MEETING DATE 5/26/2016

### PAST TWO WEEKS

5/11-5/25

1. Received PO 5/11, started issuance of Contracts
2. Pre-Construction Activities Including
  - a. Planning and schedule development
  - b. Continue to await issuance of building permits by AHJ
  - c. Start mobilization, include deliver trailers, site fence, etc.
  - d. Continue buyout and purchasing process
  - e. Preparation of administrative submittals
  - f. Preparation of technical submittals
3. Preliminary site inspections, field measurements, and other coordination activities.
4. Scheduling and Coordination Meetings
5. Field Measurement and Coordination
6. Partial demolition of boiler #2
7. Disconnected electric to pumps for boiler #2
8. Temporary services to trailers
9. Preliminary Asbestos identification activities

### TWO WEEK LOOK AHEAD

5/25/16-6/8

1. Continue with Pre-Construction activities and on-site activities as noted above
2. Start onsite activities, limited mobilization by MEP trades
3. NCC to mobilize to field office as soon as power and data connectivity completed.

## KEY EVENTS AND ISSUES

1. Purchase Order received 5/11, copy of signed contract 5/12, Building Permits 5/25
2. Continue planning for hard start of work on or about 6/20- Due to owners program requirements, much of the work cannot be started until after the end of school.
3. Identification of Asbestos work and planning for same.
4. Conformed drawings and CAD files are critical to development of delegated design work and to Coordination of trades