

Meeting Minutes

To: n/a
From: Dan Dainard, P. Eng. (DD)
CC: n/a
Date: January 26, 2011, *meeting took place on January 13, 2011*
Re: WEWPCC HVAC REPLACEMENT
CONTRACT ADMINISTRATION
BID OPPORTUNITY MEETING No. 1

1.0	GENERAL	ACTION BY
1.1	Drawing LE2.11 was not included on the drawing list. The list will be revised and attached to <i>963-2010 Addendum 1</i> .	DD
1.2	Drawing HM2.11 shows a drawing for the administrative building, the correct drawing for HM2.11 shall be attached to <i>963-2010 Addendum 1</i> .	DD
1.3	Need for detailed work schedule as per D14.	INFO
1.4	Supplemental Condition D17 CRITICAL STAGES should have special attention paid to it as it is a crucial part of this project. Use Microsoft Project to generate a Gantt chart to show timeline using equipment delivery times and other relevant information available.	INFO
1.5	Specification 01 52 00 – CONSTRUCTION FACILITIES & SUPPORT SERVICES contains information on security requirements for the WEWPCC before and after working hours, (working hours: 7:30 am to 4:30 pm).	INFO
1.6	Evaluation of equals requires a written submittal; evaluated equals will be shown in the addendum(s).	INFO
1.7	Communication antenna shown on structural drawings indicates Contractors responsibility for removal. Work will be done by City workforce. This item will be reflected in <i>963-2010 Addendum 1</i> .	DD
1.8	Chain hoists are not currently specified, they will be specified and the specification shall be attached to <i>963-2010 Addendum 1</i> .	DD
1.9	There may be other Contractors working on site on other projects during this projects construction phase.	INFO

With no further items to be discussed the meeting was adjourned.

We believe these minutes to be an accurate representation of the discussions that took place. Please report any discrepancies in writing before next scheduled meeting.

PREPARED BY;

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Project Manager - Design Engineer

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