

# Park East Construction Corp.

MEETING MINUTES

No. 00007

266 East Jericho Turnpike  
S. Huntington, NY 11746

Phone: (631)549-9800  
Fax: (631)549-0004

**PROJECT TITLE:** 03 SCCSD - Library

**MEETING DATE:** 8/4/2009

**LOCATION:** Middle School trailer

**SUBJECT:** Project Management Meeting

<u>DID</u> <u>ATTEND</u>	ATTENDEE NAME	COMPANY NAME	STAND-IN for Company
Y	Raymond McQuillan	Corporate Electric Technologies	
N	Peter Olensky	Integrated HVAC Systems & Svcs, Inc	
Y	Steven D. Schneider	Integrated HVAC Systems & Svcs, Inc	
Y	Matthew Purgar	McClave Engineering	
Y	Allen Voulo	Park East Construction Corp.	
N	Gary Gonzalez	Park East Construction Corp.	
Y	Joseph M. Catropa, AIA	Park East Construction Corp.	
N	Gregory C. Miglino, Jr	South Country Central School Dist	
N	Coryn Skolnick	Telcar Group Ltd.	
Y	Jim Koutsouras	Vezandio Contracting Corp.	
N	Stefan D. Reiss	Wiedersum Associates, PC	

ITEM	TOPIC	DESCRIPTION	STATUS	STARTED	ACTION BY
00001	Project Team	Project Team: South Country Central School District Carl Moodt Joe Cipp Jimmy Vaughn  Architect: Wiedersum Associates, PC Stefan Reiss, Construction Administrator  Park East Construction: Joseph Catropa, AIA, Project Manager  Garv Gonzalez, Project Superintendent  Alien Voulo, Project Superintendent	OLD	6/12/2009	
01000	Insurance / Bonds	Insurance Certificates and Performance Bonds must be provided to Park East Construction Corp. for approval prior to the start of work. Certificates must name South Country Central School District as certificate holder. Additional insured shall include South Country Central School District, Wiedersum Associates, PC and Park East Construction Corp.	OLD	6/12/2009	ALLTRADE

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ITEM	TOPIC	DESCRIPTION	STATUS	STARTED	ACTION BY
01500	<b>Sched of Values</b>	All Prime Contractors are to submit their Schedule of Values to Park East Construction Corp. for joint review and approval with Wiedersum Associates, PC. Line items to be indicated with labor and material breakdowns.	OLD	6/12/2009	ALLTRADE
01501		Add SED numbers to G702 and G703, per SED new requirements.	OLD	6/12/2009	ALLTRADE
01510		2% Punch list and 2%close out as separate line item and separate line item for labor and material.	OLD	6/23/2009	ALLTRADE
02000	<b>Sub Listings</b>	All Prime Contractors are to submit a complete Sub-Contractor listing within ten (10) days of receiving their Letter of Intent.	OLD	6/12/2009	ALLTRADE
02500	<b>Shop Dwg Sched</b>	All Prime Contractors are to submit their Shop Drawings Submission Schedule immediately after receipt of Contract, highlighting long-lead items.	OLD	6/12/2009	ALLTRADE
02501		Six (6) sets required, add WAA number to transmittals.	OLD	6/12/2009	ALLTRADE
03000	<b>Submittals</b>	All Shop Drawings and Submittals (six (6) copies) are to be sent directly to Park East Construction Corp. Two week turnaround is required. If a contractor submits an/or "equal", contractor is responsible to provide the necessary data and then show confirming material (6 copies).	OLD	6/12/2009	ALLTRADE
03001		Add WAA numbers to submittals.	OLD	6/12/2009	ALLTRADE

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ITEM	TOPIC	DESCRIPTION	STATUS	STARTED	ACTION BY
04000	<b>RFI Procedure</b>	All RFI's shall be submitted to Park East Construction Corp. Park East Construction Corp. will attempt to answer RFI's, log them in and then forward to the Architect / Engineer for final review and/or answer.	OLD	6/12/2009	ALLTRADE
04500	<b>Reqs &amp; Payments</b>	Pencil copy of Payment Requisitions are to be submitted on or about the 23rd of each month. Upon review and approval of the pencil copy, the Trade Contractor will forward one (1) original and three (3) copies to Park East Construction Corp. with all supporting documentation (payroll reports, etc.) for processing to Wiedersum Associates, PC / Owner for payment. Park East Construction Corp. advised that no checks will be issued unless all Insurance Certificates are up to date and meet all the mandatory requirements.	OLD	6/12/2009	ALLTRADE
04501		Summer months - possible two (2) requisitions per month.	OLD	6/12/2009	ALLTRADE
05000	<b>Change Orders</b>	Change Orders to be submitted to Park East Construction Corp. for review.	OLD	6/12/2009	ALLTRADE
05500	<b>Project Safety</b>	Project Safety:	OLD	6/12/2009	ALLTRADE
05501		Jobsite Safety Talks are to be performed each week with topics relevant to work scheduled to be performed. Please provide a sign-in sheet of all attending to Park East Construction Corp. after each project management meeting.	OLD	6/12/2009	ALLTRADE
06000	<b>Badges &amp; Conduct</b>	Badges & Conduct:	OLD	6/12/2009	ALLTRADE

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06001		All Prime Contractors and their Sub-Contractors are to provide all on site personnel with Photo Identification Badges. Smoking, not wearing a hard hat on site, wearing shorts, no shirt, improper footwear, foul language, etc. will not be tolerated.	OLD	6/12/2009	ALLTRADE
06002		Per Carl - ALL contractors MUST have name tags on at all times. If not - will be asked to leave school.	OLD	6/12/2009	ALLTRADE
07000	<b>1-Week Look Ahd</b>	All Prime Contractors are to provide a One-Week Look Ahead at each Project Management Meeting, detailing work for the following one (1) weeks. Please prepare first look ahead for next Project Management Meeting.	OLD	6/12/2009	ALLTRADE
07001		All contractors to submit project schedule with initial schedule of values.	OLD	6/12/2009	ALLTRADE
08000	<b>General Items</b>	General Items:	OLD	6/12/2009	
08001		All parking is to be within the parking lot areas only designated for construction workers.	OLD	6/12/2009	ALLTRADE
08002		Deliveries OK next to School - but "KEEP OFF THE GRASS".	OLD	6/12/2009	ALLTRADE
08010		All Contractors will be responsible for cleaning up their debris on a regular basis and/or as requested by Park East Construction Corp.	OLD	6/12/2009	ALLTRADE
08020		If Contractors propose to bring storage trailers to the site it must be coordinated with Park East Construction Corp.	OLD	6/12/2009	ALLTRADE

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08030		Work hours are to start at 7:00 a.m. (not earlier) and end 11:00 p.m. (not later), Buildings Open.	OLD	6/12/2009	ALLTRADE
10000	<b>Vezandio</b>	General Contractor: Vezandio Contracting Corp.	OLD	6/12/2009	
10001		Project schedule submitted by Vezandio Contracting Corp. PEC to distribute to all prime contractors.	OLD	6/30/2009	
10010		Have not selected steel sub yet. If they can not find someone PEC will provide alternate contractors.	OLD	6/30/2009	
10020		Abatement contractor "WTC" testing by JC Broderick. Scheduled week of July 13th.	OLD	6/30/2009	
10030		PEC to coordinate with JC Broderick to possibly schedule Fri., Sat. and Sun. work "Clean Air" for Monday.	OLD	6/30/2009	
10040		Shop drawings to PEC ASAP.	OLD	6/30/2009	
10050		Doors out at 4 weeks from approval of shops.	OLD	6/30/2009	
10060		Estimate abatement schedule: - Prep: July 9th, 2009 - Abatement: July 10th, 2009 - Air Samples: July 11th, 2009 - By Broderick - Back to Work: July 13th, 2009 - All Primes	OLD	6/30/2009	
10061		Abatement still on schedule, see above.	OLD	7/7/2009	

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10062		- Prep: July 14th, 2009 - Abatement: July 15th, 2009 - Air Samples: July 18th, 2009 - Back to Work: July 20th, 2009	OLD	7/14/2009	
10063		Abatement completed by Monday, 7/20/09 per schedule.	OLD	7/21/2009	
10070		Project is on schedule. Demo completed today/tomorrow. New construction to start Monday, 7/13/09 or Tuesday, 7/14/09 (pending clean-air results).	OLD	7/7/2009	
10071		New construction started Friday, July 10, 2009.	OLD	7/14/2009	
10080		Steel sub to be "786 Ironworks". Shop drawings to follow.	OLD	7/7/2009	
10081		Received at meeting. Estimate to be provided by G.C. to PEC tonight or tomorrow morning by G.C. Faxed to trailer and office.	OLD	7/14/2009	
10090		Asbestos found on elbows above original ceiling on plumbing piping. Broderick to review with "WTC"; abatement contractor; and provide cost estimate to remove.	OLD	7/7/2009	
10100		Shop drawings to be provided the end of the week. To expedite the review process, shop drawings are to be sent directly to WAA with "CC" to PEC. (i.e.: steel, doors and hardware).	OLD	7/7/2009	
10101		Received at meeting.	OLD	7/14/2009	
10110		At this time NO temporary doors are to be considered. G.C. To submit shop drawings to WAA ASAP.	OLD	7/7/2009	

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10111		Submitted at meeting.	OLD	7/14/2009	
10120		Alternate carpet samples and metal panels were submitted to WAA for review at meeting.	OLD	7/7/2009	
10121		Per WAA: metal panels to be white and carpet per spec is available.	OLD	7/14/2009	
10122		WAA to select alternate carpet from samples provided.	OLD	7/21/2009	
10123		This week for color samples.	NEW	7/28/2009	
10130		G.C. to install a '3-0" Lin. Ft. of CMU "Mock-up" wall for review by WAA & PEC as standard for quality of work.	OLD	7/7/2009	
10131		CMU completed.	OLD	7/14/2009	
10140		(Jim) Vezandio - will layout grid work for HVAC contractor to coordinate units in ceiling.	NEW	7/28/2009	
10150		VEZ - to have steel by Tuesday August 4th.	NEW	7/28/2009	
10160		G.C. To sawcut existing P.C. Flooring over and above base contract to install additional conduits at control desk and office.	NEW	8/4/2009	

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10170		G.C. To sawcut existing P.C. Flooring at South end of Library to accept floor box for original electrical wiring. E.C. to provide PCO to supply and install floor box.	NEW	8/4/2009	
10180		Structural steel at roof joists installed today (8/4/09) by "786 Ironworks".	NEW	8/4/2009	
10190		WAA needs to provide color for floor "Carpet Tile" in Library and offices.	NEW	8/4/2009	
20000	<b>Corp. Elec.</b>	Electrician: Corporate Electric	OLD	6/12/2009	
20001		Received hard copy of bonds and insurance certificates.	OLD	6/23/2009	
20010		Schedule of values to be submitted to PEC by end of this week - per email.	OLD	6/23/2009	
20020		No subs on project.	OLD	6/23/2009	
20030		"N.Y. Fire" was used by Cooper at M.S.	OLD	6/23/2009	
20040		Light fixtures shops to be sent to PEC this week.	OLD	6/23/2009	
20041		E.C. delivered to McClave. Light fixture shops on Wed., 7/8/09. Approved as submitted by McClave on and returned to WAA.	OLD	7/14/2009	

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20050		Project schedule to be provided to PEC end of this week.	OLD	6/23/2009	
20060		PEC to contact "Core Management" to schedule meeting with Corporate Electric for 6/30/09 at 1:30pm.	OLD	6/23/2009	
20061		"Bill Grella" of "Core Management" reviewed the M.S. Library scope of work and will get back to District.	OLD	6/30/2009	
20062		Item open - PEC to review with "Bill" of Core.	OLD	7/7/2009	
20063		Open - E.C. needs "scope" for data work from Core Management.	OLD	7/14/2009	
20064		Item remains "open" - PEC to push Core Management for scope.	OLD	7/21/2009	
20065		District to call Bill for scope.	NEW	7/28/2009	
20070		To expedite the review process of shop drawings. Shops sent by Corporate Electric directly to Pat McLave with "CC" to WAA and PEC.	OLD	6/23/2009	
20071		Demo of electrical lighting completed 6/30/09	OLD	6/30/2009	
20080		Waiting for approval of light fixtures and direction from "Core Management".	OLD	7/7/2009	
20090		Time frame to receive light fixtures from approved shops are between 4-6 weeks.	OLD	7/7/2009	
20100		Prior to previous meetings, shops for lighting fixtures were emailed to PEC & WAA for review. (est. 6/26/09)	OLD	7/7/2009	

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20101		E.C. to use items as specified. Non specified items must be submitted to McClave for review.	OLD	7/14/2009	
20110		Electrical needs cuts of Library furniture from H&E. PEC to coordinate. PEC directed H&E to mark-out casework on floor.	OLD	7/21/2009	
20111		Mark out - complete. Shop drawing will be here tomorrow.	NEW	7/28/2009	
20120		Light fixtures released yesterday (6) six weeks delivery, per Mfg. E.C. to review if possible to expedite shipping. Fixtures EST. 3-4 weeks.	OLD	7/21/2009	
20121		WAA - PEC asking for samples and rough-in of soffit work.	NEW	7/28/2009	
20130		Corporate - 48" top of switch ADA.	NEW	7/28/2009	
20140		Corporate - HVAC - control for middle UV needs to be re-connected.	NEW	7/28/2009	
20150		Corporate - pull boxes needs to be re-installed as per plan.	NEW	7/28/2009	
20160		Corporate - conduit stubbed out to be placed in floor with cover box.	NEW	7/28/2009	

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20170		Corporate - ask Corporate for price on speakers.	NEW	7/28/2009	
20180		Corporate - asking about Burglar alarm box.	NEW	7/28/2009	
20190		Due to field conditions the twenty seven (27) outside fixtures (F-G) above the control desk, are to be eliminated. Fixtures were secured by Corporate. To be discussed with WAA.	NEW	8/4/2009	
20200		Wiremold to be installed to accept three (3) switches on existing CMU partitions at exit doors located East and West sides of Library.	NEW	8/4/2009	
20210		E.C. to provide "PCO" to supply and install floor box and splice conduits.	NEW	8/4/2009	
30000	<b>Integrated</b>	HVAC: Integrated HVAC Construction Corp.	OLD	6/12/2009	
30001		Shop drawings being prepared. Per WAA due to schedule, stay with contract drawings for HVAC units and ductwork.	OLD	6/30/2009	
30010		Send submittals directly to Pat McClave w/"CC" to WAA & PEC to expedite the review process.	OLD	6/30/2009	
30020		Estimated shops early next week.	OLD	6/30/2009	

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30030		Approved shops to be sent to GC by PEC for coordination of roof top dunnage.	OLD	6/30/2009	
30040		To expedite the review process, shops for ductwork will be send directly to McClave with "CC" to WAA and PEC.	OLD	7/7/2009	
30041		Delivered revised Danfross thermostatic radiator valves shop dwgs at meeting.	OLD	7/14/2009	
30050		General discussion of condensate return above finished ceiling.	NEW	8/4/2009	
30060		McClave Engineering reviewed office copy of approved HVAC shop drawings (proceed with corrections noted). Drawings are within WAA (Corra) and will be sent to Integrated. To expedite the installation - PEC directed Integrated to proceed without receipt of shops from WAA.	NEW	8/4/2009	
40000	<b>Telcar</b>	Casework: Telcar Group.	OLD	7/7/2009	
40001		Coordinating gas valves in casework above. Have (42) valves to install. Hirsch to mark out prior to drilling of countertops.	OLD	7/7/2009	
70000	<b>PEC</b>	Construction Manager: Park East Construction Corp.	OLD	6/12/2009	
80000	<b>WAA</b>	Architect: Wiedersum Associates, PC	OLD	6/12/2009	

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ITEM	TOPIC	DESCRIPTION	STATUS	STARTED	ACTION BY
90000	SCCSD	Owner: South Country Central School District	OLD	6/12/2009	
99999	Next Meeting	Project Management Meetings:  The next Project Management Meeting is to be held on Tuesday, August 11th, 2009 at 2:00pm at the Field trailer located at the Middle School.	NEW	8/4/2009	ALLTRADE

**Prepared By:** Park East Construction Corp.

**Signed:** \_\_\_\_\_  
Joseph M. Catropa, AIA

**Dated:** 8/10/2009