



HSR Associates, Inc.  
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# Meeting Notes

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Project: Black Hawk Schools Addition & Remodel      HSR Project No.: 20012-1  
Location: On site      Date: May 23, 2023  
Attendance: Willy Chambers (Black Hawk), RJ (Black Hawk), Tim Ruppert (HSR), Mike Burgaz (HSR), Hamzeh Assaf (Empire), Kevin Salmon (Empire), Dan Mills (Empire), Wayne Fischer (Fischer Excavating)

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## Pre-Construction Meeting Notes:

1. Contract Status:
  - a. The contract has been sent to Zach Cunningham by HSR.
2. Substantial Completion date is August 7<sup>th</sup>, 2024.
3. Interior work will be scheduled for when school is out and no kids are in the building.
4. Willy will get the builder's risk insurance policy.
5. On site meeting for: owner, builder and architect will be held every 2 weeks.
6. Empire needs to hire a superintendent dedicated to this job only.
7. Superintendent shall be on site during regular daily hours when subs are working.
8. State highway access D.O.T. :
  - a. Coordinate with D.O.T. Call for inspection.
  - b. This will be the construction site access.
  - c. There is no site access allowed from East Center Street.
9. Plan for school & kids access from East center Street:
  - a. Prioritize Center street sidewalks for access.
  - b. For kids school access.
  - c. Also plan for opposite side access from the weight room to the football field.

10. Ball field to parking lot:
  - a. The school will need the parking lot to be available by August 22<sup>nd</sup>, 2023.
  - b. We can hold off on the final course of asphalt on the parking until next year when the project will be wrapping up.
  - c. Keep existing pole shed.
    - The shed is located on top of some proposed new storm sewer line.
    - Can we get the storm sewer lines relocated on the civil utility plan?
    - Can we get around the site with the existing red shed in place?
    - The school needs the existing shed for equipment storage until the additions are complete.
  - d. Site lay out:
    - POB can do the site staking, which would be good since they also did the civil design.
  - e. True existing utility locations will vary.
  - f. Excavator will field verify the existing site for existing utility locations.
11. Tim R noted that the contractor shall take care to review the soils report because the existing soils are clay, a poor quality.
  - a. Tim R also called attention to the soil replacement called for in the base bid price and that there are unit prices for soil replacement as well.
12. The storm water draining into the creek has been approved by a DNR permit.
  - a. The permits are completed and sent.
13. The existing parking lot will be available to the contractor June 2<sup>nd</sup>.
14. We will plan to relocate the small white storage building to a location next to the existing school building on the Center street side.

Next meeting: June 21st, 2023 at 1:00 p.m.

Meeting location: On Site.

Recorded by: Mike Burgaz