



HSR Associates, Inc.  
100 Milwaukee Street  
La Crosse, Wisconsin 54603  
608.784.1830  
fax 608.782.5844

## Meeting Notes

---

Project: Black Hawk Schools Addition & Remodel      HSR Project No.: 20012-1  
Location: On site      Date: July 25, 2023  
Attendance: Willy Chambers (Black Hawk), RJ (Black Hawk), Tim Ruppert (HSR), Mike Burgaz (HSR), Grant Sjostrom (Sjostrom & Sons), Robert Whitmer (Sjostrom & Sons), Scott Kreig (Sjostrom & Sons), Allan Castellon (Sjostrom & Sons), Ron Grobe (Sjostrom & Sons)

---

### Pre-Construction Meeting Notes:

1. Contract Status:
  - a. The contract will be completed once the contract sum is settled with the surety. Surety has directed us to proceed with the work.
2. Substantial Completion date needs to be determined.
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. Willy will send a copy of the school calendar to Scott K.
6. On site meeting for Owner, Builder and Architect will be held every 2 weeks.
7. Sjostrom will provide a superintendent dedicated to this job only.
8. Superintendent shall be on site during regular daily hours when subs are working.
9. 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.
10. Plan for school & kids access from East Center Street:
  - a. Prioritize Center street sidewalks for access.
  - b. They are required for kids' school access.
  - c. Also plan for opposite side access from the weight room to the football field.

11. Phasing:

- a. Sjostrom proposed to have DOT access and construction area fencing, as well as a safe access route from the gym to the ball fields installed in time for school to start. Sjostrom will also proceed with the ball field conversion to parking as soon as they can.
- b. The temp office space will be installed in the upper level of the cafeteria prior to demo of the existing school offices.
- c. Demo of the existing original brick school building has not been determined, but would be best scheduled over the summer 2024 to minimize impact on classes.
- d. Switch gear has been ordered by the school.
- e. Existing air handlers will need to be coordinated to stay in place.
- f. Will HVAC need expedited equipment delivery? What are the lead times?

12. Abatement: Existing school building demo.

- a. Robertson Brothers is the abatement contractor; plan 3 weeks for them in the demo schedule.
- b. They will need to remove the wood framing from under the floors to remove the hot materials.
- c. Once the wood deck is removed the structure will not be safe.
- d. Lower level area has a floor poured over an existing gym floor.
  - This will need to be abated as well.

13. Also review plumbing tie-ins at existing tunnel chases.

14. Ball field to parking lot:

- a. Kids arrive for school on August 30<sup>th</sup>.
- b. Cut and install rock base now. We can hold off on the final course of asphalt on the parking until next year when the project will be wrapping up. Ramps to existing pavement and curb cuts will be installed to improve snow removal. Sjostrom to check on utility locations and what can be done now.
- c. Keep existing pole shed.
  - The shed is located on top of some proposed new storm sewer line.
  - Civil will not relocate these lines because of pitch concerns.
  - Can we remove the existing red shed and replace it quickly to get it out of the way?
  - The school needs the existing shed for equipment storage until the new shed is built.
- 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.

15. Submittals:

- a. Scott will send Mike B an invite to the submittal software.
- b. Sjostrom will prioritize and send long lead time items as well as immediate material item submittals to HSR first.

- c. If we can arrange it HSR will accept submittals copied to relevant engineers as well as the construction administrator, Mike Burgaz.
16. Draw schedule:
- a. Subs will need to submit their draw requests by the 25<sup>th</sup> of the month for approval and sign off, for payment by the 25<sup>th</sup> of the following month.
  - b. Lien waiver will be required for payment.
  - c. Mike B requested that care be taken with subs to check that they do not over charge for work not completed in the field.
  - d. Sjostrom will need to provide: schedule of values, contractor contact list, proof on insurance and full project construction schedule prior to first payment being accepted.
17. Offsite storage agreement:
- a. An offsite storage agreement form is included in the Precon package.
  - b. Payment for items stored off site will only be made with a completed off-site storage form. Storing contractor's proof of insurance is required. Provide clear pictures of the stored materials and copies of invoices to HSR Construction Administrator.
18. Partial occupancy:
- a. We will plan for partial occupancy of the new classrooms. We will need to have functioning heating and cooling, lights, possible plumbing, exiting and agreement from the building inspector.
19. 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.
20. Daily work times:
- a. Typical site schedule will be between 7 am and 3:30 pm.
  - b. Scott K or job superintendent will coordinate any off schedule work with Willy and RJ with at least 1 weeks lead time prior to work being done.
21. Building access:
- a. Coordinate access with RJ.
22. Parking:
- a. Do not park on Center Street along front of school buildings or near Sherrell Jean's Diner on Division Street.
  - b. Park on East side of Division Street away from the diner.
  - c. Coordinate parking at North side of gym with Willy and RJ.
  - d. Plan and coordinate parking with Willy and RJ.
  - e. Option to park at the east end of East Center Street beyond running track.

23. The storm water draining into the creek has been approved by a DNR permit.
  - a. The permits are completed and sent.
  
24. We will plan to relocate the small white storage building to a location next to the existing school building on the Center Street side.
  
25. Ground breaking:
  - a. Date: in September 2023. Day and time to be determined.
  
26. State approved plan copies were delivered to Sjostrom at this meeting.
  - a. Keep one copy on site at all times.
  
27. Unsuitable soils:
  - a. Allowance for unsuitable soils and replacement is in the contract.
  - b. Unit cost is also in the bid.
  - c. Willy noted that there is a nearby site where unsuitable soils can be dumped.
    - Sjostrom can coordinate with Willy for the details on this option.
  
28. Kitchen freezers grant:
  - a. This was applied for with Cavanaugh Kitchens and needs to be revisited by the schools and HSR in order to apply to the project with a new GC.
  
29. HSR noted that Kendell doors are the hardware consultant for the project.
  
30. The Design Geotech is CGC.

Next meeting: Wed at 11:00 a.m.; Date to be determined

Meeting location: On Site.

Recorded by: Mike Burgaz