



HSR Associates, Inc.
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Meeting Notes

Project: Black Hawk Schools Addition & Remodel HSR Project No.: 20012-1
Location: On site Date: Sept 27, 2023
Attendance: Willy Chambers (Black Hawk), Robert Paulson(Black Hawk), Tim Ruppert (HSR), Mike Burgaz (HSR), Cory Zimmerly (Sjostrom & Sons), Bryant Tucker (Sjostrom & Sons).

Pre-Construction Meeting Notes:

1. Contract Status:
 - a. As of these meeting minutes the owner G.C. contract is signed and agreements with the surety have been signed and completed.
2. Performance and Payment bond: Grant S, is completing this.
3. Willy noted that the ground breaking will be scheduled for October 18th.
 - a. HSR will bring shovels and Sjostrom will attend.
4. Schedule:
 - a. Bryant will break the schedule into two parts of the work:
 - One for 2023
 - One for 2024
 - b. Bryant will have a 2 week look ahead schedule going forward.
5. Site pole & pole mount transformer move:
 - a. We are working with Betsy at Alliant.
 - b. HSR has been preparing this among other items with Alliant as a part of the design process.
 - Pad mount transformer should be on order
 - Tim R will follow up on this.
 - c. Willy asked about the far light pole power and Cory said that they will address that when the electrician is on site.
 - d. Willy noted that they will need to have lights by 1 week from tomorrow.
 - Bryant said that Sjostrom has generators available if the school needs power and the electrician cannot get to it in time.
 - Bryant will follow up on this and coordinate with the electrician.
 - e. The reason for moving the planned pole location is to avoid a site determined line below grade.(Sanitary sewer 4")
 - f. The pole mount transformer needs to be kept because it provides power to the site lights.

6. Work on site:

- a. The excavator has brought up the new parking lot with compacted fill and installed storm sewer pipes, structures and electrical conduit.
- b. Rip rap is all installed at the detention basin.
- c. The job trailer has arrived on site, but needs clean up and repairs.
- d. Porta potty is on site and addition units will be added as needed.
- e. Cory agreed that the solutions provided for ST#17 and ST#25 will work for the excavator and that this work is coming up soon.
- f. Parking lot paving is planned for 10/16-10/17.
- g. The pole with the transformer mounted on it will be moved on Monday.
- h. The storm sewer for the parking is in and will keep going.
- i. There is no need to move the ticket booth. The excavator can work around it.

7. Site set up and planning:

- a. Willy noted that we will need to plan for the October 6 football game.
- b. Cory revisited the plan for contractor parking.
 - Contractors are parking on the street up from the new parking lot.
 - Bryant will check with the mayor on the parking situation.
 - There should also be some contractor parking at the north side construction entrance.
- c. Highway entrance:
 - Bryant will hold off on setting up the highway entrance until the new parking lot is complete.
 - Sjostrom will wait for all fences to be put in before they plan the DOT inspection and use of the Hwy entrance.
- d. Bryant will provide a site safety plan to all the players.
- e. Concrete walk at east side of wood shop/tech building will need additional coordination from civil to work around the existing base of wall flashing.
- f. Mike B noted an existing cast iron pipe in the ground at the east end of the shop building.
 - Cory will investigate this to see if it has any active use or if it can be abandoned.
- g. Building permit from the city has been issued to Sjostrom, Cory.
- h. DNR soils disturbance permit will be provided by Bryant.

8. Schedule:

- a. Foundation walls will be going in soon.
- b. Bryant will coordinate school office move and details with Willy.
- c. Bryant asked if anything from the existing admin office needs to be kept.
 - Willy wants the old safe door as a fund raising item.
 - Also keep one good door for reuse at the elementary wing.
- d. Tim noted that the existing fire alarm panel is in the office and will need careful coordination.
- e. Per Bryant the Sjostrom goal is to have the addition roof on by the end of December 2023.
- f. The 3 story original brick building tear down is planned for summer 2024.
- g. Willy said that the shed construction will start Oct 7th.
 - The shed pad is going in now.
 - Shed staging area will be coordinate between Amos and Cory.

- h. Bryant is scheduling contractors to be on site and issuing contracts now that the Owner builder contract is signed.
 - i. All of the subs are on board and up to speed with the project.

- 9. Shop drawings:
 - a. Kristyn will be the coordinator for the shop drawings.
 - b. The system should be set up next week. Until then we will use email.
 - c. HVAC shops will be coming in the next 2 weeks.

- 10. RFI's:
 - a. RFI tracking will be done through Sjostrom software.

- 11. Back Ground Checks: Sjostrom will do background checks and copy them to the schools. The top concern is anything kid related or violence.
 - a. The project fence provides a separation between work done on site and in the school building.

- 12. Food Service Walk in Freezer Grant:
 - a. Tim R noted that HSR will issue a CB to pull this work out of the scope.
 - b. The walk in freeze will be billed to the grant source (Fund 50) not to the project budget.
 - c. HSR will issue a CB direction and then follow up with a CO to make the change to the contract.
 - d. Brian Nelson can provide the freezer price unless the schools already have it.

Next meeting: Wednesday, October 11th at 11:00 a.m.

Meeting location: On Site

Recorded by: Mike Burgaz