



HSR Associates
100 Milwaukee Street
La Crosse, WI 54603
608.784.1830
www.hsrassociates.com

Meeting Notes

Project: Black Hawk Schools Addition & Remodel HSR Project No.: 20012-1
Location: On site Date: February 28, 2024
Attendance: Willy Chambers (Black Hawk Schools), Tim Ruppert (HSR), Mike Burgaz (HSR), Scott Sargent (Sjostrom & Sons), Scott Krieg (Sjostrom & Sons).

Construction Meeting Notes:

1. Existing concrete encasement of the fiber optic line has been removed.
 - a. A temp fiber line is up and working.
2. The interim online meeting between worked well. We will meet again @ 11 am on Wednesday 3/6/2024.
3. Sjostrom will now be running sub coordination meetings 8:30 am each Wednesday morning. Owner and architect do not need to attend.
4. Scott S review of the work and progress on site:
 - a. We will pour additional footings on Friday. Stoop walls are finishing up.
 - b. Steel is starting up on Tuesday next week.
 - c. Roof drain pans are called for in the roof deck spec section.
 - d. The parking lot lights have been installed.
 - e. Boilers have been placed on new pads in the Ag Tech mech room,
 - f. Piping has also been run in the Ag Tech for hydronic heat and gas.
 - g. The new electrical line replacing the line discovered in the existing floor slab has been completed.
 - h. The new concrete side walk and steps on the east side of the Ag Tech are installed.
 - Dumpster pad will be done next.
 - i. Terracon is testing soils as the work progresses.
 - j. The far west new rooms have floor slabs poured with underground installed for the toilet rooms.
 - k. The new kitchen grease interceptor tank is installed.
 - l. The existing grease interceptor tank is slated to be demoed.
 - m. The Hollow metal frames have been ordered and have a 6-8 week lead time.
 - The HM frames with fire glass still need to be coordinate for the glass thickness so they can also be ordered.
 - n. East side wall will be laid up to close in the building exterior walls.
 - o. Underground plumbing has been going in.
 - p. Myer has pumps ordered for this week or next week.

- q. Regal will deliver joists and decking on Tuesday.
 - r. Upcoming work:
 - Roof framing and deck
 - Window blocking
 - Roofer starts 3/11-3/18.
5. Scott K noted that roof top mechanical, roofing and structural frame need to be coordinated. This is coordination that Sjostrom needs to do with their subs for each area of the work.
6. Kitchen field conditions allowing less floor cutting:
 - a. Less floor cutting and patching will result in a credit.
7. Kitchen vents are proposed to run up and through the existing pitched metal roof.
 - a. The HVAC contractor has planned to install access platforms with railings and safe access per the building code.
 - b. This will also result in a credit to the owner.
8. Willy noted that he is expecting a review of the hardware functions and the keying, with the hardware contractor.
 - a. Per discussion, the owner specific use/function adjustments can be done later once the school had a chance to use the new hardware and doors.
 - b. Willy also noted that the school has added exhaust ducting and a fan for venting the 3D machines in a class room. This can come up through the existing roof on the West side of the roof. Sjostrom will add and coordinate the work to bring the duct up through the roof and provide a compliant vent cap and water tight roof flashing. Sjostrom will provide a PCO for this item.
 - c. Willy also asked Sjostrom to plan for additional snow guards as need for replacement of weather damaged guards and new vents.
 - d. The only room requiring locking from (2) sides is the nurses office, door#102.1. Tim will verify if this door has the correct hardware in the schedule.
9. Review of 3 story existing building demo:
 - a. This part of the work needs additional scrutiny. The schedule for the completion and occupancy of the new class rooms is critical to the timing of the demo of the old brick school building.
 - b. It appears that the abatement contractor and the demo contractor can save 1-2 weeks of the schedule by having the demo contractor set up scaffolding while the abatement contractor is doing their work on the building interior.
 - c. Robinson Brothers is allotted 4 weeks for their work, but they may not need that much time.
 - d. Scott S will include this in the sub-contractor meeting discussions. To improve project coordination, the abatement contractor will be included in these meetings.
 - e. Please keep in mind that the submittals and work schedules for the fire alarm and life safety systems are essential to achieve occupancy on schedule.

10. Latest Sjoström request for payment:

- a. Mechanical
- b. Metals
- c. Openings
 - All of the above need to either store their materials on site or provide an completed off site storage agreement with their insurance coverage for the materials and PO's and pictures of the materials that show they have been manufactured or delivered.
 - Without this confirmation the draw amounts for these materials cannot be verified.

11. Items from previous meetings:

- a. Transformer pad (9'x9') is ready and waiting to be delivered to the site.
- b. Cory will install the 5" of foundation wall width that was overlooked. He will pin this per Wayne V directions.
- c. BP roofing has their materials and are ready to go on with their work.
 - HSR needs roofing submittal to review before work can begin.
 - Cory noted that some of the existing metal roof snow guards are damaged from the large amount of snow and ice recently. Willy agreed that they should be replaced and repaired as needed.
 - Cory will get a price for the roofer to fix the snow guards.
 - Roof work will begin at the end of February.
- d. Fiber line was revisited. Per the owner this line is 27 years old. It was repaired, but a price has not been provided. No news on this yet.
- e. The CT exterior cabinet enclosure has been delivered. The switch gear and cabinet have been delivered to the site.
- f. Cory noted that they are coordinating the kitchen work with the installer.

12. Project Schedules:

- a. Schedule is on track per last meeting.
- b. Scott K will need to issue a current 2 week look ahead schedule.

13. RFI's:

- a. RFI's are being answered promptly by HSR.
- b. Toilet flush valves shall remain manual, per Willy.
- c. The hand wash sinks shall be battery operated automatic faucets; typical.
- d. Ag Tech will have a new RFI regarding the gas line runs.

14. Submittals:

- a. Shop drawings are caught up and on track.
- b. HSR asked that Sjostrom check on shop drawings that have not been issued.
 - Plumbing shops just arrived
 - Electrical shop drawings need to be completed
 - Controls, fire control and low voltage shop drawings need to be submitted.
 - There is some concern that not getting shop drawings now will delay material orders later.

15. Construction Bulletins:

- a. No new bulletins.

16. Change Orders:

- a. PCO#4 needs a revised number so we can issue it for a change to the contract. This is for the added temp office light fixtures.
- b. We need a description of the time and materials for the electrical reroute in the Ag Tech garage bay. (\$3,000-3,500)

17. Colors:

- a. Sealant samples are on site, and we will need to plan to review them and select colors to match adjacent construction; like a black sealant along the exterior edge of a black window frame.
- b. A masonry mock up panel needs to be installed for review per spec.

18. Cold Storage Building Drawings:

- a. Cold Storage stamped design drawings were delivered to Willy at this meeting.
- b. The drawings are scheduled for state review on March 25th.
- c. Amos has a copy of the drawings from Willy and is confident that he can complete the work per the plans.

19. Building and Grounds meeting:

- a. This will be at 5:30 pm before each board meeting.
- b. Tim & Scott K will attend remotely.

20. Background checks: The checks are progressing as subs come on board. Copies of the background checks are going to the school. Willy is reviewing backgrounds.

21. Willy:

- a. Payments: School, Tammy, need all lien waivers; we did not get one from JP Electric.
- b. Denise with Sjostrom will make sure all lien waivers are provided.
- c. Door entry access is ready to start now. Aluminum doors and hardware will need to be coordinated for hardware to be ordered.
- d. We need a final answer as to when the parking lights will arrive. Scott S will get an order tracking number.

HSR site observations:

- The ground is frozen.
- The weather is clear-sunny, cold below freezing and dry, no precipitation.
- Temperature is about 24-32 degrees F with a 15 mph breeze.
- Ground blankets, propane tanks and tented enclosures are on site for masonry heat.
- The forecast is anticipating temperatures in the 50's to 70 going forward.

Next meeting: Wednesday, March,13 at 11:00 a.m.

Meeting location: On Site

Recorded by: Mike Burgaz