



Sewer System Renovation
Bridge City Center for Youth
Project No.: 08-403-11-01, Part 01
Wednesday, October 10, 2012 at 10:00am

Attendees

Facility Planning & Control:

Creighton Stout, Project Manager - Architect

Umbrella Agency:

Curtis Badon, P.E. – Office of Juvenile Justice, Control Office

Users:

Lance Daniels – Bridge City Center for Youth

Sterling White – Bridge City Center for Youth

Designers:

Brandon Nowakowski, Designer

Robert Wiltse, Chief Architect

Minutes:

- Meeting opened with review of Pre-Design Conference Agenda and sign in of attendees.
- Mr. Stout led with a review of the Pre-Design Documents.
- Check-in procedures for contractors was reviewed, User is to provide a document to be included in the specifications regarding background checks and orientation.
- FP&C requests minutes be distributed in less than the maximum of seven days.
- Signatures and handwriting to be in blue ink.
- Construction Documents are to be completed within 160 days, with 53 days for Owner/User review, leaving 107 Project Design Days.
- Designer invoices are not to be submitted with other submittals, only after Designer receives a review letter.
- Disregard Roofing Section of Instructions to Designers.
- Submit refined Program as a stand alone package, for this project SD, DD, and CD could be submitted as a combined package.
- Submit full size and half size documents to FP&C, full size to OJJ, and full size to BCCY.
- Applicable codes for this project are those enforced by the State Fire Marshal.
- The Office of Telecommunications Management is not an applicable regulatory agency for this project.

- Local building permits are not required for this project.
- Designer to provide three proposals to FP&C for geotechnical or other surveys with the cost to be treated as a reimbursable expense.
- Designer to advise FP&C of bid document completion so that the bid date and period can be determined and advertised.
- Addendums to include prior approvals, to be hard copies only, with copies to FP&C.
- Construction Documents can be distributed electronically or by hard copy, as determined by Designer.
- “Percent for Art” is not called for in this project.
- Provide temporary pumps for existing sewage service outages. Coordinate outages with User and phase per building.
- Mock-ups are not required for this project.
- Survey crews to be coordinated with User. A ground penetrating survey is recommended, to include all existing drain lines.
- Tree protection is a concern. Appropriate directions for the contractor to be provided in the construction documents.
- Cured in Place Piping to be specified so as to encourage competitive bidding between available products.
- Designer to make recommendation as to suitable pipe for 6” PVC service connections.
- Attendees conducted a walking tour of the site.
- User was able to provide, and the Designer signed for, four sets of existing facility plans.
- Meeting adjourned at approximately 11:30am.