



**CAMP VILLERE
NEW HOME CONSTRUCTION
State Project: LA14-A-037
Engineer's Project: 2210
Pre-Construction Meeting Minutes**

March 1, 2017
9:00 a.m.

Attendees:

David Dammon, Dammon Engineering, Inc
Atry Chandler, LANG - Facility Engineer
James Downing, LANG - Operations
Gerald J. Leonick, Camp Villere
Jason Cox, Grillot Construction

Minutes:

- Meeting opened with sign in of attendees.
- The follow issues were discussed during the meeting:
 1. Payments will be processed monthly. Mr. Downing to confirm whether hard copies of pay vouchers are necessary or will electronic copies be accepted.
 2. Construction meetings will be held every other week on Tuesday mornings at 9 am in the same location as the Pre-Construction Meeting. Next scheduled meeting will be 3/14/2017.
 3. A change order will be processed to account for the delay in receiving the Notice to Proceed.
 4. Grillot Construction will have two superintendants to cover this project.
 - a. Dustin Hitt
 - b. Wes Gregory
 5. Mr. Downing covered his list of Pre-Construction Meeting items, see attached.

**LOUISIANA NATIONAL GUARD - STATE MILITARY DEPARTMENT
PRE-CONSTRUCTION IN-BRIEF**

DATE: March 1, 2017 **PROJECT:** Camp Villere New Home Construction

CONTRACTOR: Grillot Construction **CONTRACT #:** LA17-C-034 PO-2000237159

NTP Date: 2/15/2017 **Dates of Contract:** 2/15/2017 thru 6/15/2017 **Contract Amt:** \$185,900.00

SECTION 1: OPERATIONAL GUIDELINES

- | | |
|--------------------------|---|
| <input type="checkbox"/> | 1. CV Hours of Operation 0700 – 1700; most LANG personnel work 4/10 hour days. Small staff on Monday. |
| <input type="checkbox"/> | 2. Weekend hours: Negotiable with advance notice. Contact SGM Leonick or Operations Manager for approval. |

SECTION 2: PERSONNEL ACCESS

- | | |
|--------------------------|---|
| <input type="checkbox"/> | 1. Access to Camp Villere: Proper ID Required (Current driver's license or other valid form of photo ID. |
| <input type="checkbox"/> | 2. Current vehicle registration/license/proof of insurance for the car you are operating on Post. |
| <input type="checkbox"/> | 3. Special/Oversize Access: Coordinate with Sergeant Major Leonick or Operations Manager in advance. |
| <input type="checkbox"/> | 4. Contractor will provide list of ALL assigned personnel and Sub-Contractors to the Sergeant Major Leonick, the Chief Downing, Operations Manager. |

SECTION 3: RULES AND RESTRICTIONS

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> | 1. Guns/Weapons - Illegal Drugs - Alcohol Consumption are all prohibited. No Open Containers are allowed. |
| <input type="checkbox"/> | 2. Speed: Obey all posted speed limits. Radar enforced. When in doubt – 10 MPH |
| <input type="checkbox"/> | 3. Parking arrangements MUST be approved by the Operations Manager or Post Security Superintendent |
| <input checked="" type="checkbox"/> | 4. Safety: Soldiers, Airmen, Contractors, and their families live on Jackson Barracks. Please be especially careful of children in the residential areas of Jackson Barracks where these families' homes are located. |
| <input type="checkbox"/> | 5. Accidents/Emergencies: Call 911 to report an emergency. Immediately after calling 911, contact the Post Security Superintendent at (504) 485-9869. Military Police will initiate a police report of the incident. |

IMPORTANT: Violations of any of the Rules or Restrictions on Camp Villere will be reported to the Post Commander, Post Sergeant Major, and Construction Superintendent. Serious offenders will be restricted from driving on Post and /or permanently banned from entering Jackson Barracks.

SECTION 4: CONSTRUCTION OPERATIONS

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 1. Lay down area should be contained in work area. Special requirements will be addressed separately. |
| <input type="checkbox"/> | 2. Dumpsters are Contractor's responsibility. Cannot be disrupt/reroute traffic flow. HAZMAT dumpsters will be secured and locked as appropriate to prevent unauthorized use |
| <input type="checkbox"/> | 3. Contractor is responsible for providing Port-O-Let's. Port-O-Let's must be locked at the end of the work day. |
| <input type="checkbox"/> | 4. Contractors, equipment operators, and all manual laborers conducting ground disturbing operations must review the April 2006 Louisiana Archeology illustrated brochure prior to beginning any ground disturbance. |
| <input type="checkbox"/> | 5. Jackson Barracks Facility Engineers must conduct an underground, rough in and final inspection |
| <input type="checkbox"/> | 6. Site Clean Up: Contractors MUST maintain a clean/orderly site at all times. This area is prone to high winds and significant rain events. Open drainage ditches MUST be kept clear of all debris and trash. |

In the event of an unforeseen emergency situation, be prepared to evacuate Camp Villere immediately as directed by Post Sergeant Major Leonick

SECTION 5: PROJECT MANAGER/ARCHITECT AND/OR ENGINEER'S DUTIES	
<input type="checkbox"/>	1. Provide weekly project inspection reports
<input type="checkbox"/>	2. Furnish two (2) sets of plans and specifications at site
<input type="checkbox"/>	3. Coordinate project meeting weekly.
<input type="checkbox"/>	4. Process/Review payment requests on AIA Forms from Contractor
<input type="checkbox"/>	5. Review Change Order Requests
<input type="checkbox"/>	6. Submit finishes board. (All colors, exterior, interior, tile, carpet, etc)
<input type="checkbox"/>	7. Submit one copy of all Shop Drawings/Plans & Specifications/Submittals on particular items to LANG-SMD-JB. (For Ex: Chairs, blinds, HVAC Systems, etc) Architect obtains from Contractor first, then LANG-SMD-JB.

SECTION 6: CONTRACTOR'S DUTIES	
<input type="checkbox"/>	1. MUST furnish verification of Record contract in parish of work. (\$25,000+)
<input type="checkbox"/>	2. Partial/Final Acceptance of work must be recorded in parish of work
<input type="checkbox"/>	3. Furnish copies of all shop drawings to the Architect
<input type="checkbox"/>	4. Record all as-built conditions DAILY
<input type="checkbox"/>	5. Coordinate all changes through the Architect
<input type="checkbox"/>	6. Project Superintendent MUST be on the job site when work is being accomplished.
<input type="checkbox"/>	7. Supply own electricity, water, Port-O-Lets
<input type="checkbox"/>	8. LA One Call 48-72 hours prior to start of construction. (If required)

SECTION 7: STATE MILITARY DEPARTMENT DUTIES	
<input type="checkbox"/>	1. PROCESS/REVIEW change orders, as required
<input type="checkbox"/>	2. Conduct final acceptance inspection
<input type="checkbox"/>	3. Issue PARTIAL/FINAL Acceptance

SECTION 8: GENERAL INFORMATION	
<input type="checkbox"/>	1. All Contractor payment requests will be on AIA Forms and submitted to the Owner through the Architect
<input type="checkbox"/>	2. All payment requests will require a minimum of 30 days for processing after approval by LANG-SMD-JB
<input type="checkbox"/>	3. Materials may be stored on site or an approved bonded warehouse
<input type="checkbox"/>	4. Contractor will supply Post Headquarters with two copies of all installation and instruction manuals, warranties supplied with all equipment and materials at the completion of project
<input type="checkbox"/>	5. All lock cores MUST be BEST lock cores
<input type="checkbox"/>	6. Instruct hardware suppliers to ship BEST cores to Post Headquarters.
<input type="checkbox"/>	7. Electronic Funds Transfer: Contractors can call The Office of State Wide Reporting and Accounting Policy, (OSRAP) (225) 342-1097
<input type="checkbox"/>	8. Need Construction Phase Breakdown (Task, # of days, Start Date, Completion Date) For example: CPM or Microsoft Project.

SECTION 9: CONTACT INFORMATION		
1. Post Commander	COL Timothy Chastain	504 278-8796
2. Post Sergeant Major	SGM Greg Wilson	504 278-8796
3. Camp Villere SGM	CSM Gerald (Gerry) Leonick	985 645-3514 (Ext 8100)
		Cell 504 201-4040
4. Post Operations Manager	CMSgt (Ret) James Downing	504 278-8798, Cell 985 215-5915
5. Post Operations Supervisor	CMSgt (Ret) Randy Volpi	504 278-8131, Cell 504 905-0348
6. Post Engineer	Mr. Autry Chandler	504-278-8002
7. Post Security Superintendent	SFC Ulyssiss Evans	504 278-8011/Cell 504 485-9869
8. Post Housing Superintendent	Mr. Andrew Sercovich	504 278-7688
9. Supervisor of Security	Available 24/7	504 485-9890

I fully understand all of the conditions and restrictions of working on Jackson Barracks and of this contract, and will fully comply.

Contractor Name (Print): _____

Contractor Signature: _____

Pre Construction Sign-In

David Dammon	Dammon Engineering	(985) 49-5832
Autry Chandler	LANG	504-278-8002
James Downing	LANG operations	985 2155915
Gerald J. Leonick	CAMPVILLERE	985 201-4040
JASON Cox	GRILLOT CONSTRUCTION	504-909-6540