

**ABCUSA-Office of the General Secretary**  
KING OF PRUSSIA, PENNSYLVANIA

**9220F1**

**JOB SITE MEETING:** Thursday, September 5, 2019, Site Visit – 10:00am

**NEXT SCHEDULED MEETING:** Tuesday, Sept. 17, 2019 **MEETING LOCATION:** Job Site @ 10:00am (U.N.)

**MEETING ATTENDEES:**

John Rosecrans	DDAP	Dimensional Dynamics Architects	<a href="mailto:architecture@dimdyn.com">architecture@dimdyn.com</a>
Alan Musoke	ABC	ABCUSA-Office of General Secretary	<a href="mailto:alan.musoke@abc-usa.org">alan.musoke@abc-usa.org</a>
Doug Davidson	SCG	Superior Contracting Group	<a href="mailto:Dougscgroup@aol.com">Dougscgroup@aol.com</a>
Peter Lozinak	OEC	Owens Electrical Construction	

**GUESTS:**

Mark Elliott	OEC	Owens Electrical Construction
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**WORK DONE PAST TWO WEEKS:** Finish EIFS; continue ceiling grid install; finish GWB, except secure file room; finish HVAC; started fire system install; primer coat on interior window frames; finish exterior window/door install; interior glass installed; interior door frame installed.

**WORK TO BE DONE NEXT TWO WEEKS:** Patch brick work; finish clg grid; install floor boxes, patch conc floor; install split system in network room; install thermostats; install fire system; install interior door frames, doors, cont. on int. finishes.

ITEM	DESCRIPTION	STATUS	BALL IN COURT
190606-1	<p><b>PROCEDURES AND POLICIES:</b></p> <p><b>CONTACT:</b> All questions and correspondence are to go through John Rosecrans of DDAP. ABC's key contact will be Alan Musoke.</p> <p><b>PROCEDURE ON COMMUNICATIONS:</b></p> <p><b>RFI:</b> All Requests for Information to be sent directly to DDAP by email (as an attachment) to <a href="mailto:architecture@dimdyn.com">architecture@dimdyn.com</a> on separate, sequentially numbered standard forms.</p> <p><b>COP/CO:</b> All Change Orders Proposals and Change Orders are to be sent directly to DDAP by email (as an attachment) on separate, sequentially numbered standard forms.</p> <p><b>AFP:</b> A DRAFT Applications for Payment will be sent directly to DDAP by email for review. DDAP will then review the AFP with ABC and if approved, SCG will provide one (1) notarized copy to DDAP for processing, approval and payment from ABC. AFP will be made monthly for the work done in the previous 30 days. A Release of Liens and any applicable change orders will accompany each AFP.</p> <p><b>SHOP DWG:</b> To be sent directly to DDAP via email.</p>	OPEN	ALL
190606-2	<p><b>PROJECT SCHEDULE:</b></p> <p>SCG stated that the project is scheduled to be completed in three months. SCG will provide an updated project schedule at the next meeting.</p> <p>190627: SCG will develop a general schedule showing an end date they are working towards and any critical dates for the items DDAP/ABC are coordinating. Currently looking to be completed September of 2019.</p> <p>190711: PENDING</p> <p>190724: SCG passed out a printed copy of the project schedule showing October 1<sup>st</sup> as the completion date. SCG will email out the schedule to all parties.</p> <p>190808: Due Date still holding.</p> <p>190822: Pushing hard to hold Due Date</p> <p><b>190905: Concerned due to hiccups and delays caused by added work. Very close to pending due date but feels it will push into first week of October. Move happens Oct. 16<sup>th</sup>.</b></p>	OPEN	SCG
190606-3	<p><b>ROOFING INSULATION:</b></p> <p>SCG stated that the code has changed from what was shown on the drawings in respect to the roofing insulation thickness. Currently the code now requires two (2) layers of 2 ½" minimum rigid insulation with an R-value of 30. This is an increase from what was bid. SCG stated the increase will be \$3,750.00. No markup will be added. ABC/DDAP gave approval for this change. SCG will provide Change Order Document for approval.</p> <p>190627: PENDING</p> <p>190711: PENDING</p> <p>190724: PENDING</p> <p>190808: PENDING</p> <p>190822: PENDING</p> <p><b>190905: PENDING</b></p>	OPEN	SCG

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190606-5	<b>EXISTING WINDOW CONDITION:</b> SCG stated that as they inspected the existing windows to remain, they found that their overall condition and quality were not significant enough to salvage and are in poor condition. DDAP has requested pricing to remove and replace the three remaining exterior windows with a TYPE-C Window. This will also result in the replacement of the TYPE-F window with a TYPE-C window as well. SCG will provide pricing for these changes in the existing and TYPE-F window for Review and Approval. 190627: DDAP provided WS-2 showing the additional changes to the existing windows. SCG to provide pricing. 190711: PENDING 190724: PENDING 190808: PENDING 190822: PENDING <b>190905: SCG presented Change Order Proposal #6 for \$10,355.85. DDAP/ABC will review for approval.</b>	OPEN	DDAP/ABC
190606-6	<b>CONDO ASSOCIATION:</b> DDAP stated they have sent to the Condo Association the Construction drawings for their review and approval. There has been no response to date. 190627: PENDING 190711: PENDING 190724: ABC has reached out to the Condo Association with no response. 190808: PENDING 190822: PENDING <b>190905: PENDING</b>	OPEN	DDAP/ABC
190606-7	<b>ELECTRIC SERVICE UPGRADE:</b> SCG stated that as they discussed the existing electric service with PECO, they were told that PECO is requiring the Service to be upgraded into one service, one meter. Currently there are three meters for the various tenant areas. The new service will require the removal of the existing meters and the installation of a new CT Cabinet and meter in the electric room. The new service will be 600amps, 3phase, 120-208v which will be an increase from the existing 400amp fed by a 200amp service. SCG provided an adjusted cost breakdown for this increase at \$9,200. DDAP/ABC will Review and Approval. 190627: DDAP/ABC has reviewed and approved the proposed change in price. SCG to provide official Change Order for approval and signatures. 190711: PENDING 190724: PENDING 190808: PENDING 190822: PENDING <b>190905: SCG presented Change Order Proposal # 7 for \$9,200.00. DDAP/ABC will review for approval.</b>	OPEN	DDAP/ABC
190606-8	<b>ELECTRIC BASEBOARD:</b> SCG will provide a layout for the location of the new electric baseboards to be coordinated with DDAP, as per Addendum 1, and as shown on E1 Construction Set. The windows being replaced per item 190606-5 will need to have electric baseboards added. SCG will provide pricing for this addition work to DDAP/ABC for Review and Approval. 190627: PENDING 190711: PENDING 190724: PENDING – Electric Baseboard units to be added at all new window openings as well. 190808: PENDING 190822: PENDING <b>190905: PENDING</b>	OPEN	SCG
190606-9	<b>EXISTING WALL FRAMING:</b> SCG stated that as they coordinated the change from floor mounted toilets to the required wall hung toilets in the original restrooms, they found the shared partition wall between the two restrooms insufficient in width to accept the toilet support system. Additional demolition of a portion of this wall was required – leading to additional wall framing requirements. SCG will provide pricing for this additional work to DDAP/ABC for Review and Approval. 190627: PENDING 190724: PENDING 190808: PENDING 190822: PENDING <b>190905: SCG presented Change Order Proposal #3 for \$2,857.00. DDAP/ABC will preview for approval.</b>	OPEN	DDAP/ABC

ITEM	DESCRIPTION	STATUS	BALL IN COURT
190606-11	<b>FIRE SUPPRESSION SYSTEM:</b> DDAP stated that the three areas, (Network Room, File Room, Secure Fire Room.) requested by ABC to have a fire suppression system needs to be coordinated with their vendor soon so that their work can be installed while the walls and ceilings are open. ABC has requested DDAP to contact Kistler O'Brian Company to coordinate. 190627: PENDING 190711: DDAP/SCG met with Tom Fantasia, a representative from Kistler O'Brien, concerning the three room where Intergen systems are to be placed. Tom will prepare a proposal for approval. He also provided locations for additional power to the panels will need to run. DDAP will provide a WS showing locations. 190724: DDAP/ABC received the proposal for the three rooms originally proposed. After consideration ABC requested the removal of the large File room from the scope of work. The proposal has been revised, approved and signed by ABC. SCG will fire seal the walls and penetrations around the large file room and still replace the ceiling tiles with a Gridstone tile to help better fire-rate this room. 190808: PENDING 190822: Contract has been signed for the reduced scope of work. SCG will get O'Brien on schedule.	<b>CLOSED</b>	
190606-12	<b>ARTWORK – VERTICAL ELEMENT:</b> DDAP stated the coordination of the removal, refinish, revise and relocation of the existing ABCUSA Vertical Element needs to be done. In addition, the existing shrubs hiding the artwork needs to be removed so that the artist can have access to the piece. ABC stated they will have the shrubs removed ASAP and requested DDAP coordinate with the Artist the work needed to relocate this artwork to the new site. 190627: ABC has contacted a landscape company to remove the shrubs surrounding the artwork. DDAP will coordinate the removal of the artwork with the shrubs so that there is no delay that might violate their rental agreement. 190711: DDAP/SCG met with Jack Mellon to discuss the removal/refurbish and relocation of the artwork. Jack strongly suggested that due to the condition of the existing artwork it would be more economical to leave it and build a duplicate out of stainless steel. DDAP/ABC agreed that they prefer to reuse the existing and wanted a price for both options. DDAP will reach out to Jack with a sketch and dimensions for pricing. 190724: DDAP sent an email with a work sketch WS4 showing the dimensions of the existing artwork to Jack Mellon requesting the pricing for its refurbishing and for its duplication. Waiting on his reply. 190808: PENDING – DDAP has requested SCG to provide the dimensions of the final planting bed for coordination with the artwork. 190822: DDAP has reached out to Mellon to see standing of request. Mellon stated they had not received email. DDAP sent email again and its receipt was confirmed. <b>190905: DDAP has once again reached out to Mellon for pricing. No new updates.</b>	<b>OPEN</b>	<b>DDAP/SCG</b>
190606-13	<b>ARTWORK – PEACE POLE:</b> DDAP stated the coordination of the removal and relocation of the existing ABCUSA Peace Pole needs to be done. ABC requested DDAP to coordinate this artwork's relocation to the new site. 190627: PENDING 190711: PENDING 190724: PENDING 190808: PENDING – DDAP visited the pole to confirm it is a pressure treated pole set in concrete. The pole is loose and easily removed. DDAP will have SCG prepare a metal cap to protect the top of the pole. 190822: PENDING <b>190905: PENDING</b>	<b>OPEN</b>	<b>DDAP/SCG</b>
190606-14	<b>AV SYSTEM:</b> DDAP stated the coordination of the new AV System in the gathering room and conference room needs to be done. ABC requested DDAP to coordinate this Vendors work, starting with a meeting with the Tall Grass Productions, along with members of the ABCUSA Team (Bridget, Tine, Donna, Lee and Josh.) <b>SCG has requested a cut sheet on the specified Projection Screen.</b> 190627: PENDING 190711: DDAP/SCG met with David Pedimonti of Tall Grass Entertainment to get a better understanding of the site and AV desires of ABC. DDAP/ABC/TGE will have a video conference call on Thursday, July 18 <sup>th</sup> at 10:45. DDAP will join ABC at their offices. Based on David's input, DDAP will prepare a WS showing the locations of additional electrical and data needs, including the in-floor boxes in the conference room. 190724: DDAP/ABC met with TGE to discuss the scope of work and level of service provided by the AV system. Currently waiting on Proposal. 190808: PENDING – DDAP stated he was promised the Proposal by end of week. 190822: Still no proposal – floor boxes delivered by DDAP <b>190905: DDAP shared with ABC the proposal given by the AV Consultant which was based on the needs shared in a previous meeting. DDAP/ABC will meet with the AV Consultant to revise the scope of work. SCG needs the dropped screen cut sheet ASAP.</b>	<b>OPEN</b>	<b>DDAP/ABC</b>

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190606-15	<b>DATA SYSTEMS:</b> ABC/DDAP/SCG discussed the proposed data systems and coordination needs for the internet and phone systems for the new facility. Some discussion items are as follows: 1) All new CAT6 wiring will be installed throughout the facility. <b>BASE WORK DONE</b> 2) Any additional cabling required for the AV or Security Systems will be installed by TCG Structure Communications. 3) ABC will contact Comcast and phone provider Windstream to coordinate the installation of their systems. Both have stated they need 90 days' notice to get them on the schedule. <b>DONE</b> 4) ABC will also need to contact Verizon to coordinate pulling over their numbers to Comcast. <b>DONE</b> 190627: ABC has contacted Comcast, and Windstream to start coordinating the process of service install. 190711: PENDING 190724: DDAP has prepared a work sketch WS5 showing location of additional power, data and AV lines. SCG will prepare change order for additional work 190808: PENDING 190822: DDAP answered questions from WS5 about added power/data/AV items.	<b>CLOSED</b>	
190606-17	<b>CONFERENCE TABLE:</b> DDAP/ABC discussed the options for the Conference Room Table. It was decided that the table should be comprised of various smaller, mobile tables to provide a flexibility in the layout and use of the room. DDAP will investigate furniture options to meet this desire and coordinate with the AV Vendor the location of any in-slab connections. 190627: DDAP stated that with the elimination of the large conference table, the mounting height for the five pendant lights in the center of the room will need to be coordinated and the work in the floor slab will need to be adjusted to provide for: data; power; phones; AV; and HDMI lines. DDAP will provide a work sketch showing the proposed adjustment. 190711: Base on the meeting DDAP had with TGE, DDAP will provide cut sheets and a WS showing type and location of the floor boxes. TGE will provide the three floor boxes. 190724: DDAP has prepared a work sketch WS5 showing location of additional power, data and AV lines in floor. AV vendor will supply floor boxes. DDAP is also researching flexible, movable, stackable tables to use for the conference room. 190808: PENDING 190822: PENDING <b>190905: DDAP shared another table option which is a half the price of the pervious table and still provided the flexibility desired by the General Secretary. DDAP will look into exact pricing.</b>	<b>OPEN</b>	<b>DDAP</b>
190606-18	<b>ROLLING FILES:</b> DDAP discussed the need to coordinate the removal and relocation of 4, 12' long rolling files from ABC's existing facility. SCG stated that when cutting the slab, they found the thickness to be approximately 6" thick, thus allowing us to place the files on top of the existing slab. SCG stated they will investigate finding a qualified laborer to removed, relocate, and reassembly the files as coordinated with DDAP/ABC. 190627: PENDING 190711: PENDING 190724: PENDING 190808: PENDING 190822: ABC stated the files will be disassembled and relocated to the file room by the moving company. <b>190905: PENDING</b>	<b>OPEN</b>	<b>ABC</b>
190606-19	<b>OFFICE ROOM 110:</b> DDAP/ABC discussed the need to enclose Admin Room 110 to make Office Room 110. This will include a credit for the removal of the proposed millwork and half wall and the charge for the walls to be extended to the roof deck, insulated, and provide GWB on each side along with a new door and sidelight. DDAP will provide a work sketch for SCG to prepare pricing for DDAP/ABC to Review and Approve. 190627: SCG installed the framing for the office as laid out in DDAP's work sketch WS-2. SCG will provide a change order for review and approval. 190711: PENDING 190724: PENDING 190808: PENDING 190822: PENDING <b>190905: SCG presented change order proposal #5 for \$4,439.00. DDAP/ABC will review for approval.</b>	<b>OPEN</b>	<b>DDAP/ABC</b>

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190627-2	<b>EXTERIOR SOFFIT INSULATION:</b> DDAP/SCG shared that during demolition, it was discovered that the exterior wall framing at the areas of the dropped boxed soffit did not extend to the roof deck and stopped only inches above the dropped ceiling. From the top of the stud wall to the roof deck, only 6" batt insulation was hung and taped together. There was no support or barrier and the insulation was damaged, hanging loose and missing in some areas. DDAP/SCG presented to ABC a solution that would correct this existing condition and eliminate any possible failure of the insulation barrier. DDAP/SCG offered the solution to remove the existing batt insulation; install a framed wall from the top of the existing stud wall to the underside of the beam above, and then install 6" FSK batt insulation with aluminum tape. SCG will also review all areas between the elevation of the dropped ceiling and roof deck for other failed areas of the barrier. SCG to provide a change order proposal for review and approval. 190711: PENDING 190724: SCG stated the cost to correct the exterior insulation wall at the soffit overhangs will be \$16,300. This will provide a secure insulated separation from the conditioned interior space to the exterior soffit. SCG will email a cost breakdown for this work for DDAP/ABC to review for approval. 190808: SCG provided a cost breakdown for the proposed work. Due to a numerical miscalculation, SCG was able to reduce the cost to \$13,097.20. Approval was given and the infill work started. SCG will provide a change order for review and approval. 190822: PENDING CO – Work Completed. <b>190905: SCG presented Change Order Proposal #2 for \$13,097.20. DDAP/ABC will review for approval.</b>	OPEN	DDAP/ABC
190627-3	<b>ROOF DECK SLOPE/CRICKETS:</b> SCG stated that as the roofer removed the existing roofing materials, it was discovered that the roof deck sloped from the south and north sided towards the roof drains. Due to this existing condition, the tapered crickets shown on the drawings in this location were no longer needed, thus providing a credit of \$1933.00. SCG will prepare a change order for review and approval. 190711: PENDING 190724: PENDING 190808: PENDING 190822: PENDING <b>190905: PENDING</b>	OPEN	SCG
190711-1	<b>PROGRESS PHOTOS:</b> DDAP/ABC has requested SCG email to them, for their files, progress photos taken during the week. This will aid the owner and architect to better document the work being done between site meetings. 190724: PENDING 190808: PENDING 190822: PENDING <b>190905: PENDING</b>	OPEN	SCG
190711-3	<b>WATER LINE TO REFRIGERATORS:</b> ABC has requested a filtered water line be extended in the lunchroom from the sink to the two refrigerators to provide filtered water for the ice makers. SCG will coordinate the work and inform if any cost will occur. 190724: PENDING 190808: PENDING 190822: SCG presented a cost breakdown that included this work for \$1,500.00. ABC/DDAP approved costs. <b>190905: PENDING</b>	OPEN	SCG
190724-1	<b>WATER HEATER REPLACEMENT:</b> SCG stated that there are two existing water heaters for the building. One is 4 years old and the other, which is older, has no visible date on it. SCG suggested providing a price for the replacement of both units. DDAP/ABC agreed to review this pricing when presented. 190808: PENDING 190822: SCG presented a cost breakdown that included this work for \$4,200.00. ABC/DDAP approved costs. <b>190905: pending</b>	OPEN	SCG
190724-2	<b>FLAGPOLE</b> ABC has requested DDAP research the addition of two flagpoles into the scope of work and if SCG can inquire with the County if any restrictions are in place for flagpoles. 190808: PENDING - Township Zoning information 190822: PENDING <b>190905: PENDING</b>	OPEN	DDAP/SCG

ITEM	DESCRIPTION	STATUS	BALL IN COURT
190724-3	<b>EXTERIOR ACCENT LIGHTING</b> DDAP/ABC has requested SCG provide them with a cut sheet for inground, low-voltage lighting for the flagpoles and exterior artwork. Lights will be on a photocell. 190808: SCG provided a cut sheet for a LED outdoor accent light to DDAP for review. 190822: DDAP has reviewed cut sheet and found fixtures to be acceptable – 3 for the artwork and 2 for the flag poles. <b>190905: PENDING</b>	OPEN	SCG
190724-4	<b>DOOR 152A – Reverse</b> DDAP has requested SCG to investigate reversing the frame and installation of door 152A which accesses the conference room, thus making both sets of double doors in the conference room swing out into the gathering space. SCG will update all parties. 190808: PENDING 190822: PENDING – Tom will make sure SCG follows through. <b>190905: PENDING</b>	OPEN	SCG
190724-6	<b>RECEPTION/ENTRY HALF-WALL FINISH</b> DDAP has stated the wall finish for the reception area's half-wall, entry side, has yet to be determined. DDAP will provide direction for the acrylic, translucent panel they are proposing for this wall. 190808: DDAP will provide a Work Sketch showing the finish being 1/4" tempered glass panels over wall. 190822: DDAP presented WS7 showing finish of front wall of reception desk. <b>190905: PENDING</b>	OPEN	SCG
190808-1	<b>JANITORS SLOP SINK</b> ABC has requested DDAP/SCG investigate replacing the existing raised slop sink with a floor sink. DDAP will provide SCG with a cut sheet for the sink and faucet to coordinate scope of work for pricing. 190822: SCG presented a cost breakdown that included this work for \$1,750.00. ABC/DDAP approved costs. <b>190905: PENDING</b>	OPEN	DDAP/SCG
190822-1	<b>HANDRAILS FOR RAMPS AND STEPS</b> SCG requested DDAP provide a Work Sketch showing the railing systems for the ramps and steps based on the details provided in the construction set. DDAP prepared WS8 for SCG use.	CLOSED	
190822-2	<b>QUARTZ COUNTERTOP INCREASE</b> SCG stated he was informed that the cost for the Quartz Countertops has increased by \$18,000 due to the slab count for the 4 colors used. SCG will research this claim as it makes absolutely no sense and is not acceptable. DDAP stated they can go to a 2-color scheme if necessary. <b>190905: DDAP/ABC has requested a cost breakdown from SCG for this proposed cost increase to explain how this number could be justified by the supplier.</b>	OPEN	SCG
190822-3	<b>MAIL DROPBOX REPLACEMENT</b> SCG stated they are unable to find a mail drop-box replacement to meet that originally specified as it is no longer available. DDAP will research and find a substitute. <b>190905: DDAP was able to find a new supplier for a drop box that will be self-contained and recess into the existing masonry wall. SCG has proceeded with the order to keep on schedule. The original concept for the mail to drop into the cabinet will no longer be applicable, as such SCG will have that last cabinet be revised to have a draw and shelves.</b>	OPEN	SCG
<b>NEW BUSINESS</b>			
190905-1	<b>INTERIOR DOOR LOCKSET</b> SCG stated they need direction as to the locksets for the interior office doors ASAP. DDAP/ABC will prepare a sketch showing the doors a master Key is to unlock, thus providing a Grand Master to open ALL doors, a Master to open some doors, and a key for each individual locked door.	OPEN	DDAP/ABC
190905-2	<b>WINDOW BLINDS</b> ABC has requested input on the need for blinds on the exterior windows to cut the glare and add some level of privacy. DDAP will contact Saxton-Nicol Studios to come to the site, measure the windows and provide a price to install roller blinds on all exterior windows.	OPEN	DDAP

**END OF MEETING MINUTES**