

Jones Lang LaSalle

MEETING MINUTES

PROJECT: Southern Progress Corporation – Building 3
General Contractor Pre-Bid Meeting

DATE: October 27, 2003

ATTENDEES:

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| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Larry Ethridge, SPC <input checked="" type="checkbox"/> Fred Battista, JLL <input checked="" type="checkbox"/> Mark Westhoven, Brasfield & Gorrie <input checked="" type="checkbox"/> Allan Weeks, Brasfield & Gorrie <input checked="" type="checkbox"/> Greg Jones, Bhate Engineering Corp <input checked="" type="checkbox"/> Steve Robinson, Jova Daniels Busby <input checked="" type="checkbox"/> David Pye, Whiting-Turner <input checked="" type="checkbox"/> Howell Beach, RM/HB + Assoc. <input checked="" type="checkbox"/> Don Weaver, MWDDA <input checked="" type="checkbox"/> Jackson Bryant, LBYD <input checked="" type="checkbox"/> Kayle Gastley, Skanska <input checked="" type="checkbox"/> Tripp Harris, Brice <input checked="" type="checkbox"/> David Millhouse, Brice | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Nancy Trejo, JLL <input checked="" type="checkbox"/> Uday Bhate, Bhate Engineering Corp <input checked="" type="checkbox"/> Mike Seng, Brasfield & Gorrie <input checked="" type="checkbox"/> Jere Dumas, MW/DD <input checked="" type="checkbox"/> Glenn Bishop, LBYD <input checked="" type="checkbox"/> Joe Capraro, Whiting-Turner <input checked="" type="checkbox"/> Jeff Cochran, Whiting-Turner <input checked="" type="checkbox"/> Dick Chenworth, Walter Schoel <input checked="" type="checkbox"/> Tom Ray, Ray Engineering Group <input checked="" type="checkbox"/> Mark Bohrer, Jova Daniels Busby <input checked="" type="checkbox"/> Terry Watson, Brassfield & Gorrie <input checked="" type="checkbox"/> Branson McDonald, Brice <input checked="" type="checkbox"/> Tom Denault, JLL |
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NEXT MEETING: TBD

These meeting minutes as prepared by **Jones Lang LaSalle** shall be deemed accurate as the record of matters discussed and conclusions reached. If a discrepancy occurs, please notify Fred Battista or Nancy Trejo as soon as possible.

NOTE: Revisions and new information are identified in BOLD.

ITEM NO.	DISCUSSION	ACTION / TARGET
10-27-03.01	Larry Ethridge, Southern Progress Corporation, opening comments: This is the home of Southern Progress Corporation, and we spend more time here than in our own homes. We consider this place sacred. We consider every tree and shrub sacred as well. There will be clearly designated areas for work, and contractor and their subcontractors are expected to work exclusively within these boundaries. Southern Progress Corporation employs the very best, and 75% of our workers are females. Absolutely no inappropriate behavior towards our employees is acceptable. Jones Lang LaSalle is the project manager for this project.	N/A
10-27-03.02	Fred Battista, Jones Lang LaSalle, opening comments: What Southern Progress Corporation has created here clearly works and Southern Progress Corporation wants to build Building 3 with the same sensitivity to environment and employees. <ul style="list-style-type: none"> ▪ <u>Proposal Protocol</u>: This venue of today's meeting is intended to give you the opportunity to see the site and 	N/A

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	<p>existing buildings. The existing conditions are not entirely clearly laid out, so today you can view access and other issues.</p> <ul style="list-style-type: none"> <li data-bbox="418 468 1112 625">▪ <u>RFP Questions</u>: In the RFP, we have requested that all questions are submitted in writing to Jones Lang LaSalle to the attention of Fred Battista. Jones Lang LaSalle will funnel all questions and also their subsequent answers to all firms. <li data-bbox="418 657 1112 751">▪ <u>Questions Related to Contract</u>: We are happy to receive any questions related to Contract; however, we will not attempt to address those questions today. <li data-bbox="418 783 1112 940">▪ <u>Follow-up Site Inspections</u>: Subcontractors are key to this project, especially with MEP issues, and Larry has agreed to make himself available for follow-up site inspections. However, please arrange these through Jones Lang LaSalle. 	
10-27-03.03	<p>Steve Robinson, Jova Daniels Busby, Project Orientation: JDB has a thirty year history with Southern Progress Corporation, and I personally had the pleasure to work on Building 1 fifteen years ago.</p> <ul style="list-style-type: none"> <li data-bbox="418 1167 1112 1482">▪ <u>Phasing Plan</u>: Phase I: Access (including bridge from Old Montgomery Highway, Fire Access Drive C & Fire Access Drive A) and temporary Loading Dock at the end of Fire Access Drive C. Phase II: Central Plant Construction and Transfer of Utilities Phase III: Building 3 Construction Phase IV: Parking Deck (Parking deck can really begin anytime) <p>Sequencing issues (fire lane, central plant, etc.); It is recommended that the storm drainage be relocated early. Under ground work, relating to caissons and under ground utilities, involve critical and tight dimensions).</p> <p>Subject to SPC "Good Neighbor Policy" when using Ridgeway Drive, which is a private road serving the adjacent hospital. SPC has access easement to allow use of this drive.</p>	N/A
10-27-03.04	<p>Fred Battista, Jones Lang LaSalle interjects: The Owner may choose to pre-order long-lead equipment associated with the central plant; however, all proposals and schedules should</p>	N/A

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	assume contractor purchases and supplies all equipment.	
10-27-03.05	The fire access roads are available for construction use, subject to the Fire Marshall's approval, to the final boundaries of the roads; use of the roads should not be abused (i.e. "expanding boundaries").	N/A
10-27-03.06	Staking of the site will be reviewed by the landscape architect and may require multiple reviews and restaking. Landscape features, such as the access roads may be modified or adjusted from the drawings to take the path of least resistance and consideration for existing vegetation. The landscape architect is from out of town, staking and layout review will need to be scheduled accordingly.	N/A
10-27-03.07	Temporary relocation of power and telephone adjacent to the temporary loading dock will be contracted directly by SPC and the permanent relocation will be through the contractor.	N/A
10-27-03.08	Building 2 - Removal of chillers may require equipment to be cut down or removed through existing window.	N/A
10-27-03.09	The goal in shoring is to save trees and there will be a project limit line. The contractor will have some flexibility for shoring and layback within the established project limit line.	N/A
10-27-03.10	Three Building Connectors: <ol style="list-style-type: none"> 1. Service Connector 2. Public or Garden Connector on the 2nd Floor Level 3. Parking Deck 	N/A
10-27-03.11	Floors 1-4 will have interior build-out (except for the storage space along the north end of the floor) Floor 5 will have core elements and public spaces built-out	N/A
10-27-03.12	Bidders are to carefully review the drawings for what structures require intumescent coating. Jova Daniels Busby generally clarified as follows: <p>~ Areas to receive intumescent coating are the steel supporting the west atrium balcony (vicinity of CL 2.5/C.6), the pipe columns along the monumental stair radiused glass and the primary tube structure below each run of the monumental stair. This tube structure braces the pipe columns back to the concrete frame.</p> <p>~ Areas not to receive the intumescent coating are the curtain</p>	N/A

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	<p>wall support at the open atrium (along CL C.6), the garden connector, the parking connector and the steel "catwalks" between the parking trays.</p> <p>JDB believes the scope of the intumescent coating is adequately addressed in the details.</p>	
10-27-03.13	Fire exit in Building 1 must be maintained during construction.	N/A
10-27-03.14	Two week written notice is required for any interruption of all services and utilities. All requests are subject to Owner approval. Assume service interruptions will be nights and weekends.	N/A
10-27-03.15	Coordinate drilled piers with underground piping.	N/A
10-27-03.16	Parking deck lighting should be priced as drawn and specified.	N/A
10-27-03.17	Contractors are responsible for cost of utilities during construction.	N/A
10-27-03.18	Deck has to be 100% sprinklered due to City of Homewood requirements.	N/A
10-27-03.19	Oil/water separator is necessary for hydraulic elevator in the parking deck and is located underneath the connector.	N/A
10-27-03.20	SPC to coordinate the new water main directly with Montgomery Waterworks to property line. The contractor is responsible for tie-in from property line to buildings.	N/A
10-27-03.21	Fire Road A has a cut line of approximately 7' and it is believed the irrigation lines are at about 5'; therefore contractors responsible to repair, replace, or relocate existing irrigation lines.	N/A
10-27-03.22	Field verification will be needed of underground work with existing and or new landscaping.	N/A
10-27-03.23	Black hatch marks on drawings indicate storm water diverters (which are similar to speed bumps) to divert rain water that comes down the service road.	N/A

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10-27-03.24	Contractors' submittal schedule is required well in advance of submittal review times. Average review time for structural submittals is fourteen days. LBYD measures fourteen days from the date the submittal reaches their office to when it is returned to JDB. Adequate time for handling should be addressed in the submittal schedule.	N/A
10-27-03.25	The Owner will not prequalify sub-contractors; however, we reserve the right to reject subcontractors based upon consultants' review.	N/A
10-27-03.26	Southern Progress Corporation is not going for any LEED™ certification.	N/A
10-27-03.27	In clarification to the question stated in the RFP, "demonstrate how we can be sure you are giving competitive numbers", the question is looking for each contractor to disclose and demonstrate whatever competitive advantage they feel they may have.	N/A
10-27-03.28	Storm water monitoring is permitted in the Owner's name; however, ongoing maintenance during the project will be the responsibility of the contractor until project completion. Contractor is responsible for installation and maintenance, but the Owner will purchase the system itself. (Input from Schoel is advised on this item)	N/A
10-27-03.29	Parking Deck Alternate: The North bridge to Old Montgomery Highway is deleted under this scheme; only one entrance will remain, while everything else (i.e. lighting, exterior materials, structural system, etc.) stays the same.	N/A
10-27-03.30	Construction employee parking will be located off Southern Progress Corporation property.	N/A
10-27-03.31	Closing Comments, Fred Battista, Jones Lang LaSalle: The goal of this process is to have a project that the only changes are owner requested changes. We have supplied as much info as we can, and as we have said, the site remains open for additional reviews and inspections. Now is the time to get your questions into me. I expect each of you to identify any holes in the plans from your expertise from a constructability standpoint. Make sure everything that needs to be covered is. I am assuming when you give us a bid, you can build it. If it's reasonably inferable on the drawings, it will be expected from you.	N/A

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10-27-03.32	An Addendum will be issued along with a Revised Bid Form (Bid Breakdown Form) that more closely matches current specs along with a request for a not to exceed number on drilled piers. An additional sketch will also be issued to each of you, and the drawing Table of Contents will be revised to match the drawings you have. Ceiling fans will be specified. The earthwork section will be revised.	N/A
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END OF NOTES