

# Meeting Minutes – Construction Progress Meeting

Jesse Brown VA Medical Center • 820 South Damen Avenue • Chicago, Illinois 60612

**Meeting Date:** February 08, 2013  
**Meeting Time:** 10:00 am  
**Meeting Location:** Jesse Brown VAMC  
**Meeting Facilitator:** Om Goel

**Meeting Subject:** Pre-Bid Meeting  
**Project Name:** Roofing Replacement Work  
**Project Number:** 537-12-135  
**Project Address:** 820 S. Damen Avenue, Chicago, IL 60612

<b>Participants:</b>	Om Goel, Michael Lundeen, Bejil Thomas, Gerald Teallow, James Randolph, Paul Canlas, John Campbell, Mike Fortin, Bob Casey, Jan Pack, Sai Tard, Tom Dessent, Dan Murray, Dominic Dunlap, Jack Kalinski, Scott Richards, Randy Tews,	JB VAMC Legat Legat Saratoga Roofing Crowther Roofing DCG Roofing Solutions Blue Yonder Inc. Bennett & Brosseau Roofing Opcon Inc. Pacific Construction Services Metal Master / Roof Master Kedmont Waterproofing Anthony Roofing DCG Roofing Solutions JDM LLC JDM LLC BW Contracting	Jeff Kozlowski Mike Figora Mike Blawford Kyle Ludy Joe Riddiford Martin Glowa Chris Green Tom McKeown Scott Goehring Michael Fatigato, Chris Zamora, Wesley Moeller, Ron Buiszcyciski, Joseph G. Riddiford, Bob Ford, Frank Castagnoli, John Mompur,	Syte Corp. Fig Roofing Knickerbocker Roofing Construction Solutions Inc. Riddiford Roofing Co. CMG Roofing Priority Jones & Cleary Garland All Family MBB Industrial Cork Industrians Riddiford Roofing Co. Whelan Properties Crowther Roofing / Sheet Metal Tremco Inc.
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**Distribution:**

Ann Vossler,	JB VAMC	Tom Kikta,	Legat
Ved Gupta,	JB VAMC	Mark Siwik	Legat

**Disclaimer:** The following minutes constitute the author's understanding of the meeting. Please report any discrepancies to the author within seven (7) calendar days.

**Meeting Summary:**

Item No.	Description	Status	Responsible	Due Date	Last Mod.	Comments/Action Required
1	Issues					
1.01	Overview of Roofing Project - Scope				02/08/2013	The project consists of roofing replacement at seven (7) roof areas or phases. Work includes the following: <ul style="list-style-type: none"> <li>• Demolition of existing roofing system to deck and replacement with 3-ply modified bitumen roofing system.</li> </ul>

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						<ul style="list-style-type: none"> <li>• Two (2) phases (09 and 10) have metal decks and the remaining five (5) have concrete decks.</li> <li>• The roofing system includes a temporary roof / vapor retarder (with Densdeck at metal roof decks), rigid and tapered polyisocyanurate insulation, and 3-ply modified bitumen roofing (with white granular cap sheet).</li> <li>• Flashing of all penetrations required (including liquid-applied flashings) – subject to manufacturer warranty requirements.</li> <li>• Welded and insulated duct extensions are required for exhaust fan / duct penetration units along the south side of the Phase 26 roof area. The existing seal-tight electrical connections for these units must also be replaced.</li> <li>• The List of Estimated Quantities provided within the architect's drawings are for convenience only, and it is the contractor's responsibility to review the site and produce an accurate quantity for bidding.</li> <li>• Roofs shall be warranted for 15 years (manufacture) and 20 years (material).</li> </ul> <p>Refer to the drawings and project manual for further description of project scope.</p>
1.02	Communications				02/08/2013	<p>All questions should be directed to the Contracting Officer in writing by 02/15/2013. Meeting Minutes and Attendance Sheet shall be available through the VA's FTP site.</p>
1.03	Contractor Questions	Open	Legat / VA		02/08/2013	<p>Questions were raised regarding the following:</p> <ul style="list-style-type: none"> <li>• Receipt of Bids and Contract Award: Bids are due 02/26/2013. The VA anticipates awarding the contract around the end of March, 2013 / early April, 2013.</li> <li>• Asbestos: It was indicated that the presence of asbestos is not anticipated. However, if asbestos is found it will be removed through a separate contract.</li> <li>• Staging: Additional information was requested regarding locations for staging, crane access, etc. It was indicated that storage of barrels / buckets of oil will not be allowed on-site. It was further indicated that storage of material within the building will not be allowed.</li> <li>• Video Surveying of Existing Drains and Vent Pipes: Additional information was requested regarding the depth or length of piping the contractors are responsible for surveying.</li> <li>• Replacement of Drain Head Assemblies: Additional information was requested regarding the types and condition of ceilings below the roof drain / downspout</li> </ul>

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						<p>scope of work.</p> <ul style="list-style-type: none"> <li>• VA Work Hours: VA work hours are from 7:00am to 4:30pm. Crane access, hoisting, etc. must occur outside of the VA work hours (before 5:00 am, after 5:00 pm or weekends). Crane plans must be submitted for approval fourteen (14) days prior to anticipated use.</li> <li>• Elevator Use: Elevators are for personnel use only, and cannot be used for the movement of materials, tools, etc.</li> <li>• Permits: Contractors are responsible for permits outside of JBVAMC grounds. Permits are not required once on JBVAMC premises.</li> <li>• Removal of Demolished Material: Additional information was requested regarding the removal of demolished materials.</li> <li>• Noise Levels: It was indicated that the contractors are responsible for maintaining decibel levels of 55dba or below. Work will be stopped if noise levels exceed that indicated above.</li> <li>• Vibration: Additional information was requested regarding operations beneath affected roof phases, as contractors were concerned about vibrations caused by demolition and construction.</li> <li>• Rooftop Construction Lights: It was indicated that JBVAMC has no current objections to rooftop construction lights for off hour roofing work.</li> <li>• Roof Cores: It was indicated that there are currently no roof cores of the existing roofs. Contractors are to contact the Contracting Officer to request / schedule a date for the coring of the roof to determine depth of existing insulation, etc. Contractors will be required to patch the roofs after coring.</li> <li>• 2% Deck Repair: Additional information was requested regarding the depth of deck repair that should be assumed for bidding purposes.</li> <li>• Air Filters: Photocatalytic or carbon block filters are required per Section 23 05 11. Odors due to construction operations migrating inside the building will not be allowed, and work will be stopped.</li> <li>• Window Protection: Window protection is required for windows one floor below and two floors above the work areas.</li> <li>• Lighting Protection: Additional information was requested regarding the extent (location) and attachment of the existing lighting protection system to be removed and re-installed.</li> <li>• Grinding and Tuckpointing: Grinding and tuckpointing is required along the interior face of the masonry parapet walls.</li> <li>• Temporary Roof / Vapor Retarder: Additional information was requested</li> </ul>

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						regarding the temporary roof / vapor retarder, as there are potentially three (3) types specified (peel and stick, 2-ply BUR, 2-ply modified bitumen cold-applied).