Meeting Minutes

1800 O Street, Ste. 104, Lincoln, Nebraska 68508 (402) 477-6161

June 31, 2012

University of Nebraska Elliott Building
Mechanical/Electrical Infrastructure Upgrades

Alvine No. 2012 2883

Attendees:

✓	Name	Organization/ Company	✓	Name	Organization/ Company
✓	Bob Foust	Alvine Engineering	✓	Kathy Nielsen	UNL PHREC
✓	Steve Ford	Alvine Engineering	✓	Patricia Nielsen	UNL PHREC
✓	Daniel Drain	Miller and Associates	✓	Rex Neilson	UNL PHREC
✓	Josh Silvers	Miller and Associates	✓	Dave Ostdiek	UNL PHREC
✓	Cheryl Bwhlintland	UNL	✓	David L. Reichert	UNL PHREC
✓	Rick Patrick	UNL	✓	Dipak Santra	UNL PHREC
✓	Joe Goodwater	UNL FMP	✓	Bob Wilson	UNL PHREC
✓	Harrison Boateng	UNL PHREC	✓	Jeff Bradshaw	UNL PREC
✓	Jonathan Carlson	UNL PHREC	✓	Linda Boeckner	UNL PREC
✓	Susan Harvey	UNL PHREC	✓	Bob Harveson	UNL PREC
✓	Lori Howlett	UNL PHREC	✓	Robert K O'Neill	UNL PREC
✓	Gar Hergert	UNL PHREC	✓	Karen Schultz	UNL PREC
✓	Sharon Holman	UNL PHREC	✓	Barry Shull	UNL-IANR
✓	Tom Holman	UNL PHREC	✓	Carlos A. Urrea	UNL PREC
✓	Les Kampbell	UNL PHREC	✓	Jerry Schledewitz	UNMC
✓	Pat Martin	UNL PHREC	✓	Jessica Johnson	
✓	Marilyn Miller	UNL PHREC	✓	Gordon Moeller	

Item Number	Origination Date	Resolution Date	Responsible Party / Follow-up	Description
New Business				
4.0	7/31/12	7/31/12	Kickoff Meeting	**Introduction:** Joe Goodwater led the meeting with the team to discuss the scope of the project, design schedule, and tentative construction schedule.
				Discussion:
	7/31/12			Barry Shull discussed where the funding is coming from for the project.
	7/31/12			Barry Shull and Joe Goodwater described the scope of work including fire alarm, fire sprinkler, HVAC upgrade, lighting upgrades, electrical service, and ceiling upgrades.
	7/31/12			Joe Goodwater went over communication protocols.
	7/31/12			Steve Ford described HVAC upgrades.
	7/31/12			Bob Foust described fire alarm electrical upgrades.
	7/31/12			Dan Drain discussed the architectural scope.
	7/31/12			Joe Goodwater talked about budget and contingency fund. Three million construction budget. Maintain 10% contingency.
	7/31/12			Informing staff on mechanical and electrical shut down is critical.
	7/31/12			Hold construction meetings at least every other week. The same attendees will attend via teleconference.

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	7/31/12			Nursing college goes through summer.
	7/31/12			Ten days in May nursing college is out of building.
	7/31/12			Advertise for bids if possible in Ft. Collins and Cheyenne.
	7/31/12			Provide temporary generator for -80°F Freezers during power outages
	7/31/12			New exposed conduits will not be painted.
	7/31/12			Phasing of project was discussed.
	7/31/12			The new code requires hoods to operate 24 hours/day.
	7/31/12			The heavy construction will occur during the summer(s).
	7/31/12			**Schedule:**
	7/31/12			100% DD – Mid-October
	7/31/12			95% CD – December
	7/31/12			100% CD – January
	7/31/12			Out to Bid – January to Mid-February
	7/31/12			Bid In - March
4.3				**Action Items:**
	7/31/12		Alvine Engineering	Alvine to provide a construction schedule.

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	7/31/12		Alvine Engineering	Possibly add to scope of work to replace plumbing main lines in corridors due to past leaks.
	7/31/12		Alvine Engineering/ Miller and Associates	Evaluate ceilings throughout building as to whether new ceilings, existing ceilings, or exposed structure are appropriate for each room.
	7/31/12		Alvine Engineering	Construction phasing plan.
	7/31/12		Elliott Staff	Which labs will have hoods.

Please submit comments, additions, or corrections to these meeting minutes in writing within five days of issuance. If no comments are received within this period, this memo will be assumed accurate and filed as part of the permanent record for this project.

Submitted by: Steve Ford, Robert Foust