

### Pre-Construction Meeting

Date: 5/10/10  
Time: 1:00 PM  
Location: Fremont District Office  
Contracts: BC #1 General Trades – Telamon  
BC #2 Roofing – CRM  
BC #3 Food Service – Polsters  
BC #4 Fire Protection – Central Fire  
BC #5 Plumbing – Warner

Attendees:	Traci McCaudy, FCS	Erica Williams, City of Fremont
	Kim Theller, FCS	Mike Huddleston, Telamon
	Dave Chambers, FCS	Steve Meyer, Telamon
	Dave Saller, FCS	Dan Knisely, Telamon
	Ray Fankhauser, DOC Ohio	Dave Dixon, SA Storer
	Richard Lake, CTL	Michael Quaintance, CRM
	John Keller, Fanning/Howey	David Archer, Polster
	Norma Etgen, Fanning/Howey	Mark Ramsey, Central Fire
	Chris Moore, TCPM	Jim Krock, Warner
	Brian Hurst, TCPM	Lynne Wetoskey, Warner

The following is a report of our meeting on the above date as prepared by TCPM. If you find anything which you disagree, please inform us, in writing, within five calendar days of receipt.

#### Agenda:

- 1) Introductions were held. A project contact list was routed for input and will be distributed with the meeting minutes.
- 2) Contract Document Distribution – Touchstone has extra sets of drawings available that can be provided on request. CAD files are also available by contacting Dori R. Kysenceder at Fanning/Howey - [dkysenceder@fhai.com](mailto:dkysenceder@fhai.com).
- 3) Submittal's and RFI's – All document flow is through Touchstone. Contact is Jamie Trombley ([jamiet@touchstonecpm.com](mailto:jamiet@touchstonecpm.com)) at Touchstone. Electronic submissions are preferred.
- 4) Change Orders – All change orders to be submitted on OSFC templates for review. Include all back up information including material quotes. Any field work orders performed on time and material basis must be signed by TCPM superintendent.
- 5) Application for Payments – Contractors must have an approved SOV prior to submitting their 1<sup>st</sup> pay application. TCPM to develop a pay application schedule outlining when pencil and final pay apps are due.
- 6) Progress/Coordination Meetings

- a. Weekly Meeting will be held on Wednesday's at 1:00 pm. Touchstone is targeting May 19<sup>th</sup> for the first meeting. Meeting to be held at the Fremont District Office.
  - b. Progress and 2 week look-ahead reports should be submitted at every weekly meeting.
  - c. Monthly schedule update will be conducted by Touchstone after the progress meeting.
- 7) Pre-Installation Conferences
- a. Meetings to be conducted prior to installation of major items of work per the specifications.
  - b. The pre-installation conferences set the standards for the work to be installed. John Keller will lead the meetings. The field foreman installing the work must be present at the meetings along with any subcontractors. CM and owner to be present. Testing company will be present if required.
  - c. Site, site utilities, and footing/piling pre-installation will be held after the progress meeting on May 19<sup>th</sup>.
- 8) Daily reports to be submitted to Touchstone. No special form is required. Turn reports in daily or at least the day after work is completed. Primes to account for all sub work on reports.
- 9) Safety and Site Policy
- a. Each contractor is required to be in compliance with OSHA requirements.
  - b. Hard hats to be worn at all times.
  - c. Photo identification cards to be displayed at all times.
  - d. No smoking on site – no exceptions.
- 10) Testing and Inspection
- a. CTL is providing material inspection and testing services.
  - b. CTL will create a deviation report at the end of each day. Formal weekly reports will be issued.
  - c. Ray Fankhauser is the state structural inspector for the project. Permit set will be kept in the TCPM office. He requested that the Certificate of Plan approval be posted and plumbing, electrical, hydronics, refrigeration, and HVAC license certificates be posted in the office. He will inspect for the first concrete pour and then do all the in wall and above ceiling inspections.
  - d. Erica Williams will be performing inspections for the City.
- 11) Site Utilization
- a. Site fencing will be installed tomorrow by Telamon.
  - b. Construction entrance will be cut in first.
  - c. Entrance road is to be kept clean. Mud and debris is to be cleaned immediately.
- 12) Construction Schedule
- a. Fencing installed 5/11
  - b. Telamon to mobilize 5/13 and begin H-pile delivery, 10 trucks a day
  - c. Begin stripping topsoil 5/17
  - d. Site, utilities, footing, pile Pre-install 5/19
  - e. H-piles/foundations to start around 6/7

13) Miscellaneous

- a. HVAC and Electrical bid categories are being rebid. Rebid is scheduled for May 20<sup>th</sup>.
- b. Notice to Proceeds for General Trades, Roofing, Food Service, and Fire Protection will go out tomorrow. Plumbing will be a few weeks behind due to the late award.
- c. A LEED kick off meeting will be scheduled. Date to be determined.
- d. Each contractor is to keep as-builts and fully post their drawings. A master set of as-builts will be kept by TCPM and must be signed off weekly by each prime.
- e. Partnering Meeting – Scheduled for the morning of 6/14.

Attachments: Contact List  
Progress/Look-Ahead Report

cc: Curt South, Fanning Howey  
Jamie Trombley, TCPM  
Amanda Burgess, TCPM

Project Contact / Phone List

FREMONT CITY SCHOOL DISTRICT

Updated:  
05/11/10

Name	Position	Address	Phone	Fax	Cell	E-mail	Emergency
<b>OHIO SCHOOL FACILITIES COMMISSION (OSFC)</b>							
Madison Dowlen	Project Administrator	10 W. Broad St., Ste. 1400, Columbus, OH 43215	614-387-1268	614-895-9906	614-204-1748	madison.dowlen@osfc.state.oh.us	614-337-9047
Wayne Coleman	Planning	10 W. Broad St., Ste. 1400, Columbus, OH 43215	614-466-6290	614-895-7523		Wayne.Coleman@osfc.state.oh.us	
Diane Brown	Administrative Assistant	10 W. Broad St., Ste. 1400, Columbus, OH 43215	614-644-1577	614-895-9908	N / A	diane.brown@osfc.state.oh.us	
<b>FREMONT LOCAL SCHOOL DISTRICT (FCSD)</b>							
Traci McCauley	Superintendent	1220 Cedar St., Suite A, Fremont, Ohio 43420	419-334-5432	419-334-6747	419-680-1864	Superintendent@fremont.k12.oh.us	
David Chambers	Treasurer	1220 Cedar St., Suite A, Fremont, Ohio 43420	419-334-5442	419-332-4051	419-680-1240	Treasurer@fremont.k12.oh.us	
Kim Theller	Director of Facilities	1220 Cedar St., Suite A, Fremont, Ohio 43420	419-334-5437	419-334-5454	419-680-4255	thellerk@fremont.k12.oh.us	
Jim Falls	Board Member	1180 Buchman Rd., Fremont, OH 43420	419-334-3309	419-334-6747	419-680-4676	jb-dsfalls@sbcglobal.net	
Marc Glotzbecker	Board Member	712 Gibson St., Fremont, OH 43420	419-334-5906	419-334-6747	419-307-1629	mglotz@fremontohio.org	
Timothy W. Ellenberger	Board Member	2640 Buchanan St., Fremont, OH 43420	419-332-1656	419-334-6747	419-680-4643	tim@parkplus.com	
Cindy Young	Board Member	618 Finefrock Rd., Fremont, OH 43420	419-332-6231	419-334-6747	419-355-7533	wyoung2@woh.rr.com	
Linda M. Hershey	Board Member	1041 Miller St., Fremont, OH 43420	419-332-7469	419-334-6747		lindahershey@sbcglobal.net	
Dave Reinbolt	Maintenance	1100 North St., Fremont, OH 43420	419-332-0362	419-332-4087		reinbolt@fremont.k12.oh.us	
Dave Sailer	Maintenance	1100 North St., Fremont, OH 43420	419-334-2406	419-332-4087		sailerd@fremont.k12.oh.us	
Tom Kern	BAC	PO Box 172, Fremont, OH 43420	419-333-5600			tom.kern@stylecrest.net	
Don Nalley	BAC	1027 Buckland Ave., Fremont, OH 43420	419-334-9090		419-307-0126	dnalley@sanmrd.org	
Terry Overmyer	BAC	323 S. Front St., Fremont, OH 43420	419-334-5900			mayor@fremontohio.org	
Hal Hawk	BAC	1445 Majestic Dr., Fremont, OH 43420	419-334-7181		419-680-8064	hhawk@crownbattery.com	
Al Gorman		1687 Tomahawk Trace, Fremont, OH 43420	419-334-3453		419-680-4980	al.gorman@woh.rr.com	
Sylvia Gillis	Legal Counsel	100 S. Third Street, Columbus, OH 43215	614-227-2353	614-227-2390		sgillis@bricker.com	
<b>FANNING/HOWEY ASSOCIATES, INC.</b>							
Steve Wilczynski	Executive Director	540 East Market Street, Celina, Ohio 45822	419-586-7771	419-586-2141	419-305-3309	swilczynski@fhai.com	
Curt South	Project Manager	540 East Market Street, Celina, Ohio 45822	419-586-7771	419-586-2141	419-305-0605	csouth@fhai.com	
John Keller	Construction Administrator	540 East Market Street, Celina, Ohio 45822	419-586-7771	419-586-2141		jkeller@fhai.com	
Norma Etgen	Const. Dept. Coordinator	540 East Market Street, Celina, Ohio 45822	419-586-7771	419-586-2141		netgen@fhai.com	
<b>TOUCHSTONE CPM</b>							
Nate Neuenschwander	Vice President	2301 Baton Rouge Ave., Lima, OH 45805	419-228-7272	419-222-5559	419-231-2798	naten@touchstonecpm.com	419-384-7533
Chris Moore	Senior Project Manager	2301 Baton Rouge Ave., Lima, OH 45805	419-228-7272	419-222-5559	419-235-7161	chrism@touchstonecpm.com	419-339-9219
Brian Hurst	Site Superintendent				419-236-7346	brianh@touchstonecpm.com	419-339-9954
Dale Niemeyer	Asst. Site Superintendent				567-204-4475	dalen@touchstonecpm.com	
Amanda Burgess	Scheduler	2301 Baton Rouge Ave., Lima, OH 45805	419-228-7272	419-222-5559	N/A	amandab@touchstonecpm.com	
Jamie Trombley	Project Engineer	2301 Baton Rouge Ave., Lima, OH 45805			N/A	jamiet@touchstonecpm.com	
Julie Hogan	Administrative Assistant	2301 Baton Rouge Ave., Lima, OH 45805	419-228-7272	419-222-5559	N/A	julieh@touchstonecpm.com	
Jennifer Boughan	Contract Admin	2301 Baton Rouge Ave., Lima, OH 45805	419-228-7272	419-222-5559	N/A	jenniferb@touchstonecpm.com	
Annette Komlinsk	Field Accountant	2301 Baton Rouge Ave., Lima, OH 45805	419-228-7272	419-222-5559	N/A	annetek@touchstonecpm.com	

Section	Category	Contact Name	Contractor Name / Address	Phone #	Fax #	Cell	E-mail	Emergency
1	General Trades	Michael Bossetti	<b>Telamon Construction, Inc.</b> 5505 Milan Road Sandusky, Ohio 44870	419-626-1111	419-626-8817		mbossetti@telamonconstruction.com mhuddleston@telamonconstruction.com dknisley@telamonconstruction.com smeyer@telamonconstruction.com s_chaney@chaney-roofing.com	
2	Roofing	Shawn Chaney	<b>CRM, Inc.</b> 7040 State Route 101N Clyde, Ohio 43410	419-656-7458 419-639-2761	419-639-2799			
3	Food Service	Michael Polster	<b>Louis R. Polster Company</b> 585 S. High Street Columbus, Ohio 43215	614-221-3295	614-221-5914		polsters@sbcglobal.net	
4	Fire Suppression	Ray Gifford Mark Ramsey	<b>Central Fire Protection, Inc.</b> 583 Selma Road Springfield, Ohio 45505	937-322-0713	937-322-0710 937-313-0284		hgifford@centralfp.com mramsey@centralfp.com	
5	Plumbing	Jim Krock Lynn M. Wetoskey	<b>Warner Mechanical Corp</b> 1609 Dickenson Street Fremont, Ohio 43420	419-332-7116	419-322-6370		jkrock@warnermech.com lwetoskey@warnermech.com	
	Testing	Rick Lake	<b>CTL - Cleveland</b> 3085 Interstate Parkway Brunswick, Ohio 44212	330-220-8900	330-220-8944		rlake@ctleng.com	
	Engineer	Erica Williams	<b>City of Fremont</b>	419-334-8963			erwilliams@fremontohio.org	
	Inspector	Ray Fankhauser	<b>Ohio Dept. of Commerce</b>	800-822-3208				

