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Email: bcc@biltmoreconstruction.com

Meeting Minutes

Job: 1-0979 Florida Keys Mosquito Control
Location: 5224 College Rd.
 Key West, FL 33040

Meeting: Owner/Architect/CM # 2
Date: 3/2/17
Start Time: 2:00

Attendees

Attended

- | | |
|---|---|
| <input checked="" type="checkbox"/> Andrea Leal (Florida Keys Mosquito Control) | <input checked="" type="checkbox"/> Beth Ranson (Florida Keys Mosquito Control) |
| <input checked="" type="checkbox"/> Bruce Holden (Florida Keys Mosquito Control) | <input type="checkbox"/> Jackie Nobili (Biltmore Constr) |
| <input checked="" type="checkbox"/> Jenkins, Tony (Biltmore Construction Co., Inc.) | <input type="checkbox"/> Larry Bleil (B.W. Sprague, Inc.) |
| <input checked="" type="checkbox"/> O'Connor, John (Biltmore Construction Co., Inc.) | <input checked="" type="checkbox"/> Roberto Alvarenga (Florida Keys Mosquito Control) |
| <input checked="" type="checkbox"/> Rochele L. Miller (Florida Keys Mosquito Control) | <input checked="" type="checkbox"/> Scott Black (Vernis & Bowling of the Florid) |
| <input checked="" type="checkbox"/> Sprague, Bill (B. W. Sprague, Inc.) | <input checked="" type="checkbox"/> Steve Bradshaw (Florida Keys Mosquito Control) |
| <input checked="" type="checkbox"/> Tammy Hollander (Florida Keys Mosquito Control) | <input checked="" type="checkbox"/> William P Horn Architect, PA |

Item	Description	Responsible	Due Date	Closed
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Old Business

- | | | | | |
|------------|--|----------------------|--|--------------------------|
| 1-1 | <p>Permitting Status</p> <p>02/03/17: Barbara Mitchell submitted 2nd request for info to Planning Department regarding Minor Deviation for office trailers. After 10 days, there is a 30 day period for public appeal. Discussed 1 Permit vs Multiple Permits. BCC will contact Tony Griffin - Plans Reviewer on status of Site and Maint. Bld Permit.</p> <p>03/02/17: BCC delivered final drawings to County last Friday; BCC will track on-line; Rick Griffin with County trying to push through Building Department review; BCC to provide RFI/Mint to Architect regarding SFWMD Permit requirements.</p> | Tony Jenkins | | <input type="checkbox"/> |
| 1-2 | <p>RFI's:</p> <p>02/03/17: None to Date.
03/02/17: None to Date.</p> | John O'Connor | | <input type="checkbox"/> |
| 1-3 | <p>Submittals:</p> <p>02/03/17: None to date; BCC will populate Submittal log for next meeting. Approved Submittals to be sent to Bill Sprague and copied to Andrea.
03/02/17: Submittal Log in process BCC to import into Timberline System.</p> | John O'Connor | | <input type="checkbox"/> |
| 1-4 | <p>Financial Update:</p> <p>02/03/17:
Buyout Review; CP Proposal Request: Project Contingency; ODP Log
None to Date.
03/02/17: Buy-out Report Reviewed.</p> | John O'Connor | | <input type="checkbox"/> |
| 1-5 | <p>Schedule & Work Progress:</p> <p>02/03/17: BCC to meet with Site Subcontractor and Landscape Subcontractor. Tag Trees to be relocated and provide report on their condition. No Major tree removal until Planning Review approval. BCC to start Jobsite Set-up.</p> | Tony Jenkins | | <input type="checkbox"/> |

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	03/02/17: No-Cuts was out to site to mark utilities; BCC/Barbara Mitchell and Landscaper met on-site to review Tree Removal & Relocation. Site Subcontractor to mobilize next week to start invasive tree removal and site demo. Surveyor to mark building corners and finish floor elevation.			
1-6	Monthly Progress Report			<input type="checkbox"/>
	02/03/17: BCC to provide Monthly Report (Full Report to Project Team) and Abbreviated Report for Commissioners. Andrea will look into Aerial/Drone Photography. BCC to set-up ShareFile link for daily jobsite photos.			
	03/02/17: BCC to provide Full Progress Report Monthly. Target date is 2nd week following the month report is for.			
1-7	OAC Meeting Schedule			<input type="checkbox"/>
	02/03/17: Bi-Weekly OAC Meeting to be set up. Project Team to review their scheduled to determine 1st/3rd or 2nd/4th week of the month, best day and time for meetings.			
	03/02/17: Next meeting is schedule for 3/28/17 starting at 10:00 a.m. at Biltmore Office.			
1-8	Pay Applications			<input type="checkbox"/>
	02/03/17: Draft Copy will be reviewed with Project Team at last monthly meeting. Final Pay App to be sent to Bill Sprague who will sign off and send to Bill Horn for Certification.			
	03/02/17: BCC will provide 1st Pay Application for March work and Bonds & Insurance.			
1-9	LEED Status			<input type="checkbox"/>
	02/03/17: Current GMP excludes all LEED requirements. Per Scott Black, this is the Architects responsibility to determine LEED requirements. Suggested that Architect's Lawyer contact his firm to discuss. Florida Keys Mosquito Control is a "Special Taxing District".			
	03/02/17: Bill Horn will check with his consultant for cost for new energy model. BCC to determine estimate for LEED costs for Administration and Subcontractor costs (Currently excluded in GMP). Discussed LEED Certification, Florida Green Building Coalition Certification & Green Globes Certification.			
1-10	Owner Direct Purchases			<input type="checkbox"/>
	02/03/17: It was suggested that in lieu of processing deductive Owner Change Order as they are created, Biltmore will keep log of all ODP's and have section on Pay App outlining Pending Deductive Change Order itemizing Total ODP's and Sales Tax Savings. BCC/Bruce to reconcile at end of project. Scott Black/Andrea to check on.			
	03/02/17: Scott Black discussed the Boards requirement for any changes to GMP (up or down) must go in front of board. (\$20,000 - Pre-Approval). BCC to meet with Bruce and Tammy to review Owner Direct Purchase Program; Note: Biltmore will be providing updated Owner Direct Purchase Log Monthly.			
New Business				
2-1	Ground Breaking Ceremony			<input type="checkbox"/>
	03/02/17: Andrea/Bill S to discuss with Board Member on Date; Project Sign: (No Rendering) BCC will need verbiage, list current commissioners, Architect and CM.			

Meeting adjourned at 3:00.

Next meeting at 10:00 on Tuesday, March 28, 2017.

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Notes:

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Prepared by: John O'Connor

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