



1055 Ponce de Leon Blvd. - Belleair, FL 33756 - Ph : (727)585-2084 - Fax: (727) 585-2088

Email: [bcc@biltmoreconstruction.com](mailto:bcc@biltmoreconstruction.com)

**Meeting Minutes**

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

**Meeting:** Owner/Architect/CM # 7  
**Date:** 5/24/17  
**Start Time:** 10:00

**Attendees**

**Attended**

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

Item	Description	Responsible	Due Date	Closed
------	-------------	-------------	----------	--------

**Old Business**

<b>1-1</b>	<p><b>Permitting Status</b></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> <p>03/28/17: Permit with corrections was dropped off on Monday, anticipating back by end of week. Conditional use permit approved.</p> <p>04/12/17: County trying to get the permit issued today.</p> <p>04/26/17: Building Permit received 4/19/17. FCAA permit still outstanding; BCC will be submitting Modular/Trailer Permit.</p> <p>05/10/17: Building Permit received. FCAA permit (ROW, Wtr Meter/Hydrant) still outstanding.</p>	<b>Tony Jenkins</b>		<input type="checkbox"/>
<b>1-2</b>	<p><b>RFI's:</b></p> <p>02/03/17: None to Date.</p> <p>03/02/17: None to Date.</p> <p>03/28/17: Log reviewed 3,7,8,&amp; 9 outstanding.</p> <p>04/12/17: Log reviewed 3,6,8,9 &amp; 10 outstanding.</p> <p>04/26/17: Log reviewed</p> <p>05/10/17: Log reviewed #12 outstanding. Bill H sent to his Engineer.</p>	<b>John O'Connor</b>		<input type="checkbox"/>
<b>1-3</b>	<p><b>Submittals:</b></p>	<b>John O'Connor</b>		<input type="checkbox"/>

# Meeting Minutes

Job: 1-0979 Florida Keys Mosquito Control

Meeting: Owner/Architect/CM # 7

Item	Description	Responsible	Due Date	Closed
	<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.</p> <p>03/02/17: Submittal Log in process BCC to import into Timberline System.</p> <p>03/28/17: Submittal Log reviewed. None to date.</p> <p>03/12/17: Submittal log reviewed. None to date.</p> <p>03/12/17: Submittal log reviewed. None to date.</p> <p>05/10/17: Submittal log reviewed. 6 outstanding. Bill H sent to structural engineer.</p>			
1-4	<p><b>Financial Update:</b></p> <p>02/03/17: Buyout Review; CP Proposal Request; Project Contingency; ODP Log None to Date.</p> <p>03/02/17: Buy-out Report Reviewed.</p> <p>03/28/17: Buy-out Report Reviewed; Adding ODP Log.</p> <p>04/12/17: Buy-out Report Reviewed. Report is a "fluid" document and will be included in Monthly Report.</p> <p>05/10/17: Buy-out Report Reviewed</p>	John O'Connor		☐
1-5	<p><b>Schedule &amp; Work Progress:</b></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> <p>03/02/17: No-Cuts was out to site to mark utilities; BCC/Barbara Mitchell and Landscaper met on-site to review Tree Removal &amp; Relocation. Site Subcontractor to mobilize next week to start invasive tree removal and site demo. Surveyor to mark building corners and finish floor elevation.</p> <p>03/28/17: Minor clearing of invasive's has started. Property line has been marked. When permit is in hand we can proceed with fence. Tony met with a few of the neighbors no major concerns. Wednesday, Tony will meet with Keys Energy to determine where pole is going and ask for an estimate for new service for the trailers.</p> <p>03/12/17: Clearing stopped, once permit is issued the fence can be removed, sign can be put up and, concrete survey and pilings can be laid out. Lisa did concrete testing and issued a new proposal. Neighbor was concerned about her trees close to the property line.</p> <p>04/26/17: Surveyor has all property lines marked, Temporary construction fence in process; Additional clearing and grading in process; Tony will do a RFI on the fence height (6' to 8'). Next week: Hook up hose bibs, in two weeks BCC will be getting Augur cast submittals.</p> <p>05/10/17: The fence is up; Tying Steel for cages today; Auger piles will be starting next week. Plumber has mobilized and installing temp water for site; The sign will be put up this week. Need to set up an account with Keys Energy for temporary and permanent power.</p>	Tony Jenkins		☐
1-6	<p><b>Monthly Progress Report</b></p> <p>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.</p> <p>03/02/17: BCC to provide Full Progress Report Monthly. Target date is 2nd week following the month report is for.</p> <p>03/28/17: BCC will provide a progress report for March &amp; April - to get to owner by 5/10/17</p> <p>04/12/17: BCC will provide a progress report for March &amp; April by 5/10/17.</p> <p>05/10/17: BCC will provide monthly report by Friday the 12th.</p>			☐

## Meeting Minutes

Job: 1-0979 Florida Keys Mosquito Control

Meeting: Owner/Architect/CM # 7

Item	Description	Responsible	Due Date	Closed
1-8	<p><b>Pay Applications</b></p> <p>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.</p> <p>03/02/17: BCC will provide 1st Pay Application for March work and Bonds &amp; Insurance.</p> <p>03/28/17: BCC distributed a pay app draft for approval. Draft copy approved.</p> <p>03/12/17: BCC will distribute a draft copy of the next pay app at the 4/26/17 meeting.</p> <p>04/26/17: BCC will distribute a draft copy of the next pay app next week.</p> <p>05/10/17: BCC sent final pay app to Bill for approval.</p>			☐
1-10	<p><b>Owner Direct Purchases</b></p> <p>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.</p> <p>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.</p> <p>03/28/17: BCC will provide Bruce and Tammy with the ODP procedures.</p> <p>04/12/17: Bruce &amp; Jackie met last week and went over ODP procedures. Andrea can approve anything less the \$20,000.00 The Board will receive an updated ODP report at their monthly meetings for full transparency and ratification.</p> <p>04/26/17: A ODP for Concrete and Rebar will be processed.</p> <p>05/10/17: The first ODP will be processed this week.</p>			☐
2-1	<p><b>Ground Breaking Ceremony</b></p> <p>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.</p> <p>03/28/17: Project sign will be erected when permit is issued and Ground Breaking can be planned. BCC will provide hard hats and shovels, a head count of participants is needed.</p> <p>04/12/17: Ground Breaking will be May 23rd; 10am; Jackie &amp; Tony will get together with Rochele to discuss hard hats, chairs, etc.</p> <p>04/26/17: Ground Breaking will be May 23rd; 10 am. MCD to provide tent and chairs.</p> <p>05/10/17: Ground breaking will be May 23rd; 10 am. Beth has sent out invitations and the press has been notified. The ceremony will be approximately 15-20 min long.</p>			☐
3-1	<p><b>Arial Photographs</b></p> <p>03/28/17: Arial photographs were discussed, Mosquito Control has access to an airplane and will manage. Important to get a photo as soon as possible before site changes much more.</p> <p>04/12/17: Arial photos will be taken each month by Mosquito Control.</p>			☐
4-1	<p><b>Trailer Purchase</b></p>			☐

## Meeting Minutes

**Job:** 1-0979 Florida Keys Mosquito Control

**Meeting:** Owner/Architect/CM # 7

Item	Description	Responsible	Due Date	Closed
	04/12/17: Meeting on the 19th to discuss trailer purchase. Need to go over price and if we can piggy back on another government bid.			
	04/26/17: JO reviewed Bill Sprague's questions:			
	<ol style="list-style-type: none"> <li>1. BCC will permit.</li> <li>2. Modular Company responsible for tie down of modular's, skirts for Modular.</li> <li>3. BCC trades responsible for extension and final connection for plumbing, electrical. HVAC by Modular company.</li> <li>4. IT &amp; telephone: Modular company to provide raceway &amp; outlet for 1 IT connection and 1 Phone per office. MCD IT department responsible for final connections and equipment for It &amp; Phones.</li> <li>5. No cable TV per Andrea.</li> <li>6. Security / Door Alarms by MCD (Protection Plus).</li> <li>7. Modular company responsible for ADA layout.</li> <li>8. Finish of Walls, ceilings, doors, base &amp; flooring per BCC Spec.</li> <li>9. Lighting per BCC Scope</li> <li>10. Special Power: Per scope, 1 20a dedicated outlet for copier</li> </ol>			
	05/10/17: BCC received 3 bids for the trailers. BCC to prepare a "Mini-GMP" for Trailer/modular's and infrastructure for Board approval.			

**4-2 Neighbors Trees**

04/12/17: Tony spoke to the neighbor they were concerned about their trees near the property line and the fence we will be erecting. Discussed moving fence and the legal aspect of it. ☐

04/26/17: Tony will send a RF. 8' high fence in lieu of 6'

05/10/17: Barbara confirmed with Monroe County that there is no variance available to go to 8'.

**Next meeting at 10:00 on Wednesday, June 7, 2017.**

**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:** Jackie Nobili

**Copy To:**

# RFI Log

Biltmore Construction Co., Inc.

05/23/2017 Page 1

Include Closed Jobs: No

## 1-0979 Florida Keys Mosquito Control

Project Manager:

<u>Number</u>	<u>Date</u>	<u>Subject</u>	<u>Required Date</u>	<u>Returned Date</u>	<u>Forwarded Date</u>
01	03/03/17	SFWMD Permit	03/03/2017	03/08/2017	03/08/2017
02	03/03/17	Door Schedule	03/03/2017	03/08/2017	03/08/2017
03	03/03/17	North Elevation	03/03/2017	04/27/2017	04/27/2017
04	03/03/17	Access Ladder and Railing	03/03/2017	03/08/2017	03/08/2017
05	03/03/17	Exterior Lights	03/03/2017	03/08/2017	03/08/2017
06	03/03/17	Light Fixture Drawing E-5	03/03/2017	03/08/2017	03/08/2017
07	03/03/17	Lighted Bollard Detail	03/03/2017	03/30/2017	03/30/2017
08	03/03/17	Stairs	03/03/2017	04/27/2017	04/27/2017
09	03/06/17	Floor Slabs	03/06/2017	04/27/2017	04/27/2017
10	04/03/17	Foundations	04/03/2017	04/27/2017	04/27/2017
11	04/27/17	Wood Fencing	04/27/2017	05/02/2017	05/02/2017
12	05/05/17	Stair Location	05/05/2017		
13	05/17/17	Stirrups Spacing	05/17/2017	05/22/2017	

Include Closed Jobs: No

Number   Rev   Description

03300-3   0   Product Data: Single Leaf  
Access Door

Submittal Log - Not Returned

Received Due Date   Received Date   Sent Date   Returned Due Date   Held By

05/05/2017   05/08/2017

William P Horn Architect, PA

Project Manager:

Held   +/-

**Florida Keys Mosquito Control Facility  
BCC Job # 979**

Item	Cost Code	Sub/Supplier	GMP Value	Actual Value	Buy Out	Effect on Contingency
<b>Work Items</b>						
Site Work	2-2-10 S	Key Iron Works	\$455,390.00	\$451,950.00	Y	\$3,440.00
Paving	2-4-15	Affordable Asphalt	\$17,978.00	\$17,978.00	Y	\$0.00
Alumni. Fencing	2-6-25	Florida Fence	\$60,975.00	\$60,975.00	N	\$0.00
Wood Fencing Allowance			\$6,525.00	\$6,525.00	N	\$0.00
Irrigation	2-6-35	Blue Island	\$21,725.00	\$14,000.00	Y	\$7,725.00
Landscaping	2-9-10	Ecoscapes	\$69,775.00	\$69,774.66	Y	\$0.34
CIP Concrete & CMU	3-1-10	Bella Construction	\$514,664.00	\$491,893.00	Y	\$22,771.00
Structural Steel	5-1-10	Skyline Steel	\$73,107.00	\$79,067.00	Y	-\$5,960.00
Miscellaneous Metals	5-1-30		\$3,235.00	\$3,235.00	N	\$0.00
Misc. Rough Carpentry	6-2-10		\$4,800.00	\$4,800.00	N	\$0.00
Roofing & Insulation	7-3-20	A Plus Roofing	\$84,874.00	\$82,030.00	Y	\$2,844.00
HM Doors, Frames & Hardware	8-1-25	Integrated Door	\$13,741.00	\$16,518.50	Y	-\$2,777.50
Overhead Doors	8-1-50	Door Systems of SF	\$41,708.00	\$35,400.00	Y	\$6,308.00
Glass & Glazing	8-4-10		\$1,949.00	\$1,949.00	N	\$0.00
GWB & Stucco	9-1-10	Allstate Walls	\$88,018.00	\$89,169.00	Y	-\$1,151.00
Ceramic Tile	9-2-10		\$5,200.00	\$5,200.00	N	\$0.00
Painting Interior & exterior of Building	9-6-10		\$31,500.00	\$31,500.00	N	\$0.00
<b>Specialties</b>						
Fire Exts.	10-1-80	Mardale Specialties	\$1,262.00	\$1,262.00	Y	\$0.00
Toilet Access.	10-1-20	Mardale Specialties	\$5,791.00	\$5,791.00	Y	\$0.00
Bike Stanton's			\$3,500.00	\$3,500.00	N	\$0.00
Bike Rack			\$3,024.00	\$3,024.00	N	\$0.00
Flood Barriers	10-3-40	SAK	\$25,674.00	\$24,895.61	Y	\$778.39
Flood Barrier Installation	10-3-40		\$6,000.00	\$6,000.00	N	\$0.00
Exterior Building Signage (Allowance)	10-1-60		\$8,540.00	\$8,540.00	N	\$0.00
Dock Bumpers	11-1-30		\$1,500.00	\$1,500.00	N	\$0.00
Plumbing	15-2-10	Gary's Plumbing	\$100,000.00	\$89,768.00	Y	\$10,232.00
<b>Fire Protection</b>						
Underground	15-1-10	Gary's Plumbing	\$86,720.00	\$82,100.00	Y	\$4,620.00
Fire Sprinkler Systems	15-1-20	Nationwide Fire	\$30,000.00	\$14,950.00	Y	\$15,050.00
HVAC	15-2-50		\$83,000.00	\$83,000.00	N	\$0.00
Electrical	16-1-10 S	Fl. Keys Electric	\$175,124.00	\$178,663.00	Y	-\$3,539.00
Site Modifications for Revised Parking, Fencing and Landscaping	2-6-20		\$24,360.00	\$24,360.00	N	\$0.00
Utility Modifications & Modular Trailer Delivery & Set-up	2-5-50		\$54,204.00	\$54,204.00	N	\$0.00
<b>Subtotal Work Items</b>			<b>\$2,103,863.00</b>	<b>\$2,043,521.77</b>		<b>\$60,341.23</b>
			<b>\$116,272.00</b>			
<b>CM Fees/ General Conditions</b>						
Liability Insurance Premiums	1-2-08		\$26,884.00	\$26,884.00	Y	\$0.00
Performance and Payment Bonds	1-2-05		\$26,884.00	\$26,884.00	Y	\$0.00
General Requirements/ Conditions	1-2-01		\$116,272.00	\$116,272.00	Y	\$0.00
Construction Phase Fee (Supervision/ Management Personnel Costs)	1-1-00		\$215,696.00	\$215,696.00	Y	\$0.00
CM Contingency	1-9-19		\$66,423.00	\$66,423.00		\$0.00
Overhead and Profit			\$152,517.00	\$152,517.00	Y	\$0.00
<b>Subtotal CM Fees/ General Conditions</b>			<b>\$604,676.00</b>	<b>\$604,676.00</b>		<b>\$0.00</b>
<b>Total Project Buyout Savings</b>	<b>1-9-17</b>		<b>\$2,708,539.00</b>	<b>\$2,648,197.77</b>		<b>\$60,341.23</b>