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C o n s t r u c t i o n C o m p a n y

Council of State & Territorial Epidemiologists

2635 Century Center, NE

Suite 700

Meeting Agenda

April 26, 2018

- **Project Schedule**
 - Review Project Schedule
 - Permit status
 - Lead-times: flooring, wallcovering, light fixtures
- **Project Details & Coordination**
 - Coordination / Selections / Sketches / Details:
 - Above-ceiling: HVAC / Plumbing / Electrical / Sprinkler / V& Data
 - Access Control: scope reflects less locations than what is shown. Security vendor has requested 12V devices.
 - Systems furniture layout @ open office 718: varies from what was presented by CWC. If this is correct we will have power and data issues.
 - Relocate down lights in elevator lobby due to lack of overhead clearance... shift fixtures 6" towards the elevator doors.
 - Lack of clearance for slot diffuser in the passenger elevator lobby (11"). Available clearance is 7-1/2". Options...
 - Discuss dedicated receptacles color. Client is requesting orange.
 - Discuss A/V rack in conference 711. Is there a credenza or is all the wiring mounted behind the projector screen?
 - Doorbell - who's responsibility and specifications on device?
 - Plumbing floor drain per LL
 - AV / electrical coordination meeting.
 - Added room schedulers: Wellness Room / 4 Phone Rooms
 - Revisions: Plans / Changes / Sketches:
 - SKA/1, dated 3.29.18
 - Sketch RFI #4 – switch locations for under-counter lighting
 - Sketch regarding Guest Restroom layout changes – floorplan & elevation



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- **CSTE:**
 - **Status of Vendor Contracts / Contacts?**
 - **A/V Vendor – status of contract?**
 - **Security Vendor**
 - **CWC Site Meeting - Furniture dimension plans: 4.27.18**
- **LL / Bldg Management**
 - **Air handling unit replacement**
 - **5/7 – 5/13: demo of existing unit**
 - **5/14 – installation of new unit**
- **Action Items**
 - See below...
- **RFI's**
 - **Review Log**
 - **Outstanding:**
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 - **Completed: RFI's #1-#4**
 - **Dbl wall dimension between 701 & 702 provided: 11"**
 - **Restroom 727: receipt to relocate to left side of sink @ 48" AFF; soap dispenser to remain per plans**
 - **Projection screen switch to be installed per Sheet I/4...ganged with light switch**
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- **Submittal Log**
 - **Review Log**
- **Submitted / Approved Change Directives:**
 - **To price:**
 - **Changes due to AV scope of work**
 - **Add two receipts @ #711**
 - **Add back-box & pull-string for 5 additional room schedulers**
 - **Eliminate deck-ht walls @ #770, 771, 772, 769 / add SAB over ceilings**
 - **Credits:**
 - **No SAB in Type A wall cavities**
 - **Eliminate cove fixture in elevator lobby**
 - **Eliminate insta-hot in restroom**
 - **Tie-in to LL hot water in bldg. core**
 - **Added room schedulers: Wellness Room / 4 Phone Rooms**
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- o Under Review:
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- o Approved:
 - 2x4 fixtures to supplement LL's stock
 - CCA #2 (SKA/01)
 - Drywall repairs @ bldg. core and columns: NTE / time & materials
 - CCA #3 – perforated metal infill at ACT slot
 - CCA #4 – relocate two PIU's
- Pay Applications - Status
 - o N/A
- Next Progress Meeting
 - o Thursday, May 3rd @ 10:30 AM

ACTION ITEMS

ITEM #	DESCRIPTION	RESPONSIBLE PARTY	MTG DATE ISSUED	DATE COMPLETED
1	5.6.18: WHCC to provide close-outs via thumb drive and email link	WHCC	4/6	4/6
2	5.6.18: WHCC to provide GWB soffit @ MP duct in corridor	WHCC	4/6	4/6
3	5.6.18: WHCC to lower ACT clg in order to accommodate the MP duct in File Room #736	WHCC	4/6	4/6
4	WHCC / Studley to finalize scope / project cost 4.9.18: WHCC sent final proposal to Studley	WHCC	4/6	4/9
5	Highwoods to issue NTP 4/12.18: NTP Recv'd 4.12.18	Highwoods	4/6	4/12
6	Highwoods to provide contact information for Thyssen Krupp 4/12/18: Contact info received- Daniel Gross 770.916.0555 / 404.680.9783 (cell) Daniel.gross@thyssenkrupp.com	Highwoods	4/6	4/12
7	4.6.18: Highwoods confirmed that sprinkler work may be done during normal working hours	Highwoods	4/6	4/6
8	Studley / CSTE to provide: a. Furniture vendor contact info b. v/data vendor contact info c. audio/visual contact info d. access control contact info (WHCC to provide e/locksets, electric strikes, and/or elect. hinges only – AC vendor to provide balance	Studley / CSTE	4/6	a. 4/12 b. 4/12 c. 4/12 d. _____
				e.



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9	Studley / CSTE / Nelson to provide: a. dimensioned floor plan for floor feeds and wall feeds – BY 4/27 b. dimensions for conference room and other cores within the suite – BY 4/27	CWC	4/6	
10	4.6.18: WHCC to provide the following alternates: a. F&I under-counter lighting: #703 & #714 b. F&I bottle-filling station c. Provide soffit beneath medium pressure duct @ corridor pass-thru from mechanical rooms d. 4.9.18: supplement 2x4 fixtures to qty needed for project	WHCC	4/6	4/6 4/9
11	WHCC to confirm AV requirements with AV vendor for related electrical installations (devices / conduit / etc) Partial recv'd ????	WHCC	4/6	
12	WHCC to close-off 7 th floor restrooms 4.19.18: restrooms locked-off	WHCC	4/6	4/19
13	WHCC to schedule installation of LL blinds 4/19/18: reflected on project schedule (Line 92)	WHCC	4/6	4/19
14	4/12/18: It was determined that all electrical and low voltage devices are to be “WHITE” in color	Nelson Highwoods	4/12	4/12
15	CSTE IT to review Heat-Loads in IT Room 4.13.18: CSTE confirmed that IT Room should be ok with door vent. Requested a price for AC unit	CSTE	4/12	4/13
16	WHCC to provide pricing for supplemental AC unit for IT Room	WHCC	4/13	
17	One-Path to provide sizes and locations of TV's for blocking and power/date placement.	Studley / OnePath	4/18	
18	4.12.18: Highwoods approved the relocation of the drain line for the bottle station to the Men's Restroom due to a conflict with the medium pressure duct.	Highwoods	4/12	4/12
19	4.12.18: WHCC directed to extend the existing mull to gwb condition at existing to remain walls and columns (add sheet-metal and extend to ceiling)	Studley	4/12	4/12
20	4/18/18: Nelson approved and confirmed the following: a. Door types D/1 to be 9/0 b. Door types D/2 thru D/8 to be 8/6 to match LL core doors (8/6 to top of HM frame; 8/4 to top of door c. Glass lites at all offices to align with 8/6 doors d. Drop ceilings to 8'-6" AFF in #772, #773, #774, #736 e. Shared office #733 to have a bulkhead drop to 8'-6" ... balance of ceiling to entry to remain at 9'-0" f. Type A walls to have SAB above ceiling only ... no SAB within wall cavities g. ACT at corridor outside of Mechanical room to drop to clear the medium pressure duct – clg drop to align with walls at #774 & #769	Nelson	4/12	4/18



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21	4.12.18: WHCC to raise fire alarm junction boxes serving the access control at both stairwell doors	WHCC	4/12	4/12
22	Nelson to provide specifications for refrigerators 4.23.18: refrigerator to be GE-GDE25ESK	Nelson	4/12	4/23
23	4.19.18: WHCC to eliminate drywall reveal at elevator doors	WHCC	4/19	
24	4.19.18: WHCC to relocate power in #738 from column to back wall	WHCC	4/19	
25	4.19.18: WHCC to raise outlets and add two (2) outlets in Room #711	WHCC	4/19	
26	4/19/18: The projection screen switch is to be installed as noted on Sheet I/4	Nelson	4/19	4/19
27	4.19.18: Nelson noted that T/2 tile is acceptable in a matte finish	Nelson	4/19	4/19
28	CSTE / AV Vendor to provide dimensions of TV monitors	OnePath	4/19	
29	WHCC to verify dimension of shared wall between #701 & #702 against TV monitor size	WHCC	4/19	
30	4.19.18: Doors #721 to have double mag-lock (furnished by AC vendor)	Nelson	4/19	4/19
31				