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## PRECONSTRUCTION MEETING MINUTES

DATE: April 28, 2022

PROJECT: **Ravenna Public Schools  
Ravenna High School Addition and Renovation**

WRITTEN BY: D.J. Beckering

PRESENT: Beckering Construction, Inc. – DJ Beckering, Steve Corvers  
Ravenna Public Schools – Greg Helmer, Brian Zilka, Justin Wilson, Ryun Landheer  
Tower Pinkser – Vince Novak, Lori Pawlias, Aaron Riess, Brian Johnson  
Burggrabe Masonry – Scott Schepers  
J. Stevens Construction – Jason McClure  
Innovative Sheet Metals – Josh Mueller, Karla Pendleton  
Handorn – Todd BeVier  
White Lake Glass – Justin Visconti  
Phoenix Interiors – Jarod Sironen  
K&A Painting – Ron Karger  
Merchandise Equipment & Supply – Steve Westveld  
B&V Mechanical – Jeremy Schultz  
Van Haren Electric – Laura Farrell, Kevin Kenny  
Control Resource – Denny Moline, Andy DeLange

1. Beckering Construction distributed and reviewed the project instructions (attached), a subcontractor list (attached) and the project schedule (attached).
  - a. Progress meetings will be held monthly and as needed.
  - b. Subcontractors are to submit their PLM Bonds and insurance certificates for this project immediately.
  - c. Pay applications are due before the 20<sup>th</sup> of each month. If the 20<sup>th</sup> falls on a Saturday, they are due by the 19<sup>th</sup> and if the 20<sup>th</sup> falls on a Sunday they are due by the 21<sup>st</sup>. Sworn statements, lien waivers and the schedule of values are very important and must be submitted with pay applications. **Pay applications are to be submitted to Kathy at [kmh@beckering.com](mailto:kmh@beckering.com).**
  - d. The Owner will pay for stored materials. Contractors are required to provide a certificate of insurance along with pictures of the stored materials and a bill of sale.
  - e. Any extra work performed on site must be authorized and have an extra work order signed by Steve Corvers or the authorized on-site Beckering superintendent.
  - f. All Bulletin pricing must be submitted on time and include adequate breakdowns.
    - i. Material quantity breakdowns along with labor hours is required.
    - ii. Any work that includes work by a subcontractor must include breakdown for that subcontractor also.
  - g. As-built drawings must be kept up on a daily basis. This is especially important for site, mechanical, electrical and plumbing trades.
  - h. All contractors are required to provide daily cleanup, MSDS sheets and a safe working environment.
  - i. MSDS sheets shall be submitted electronically along with a physical copy for the jobsite trailer.
2. Beckering reviewed the submittal log (attached) and discussed open submittals. Subcontractors are to expedite their submittals if they have not yet submitted them at this point of the project. Urgent outstanding submittals are as follows:
  - a. Concrete Mix Designs – Bully's Concrete
  - b. Structural Steel Framing – Custom Steel Fabricators



- c. Casework / Millwork – Handorn
  - d. Flooring / Wall Tile – Phoenix Interiors
  - e. Several Outstanding Plumbing and HVAC Submittals – B&V Mechanical
  - f. Several Outstanding Electrical Submittals – Van Haren Electric
3. If a product is being submitted the differs from the specifications, please fill out the Architect's substitution request form and submit it as a substitution request prior to submitting the product.
  4. RFI's are to be submitted electronically to Steve Corvers at [sjc@beckering.com](mailto:sjc@beckering.com) and copy DJ Beckering at [dj@beckering.com](mailto:dj@beckering.com). Please submit RFI's separately from submittals. Do not include them in the submittal package.
  5. Physical samples are to be submitted to the Beckering Construction Office.
  6. All workers are to wear hard hats and identifiable (bright yellow) construction vests or shirts while working on this project.
  7. **State of Michigan Plan Review Numbers are as follows:**
    - a. **BCC – PR2022BCC-000600**
    - b. **BFS – PR2022BFS-000856**
  8. Contractors must provide copies of permits to Beckering Construction once they receive them.
  9. All permits are through the State of Michigan and multiple permits will be required with the phasing. Tower Pinkster will check to see if different BCC #'s are required with each phase.
  10. Tower Pinkster is still waiting on plan review approval. They have received a letter from the State and the only issue is with the plumbing.
  11. This is an active High School building and construction will be occurring throughout the school year. Safety is a top priority as there are many students and staff to be aware of.
  12. The next scheduled Progress Meeting date is TBD and will take place at the following location: **TBD**