

## Pre-Construction Meeting Minutes #1

**Project:** Perry ProTech, Toledo Building Renovations  
**Date:** January 9, 2024  
**Time:** 9:30 am  
**Place:** Via Teams Meeting

### **In Attendance:**

- See attached attendance sheet.

### **1. Introductions:**

- Gillian, TDG presented the meeting.

### **2. Insurance:**

- TDG received the insurance certificates from Rupp Rosebrock. Sandy will forward to Perry ProTech, Toledo once the Contract is signed & executed.

### **3. AIA Owner and Contractor Agreement:**

- Base Bid - \$1,109,000.00  
Value Engineering Deduct (Eliminate Fire Alarm) – (\$20,000.00)  
Include Sprinkler (New Work - \$25,761.00 and Replace Existing Heads - \$4,200.00) - \$29,961.00  
Revised Contract Amount - \$1,118,961.00

### **4. Meeting Minutes:**

- Progress Meeting minutes will be published on our website [www.technicondesigngroup.com/2902](http://www.technicondesigngroup.com/2902) by Sandy Knueven ([sandy@technicondesigngroup.com](mailto:sandy@technicondesigngroup.com))

### **5. Notice to Proceed:**

- Sandy will prepare NTP as soon as AIA Contract is signed & executed (6 month construction window).

### **6. Notice of Commencement:**

- Sandy will email Notice of Commencement template to Jeff to prepare after Notice to Proceed is signed & executed.
- Notice of Commencement will be prepared by Owner and be available to the Contractors upon request. This document shall be completed and recorded with the Auditor by the owner.

### **7. Lead Contractor Responsibilities:**

- Rupp Rosebrock, Inc. is the Lead Contractor.
- Rupp Rosebrock, please give TDG a list of your Subcontractors.
- Requests a Schedule of Values along with a Preliminary Construction Schedule.

**8. Discussions:**

- Cubicle alignment in sales area – cubes against wall and 2 pods of 4 removed. Need for separate power for each station. Much cheaper to put a panel. Groupings of 4. TDG will edit drawings.
- Owner does not want to include the Fire Alarm costs of \$20,000 at this time.
- Parking Lot Costs = \$62,269.00
- Fire Suppression System keep – will be some modifications. The monitoring does still work.
- Current sprinkler system – due to the age of the system we may need to replace the heads.
  - It was suggested that a Sprinkler contractor come in and give us their expertise on some questions.
- Rupp Rosebrock requests a Spec on Roller Shades.
- Owner advised that Perry ProTech can vacate the building within a couple of weeks. More answers after their Operations Meeting on 01/11/2024.

Next Progress Meeting **Monday, February 5, 2024 @ 2:00 PM** Via Teams Meeting.

# Sign In Sheet

**Perry ProTech - Building Renovations**

**Pre-Contract Meeting**

**Date: Tuesday, January 9, 2024 @ 9:30AM via TEAMS**

Name	Company	Phone	E-Mail
Gillian Stechschulte	Technicon Design Group, Inc.	419-523-5323	<a href="mailto:gillian@technicondesigngroup.com">gillian@technicondesigngroup.com</a>
Sandy Knueven	Technicon Design Group, Inc.	419-523-5323	<a href="mailto:sandy@technicondesigngroup.com">sandy@technicondesigngroup.com</a>
Jeff Waltman	Perry ProTech - Toledo		<a href="mailto:Jwaltman@PERRYproTECH.com">Jwaltman@PERRYproTECH.com</a>
Bill Hemmelgarn	Perry ProTech - Toledo		<a href="mailto:Bhemmelgarn@PERRYproTECH.com">Bhemmelgarn@PERRYproTECH.com</a>
John Swalwell	Perry ProTech - Toledo	419-296-6031	<a href="mailto:jswalwell@PERRYproTECH.com">jswalwell@PERRYproTECH.com</a>
Gene Kindle	Perry ProTech - Toledo		<a href="mailto:gene.kindle@PERRYproTECH.com">gene.kindle@PERRYproTECH.com</a>
Andrew Toadvine	Rupp Rosebrock, Inc.	419-533-7999	<a href="mailto:andrew@rupprosebrock.com">andrew@rupprosebrock.com</a>