



MEETING MINUTES

PROJECT: SUNY Oswego Pedestrian Pathway Lighting Improvements

M/E Reference: 171214.00

DATE
OF MEETING: January 4, 2018

PRESENT:

Name	Company	E-Mail
John Ferlito	SUNY Oswego	John.ferlito@oswego.edu
Kim Graziano	SUNY Oswego	Kim.graziano@oswego.edu
Michael Lolito	SUNY Oswego	Michael.lolito@oswego.edu
Linda Paris	SUNY Oswego	Linda.paris@oswego.edu
Robert Radley	M/E Engineering	rjradley@meengineering.com

The following minutes were prepared by M/E Engineering, P.C. and will be assumed correct unless written notification is received at or before the next project construction meeting:

ITEMS DISCUSSED:

- A. The meeting was scheduled to discuss the SUNY Oswego Pedestrian Pathway Lighting Project details.
 - 1. All invoices should be sent to Steven via email and not hard copy
 - 2. If and when M/E has the need for a revised sub consultant a new plan of utilization should be sent to the university.
 - 3. At the 5th of each quarter M/E shall provide invoicing to the university.
 - 4. Linda has coordinated the issuing of parking passes to M/E.
 - 5. M/E shall provide (2) hard set prints of the documents at each design phase to the university.
 - 6. All documents for review shall be sent directly to Rich.
 - 7. Front end specification documents shall be provided by the university and reviewed and formulated by M/E.
 - 8. A rough schedule shall be formulated by M/E.(See attached)
 - 9. A numbering system for exterior lighting fixtures currently exists on the campus and shall be evaluated as the project moves forward.

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10. M/E shall begin formulation of documents from the site plans and CAD backgrounds provided by the university.
11. Existing successful lighting projects were discussed, the installations at the athletic complex, Lot 23 and Shannihan road were identified. M/E shall conduct night time photometric readings to verify these lighting levels.
12. The phase1 documents for the project were discussed and documents were sent to M/E by the university.
13. It was discussed that most of the lighting circuiting is fed from nearest building electrical panels and most fixtures are controlled from centrally located photocell units. The university would like to extend this system and not introduce additional photocells if possible.
14. M/E will be set to begin survey on or about the March 1st, weather permitting.

The foregoing constitutes our understanding of matters discussed and conclusions reached. If there are any errors or omissions, please notify M/E Engineering, P.C. in writing.

Respectfully Submitted,

M/E ENGINEERING, P.C.



Robert J. Radley, LC LEED AP BD+C
Senior Engineer

A.
A.
c: RJR:scm
All Present

SUNY Oswego Pedestrian Pathway Lighting Improvements

ID	Task Name	Duration	Start	Finish	February Feb	March Mar	April Apr	May May	June Jun	July Jul	August Aug	September Sep	October Oct	November Nov	December Dec
1	Project Summary	218 days	Thu 2/1/18	Mon 12/3/18											
2	0-60% Design	43 days	Thu 2/1/18	Mon 4/2/18											
3	0-60 Design Review & Approval	14 days	Mon 4/2/18	Thu 4/19/18											
4	60-100% Design	36 days	Fri 4/13/18	Fri 6/1/18											
5	60-100% Design Review & Approval	14 days	Fri 6/1/18	Wed 6/20/18											
6	Bid Documents	11 days	Fri 6/15/18	Fri 6/29/18											
7	Bid	25 days	Mon 7/2/18	Fri 8/3/18											
8	Bid Evaluation	14 days	Fri 8/3/18	Wed 8/22/18											
9	Construction Award	6 days	Fri 8/10/18	Fri 8/17/18											
10	Submittal Review	21 days	Fri 8/17/18	Fri 9/14/18											
11	Construction	75 days	Mon 8/20/18	Fri 11/30/18											
12	Punch List & Final Inspection	16 days	Fri 10/26/18	Fri 11/16/18											
13	Project Close out	12 days	Fri 11/16/18	Mon 12/3/18											

Project: SUNY Oswego Lighting Date: Mon 2/26/18	Task	Inactive Summary	External Tasks
	Split	Manual Task	External Milestone
	Milestone	Duration-only	Deadline
	Summary	Manual Summary Rollup	Progress
	Project Summary	Manual Summary	Manual Progress
	Inactive Task	Start-only	
	Inactive Milestone	Finish-only	