MEETING MINUTES

LACCD Proposition A/AA & J Bond Program  Project Number 06S.6691.05

Los Angeles Southwest College, Cox Building, President’s Conference Room

Meeting Date  February 3, 2011

Six Pack Meeting – Project Updates

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<tr>
<td>Dr. Jack E. Daniels III</td>
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<td>Facilities HVAC Super</td>
<td>Victor Supan</td>
<td>PSI</td>
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Discussion Items

1.1 School of Math & Science (Lecture Lab) Emergency Abatement
- All rooms have been tested
- 1st floor has been locked down and off limits until remodel begins
  - 13 classrooms to be placed elsewhere on the campus
  - Air sample results due back today, however floor will remain closed
- 2nd floor abatement is complete and ready for students
  - (2) MCHS classrooms to be relocated to COX 4th floor classrooms
  - 3rd and 4th floor abatement is complete and ready for students
- Nursing equipment on 4th floor to be cleaned and moved out for use elsewhere
- Final air clearance report for floors 2, 3 and 4 came back clear. Building will be ready for occupancy 02/07/11 when HVAC system is operational

2.1 Design-Build Update: DSA certification in progress
- CPM coordinating with Cathy to obtain certifications for the following buildings: Campus Security Facility, Parking Structure, M&O Facility, Athletic Field House/Stadium, SSB, and Campus Corner Sign.
- Status of Warranty Expiring (Attachment “D”)

2.2 New Central Plant
- (By Chevron Energy Solutions - CES)
  - As-built drawings accepted by College and CPM
  - Final DSA paperwork in process

2.3 Cox Building Modernization: Elevator #s 2 & 3 Replacement
- Warranty period began 11/03/10
- Project close-out is in progress
- CPM issued letter to CG Construction per recommendation from BuildLACCD Legal Department to bring closure for remaining item (Smoke Guards) that have not been installed and a deductive Change Order must be processed to close out project. The purpose of the letter is for resolution of this matter.

CPM regularly follows up with Cathy Neville from BuildLACCD for updates of DSA Closeout/Certification

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Cumming will rely on these notes as the approved record of issues discussed and conclusions reached during this meeting unless written notice to the contrary is received by Cumming within ten calendar days of the issue date of these meeting minutes.

Distribution List: All Attendees

Prepared by: Sam Stubbs  Date Issued: January 11, 2010

1600 W. Imperial Highway  Tel: 323.241.1750
Los Angeles, CA 90047  Fax: 323.779.5271
Discussion Items

1. HP intends to pressurize elevator shaft in lieu of installing smoke guards
2. CPM stated all A/AA, J elevators comply with state elevator code
3. LASC President inquired about the operations of the Cox elevators. CPM responded italicized
   a. Will the elevator drop? No, there are protective measures built into the elevator
   b. What does the elevator do in the event of a fire? Fire alarm relays alarm to elevator controls and elevator doors go to primary (1st floor) unless fire was detected at that floor then to 2nd floor and doors open and car becomes inoperable until reset.
   c. Do all other campus elevators operate the same as Cox? Yes, except LL Building

2.4 IT Infrastructure & Security upgrade:
   CDC Security Systems:
   a. Access doors hardware: Punch List and testing in progress.
   CDC Observation System:
   b. Proposal w/ requirements (revised date) due 2/7/2011. PlanNet to review upon receipt.
   c. Well defined task orders will be generated to PlanNet for each project to ensure completion

2.4 Security Systems Migration (Cox MDF room):
   a. Configuration of servers is in progress (Update by Vibha)
   b. Tentative completion date: 02/03/11 per LASC IT
   c. Migration of Simpex platform to the new server in progress pending configuration of servers. Meeting with PlanNet on 2/11/11

IT and Security Strategic Plan:
   a. Coordinating presentation w/Administration.
   b. CPM requests LASC Presidents availability week of 02/14/11
   c. RC and ST made minor adjustments as VG was not available. Final input from LASC President required

Campus-wide EMS Integration:
   a. Configuration of the server is in progress.
   b. Low Voltage Systems Infrastructure and BIM RFP:
   c. OMB survey: Cox Building in progress.

2.5 LACCD-LAUSD - Middle College High School
   a. Installation of structural steel 80%. Metal decking welding 50% complete.
   b. Installation of CMU at Pool is complete
   c. Installation of CMU at Multi-purpose Room at 85%
   d. Large concrete pours to occur to end of Feb 2011
   e. Substantial Completion remains 12/30/11
   f. Project is on schedule and within budget.
   g. Per LAUSD, 60-75 days will be needed to move-in/stock MCHS. LAUSD is working on a shortened move-in schedule. Anticipated building occupancy march 2012.
   h. LASC notified CPM of upcoming filming activities at stadium 03/18/11 to 03/21/11. CPM to notify Bernards and determine what impact will be to MCHS project due to noise constraints

2.6 Site Improvements – Campus East Pump House & Fire Water Upgrade
   a. Project start date 08/16/10
   b. Anticipated Substantial Completion by June 2011
   c. Pump House Project is approximately 45% complete
   d. Work adjacent Sheriff Station will be completed by 02/04/11 with Western Entrance fully open by that date.
   e. Work will recommence at road to north side of Gymnasium from 02/07/11 with partial road closure to prevent through traffic from west side of Lecture Lab to east side of Gymnasium
   f. LASC reported soil stockpiles near baseball field are impeding field activities
MEETING MINUTES – Cont.

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Discussion Items

and access to bleachers. CPM to coordinate the movement of soil and covering

2.7 Chevron’s Renewable Energy/Solar Panel Project
(Parking Lot #3)
- DSA closeout is in progress, forms have been submitted to DSA
- Chevron As-Builts and closeout binders are under review by Pacifica
- Chevron to provide remaining unconditional lien releases from sub-contractors

2.8 Bookstore
- Two week look-ahead includes the following:
  - Placement of foundation for concrete monument sign at south side of building
  - Building of wall form (for sign)
  - Placement of concrete wall (sign)
  - Backfilling and re-pouring of concrete inside space.
  - Installation of door frames
  - Continued installation of insulation and drywall
  - Commence installation of HVAC ducts and ceiling framing
  - LASC IT to provide IT specifications needed to procure equipment
  - First move meeting scheduled for 02/04/11
  - CPM forwarded incident report regarding fire sprinkler incident

Project Status Report (Attachment “B3”)

1. Anticipated Notice of Completion 04/12/11
2. Move in to new facility: 04/15/11 – 04/25/11 (spring break)

2.9 DB-1: SCTE and SAH:
School of Career and Technical Education, School of Arts and Humanities and Pump House
- 95% CD’s for SCTE were submitted to DSA on 12/30/10. Anticipated DSA approval in April 2011. Parking Lots 1&2 to be turned over in March with 1 month duration of site work prior to construction.
- 95% CD for SAH were submitted on 12/30/10. Cumming submitted review comments including 3rd party review which found a mis-coordination of drawings. A meeting to review incorporated comments occurred 02/02/11 prior to DSA submittal. Anticipated date for DSA submittal is 02/17/11
- CPM clarified that SCTE project must begin prior to SAH project due to the site phasing and building placement.
- Project ID signage to be placed on or before anticipated mid March 2011 groundbreaking. (2) signs to be placed for street view and (2) internally placed signs
- LASC to determine groundbreaking date. LASC to contact MWW
- Parking Lots 1 & 2 scheduled to be turned over to DB early March 2011. Anticipated substantial completion 07/21/12. CPM to meet with senate in next few weeks to re-address parking changes

Project Status Report (Attachment “B1”)

2.10 DB-2: 5 Building Bundle (Mods):
Cox Bldg/Little Theater + Lecture Lab + Fitness & Wellness Center & Pool Cover and DB East Parking Structure (650 Cars) + Option A Storm Water Improvements with 5 yr Extended Warranty

General
- Due to previous issues with design and DSA submittal, LASC President is concerned with the frequency of backwards movement to generate documents
- Pool/Gym
- Due to the mandatory VGB re-design of the drain, the work at the pool is awaiting approval by the County Health Department. Since there is no set date in which this approval will be given, the Contractor has submitted a preliminary schedule reflecting a completion date of 02/22/11. In the meantime, the Contractor is in the process of installing new drain piping. After the design review, the Contractor will commence re-installing rebar, concrete, etc.
• Health department inspection is scheduled and given a 2 to 3 week lead time which impacts completion schedule. CPM to contact County health department to attempt to expedite inspection.
• If pool will not be ready by 02/23/11, students will need to be relocated to alternate facility. Per EB, Bond $’s can be used to transport students
• HP is redesigning pool storage building to avoid seismic zone per DSA requirements. Locker room schedule to be impacted due to this issue.

Parking Structure #8
• HP to perform the Parking Structure road improvements prior to parking lot #8 decommissioning. Pre DSA review meeting scheduled 02/04/11 however may be set back one week
• CPM investigating the possibility of utilizing the DB1 Pump House generator as a backup for Parking Structure #8 for a credit to DB2 project.

School of Math and Science (aka LL)
• LL Building HVAC emergency remediation work and Central Plant connections is in progress. Central Plant stub-outs for Cox, Little Theater and Fitness & Wellness are in progress. Anticipated completion is 02/07/11
• CPM to investigate the revised LL phasing plan

Cox Building
• LASC to investigate alternate location for activities scheduled to be held in Cox Little Theatre during construction period.
• Per LASC President, no construction activities may occur until 09/2011. School can utilize Little Theatre until 08/31/11
• CPM to work with Cowin to generate inventory of Little Theatre items for storage and movement
• Per David Converse, there may be an exemption for DSA required accessible catwalks in Cox Little Theater, CPM researching issue.
• CPM met with Dean Brasley on 1/24/11. Library IC meeting was held on 01/26/11 regarding temp library. Dean Brasley is LASC contact for temp library which is planned for installment in summer of 2011. Summer school is scheduled for 07/05/11 thru 08/15/11 therefore library move to temp space to be 08/15/11 to 08/28/11
• Inventory of material to be developed
• CPM and RPM’s to coordinate the temporary location of the reproduction and mail area in a trailer adjacent to the temp library trailers
• CPM requested LASC consider restricting vehicular access to Southwest drive to reduce traffic around temp library facility and possible bottleneck
• LASC President stated Library coordination meetings must have attendance by at least 2 of the 3 library techs. Next meeting to be scheduled the week of 02/07/11 with required parties

Schedule (Attachment “B2”)

2.11 School of Behavioral Science and Social Sciences Upgrade
(formerly SSEC Building Renovation Project)
• Bids opened on 11/29/10 were over budget. The issue that caused the Bid price to exceed the project budget has been identified; approximately 33% of dollars included in submitted bids were from Simplex/Grinnell.
• Revised substantial completion is 09/03/11 with a total shutdown of building during construction.
• The Re-Bid Documents will contain language that will force fire alarm and low voltage bids to be identified, broken down, and include unit and labor unit costs in order to protect the College from excessive profit margins
• The Re-Bid advertised on scheduled on 12/17/10 and 12/24/10
• Bids opened 01/19/11, Icon West was lowest bidder.
• Building chair count to be verified
• 3rd floor to be unoccupied after 02/04/11
• Phasing schedule to be revised and approved by LASC President before the project is re-bid. Roof and 3rd floor work to occur first

Re-Bid Schedule
1. First Advertisement 12/17/10
2. Job Walk 12/29/10
3. Bid Opening 01/17/11
4. Board Approval 02/09/11
5. Anticipated Substantial Completion 09/03/11
• CPM to provide classroom loading info to LASC for their use
  Schedule (Attachment “B4”)

2.12 Campus-wide Reclaimed Water
Consultant selected:
• Change Order price has been negotiated. CPM is waiting to negotiate
  remaining value engineering COP’s to be able to recommend a Contract
  adjustment to the College
• LASC M&O requests CPM to evaluate a control system (cal-sense or
  equivalent) as part of this project
• LASC President requested CPM to be wary of schedule while adding Change
  Order scope to existing DB contracts

2.13 School of English & Foreign Languages Modernization
(formerly Technical Education Center Upgrade)
• CPM working with Building User Group to finalize FF+E layouts
• Documentation was submitted to DSA on 12/10/10
• Plan Check process underway
• Timeframe of work to be set pending the status of other projects as this
  building will be entirely decommissioned to perform the modernization work

2.14 ADA Campus-wide Improvements
• Currently the allocated $2M of funding provided by Build-LACCD is below
  the Design Build threshold. CPM will meet with Build-LACCD to
  investigate alternate delivery methods and possibly as an add to DB firm
  already on-site
• CPM to meet with HH Freemer Architects to generate a campus master plan
  document to use for DSA submittal of all projects

2.15 Coordination with SCE
• Update on 1Mg/W cap by PM. M&O and CDC PV panels are not part of
  1Mg/W cap. The NEQ Parking Structure PV array can be maximized.
• CPM received guidelines on 10/29/10 for savings and rebates
• CPM working on a simplified checklist
• CPM to meet with SCE to finalize project folders with all the documentation
  and applicable incentives on 02/09/11

2.16 SMP Projects
• P.E. Building funds for lobby lighting to be brought to DB-2 project

2.17 Enhanced Service Bus Stops
• Work must be design-bid-build as this is a federally funded project.
• MOU to be drafted, Budget to be set, Schedule to be generated and RFQ for
  Architects to be sent out
• Kick-off meeting held at LACCD office on 11/17/10.
• CPM invited (5) A/E firms to participate in the interview process.
  (Attachment “G”)
• CPM will meet with the A/E firms to explain the project in detail the week of
  02/21/11

2.18 On-Site Food Vendor
• Outside food vendor with school experience is interested in leasing space on
  campus
• Possible locations:
  o Health Academy 1st floor
  o Building of new dedicated space
• District legal team reviewing which includes Ann Diga, Legal Counsel and
  Roma Nandlal, District member.

2.19 Cal Trans Pony Wall
• TMAD (Design Consultant) is currently working with Build-LACCD in
  preparing the package that will be submitted to DSA

2.20 Site Access and Fire Route
• Coordination meetings with HP, Harper, Bernards and CPM began on
  12/10/10 at 9:30am and will occur weekly. LASC to be include in all future
**Discussion Items**

3.1 Construction Alerts
- CPM to issue Construction Alerts to: LASC President, VP of Administration, IT and M&O. Vibha to forward to campus via “All-LASC” e-mail distribution
- Current Alert(s): NONE

3.2 Corner Sign Computer Re-Route
- CPM will coordinate with the new IT Consultant, Plan Net to assess the work necessary to relocate the computer and associated cabling to SSB BDF located on the 1st floor, North side of building

3.3 Gilbert Field Lighting
- Third party would like to investigate lighting at the Baseball field. LASC to provide direction to CPM if necessary

3.4 Campus-Wide Hardscape and Landscape Project
- CPM had meeting with HPI and they have agreed to revise their proposal to establish a total project budget for the campus at $4.6M. This now is to be submitted to the College for their approval.
- PBA for HPI on 02/23/11 BOT agenda however LASC President request it be pulled from the agenda

3.5 Health Program at MLK Hospital
- LACCD to propose the lease of space at the MLK campus for the use of LASC, Harbor and West for the health program.
- If proposal is not approved or accepted, the program to be housed at LASC

3.6 Seismic GPS Station Re-installation
- UNAVCO completed the re-installation of the seismic GPS Station at location near CPM trailer

3.7 9x9x9 Presentation at ELAC
- Per CPM Roundtable meeting, District-wide event is scheduled for 03/04/11 at ELAC for one selected project from each College to be presented by the A/E. School of Arts and Humanities will be the LASC Building by DLR Group-WWCOT

3.8 Fire Alarm Master Plan
- LASC to investigate alternate Fire Alarm systems providers for better service and lower price

3.9 Campus-Wide Wireless Clock System
- CPM investigated the possibility of using a wireless clock system based upon LASC direction and received a proposal of +/- $81k from vendor. LASC agreed to proceed and to integrate this into DB projects

The next Six Pack meeting will be held 02/17/11.

**Attachments:**

A. Campus Active/Completed Project List and Status
B. Campus Projects Project Status & Schedule
   1. DB1
   2. DB2
   3. Bookstore
   4. School of Behavioral Science and Social Sciences Upgrade
C. Campus Projects Financial Updates
   1. A/AA
   2. J
D. Project Completion and Warranty Status
E. J Projected Occupancy Dates
F. Construction Update

End of Meeting Minutes