MEETING MINUTES

LACCD Proposition A/AA & J Bond Program

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

Meeting Date
March 4, 2010

Six Pack Meeting – Project Updates

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<tr>
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<tr>
<td>Dr. Jack E. Daniels III</td>
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<td>President</td>
<td>Ed Bilezikian</td>
<td>Cumming</td>
<td>CPM Project Director</td>
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<td>VP Academic Affairs</td>
<td>George Sneed</td>
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<td>Gustavo Ripalda</td>
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<td>Edward Wundram</td>
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<td>IT Director</td>
<td>Mohammad Saied</td>
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<td>LASC</td>
<td>IT Coordinator</td>
<td>Vera Rangel</td>
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<td>LASC Senate</td>
<td>Faculty Senate President</td>
<td>Alfonzo Wilson</td>
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<td>Facilities Assistant</td>
<td>Sam Stubbs</td>
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<td>Project Engineer</td>
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<td>Alex Main</td>
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<td>David Converse</td>
<td>gkkworks</td>
<td>ADA Analyst</td>
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CC: Robert Zamora  LASC Facilities HVAC Super  Fay Gonzalez  Build-LACCD  RPM
Larry Eisenberg LACCD Exec. Dir. Facilities Planning & Development  Eric Brooks  Build-LACCD  RPM
Roma Nandlal LACCD Senior Facilities Assistant  Dennis Bauman  ISDG  IT Coordinator
Tony Fairclough LACCD District Consultant Engineer

(a) Discussion Items

1.1 District Mini Boot Camp for Contractors: Wednesday, March 17, 2010 from 5pm to 9pm at the M&O Conference Room Parking in Lot #8

2.1 Child Development Center: DSA certification in progress

2.2 NEQ – Student Quad & Palm Court: DSA certification in progress

2.3 Technical Education Center Building Modernization: DSA certification in progress

2.4 Student Services Education Center: DSA certification in progress

2.5 Design-Build Update: DSA certification in progress

- Campus Security Facility, Park’g Structure, M&O Facility, Athletic Field House/Stadium, SSB, and Campus Corner Sign are all in-progress

- Status of Warranty Expiring (Attachment “D”)
  - CPM and Dave Nemerough coordinate with M&O to perform Warranty walk for Student Activities Center
  - Harper replaced HVAC units in Field House
  - Campus Corner sign, warranty expires 03/04/10
  - Field House & Stadium warranty expires 03/16/10, warranty walk occurred
  - Student Activities Center, warranty expires 04/06/10, warranty

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: March 8, 2010
1600 W. Imperial Highway  Tel: 323.241.1750
Los Angeles, CA 90047  Fax: 323.779.5271
Discussion Items


- CPM holds weekly Construction meeting on Tuesdays at 10:00 am with C.G. Construction, gkkworks, Flint Smith Safety Officer, IOR – Mark Smith, and College representative.
- Overall project is 40% complete
- Elevator #2 mechanical demo in progress, telecom fan coil and mechanical equip. installation ongoing.
- Elevator #2 anticipated Substantial Completion: 04/16/10
- Elevator #3 anticipated Substantial Completion: 06/18/10
- Notice of Beneficial Occupancy: 06/25/10
- Due to incident on 02/24/10, a new procedure and response to elevator emergency was provided by TK in their revised letter (Attachment “G”). New signs with contact information were posted at elevator machine and control rooms.

2.7 New Central Plant

(By Chevron Energy Solutions - CES)

- Construction 99% complete
- Contractor has demobilized from the site
- Building Commissioning 99% Complete; continue for 3 more months/March 2010 for final completion
- Exterior Security Camera & Door Security Contacts performed by AB Construction to commence in March 2010. Additional camera and door locks to be installed at same time
- Fire sprinkler deferred approval received from DSA
- Closeout meeting with Chevron held on 02/15/10. CPM requests final submittal of as-built drawings
- Coordination report for future building connection is in progress
- BuildLACCD currently scanning warranty and M&O manuals
- Warranty meeting TBS with Sven T. and Vibha G. week of April 1, 2010

2.8 Campus-Wide Technology

- CPM holding bi-weekly meetings on Tuesday at 2:00 p.m. with Vibha Gupta & IT staff to review campus-wide technology items and required action items.
- Strategic Plan interviews with college staff/faculty have commenced
- Presentation for integration of security and IT to occur in April 2010
- CPM and consultants have one bid and are awaiting second bid to award Migration contract
- DB1 and DB2 are focus projects
- No issues found with internet and e-mail connectivity issues in LL Bldg 2nd and 4th floor as well as Cox 4th floor.

2.9 LACCD-LAUSD - Middle College High School

- CPM holding Design Coordination Meetings on alternate Fridays at 10:30 am with Bernards/HMC
- Bi-Weekly Coordination Meetings w/LAUSD
- Design Documents in DSA however project is +/- 1 month behind due to status of DSA review
- Relocation of High Voltage vault scheduled for May 2010 with final 1 day cutover to occur during Memorial Holiday weekend. Only underground High Voltage and vault to be relocated, Low Voltage shall remain in place.
Discussion Items

2.10 Site Improvements – Campus East Pump House & Fire Water Upgrade
- Board Terminated CG Construction for convenience at 02/24/10 Board Meeting and notification letter was sent to CG Construction. Scope to be added to DB1 Contract after award of Contract.

2.11 Chevron’s Renewable Energy/Solar Panel Project (Parking Lot #3)
- Parking Lot #3: Beneficial Occupancy on 12/31/09
- Notice of Substantial Completion is pending LACCD authorization and fencing FCD which is currently at DSA
- Remaining issue – turn PV system on and commence commissioning (TBD)
- Chevron “No damage to PV panels” letter pending Chevron legal counsel review.

2.12 Bookstore
- OWP/P - Cannon Design – Architects
- Design Status: 75% CD and CPM provided a copy on 02/09/10 to M&O, IT and Bridget Perez
- 100% CD’s to be submitted to CPM 03/05/10
- Accessibility analysis complete
- CPM coordinating with College and RPMs for FF&E
- CPM Director will present this project to the IC Committee on 03/10/10
- Move in to occur after 02/20/11 and shall be a turnkey operation

Per Vibha G., latest specs for P.O.S. equipment to be provided to CPM on 03/05/10 and included in bid documents.

2.13 Measure J Design-Build Projects:
- DB-1 RFP: Proposals received on Friday, 1/29/10
  - All proposers are within Budget
  - DB-1: RFP Shortlist includes: Harper, Bernards, and Tilden-Coil
  - CD copies to be sent to scorers and technical reviewers. Scoring and presentation scheduled to occur 02/19/10 at 8:30am
- DB-2 RFP:
  - Based 2nd Proprietary Meetings, Budget is revised to $74 Million and 1 month added to due date of Proposals.
  - 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
  - RFP Shortlist includes: McCarthy Builders/LPA, Hensel Phelps/Carrier Johnson, Charles Pankow Builders/Quatro Design Group
  - Addendum issued which extended proposal due date to accommodate additional scope, associated cost and additional DSA review
  - The initial technical review reports to be presented to the scoring panel on 04/22/10 and DB presentations to occur 04/23/10. Presentation shall be in power point format and to include floor plans so all parties see same images. Emphasis shall be given to Cox Building 1, 2 and 3rd floors and alternate designs to be presented excluding associated costs. Presentation to occur in a classroom in the front of the CDC Building.
  - Hard copies of proposals to be given to: Dr. Daniels, Dr. Callahan, Professor Yoshida, Library, M&O and CPM. Electronic copies to be distributed to all reviewers, scoring panel members and others

DB-1 BAFO due to CPM 4pm 03/05/10 for review. Final scoring to occur 03/18/10

DB-2 Scoring committee to be selected
MEETING MINUTES – Cont.

Project: LACCD Proposition A/AA & J Bond Program

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Discussion Items

1. Scoring panel to be reminded that scoring is to be based solely upon original base scope and not proposed Bid Alternates or alternate designs. District owns rights to proposer’s designs and therefore may utilize alternate design concepts from other bidders for awarded Contractors implementation.

2. Contractor to specify due date which District shall choose Bid Alternate.

3. Consider eliminating BAFO process and negotiating with awarded bidder then address Bid Alternate Price.

4. Storm Drainage account shall include $1.5M for DB2

2.14 SSEC Building Renovation Project

- 100% CD’s submitted to DSA 01/29/10
- Fine tune of EMS and integration of existing systems is key
- CPM Director will present to IC Committee to 04/14/10
- Update meeting to be held at @ 2:30pm 03/04/10

2.16 Campus-wide Reclaimed Water

Consultant selected:

- Tetra Tech, Inc. – $52,000
- Providing programming design then CPM will issue RFP for DB
- PBA on 03/24/10 for Board approval

2.17 Technology Education Center Upgrade

- CPM & TMAD/gkkworks holding coordination meetings during design phase
- Design is in progress
- CPM Project Manager is Gustavo Ripalda
- 90% CD’s due to CPM at 10:00am 03/04/10 and will be issued to the College for review and comments
- Solar thermal panels may not be necessary however the use of PV panels may be an option

2.18 ADA Campus-wide Improvements

- Measure J ADA Compliance Budget available is $5.417 Million
- Fremer Architects design criteria preparation on-going
- PSOMAS completed site survey project is 90% complete
- Final deliverable from PSOMAS due 03/26/10
- Fremer Architects design criteria preparation on-going
- Site Assessments of newly completed buildings by David Converse is on-going
- Meeting with Department Chairs has occurred
- Program Manager stated status of funds is on hold. CPM to follow up at 03/15/10 Round Table meeting.

2.19 LASC Master Plan Update

- CPM to give Presentation of MP Update to Infrastructure Committee of Board and at Board of Trustees Meeting on 04/14/10
- Draft EIR will be presented by Terry Hayes Associates on 04/14/10 – Board Meeting
- CPM to utilize DB1 images for Board Presentation

2.20 SMP Projects

- None at this time

2.21 Parking Lot 4B Sustainability

CPM investigated the possibility of installing rooftop solar thermal panel at the roof of parking structure 4B and provided results to LASC and has estimate
MEETING MINUTES – Cont.

Project LACCD Proposition A/AA & J Bond Program

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Discussion Items

2.22 Enhanced Service Bus Stops
• Federally appropriated funds are available for “enhanced service” bus stops at the Western and Imperial entrances
• CPM to provide proposal and estimate

2.23 Site Security System
• Determine current status and what is required to link all campus systems including Sheriff system.
• Site has contacted “BlackBoard” and shall meet with consultants to coordinate

2.24 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

2.25 CDC Water Softening System
• The connection to the softening tanks requires the water to be shut down.
• Connection to occur 03/05/10 after 12:00pm
• Potential Impact: This work will interrupt the service of water to the CDC.
  CPM has coordinated with the College to coordinate this shut-down

2.26 Athletic Field Cover
• Cover shall be on site for graduation ceremonies
• Cover shall be grey, shed to be painted to match school colors
• Anticipated date of delivery of cover and shed is mid May 2010
• PO is in progress and CPM to status
• Cover to provide 60 linear yards of field coverage, configuration TBD to suit venue
• Shed location to be determined

Attachments:
A. Campus Active/Completed Project List and Status
B. Campus Projects Project Status & Schedule
   1. DB1
   2. DB2
C. Campus Projects Financial Updates
   1. A/AA
   2. J
D. Project Completion and Warranty Status
E. J Projected Occupancy Dates
F. Construction Update
G. ThyssenKrupp Elevator Contingency Plan (Cox Building)
H. CPM Contact List
I. District Mini Boot Camp for Contractors

End of Meeting Minutes