MEETING MINUTES

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

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

File 6.22

Meeting Date March 18, 2010

Meeting Meeting Number MTG031810

Six Pack Meeting – Project Updates

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Position</th>
<th>Name</th>
<th>Organization</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Jack E. Daniels III</td>
<td>LASC</td>
<td>President</td>
<td>Ed Bilezikjian</td>
<td>Cumming</td>
<td>CPM Project Director</td>
</tr>
<tr>
<td>Dr. Mary M. Callahan</td>
<td>LASC</td>
<td>VP Academic Affairs</td>
<td>George Snead</td>
<td>Cumming</td>
<td>CPM Assist. Project Director</td>
</tr>
<tr>
<td>Dr. Dave Romero</td>
<td>LASC</td>
<td>VP Admin. Services</td>
<td>Gustavo Ripalda</td>
<td>Cumming</td>
<td>CPM Design Manager</td>
</tr>
<tr>
<td>Randy S. Craig</td>
<td>LASC</td>
<td>Director of Plant Facilities</td>
<td>Edward Wundram</td>
<td>Cumming</td>
<td>CPM Project Manager</td>
</tr>
<tr>
<td>Vibha Gupta</td>
<td>LASC</td>
<td>IT Director</td>
<td>Mohammad Saied</td>
<td>Cumming</td>
<td>CPM Project Manager</td>
</tr>
<tr>
<td>Sven Thiess</td>
<td>LASC</td>
<td>IT Coordinator</td>
<td>Vera Rangel</td>
<td>Cumming</td>
<td>CPM Project Manager</td>
</tr>
<tr>
<td>Dr. Allison Moore</td>
<td>LASC Senate</td>
<td>Faculty Senate President</td>
<td>Alfonzo Wilson</td>
<td>Cumming</td>
<td>CPM Assist. Project Mgr.</td>
</tr>
<tr>
<td>Blanchie Hollier</td>
<td>LASC</td>
<td>Facilities Assistant</td>
<td>Sam Stubbs</td>
<td>Cumming</td>
<td>Project Engineer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Alex Main</td>
<td>PSI</td>
<td>Project Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>David Converse</td>
<td>gkworks</td>
<td>ADA Analyst</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CC:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robert Zamora</td>
<td>LASC</td>
<td>Facilities HVAC Super</td>
<td>Fay Gonzalez</td>
<td>Build-LACCD</td>
<td>RPM</td>
</tr>
<tr>
<td>Larry Eisenberg</td>
<td>LACCD</td>
<td>Exec. Dir. Facilities Planning &amp; Development</td>
<td>Eric Brooks</td>
<td>Build-LACCD</td>
<td>RPM</td>
</tr>
<tr>
<td>Roma Nandlal</td>
<td>LACCD</td>
<td>Senior Facilities Assistant</td>
<td>Dennis Bauman</td>
<td>ISDG</td>
<td>IT Coordinator</td>
</tr>
<tr>
<td>Tony Fairclough</td>
<td>LACCD</td>
<td>District Consultant Engineer</td>
<td>Rinaldo Veseliza</td>
<td>Cumming</td>
<td>CPM Project Manager</td>
</tr>
<tr>
<td>Greg Sandoval</td>
<td>LASC</td>
<td>VP Student Services</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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”)
     - Student Services Building, warranty expires 04/06/10, warranty walk to occur
     - CDC, warranty expires 11/17/10
     - Perimeter Fence, warranty expires 10/29/10

2.6 Cox Building Modernization: Elevator #s 2 & 3 Replacement - GC is C.G.

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 11, 2010

1600 W. Imperial Highway
Los Angeles, CA 90047

Tel: 323.241.1750
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 45% complete
- Elevator #2 mechanical demo in progress, telecom fan coil and mechanical equipment 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

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 is 85% complete. Programming to be completed by end of March.
- Fire sprinkler deferred approval meeting held at DSA by PM. Path forward is to expedite final approval.
- 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 scanning of warranty and M&O manuals is in progress

2.8 IT Infrastructure & Security upgrade
- 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.
- CPM requests IT memo from Jorge Mata distributed to College President.
- The IT and Security Teams met with the IT Committee last week.
- Interviews have begun with Administration, Faculty and Staff to review a new Strategic Plans.
- Siemens proposal for CDC repairs to Security Systems which will limit the liability posed by broken components was issued to Dr. Daniels and Dr. Romero and the College approved to proceed.
- Campus–wide systems integration not started yet, waiting for Keith Gibson to become available. District Contract approved (per Tony Fairclough)

2.9 LACCD-LAUSD - Middle College High School
- Design Coordination Meetings on alternate Fridays at 10:30 with Bernards/HMC
- Bi-Weekly Coordination Meetings w/LAUSD
- Project still in DSA, with comments starting to trickle in. CPM is reviewing status of DSA delays (3 weeks) with Bernards.
- LAUSD does not wish to conduct a Ground Breaking Ceremony
- Weekly M&O discussions began last week between LAUSD and LASC to review the Joint Use Agreement, establish a real Operating Agreement and identify permanent members for the Joint Use Committee.

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 DB-1 Contract after award of Contract.
- 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 DB-1 Contract after award of Contract.

**Action / Decisions / Follow up / Dates**

- Demolition of elevator jack shall occur over spring break due to noise
  - John Bonachi and Greg Cox to have sit down meeting with CPM. M&O and BuildLACCD to review as-built drawings at the end of March 2010. Topics to include deferred approval of fire sprinklers which determine DSA certification, project closeout and final payment to Contractor
  - Chevron Contact numbers for: Pat Foley (626)676-0712  John Bonachi (714) 577-1329
  - Warranty meeting TBS with Sven T. and Vibha G. week of April 1, 2010
  - Last Power outage affected chiller pump. Additional training may be necessary.

- CPM to provide Dr. Daniels with schedule of meeting and attendees as well as weekly updates.
  - Relocation of vault scheduled to occur during Memorial weekend 2010

- CPM to make (5) copies of Bid Set for issuance to selected DB-1 firm after 03/18/10
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)

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 submitted to CPM 03/05/10
- Accessibility analysis complete
- CPM coordinating with College and RPM’s for FF&E
- The Infrastructure Committee approved on 03/10/10
- LASC requests the move in to occur after 02/20/11. This shall be reviewed by CPM (PM, Project Schedule, DSA approval and Construction duration are determining factors)
- Latest specs for P.O.S. equipment provided to CPM on and shall be included in bid documents.
- Book Bag storage shall be open and/or un-lockable and preferably within visual range of POS Cashier.

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
  - Presentation occurred 02/19/10
  - BAFO received 4pm 03/05/10 for review.
  - Final scoring to occur 03/18/10 at 1:00pm in Presidents Conference Room
  - Anticipated NTP 05/01/10
  - DB-1 NTP may be moved up to 04/15/10

- 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 designated by Dr. Daniels.
  - DB-2 Scoring committee to be selected
  - DB-2 Contractor must consider class schedule of campus as classes may require relocation due to construction.
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.
- Contractor to specify due date which District shall choose Bid Alternate.
- Consider eliminating BAFO process and negotiating with awarded bidder then address Bid Alternate Price.
- Storm Drainage account shall include $1.5M for DB-2

<table>
<thead>
<tr>
<th>Discussion Items</th>
<th>Action / Decisions / Follow up / Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.14 SSEC Building Renovation Project</td>
<td>• 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 held at @ 2:30pm 03/04/10 at M&amp;O Conference Room • NTP issued to Simplex/Grinnell for the testing and inspection of fire alarm and fire sprinklers.</td>
</tr>
<tr>
<td>2.16 Campus-wide Reclaimed Water Consultant selected:</td>
<td>• Tetra Tech, Inc. – $52,000 • CPM Project Manager is Alfonzo Wilson • Providing programming design then CPM will issue RFP for DB • PBA on 03/24/10 for Board approval • Anticipated kick-off meeting to be held 03/30/10</td>
</tr>
<tr>
<td>2.17 Technology Education Center Upgrade</td>
<td>• CPM &amp; TMAD/gkkworks holding coordination meetings during design phase • Design is in progress • CPM Project Manager is Gustavo Ripalda • 90% CD’s submitted to CPM 03/05/10 and are under CPM review • Will not be part of the campus-wide renewable technology</td>
</tr>
<tr>
<td>2.18 ADA Campus-wide Improvements</td>
<td>• PSOMAS completed site survey project is 100% 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.</td>
</tr>
<tr>
<td>2.19 LASC Master Plan Update</td>
<td>• Coordination meeting for renewable energy occurred 03/11/10 and included LASC President, LACCD, BuildLACCD and CPM • 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 DB-1 images for Board Presentation</td>
</tr>
<tr>
<td>2.20 SMP Projects</td>
<td>• None at this time</td>
</tr>
<tr>
<td>2.21 Parking Lot 4B Sustainability</td>
<td>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</td>
</tr>
</tbody>
</table>
## 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 “Black Board” 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:
  - Health Academy 1st floor
  - Building of new dedicated space
- District legal team reviewing which includes Ann Diga, Legal Counsel and Roma Nandlal, District member.

**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 lineal 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. DB-1
   2. DB-2
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