MEETING MINUTES

Project Location

Meeting Location

Meeting Date
April 15, 2010

Meeting Number
MTG041510

LACCD Proposition A/AA & J Bond Program

Meeting Date

Project Number
06S.6691.05

File
6.22

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

Distribution List:
All Attendees

Prepared by:
Sam Stubbs

Date Issued:
March 11, 2010

1600 W. Imperial Highway
Los Angeles, CA 90047

Discussion Items

(a) Discussion Items

1.1 Cox Building Modernization: Elevator #2 & 3 Replacement
- CPM to meet with CGC regarding the unforeseen concrete footing preventing the removal of the existing jack assemblies. Removal will require exploratory drilling and potential costs for off-hours work which will be reviewed with the College prior to the commencement of work.

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’s Structure, M&O Facility, Athletic Field House/Stadium, SSB, and Campus Corner Sign are all in-progress
- Status of Warranty Expiring (Attachment “D”)

2.6 New Central Plant
(By Chevron Energy Solutions - CES)
- Final DSA paperwork in process
- IT acceptance walk to be scheduled

Action / Decisions / Follow up / Dates

Cathy Neville from BuildLACCD e-mails periodic 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.
   - 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 50% complete
   - Removal and replacement of Elevator #2 jack assembly is on hold due to unforeseen conditions. (Refer to item 1.1)
   - Elevator #2 tentative Substantial Completion: TBD
   - Elevator #3 tentative Substantial Completion: TBD
   - Notice of Beneficial Occupancy: TBD

2.8 IT Infrastructure & Security upgrade
   - Campus–wide systems integration has commenced with Keith Gipson.
   - Interviews are 50% complete with Administration, Faculty and Staff to review new Strategic Plans. Interviews to be complete by end of April and Report due mid May.
   - Proposal for CDC repairs to Security Systems was issued to Dr. Daniels and Dr. Romero and the College approved to proceed pending the receipt of 3 proposals.
   - LACCD Technology Infrastructure Acceptance 2009. (Attachment “G”).

2.9 LACCD-LAUSD - Middle College High School
   - DSA review is at 75%. Anticipated 100% comments from DSA by the end of April
   - LAUSD returned 95% comments
   - Relocation of vaults which will require campus power shutdown is scheduled to occur in July 2010.

2.10 Site Improvements – Campus East Pump House & Fire Water Upgrade
   - CPM provided copies of Bid Set to Harper/DB-1 firm. CPM will review cost proposal and report to the College after final negotiation. 5 year warranty included in scope.

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.
   - FCD received back from DSA with corrections to fence. Chevron to re-mobilize and perform corrective work.
   - Remaining issue – turn PV system on and commence commissioning pending Op-Lease (TBD)

2.12 Bookstore
   - OWP/P - Cannon Design – Architects
   - 100% CD’s submitted to CPM 03/05/10
   - Anticipated DSA submittal date is end of April 2010
   - CPM coordinating with College and RPM’s for FF&E
   - Pursuant to the AOR’s current schedule, the anticipated notice of beneficial occupancy is mid March 2011. The College requests the occupancy date to be prior to beginning of the spring semester (mid to late January 2010)
   - ATM to be located in SSB lobby

2.13 Measure J Design-Build Projects: DB-1
   DB-1 Award: CAT and VCPATC
   Parking Lot 1 modifications shall include the

Vibha Gupta to provide additional documents with flow chart in regards to Attachment “G”
DB-1, DB-2 future projects to utilize LACCD Technology Infrastructure Acceptance 2009 form.
Discussion Items

- Award of Contract to Harper on 04/14/10 LACCD BOT Meeting
- NTP and Kick-off meeting 04/19/10
- Build-LACCD orientation 04/21/10

Schedule (Attachment “B1”)

DB-2 Proposals: 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
- Hard copies of proposals given to College. Electronic copies to be distributed to all reviewers, scoring panel members and others designated by Dr. Daniels.
- Final RFC responses in progress
- Proposals received 04/09/10
- Presentation 04/30/10
- Anticipated Award of Contract to selected Contractor at 06/16/10 LACCD BOT Meeting

2.14 SSEC Building Renovation Project

- 100% CD DSA comments received
- Fine tune EMS, integration and commissioning is underway
- CPM Director presented to IC Committee to 04/14/10 and was approved
- NTP issued to Simplex/Grinnell for the testing and inspection of fire alarm and fire sprinklers.
- Received comments from DSA structural; review is in progress.

2.15 Campus-wide Reclaimed Water Consultant selected:

- Tetra Tech, Inc. – $52,000
- CPM Project Manager is Alfonzo Wilson
- Providing programming design then CPM will issue RFP for DB
- Design consultant’s proposal was Board approved on 03/24/10, signed Contract is pending
- Preliminary/Welcome meeting with design consultant held on 04/07/10
- Kickoff meeting to occur after NTP is issued

2.16 Technology Education Center Upgrade

- 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
- Fine tuning of EMS integration and commissioning is underway

2.17 ADA Campus-wide Improvements

- Fremer Architects design criteria preparation on-going. Anticipated completion in mid May
- DB RFQ process has been initiated
- Procurement of elevator access/directional signage for Cox building is in process. Vendor is on May 28 BOT agenda. Temp signs to be placed on call buttons of wheelchair lifts
- Wheelchair lifts to be removed by DB-2 Contractor
2.18 LASC Master Plan Update
- Infrastructure Committee presentation to LACCD BOT on 04/14/10 was a success
- Draft EIR presented by Terry Hayes Associates on 04/28/10 Board Meeting

2.19 SMP Projects
- None at this time

2.20 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 to Diana Ho on 04/16/10
- Updated survey for student use of public transportation to be obtained

2.21 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.

2.22 CDC Water Softening System
- Overall project is 90% complete
- Anticipated project completion date 04/16/10 and training to be completed by 04/30/10
- Potential training dates: 4/28, 4/29 or 4/30 10am-2pm.

2.23 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
- Cover to provide 60 lineal yards of field coverage, configuration TBD to suit venue
- Shed location determined (Attachment “H”, attached photo does not represent the final color of shed.

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. LACCD Technology Infrastructure Acceptance 2009
H. Athletic Field Shed Location and Specifications