MEETING MINUTES

LACCD Proposition A/AA/J Bond Program

Project Number: 06S.6691.05

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

Meeting Date: September 14, 2009

Distribution List: All Attendees

Prepared by: Edward C. Wundram

Date Issued: June 12, 2012

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.

Discussion Items

1.0 An Agenda and Campus Project List of Prop A, AA & J Updates dated September 14, 2009 were the handouts. Reference numbers below correspond to Agenda items

1.02 For the new College staff members, Ed Bilezikjian (EB) handed out a list of CPM staff members, their contact information and a list of their respective projects and responsibilities. He also distributed a copy of the 09/09/2009 Long-Term Master Plan and a current aerial photo of the campus.

1.03 Dr. Jack Daniels (JD) reiterated that project status (Six-Pack) meetings are normally held the first and third Thursday at 8:00 am.

1.04 1.1 - Lecture Laboratory Building: CPM has met with contractor (Harper) and its mechanical subcontractor. Immediate items necessary to repair the HVAC system were addressed. Additional needs and budgets were discussed. DSA certification is due in early 2010.

JD questioned the status of the second boiler. Randy Craig (RC) stated that a pump motor had been replaced and was working as of last Thursday.

1.05 1.2 - Permanent Boiler at Pool: CPM proceeding with Harper. New boiler ordered and due end of December. Temporary boiler in use now will be replaced over the holiday period, 12/19 to 01/30.

CPM follow up with Harper

1.06 1.3 - Student Services Bldg. Roof: Bird-Busters installed a perimeter shock-strip system and a motion detector/sonic system. Systems appear to be effective deterrents for gulls on campus buildings. Training for M&O staff has been completed.

1.07 2.1 - Child Development Center-Project Closeout Certification Letter will be issued by DSA at end of September 2009

CPM to confirm progress next meeting.

Action / Decisions / Follow up / Dates

CC: Robert Zamora LASC Facilities Foreman Gustavo Ripalda Alex Main Cumming PSI CPM Design Manager CPM Project Manager

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1.08  2.2 - CDC Smart Classroom: Work completed. Training scheduled for next Thursday, 09/17/2009.
  CPM to confirm training.

1.09  2.3 - NEQ – Student Quad & Palm Court: Awaiting DSA certification letter; project otherwise complete.

1.10  2.4 - Cox Building Modernization – Elevator Rehabilitation: Construction contract approved by LACCD BOT. DSA wants fire alarm system in building coordinated before it will approve construction documents.

  Last meeting, JD requested vandal resistant cab wall finishes.
  JD questioned “Out-of-Order” sign on apparently operational elevator door. RC suggested that helpful sign posted by Sheriff Deputy was not removed when repair person finished work on minor door jam repair request.

  CPM/AOR to investigate finish options?
  Gustavo Ripalda will contact Willis Fisher, Architect with gkkworks.

1.11  2.5 - Central Plant: Plant commissioning is currently 75% complete and is projected to be completed by end of September.

  CPM to resolve misalignment of south fire access road designed, laid out and constructed by Chevron.

1.12  2.6 - Design-Build Update: Both the Maintenance and Operations Facility and Campus Security Facility: Deferred FSS DSA certification still pending; expected by 12/31.

  Harper/Neal Electric have remedied surface water draining into the electrical and communication vaults in the roadway south of the Sheriff’s Station by raising vault edge and adding asphalt paving to divert storm water.

1.13  2.7 - Campus-Wide Technology: Rinaldo Veseliza (RV) discussed results of District and campus representatives. Cable TV access and card-readers are up to each campus.

  George Snead (GS) indicated that each LEED building will have a “green” information system kiosk. Student Services Education Building was not built as a LEED certified and will not have a kiosk.

  EB indicated that Campus needs to update its technology and security master plans.

  Dennis Bauman to develop RFP for TV Dish for one building, with option to expand to all buildings.

  CPM will meet with ISDG, Inc./Dennis Bauman to status these two deliverables which are in his measure J Bond contract work.

Deleted: will be
Deleted: Pacifica PM and
Deleted: Surface water draining into electrical and communications vault a in road at Sheriff’s Station has been resolved by raising vault edge and adding asphalt paving to divert storm water.
Deleted: resolve.
Deleted: request proposals.
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<td>1.14 2.8 – Tech Ed is nearly complete through DSA. Final DSA certification letter will be issued in the near future. Vibha Gupta (VG) indicated that the additional IT work installed in Rooms 190 and 250 is not completed.</td>
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<td>1.15 2.9 – Campus Perimeter Fence: Last gate to be installed on Friday, 9/18. GS indicated that the fence contractor needed more traffic control on public street. JD indicated that community art-on-fence project should be delayed until Communications, Visual and Performing Arts Complex design is selected.</td>
<td>CPM/Gustavo Ripalda will follow up with ISDG/Dennis Bauman and report back to VG.</td>
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<td>1.16 2.10 – MCHS: Project kick-off meeting held with Bernards/HMC (D/B), CPM and LAUSD representatives. NTP expected by 9/28. RC indicated that all NASA equipment has been removed from Receiving Building and it is available for demolition by D/B. RV indicated that after NTP, demolition schedule is up to D/B, but is expected to be soon.</td>
<td>Build-LACCD to issue NTP when all required bonds and insurance certificates have been submitted by D/B. CPM to issue construction alert notice to JD as soon as demolition schedule is known.</td>
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<td>1.17 2.11 - Site Improvements – East Campus Fire Pump House: Out for bids with the bid due date now set for 9/24/09. Approval of construction contract by BOT expected on 10/7.</td>
<td>CPM to investigate phasing options with Pacifica.</td>
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<td>1.18 2.12 – Renewable Energy/Lot 3 PV Panels: Chevron expects to turn over all or part (3 rows) of parking lot by November 15. Chevron still working without a contract. Power Purchase Agreement (PPA) is not complete.</td>
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<td>1.19 2.13- Demand Side Management (DSM): Draft matrix chart submitted earlier by Chevron. No further progress.</td>
<td>CPM to monitor meetings and assist as needed.</td>
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<td>1.20 2.14 - Measure J Projects:</td>
<td>CPM to participate in qualification evaluations and scoring.</td>
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<td>DB-1: User meetings have been set up to discuss and refine program for CATB 33,696 GSF building. Programming Architect to attend. Three firms selected and waiting for RFP.</td>
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<td>DB-2: Three D/Bs (out of 26 applicants) to be shortlisted by 9/18.</td>
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<td>1.21 2.15 - Pool Canopy Project: Canopy is now a removable pool cover.</td>
<td>GS to work with AOR on design and bid documents.</td>
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<td>1.22 2.16 - SSEC Conversion: All but furniture complete.</td>
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<td>1.23 2.17 Campus Storm Water Management (SWM): Option A selected by College.</td>
<td>CPM and TMAD to prepare technical description of Storm Water Pollution Prevention Plan (SWPPP) for inclusion in DB-2 RFP.</td>
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<td>1.24 2.18 - Campus-wide Reclaimed Water: Project in professional services proposal preparation phase.</td>
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### Discussion Items

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<td>1.25 2.19 – Technology Education Center Upgrade: Waiting for A/E fee proposals to design connections to Central Plant. Roll-up door replacement designs needed.</td>
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<td>CPM AOR to investigate OH door deletion design solution and include in the Tech Ed. Upgrade project.</td>
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<td>1.26 2.20 – 5kv Electrical Site Survey: Status of investigation is 80% complete and due by October 15th. Report is needed for inclusion in DB-1 &amp; 2 RFPs.</td>
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<td>1.27 2.21 – ADA Campus-Wide Improvements: ADA professional services contract on BOT agenda for 9/23. A meeting with College VPs needed to resolve long list of easy-fixed ADA violations.</td>
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<td>GS will be meeting with College VPs on 9/15/09.</td>
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<td>1.28 JD requested that two new columns be added to the Comprehensive Project Status Report spreadsheet: “Budget” and “Cost”.</td>
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<td>BH asked how to resolve the effects of one construction project affecting another. EB indicated that it was the CPM’s responsibility to coordinate the various construction projects and help avoid or mitigate the negative effects of a multi-project construction program and normal campus activities.</td>
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**Construction Alerts:** JD questioned who gets construction alert notices. Instructed CPM to send construction alert notices to his office and he would distribute notices as needed.

JD gave an update on the progress of the College’s negotiations with LA County, METRO and others on the design and construction of the LASC Allied Health Building at King-Drew.

### Next Six Pack Meeting

Next Six Pack Meeting will be held on Thursday, October 1, 2009 at 8:00 a.m. in the President’s Conference Room.

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**End of Meeting Minutes**