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  
September 16, 2010  

Meeting Number  
MTG091610  

Six Pack Meeting – Project Updates  

Name  
Dr. Jack E. Daniels III  
Randy S. Craig  
Vibha Gupta  
Blanchie Hollier  
Larry Eisenberg  
Roma Nandlal  
Tony Fairclough  
Dr. Allison Moore  
Robert Zamora  
Steve Harvey  
Sven Thiess  
Ed Bilezikjian  
George Snead  
Gustavo Ripalda  
Rinaldo Veseliza  
Edward Wundram  
Vera Rangel  
Alfonzo Wilson  
David Converse  
Andy Doran  
Sam Stubbs  
Mohammad Sacid  
Vicor Supan  
Fay Gonzalez  
Eric Brooks  
Dennis Bauman  
Prepared by:  
Sam Stubbs  
Date Issued:  
October 14, 2010

Distribution List:  
All Attendees  

Discussion Items  

2.1 Child Development Center: DSA certification in progress  

• CPM received and processed another final invoice for $385.17 on 08/13/10. Cathy Neville to hand deliver payment to DSA; DSA to issue certification letter  

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

• Cathy Neville delivered check to DSA on 07/30/10 and DSA to issue certification letter.  
• CPM received and processed another final invoice for $385.17 on 08/13/10. Cathy Neville to hand deliver payment to DSA; DSA to issue certification letter  

2.3 Technical Education Center Building Modernization: DSA certification in progress  

• DSA Certification letter issued on 8/4/10  

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”)  

2.6 New Central Plant  
(By Chevron Energy Solutions - CES)  

• Construction 100% complete.  

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.

Cathy Neville from BuildLACCD e-mails periodic updates of DSA Closeout/Certification  

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1. Chevron is preparing final as-built drawings for meeting with College and CPM.
2. Final DSA paperwork is in process.
3. Approval of Chevron’s completion of contract on 9/1/10 BOT agenda.

   • Overall project is 85% complete.
   • Elevator #3 tentative Substantial Completion: 11/05/10 (CPM will monitor progress).
   • Notice of Beneficial Occupancy: TBD (per CGC recovery schedule 11/11/10 – CPM will monitor progress).
   • TKE to install cover for card reader slot inside elevator cab by 09/10/10.

2.8 IT Infrastructure & Security upgrade
   CDC Security Systems:
   • Procraft Inc: Installation of Hardware.
   • Comet Electric: Installation of power booster and re-connect wire from the Von Duprin power unit to the power supply.
   • Board approval scheduled for 10/06/10.
   • Projected start date: 10/15/10 (Pending execution of Contract by District).

   CDC Observation System:
   • Siemens report was reviewed by ISDG and CPM. CPM requested Siemens to revise the operation of the system to reflect that the Area Administrator will have access to live video/audio recording from the PTZ cameras installed in each classroom.
   • Computers located on rooms on the second floor, (pending Administrator’s authorization) will have access to the live/video recording.
   • Observation system separate from Security System.

   Security Systems Migration (Cox MDF room):
   • Comet Electric: Installation of the new cabinet (for the new server) and ladder rack for cables.
   • Board approval scheduled for 10/06/10.
   • Projected start date: 10/15/10.

   IT and Security Strategic Plan:
   • Draft report in review with the IT Committee since 05/27/2010. Update from Vibha Gupta.

   Campus–wide EMS Integration:
   • Comet Electric: Installation of the cabinet and re-installation of the Security System.
   • Board approval scheduled for 10/06/10.
   • Projected start date: 10/15/10.
   • Existing Yamas EMS Issues - Control boards, transceiver, and probably replacement of Variable air volume systems (pressure sensor inside the duct system matches air flow to demand). Meeting w/Phoenix, Randy, Nick and Robert on 09/08/10, time to be determined by Facilities.

   Blackboard Software:
   • Blackboard Connect training occurred with LASC IT.
   • Faculty training to begin week of 09/06/10 with multiple sessions to accommodate schedules.

   Low Voltage Systems Infrastructure and BIM RFP:
   • CPM submitted a PBA for OMB Electrical Engineers in the amount of $400,000 to Program Manager on 09/01/10 per the deadline to meet 10/06/10 BOT deadline.
### Discussion Items

#### 2.9 LACCD-LAUSD - Middle College High School
- CHPS application accepted by DSA 08/25/10
- DSA review is 100% complete. DSA approval received 09/01/10
- Roadway turned over to Harper on 08/16/10 for Pump House project work to start.
- Building pad over-excavation commenced 07/26/10 and is 95% complete. Underground utilities are relocated or removed.
- Accident occurred on 08/31/10. No injuries. Additional safety meetings occurred with Build-LACCD, CPM and Bernards to ensure future safety
- One day dirt hauling to be completed on 09/03/10
- Building foundations to start 09/07/10
- Substantial Completion remains 12/15/2011

#### 2.10 Site Improvements – Campus East Pump House & Fire Water Upgrade
- Project start date on August 16, 2010
- Anticipated Substantial Completion date 4/25/2011
- Site Survey and pot holing in the next 2 weeks to identify existing underground utilities
- Excavation work adjacent to MCHS scheduled to start on 09/13/10

#### 2.11 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 energized the system on 07/27/10
- CPM is in receipt of the 3rd Party commissioning report for the PV installation and will forward to Randy Craig
- Training is being scheduled with Randy Craig on 09/10/10 at 7:00am

#### 2.12 Bookstore
- CPM coordinating with College and RPM’s for final FF&E sign-off
- 100% CD’s were approved by DSA on 08/31/10
- CPM is awaiting receipt of DSA scanned documents to submit to Program Manager for LACCD BOT approval on 09/15/10
- CPM is working with Program Manager to commence bidding process
- CPM to consider special work hours as an additive bid alternate to accommodate early completion date

#### 2.13 DB-1 Award Phase: SCTE and SAH: School of Career and Technical Education, School of Arts and Humanities and Pump House
- NTP for design issued on 05/03/10
- Substantial completion, 04/04/12
- Harper amendment to DB1 Contract, Change Order #1, was approved at 07/28/10 LACCD Board Meeting.
- NTP for construction of Pump House to be issued 08/16/10
- IC presentation scheduled for 10/20/10
- Turn over site to commence construction 01/03/11. Possible groundbreaking ceremony in early 12/10
- 100% DD Drawings signed off by BUG’s
- 50% CD’s anticipated submittal date: 09/15/10
- Parking Lots 1 & 2 scheduled to be turned over to DB on 01/03/11. Anticipated substantial completion 04/04/12
- DB submitted OM cost estimates of BUG requested changes on 08/13/10. CPM analysis in progress
- FF&E approval by BUG’s and committees to occur by +/- 01/01/11
- Supplementary geotechnical investigation completed 09/01/10, formal report
2.14 DB-2 Selection Phase: 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

- Contract awarded to HP at 08/11/10 Board meeting.
- Anticipated NTP for design 09/16/10.
- Kick-off meeting held 08/17/10 to coordinate activities and access to site.
- DB trailer installed.
- SMS schematic design review to occur 09/09/10 and 10/10/10.
- FWC schematic design review requested.
- Parking Structure schematic design review requested.
- Pool and Baseball Fence work to begin 10/01/10.
- Existing pool must be accessible by summer 2011.
- HP to perform the Parking Structure road improvements.
- AOR, Carrier Johnson to issue letter confirming Cox Building chair lifts will be removed as part of DB-2 scope. HP to investigate status of lifts and ascertain work required to remediate.

Schedule (Attachment “B2”)

2.15 School of Behavioral Science and Social Sciences Upgrade

(formerly SSEC Building Renovation Project)

- AOR addressed all DSA comments and DSA back-check documents approved on 08/19/10.
- Directional signage needs to be evaluated and handled under the ADA West Corridor Project.
- CPM is working with Program Manager to commence bidding process and CPM to provide update on next steps on the schedule. Project will be Design Bid Build.
- IC phase to commence 12/15/10 and final construction schedule due 01/01/10.
- First floor to be completed first.

2.16 Campus-wide Reclaimed Water Consultant selected:

- A meeting was held with Tetra Tech, CPM and M&O to discuss the (4) options provided by Tetra Tech. One option was chosen by team.
- Tetra Tech is currently drafting a detailed plan with a proposed schedule and budget breakdown. Anticipated submittal to CPM by 09/10/10.
- Upon review and approval, CPM will forward detailed proposal to M&O for their review and input.

2.17 Technical Education Center Upgrade

- 90% CD’s submitted to CPM 03/05/10 and are under CPM review.
- Fine tuning of EMS integration and commissioning is underway.
- A/E working on comments from DSA & PM Pre-Submittal meeting which occurred 06/29/10.
- DSA comments have been addressed and drawings were given to TMAD.
- Complete package from TMAD due 08/12/10.
- DSA pre-submittal on 8/16/10. Drawings were not ready to be submitted.
- CPM, TMAD and Program Manager met on 08/27/10 to review DSA pre-submittal package and determined drawings were incomplete and required further revision.
- Drawings needed before 09/09/10. Department meeting on 09/09/10 at 2:30pm for user signoff of plans.
- New anticipated DSA submittal TBD.

Discussion Items

Meeting Date: September 16, 2010

Discussion Items

Action / Decisions / Follow up / Dates

to follow. Trench backfilled, re-paved and will be open by 12pm 09/02/10.
2.18 ADA Campus-wide Improvements
   - Lenax has completed the review of Priority #1 items for the HH Fremer cost estimate. The balance of the analysis will be completed by the end of August
   - RFQ – List of (7) Design Builders to be scored, on hold per BuildLACCD. Standard question template for scoring session to be created
   - BuildLACCD is requiring CPM’s to complete the transition report of ADA priorities and budget on 09/01/10
   - As an assist to LASC, David Converse provided a list of Department Chairs and staff members to LASC. LASC to assist in the scheduling of interviews and shall issue e-mail invitations
   - Board approval of contractor to perform striping of Parking Lot 3 on 06/16/10. Contract with Pacific Striping is fully executed. Notice to Proceed will be issued when Pacific Striping obtains Payment and Performance Bond

2.19 Coordination with SCE
   - Meeting on 07/19/10 at 10:00am. with SCE (Lisa Hannaman) College, CPM and District Consultants (Tony Fairclough and Blair Doane)
   - Proposed electrical demand loads for campus buildings
   - 2nd Meeting held 07/29/10 at 2:00pm
   - 3rd Meeting held 08/02/10 regarding LACCD incentives from SCE
   - Mark Davis will be new SCE contact in lieu of Lisa Hannaman (Attachment “G”)

2.20 SMP Projects
   - Gkk master plan
   - Pool plaster and grate modification
   - LASC – Campus Statement & Plan Summary submitted on 8/16/10
   - Meeting with Laurelyn Johnson scheduled for 09/09/10

2.21 Enhanced Service Bus Stops
   - Richard Christie submitted proposal to FTA on 07/08/10
   - Department of Labor received application on 08/23/10. Processing is underway

2.22 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.

2.23 Tandus TRIAD Matting System
   - CPM met with Tandus representative regarding Tandus TRIAD mat system at (SSB).
   - Based on CPM input, Tandus resubmitted proposal on 09/01/10 and CPM is currently reviewing for completeness prior to LASC review
   - Sample is currently in elevator of School of Math and Sciences building

2.24 Cal Trans Pony Wall
   - CPM meeting with TMAD and BuildLACCD to review submittal of Plans & Specs to DSA
MEETING MINUTES – Cont.

Discussion Items

3.1 Student Services Building – Odor in Men’s Restrooms
   • LASC Reported foul odor from Men’s restrooms

3.2 Student Services Building – Elevator Issues
   • LASC reported East Elevator is not working properly

Action / Decisions / Follow up / Dates

CPM to investigate and report findings

Elevator under 5 year warranty. LASC M&O to contact vendor for repairs

Attachments:

A. Campus Active/Completed Project List and Status
B. Campus Projects Project Status & Schedule
   1. DB1
   2. DB2
   3. Bookstore
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. DB1 SCE Incentives Meeting Minutes

End of Meeting Minutes