**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**  
October 21, 2010

**Meeting Number**  
MTG102110

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**Six Pack Meeting – Project Updates**

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<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>
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<td>Vibha Gupta</td>
<td>LASC</td>
<td>IT Director</td>
<td>George Snead</td>
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<td>IT Coordinator</td>
<td>Gustavo Ripalda</td>
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<td>CPM Assist. Project Mgr.</td>
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<td>David Converse</td>
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<td>Edward Wundram</td>
<td>Cumming</td>
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<td>Andy Doran</td>
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<td>Project Engineer</td>
<td>Mohammad Saeid</td>
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<td>Sam Stubbs</td>
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<td>Project Engineer</td>
<td>Vera Rangel</td>
<td>Cumming</td>
<td>CPM Project Manager</td>
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**CC:**  
- Larry Eisenberg LACCD Exec. Dir. Facilities Planning & Development
- Roma Nandlal LACCD Senior Facilities Assistant
- Tony Fairclough LACCD District Consultant
- Robert Zamora LASC Facilities HVAC Super
- Steve Harvey LASC Operations Manager
- Randy S. Craig LASC Director of Plant Facilities
- Blanchie Hollier LASC Facilities Assistant
- Dr. Allison Moore LASC Senate Faculty Senate President

**Discussion Items**  

**1.1 Student Services Building: Men’s Restroom**

- LASC reported a foul odor from Men’s restrooms
- Build-LACCD Warranty Department was an on-site with UMECH (Harper sub-contractor) 10/07/10 to address all mechanical issues in a warranty punch list. A solution to this issue is being investigated.
- David Niemerow to be on-site 10/21/10 to discuss status. CPM to report findings to LASC by 10/22/10

**2.1 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

**2.2 Student Services Education Center:**

- DSA Certification letter issued on 10/05/10

**2.3 Design-Build Update: DSA certification in progress**

- CPM coordinating with Cathy to obtain certifications for the following buildings: Campus Security Facility, Parking Structure, M&O Facility, Athletic Field House/Stadium, SSB, and Campus Corner Sign.
- Status of Warranty Expiring (Attachment “D”)

**2.4 New Central Plant**  
(By Chevron Energy Solutions - CES)

- As-built drawings accepted by College and CPM
- Final DSA paperwork in process

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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.

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**Distribution List:** All Attendees

**Prepared by:**  
Sam Stubbs  
Date Issued: November 5, 2010

1600 W. Imperial Highway  
Los Angeles, CA 90047  
Tel: 323.241.1750  
Fax: 323.779.5271
   • Overall project is 99% complete
   • Elevator #3 passed State Inspection on 09/28/10
   • Elevator subcontractor will not turn over the elevator until they are paid for past due payments by the Contractor.
   • Meeting with CGC, CPM and BuildLACCD legal counsel occurred 10/18/10. Follow up meeting scheduled for 10/21/10 at 1:30pm.
   • CPM to follow up with Lloyd Silberstein to ensure rapid release of elevator.
   • Notice of Beneficial Occupancy: TBD

2.6 IT Infrastructure & Security upgrade
   CDC Security Systems:
   • Procraft Inc: Installation of Hardware. Start date: 11/05/10.
   • Comet Electric: Installation of power booster and re-connect wire from the Von Duprin power unit to the power supply.
   • Start installation on 11/05/10, after hardware is completed with an anticipated completion of 11/15/10
   CDC Observation System:
   • TechStrata (Toni Steed) was on site on 10/15/10, 10/18/10 and 10/19/10 for assessments of software and hardware. Report due to CPM 10/21/10.
   Security Systems Migration (Cox MDF room):
   • Comet Electric: start and finish installation of cabinet on 10/15/10.
   IT and Security Strategic Plan:
   • Review by the Committee occurred on 10/14/10
   • ISDG working to update plan based upon 10/14/10 meeting comments
   • Deadline for completion is 12/01/10
   • Sheriff to be included in all discussion
   Campus–wide EMS Integration:
   • Configuration of the server blade by GST and LASC IT began 10/15/10
   Low Voltage Systems Infrastructure and BIM RFP:
   • Low voltage system consolidation kick-off meeting with OMB on 10/27/10 (to be confirmed)
   • As of 10/20/10, Jorge Mata did not sign off per his 10/05/10 commitment

2.7 LACCD-LAUSD - Middle College High School
   • Infrastructure and utilities 90%
   • Structural Steel in Fabrication
   • 60% Concrete footings have been placed and last of footings to be completed by end of October 2010.
   • Per Build-LACCD safety directive, safety program expanded using 4D BIM modeling, 2 additional safety personnel on site. No new incidents to report
   • Substantial Completion remains 12/15/11
   • CPM to follow up with Build-LACCD regarding hybrid construction signage for MCHS project based upon the A/AA program. Though LAUSD indicated they do not have for a project sign, LASC wishes to have the sign due to community support for MCHS campus

2.8 Site Improvements – Campus East Pump House & Fire Water Upgrade
   • Project start date on 08/16/10
   • Anticipated Substantial Completion on 04/25/11
   • Hydraulic test for Area #3 to occur 10/20/10 to 10/21/10
   • Work has begun in Area #1 on 10/11/10 and will be completed in December 2010

2.9 Chevron’s Renewable Energy/Solar Panel Project
MEETING MINUTES – Cont.

Project Number 06S.6691.05

Meeting Date October 21, 2010

Discussion Items

(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
- Training occurred with Randy Craig and staff on 10/15/10 at 7:00am

2.10 Bookstore

- CPM coordinating with College and RPM’s for final FF&E sign-off
- CPM has drafted the Instructions to Bidders. The document is currently being reviewed by the Architect and Program Manager before commencing bidding process
- Extra furniture staged in storage room must be moved prior to commencement of construction. CPM is awaiting direction from LASC as to how to proceed. To be moved out by 11/24/10
- CPM to provide security plan to LASC IT Manager. Computer(s) information has been requested by CPM from LASC IT.

Project Status Report (Attachment “B3”)

2.11 DB-1 Award Phase: SCTE and SAH:

School of Career and Technical Education, School of Arts and Humanities and Pump House

- 100% DD Drawings signed off by BUG’s
- 50% CD’s anticipated submittal date: 11/18/10
- Parking Lots 1 & 2 scheduled to be turned over to DB on 01/03/11. Anticipated substantial completion 03/23/12
- BUG tour of Hayworth furniture showroom to occur 10/22/10
- FF&E approval by BUG’s and College to occur by +/- 01/01/11
- Revised Fly-thru will be reviewed by LASC prior to 09/24/10. Revised animation to address comments by BUG on 09/27/10. Landscaping to be included. Wire frame update occurred 10/08/10 at 3:00pm
  - All BUG participants must be present for revised Fly-thru
  - IC review was postponed to 11/17/10.
- Construction signage to be placed on or before 12/20/10
- LASC to determine groundbreaking date. To occur prior to 12/17/10. LASC to contact MWW Group
- Cost Proposal for BUG requested Change Order work was mutually agreed upon and will be rolled into a formal COP and CO to be presented to the BOT on 11/17/10. Refer to (Attachment “I”) for summary
  Project Status Report (Attachment “B1”)

2.12 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
- DB Team: Hensel Phelps/Carrier Johnson
- Schematic design review is complete
- Parking Structure schematic design review requested. PV panel alternate layout being studied
- Baseball Netting work tentatively scheduled to begin 10/25/10
- Pool cover and bird deterrent options are being investigated.
- HP to propose price to repair/replace plaster at existing pool. Work may occur between 12/23/10 and 02/01/11. Pool will only be drained once.
- HP to perform the Parking Structure road improvements prior to parking lot #8 decommissioning
- AOR; Carrier Johnson, issued letter confirming Cox Building chair lifts will
be removed as part of DB-2 scope. HP investigated status of lifts and will perform repair work pending future visit from State Elevator Inspector
• HP to be issued a Change Order for retro-commissioning of the Central Plant with 5 year warranty as they will be tying in to the existing Central Plant Loop. CPM and HP met on 10/11/10 to review proposed scope
• Value Engineering proposal from HP was reviewed by CPM and LASC. Refer to (Attachment “G”) for summary

Schedule (Attachment “B2”)

2.13 School of Behavioral Science and Social Sciences Upgrade
(formerly SSEC Building Renovation Project)
• First Advertisement 10/19/10
• Job Walk 10/29/10
• Bid Opening 11/19/10
• Board Approval 12/01/10
• Anticipated Notice of Completion 07/10/11
• CPM is preparing independent cost estimate for bidding
• Bid opening scheduled for 11/19/10
• CPM proposes different phasing options to LASC (Attachment “H”) Schedule (Attachment “B4”)

2.14 Campus-wide Reclaimed Water
Consultant selected:
• Design Consultant is Tetra Tech, Inc.
• Estimated construction cost is $1.11M for Option A2a
• CPM is scheduling a meeting with Golden State Water for their input on the agreed-upon option
• Scope of work has been provided to Hensel Phelps in order to provide the CPM with a proposal to add this project to their Contract via a Change Order

Schedule (Attachment “B4”)

2.15 Technical Education Center Upgrade
• CPM to write up proposal for facility lounge furniture layout for approval
• Drawings submitted to DSA on 09/27/10
• IC Presentation approved on 10/20/10 and Vibha Gupta shall shin the user sign-in sheet.

2.16 ADA Campus-wide Improvements
• RFQ – List of (7) Design Builders scored on 10/19/10. Results to be provided to LASC President.
• As an assist to LASC, David Converse has scheduled meetings with Department Chairs and staff members for self evaluation report interviews which have been completed.
• Due to inclement weather, Pacific Striping revised, proposed Parking Lot #3 work to start on 11/02/10 with an anticipated duration of 4 working days

2.17 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
• Bi-weekly incentive meetings with Mark Davis to commence 09/22/10
• SCE incentive meeting with Edison, LASC and other LACCD campuses occurred at LASC M&O Conference room on 10/08/10 at 1:30pm
• CPM inquired to SCE and Chevron regarding estimated cost savings from
### Discussion Items

#### Action / Decisions / Follow up / Dates

**PL#3 PV panels. Information from Chevron on-hold pending payment from Build-LACCD per Blair Doane. CPM to follow up.**
- Update on 1Mg/W cap by PM. M&O and CDC PV panels are not part of 1Mg/W cap. The NEQ Parking Structure PV array can be maximized.

#### 2.18 SMP Projects
- LASC to update

#### 2.19 Enhanced Service Bus Stops
- Department of Labor received application on 08/23/10. Processing is underway
- CPM recommends scope be included in DB-1 Contract
- CPM received letter from FTA and will forward to LASC
- CPM received communication from Richard Christie/Metro that the funding is in the bank
- Work must be design-bid-build as this is a federally funded project.
- Go-forward meeting to be held week of 10/25/10

#### 2.20 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.

#### 2.21 Tandus TRIAD Matting System
- CPM met with Tandus representative regarding Tandus TRIAD mat system at (SSB).
- CPM has reviewed the latest proposal and will be forwarded to LASC President and M&O
- Sample is currently in elevator of School of Math and Sciences building

#### 2.22 Cal Trans Pony Wall
- CPM meeting with TMAD and BuildLACCD to review submittal of Plans & Specs to DSA.
- IC Committee presentation was held on 10/20/10

#### 3.1 Construction Alerts
- CPM to issue Construction Alerts to: LASC President, IT and M&O. Vibha to forward to campus via “All-LASC” e-mail distribution

#### 3.2 Campus Parking, Site Access and Fire Route
- CPM holding internal meetings to coordinate current projects and site access.
- Coordination meeting with HP, Harper, Bernards CPM and LASC to occur 11/16/10 from 1:30pm to 5:00pm
- CPM set up parking meetings with: Sheriff, M&O, and Faculty to coordinate and notify site of potential parking changes, impact to site and “path of Travel for DB-1 and DB-2

#### 3.3 Corner Sign Computer Re-Route
- CPM to coordinate Corner Sign computer relocation to SSB with Harper/Yesco/LASC IT
- Revised proposal due from Yesco 10/22/10. Anticipated cost to complete between $5K and $8K. This information was previously submitted to Vice President, Dr. Romero
3.4 Baseball Field Lighting
   - Third party would like to investigate lighting at the Baseball field. LASC to provide direction to CPM if necessary

Attachments:
A. Campus Active/Completed Project List and Status
B. Campus Projects Project Status & Schedule
   1. DB1
   2. DB2
   3. Bookstore
   4. School of Behavioral Science and Social Sciences Upgrade
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. LASC approved DB2 Value Engineering Credits
H. School of Behavioral Science and Social Sciences Upgrade – Phasing Options
I. DB1 – Mutually Negotiated Change Order Proposal

End of Meeting Minutes