**MEETING MINUTES**

**Project**
LACCD Proposition A/AA & J Bond Program

**Project Number**
06S.6691.05

**File**
6.22

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

**Meeting Date**
March 15, 2012

**Meeting Subject**
Six Pack Meeting – Project Updates

**Meeting Number**
MTG080411

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**Present**

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Position</th>
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<th>Position</th>
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</thead>
<tbody>
<tr>
<td>Y Dr. Jack E. Daniels III</td>
<td>LASC</td>
<td>President</td>
<td>Y Ed Bilezikjian</td>
<td>Cumming</td>
<td>CPM Project Director</td>
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<td>Y Trudy Walton</td>
<td>LASC</td>
<td>EVP</td>
<td>Y George Snead</td>
<td>Cumming</td>
<td>CPM Assist. Project Director</td>
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<td>Y Ferris Trimble</td>
<td>LASC</td>
<td>VP Admin Services</td>
<td>N Gustavo Ripalda</td>
<td>Cumming</td>
<td>CPM Design Manager</td>
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<td>Y Randy S. Craig</td>
<td>LASC</td>
<td>Director Plant Facilities</td>
<td>Y Alfonzo Wilson</td>
<td>Cumming</td>
<td>CPM Project Manager</td>
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<td>Y Elmer Bugg</td>
<td>LASC</td>
<td>Dean Academic Affairs</td>
<td>Y Andy Doran</td>
<td>Cumming</td>
<td>CPM Project Manager</td>
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<td>Y Stephanie Brasley</td>
<td>LASC</td>
<td>Dean Academic Affairs</td>
<td>Y Manmadh Rebba</td>
<td>Cumming</td>
<td>CPM Project Engineer</td>
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<td>N Dr. Allison Moore</td>
<td>LASC Senate</td>
<td>Faculty Senate President</td>
<td>Y Gustavo Ibarra</td>
<td>Cumming</td>
<td>CPM Project Engineer</td>
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<td>Y Vibha Gupta</td>
<td>LASC</td>
<td>IT Director</td>
<td>N Deirdre Margolias</td>
<td>Cumming</td>
<td>CPM Project Scheduler</td>
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<td>Y Sven Thiess</td>
<td>LASC</td>
<td>IT Coordinator</td>
<td>N Fay Gonzalez</td>
<td>Build-LACCD</td>
<td>RPM</td>
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<td>N Blanchie Hollier</td>
<td>LASC</td>
<td>Facilities Assistant</td>
<td>N Natalia Velasquez</td>
<td>Build-LACCD</td>
<td>RPM</td>
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<td>N Robert Zamora</td>
<td>LASC</td>
<td>Facilities HVAC Super</td>
<td>N Chioma Iwuagwu</td>
<td>Build-LACCD</td>
<td>RPM</td>
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<td>N Steve Harvey</td>
<td>LASC</td>
<td>Operations Manager</td>
<td>Y Mark Anderson</td>
<td>Build-LACCD</td>
<td>ADA Access Analyst</td>
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<td>Y Dr Michael Sutliff</td>
<td>LASC</td>
<td>Dean Academic Affairs</td>
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<tr>
<td>N Roma Nandlal</td>
<td>LACCD</td>
<td>Senior Facilities Assistant</td>
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<tr>
<td>N Tony Fairclough</td>
<td>LACCD</td>
<td>District Consultant</td>
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<tr>
<td>N Tom Hall</td>
<td>LACCD</td>
<td>Dir. Facilities Planning &amp; Development</td>
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**Discussion Items**

1.1 Domestic Water Issue:
- Water Clarity issue reported on 11/25/11
- College to provide feedback to CPM on water issue.
- Path forward for College:
  - PSOMAS recommendations, if the issue is with the smell.
  - Building Solutions Group issued a memo addressing the water quality problems.
- CPM contacted BGS and requested to review the process.
- Suggestion made to provide filtration to domestic water system coming from GSW.
- College wants to meet next week with CPM, VP, Build and come up with a long term solution.
- CPM to setup meeting.

2.1 New Central Plant (By Chevron Energy Solutions - CES)
- Certification still pending.
- Magdalene has requested the CPM to provide a strategy and disposition of the ice tanks that were installed in the no build zone as to final recommendation for DSA’s review.
- Final documentation was submitted to DSA by Cathy Ann Neville.
- Miyamoto International provided written letter, which was forwarded to College for acceptance and was finalized.
- CPM shall forward this letter to Daynard for review by head of DSA.
- We will get the certification as soon as the letter is sent to Daynard.

2.2 Cox Building Modernization: Elevator #s 2 & 3 Replacement
- Kelly Cauvel / Build-LACCD continue to coordinate final payments to remaining sub contractors to close out the project.
- See attachment F for Remaining amount owed to Subs.
- Final Close out of this project is in

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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.

**Distribution List:** All Attendees

**Prepared by:** Manmadh Rebba

**Date Issued:** June 13, 2012

1600 W. Imperial Highway
Los Angeles, CA 90047

**Tel:** 323.241.1750

**Fax:** 323.779.5271
## Discussion Items

<table>
<thead>
<tr>
<th>2.3 Corner Sign:</th>
<th>Action / Decisions / Follow up / Dates</th>
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| • PlanNet addressed and made suggestions to get the sign operating.  
• Proposed solution can be done after Campus wide Technology upgrades is released from Moratorium. | • All DB-2 projects will not move forward until we get off moratorium – President. |
| Smart Classroom: | |
| • DB-2 projects are mostly upgrades. A dedicated closet to house the “Smart A/V Equipment is not a part of these projects. Podium solution suggested. 
• Two Media Manager Lectern Podiums were issued to the College for review on 2/14/2012. 
• CPM held meeting with ACS on 3/2/12. 
• ACS will incorporate all the comments and requirements from the College in their final proposal of the equipment list and the podium configuration. Pending meeting with the College. | |
| Security Systems: | |
| • These Security cameras for Temporary Village will be proceeding for procurement and installation based upon the recent payment of the October pay app picked up by HP on 2/14/12. | |
| 2.4 LACCD-LAUSD - Middle College High School | |
| • Contractor’s target for Substantial Completion by 4/02/12. Central Plant volume and pressure issue is currently being investigated by CPM with Bernards, ARUP, The Energy Team and Chevron to resolve. 
• Pump House must be certified by DSA prior to building occupancy. Current AQMD issues under review by CPM, solution pending. | |
| 2.5 Site Improvements – Campus East Pump House & Fire Water Upgrade | |
| • Project start date 08/16/10. 
• Pump House Project is approximately 99% complete. 
• Look ahead: Test Emergency Generator as soon as AQMD permit. 
• Testing Emergency Generators: This involves obtaining a source testing firm to follow AQMD protocol which requires advanced submittal to AQMD. 
• IOR & LACFD will attend the final test. The final test date to that is dependant on AQMD approving the source test protocol drafted by the source testing firm. 
• AOR Team and Build-LACCD working on final certification of Pump House. FCID#9 submitted to Magdalene Hron on 3/14. Additional Change Order will be submitted for Board Approval as soon as final negotiation is completed. | |
| 2.6 Chevron’s Renewable Energy/Solar Panel Project (Parking Lot #3) | Note: New PSI PM is Justin Kazak |
| • DSA closeout is in progress, forms have been submitted to DSA 
• Chevron As-Builts and closeout binders are under review by Pacifica. | |
<p>| | • We haven’t yet received DSA certification |</p>
<table>
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<tr>
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</table>
| **2.7 Bookstore** | - Contractors have been directed to construct a mock-up of a revised bookshelf to accommodate the weight of the books.  
- Mock up should be approved and signed off by the College before construction of the bookshelves.  
- All work planned and completed during off hours over the next two weeks. | - One remaining Change Order needs to be negotiated. – Cost of CO - $63K.  
- CPM to tabulate the costs associated with Architect and the Contractor. |
| **2.8 2.8 DB-1: SOCTE and SOAH:** School of Career and Technical Education, School of Arts and Humanities and Pump House | *General*  
- Per LASC President, all faculties shall have the same furniture type.  
- Projects on hold pending clarification on Board of Trustees Bond Moratorium.  
- **SOAH**  
  - Significant progress was made at Structural plan review back check on 3/13/12; although some minor items are still to be addressed by the Engineers. As such, a final back check has been arranged for Friday, 3/23/12.  
  - SoAH has been listed in the LACCD Final Expanded Moratorium List dated 2/16/12. CPM cannot issue a construction to Proceed with construction until further notice.  
- **SOCTE**  
  - Drawings signed-off by DSA on 12/06/11.  
  - SoCTE has been listed in the LACCD Final Expanded Moratorium List dated 2/16/12. CPM cannot issue a construction to Proceed with construction until further notice. | 1. NTP for design issued on 05/03/10  
2. Substantial completion, 07/21/12 |
| **2.9 2.9 DB-2: 5 Building Bundle (Mods):** Cox Bldg/Little Theater + Lecture Lab + Fitness & Wellness Center & Pool Cover and DB East Parking Structure (608 Cars) + Option A Storm Water Improvements with 5 yr Extended Warranty | *General*  
- Building commissioning consultant; ARUP, is reviewing and commenting on plans and specs  
- CPM – Ed issued the response letter to HP delay claims and also incorporated Chip Osman’s comments.  
- **Fitness and Wellness**  
  - Upon review of the latest Hensel Phelps comments, there are still a few structural comments to address before they can schedule a DSA back-check meeting.  
- **NEQ Parking Structure/Road Re-alignment/Temp Parking Lot**  
  - This project is currently on schedule. Thus far there have been no injuries or major setbacks of concern. Concrete pours have been scheduled for every Tuesday throughout the end of April. The two week look-ahead is as follows:  
    - Two (2) Slab-on-deck pours scheduled to happen during this time for completion of second and third levels.  
    - Preparations for the 4th tier slab-on-deck pour.  
    - Forming of columns for the 2nd level up continues.  
    - Follow-up FFE meeting to be scheduled in next two weeks | *VP insisted on not having any building or portion of the buildings unsafe. Asked the team / anyone notices anything.  
- Received a letter from HP regarding claim on delay on all the projects.  
- CPM is in the process of reviewing the schedule. Once it is good enough, we will be presenting it to the President. |
**Discussion Items**

<table>
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<tr>
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<tr>
<td>CPM held a meeting with HP on 3/8/12 in order to define the scope for the roofing portion. CPM now working with HP in order that a Construction NTP can be issued within the parameters set.</td>
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<tr>
<td>CPM will issue two NTP’s (one for exterior skin and another for roof) to HP after SOW is agreed with Program Manager.</td>
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**Cox Building Upgrade/Modernization**

- HP mobilized on 1st, 2nd and 3rd floor on 07/18/11 and now has become construction zones and fencing has been installed.
- Submitted to DSA on 10/14/11.
- Cox Building Upgrade / Modernization have been listed in the LACCD Final Expanded Moratorium List dated 2/16/12. CPM cannot issue a construction to Proceed with construction until further notice.

**Cox Building Library**

- CPM working on open DSA application #A-47088.
- All demolition and any type of construction work are on hold at the request of the District.

**Cox Building Annex**

- DSA Stamp out is expected first week in March 2012.
- CPM Currently coordinating on four 4” conduits between the Cox Annex MDF and the School of Arts & Sciences.
- Cox Building Annex has been listed in the LACCD Final Expanded Moratorium List dated 2/16/12. CPM cannot issue a construction to Proceed with construction until further notice.

**Storm Water Collection System**

- Contractor installed 15 CDS units and one is remaining. The Contractor will complete the project before end of March 2012.
- Field Order was approved for SWCS unit G. Work in progress starting 3/12/12.

**School of Behavioral and Social Sciences Upgrade**

(formerly SSEC Building Renovation Project)

- Substantial completion will be issued following completion of Punch List items.
- HVAC & EMS Training completed on 2/22/12.
- Work in progress: Submission of O&M, Warranty and As-Built information being coordinated by CPM. Troubleshooting of door hardware by Simplex is complete with the exception of the privacy function on Staff Restroom Doors. CPM is working with the Contractor to resolve this and a final report and inspection of all doors will be provided for M&O prior to sign off.
- Look ahead: Final commissioning review of systems by ARUP.

**Campus-wide Reclaimed Water**

- This item was not included in DB-2 CO #2 since College’s Measure J budget is too tight to allow a prudent level of contingency to complete projects.
- Current CO #2 amount is $ 1,201,057
- This work cannot proceed at this time

**School of English & Foreign Languages Modernization**

(formerly Technical Education Center Upgrade)

- Original project was not budgeted for FF&E due to it being a HVAC infrastructure project.
- DSA requested for AOR Form-6. DSA Applications 54554 (1991), and 109913 (2007) will be closed during third week of March 2012.
- CPM is currently working with BUG for the English and Foreign Languages

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**3rd Bid Schedule**

1. First Advertisement 03/07/11
2. Job Walk 03/16/11
3. Bid Opening 04/18/11
4. Board Approval TBD
5. Anticipated Substantial Completion 1/12/12
6. Completion of whole building 02/01/2012

**Note: Construction cost to include in CO #2 would add another $ 1,066,337**

- There is a possibility of giving HP a Change Order to do the work in 2012.

**Note: Work will not occur until School of Math and Science construction is complete**

- CPM is monitoring progress of the approval of the original DSA Application Number.
- This project has not been listed in the LACCD Final Expanded Moratorium List
### Project: LACCD Proposition A/AA & J Bond Program

**Meeting Date:** March 15, 2011

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<tr>
<td><strong>Department and the Math Department on slight modifications to the building.</strong></td>
<td>dated 2/16/12. However, CPM has been instructed not to issue a construction to Proceed with construction until further notice.</td>
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<tr>
<td><strong>CPM currently working on the “Moratorium Initial Review Certification Form” for this project.</strong></td>
<td>See Attachment J. Funds needed to fix the miscellaneous.</td>
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<td><strong>2.13 ADA Campus-wide Improvements</strong></td>
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<td>• Funding source and amount to be determined by the College.</td>
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<td>• Program Manager has expressed that items previously identified as M+O related corrections could be appealed to them for review for bond funding with ultimate determination by District Legal.</td>
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<td><strong>2.14 Coordination with SCE</strong></td>
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<td>• Update on 1Mg/W cap by PM. M&amp;O and CDC PV panels are not part of 1Mg/W cap. The NEQ Parking Structure PV array can be maximized.</td>
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<td>• Main LASC campus meter is listed under old address.</td>
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<td>• Incentive forms for DB-1 are in place and DB-2 forms are in progress</td>
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<td>• MPE is currently engineering the LASC Electrical Upgrade and it is working closely with SCE.</td>
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<td><strong>2.15 SMP Projects</strong></td>
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<td>• Nothing at this time</td>
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<td><strong>2.16 Enhanced Service Bus Stops</strong></td>
<td>Project on-hold per District. Work shall not commence until funds are secured</td>
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<td>• Work must be design-bid-build as this is a federally funded project.</td>
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<td>• Laurelyn Johnson from the District office contacted the CPM and informed us that the A/E RFP would be handled by Silvia Saucedo</td>
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<td>• The MOU is currently being reviewed by MTA’s legal Department. CPM has been advised that we will be notified when everything is approved.</td>
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<td>• The RFP documentation was received from the Program Manager and it is currently being reviewed by CPM. RFP will be published during the last week of February.</td>
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<td>• PM has requested the CPM to verify if this project is not affected by the Moratorium.</td>
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<td><strong>2.17 Cal Trans Drainage / Retaining Wall</strong></td>
<td>PBA issued for 3/7/12 BOT Agenda.</td>
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<td>• Post Award Meeting has been scheduled for 3/22/12.</td>
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<td>• Projected start date of the project is 4/9/12.</td>
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<td>• CPM requested District Inspector (Rodney) to an IOR (part time – 2/3 time) to be assigned.</td>
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<tr>
<td><strong>3.1 Construction Alerts</strong></td>
<td>Current Alert(s): 227</td>
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<tr>
<td>• CPM to issue Construction Alerts to: LASC President, VP of Administration, Jessica Martin, IT and M&amp;O. Jessica Martin to forward to campus via “All-LASC” e-mail distribution including MCHS</td>
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<tr>
<td><strong>3.2 Campus-Wide Hardscape and Landscape Project</strong></td>
<td>Project on-hold per LASC</td>
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<td>• CPM had meeting with HPI and they have agreed to revise their proposal to establish a total project budget for the campus at $4.6M. This now is to be submitted to the College for their approval.</td>
<td>Need to write a White paper on it.</td>
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<tr>
<td><strong>3.3 Nursing and Allied Health Program</strong></td>
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<td>• CPM is coordinating with College for programming of the spaces into the Lecture Lab Building and coordinating with Lenax for the cost estimates for proposal Schemes A, B &amp; C.</td>
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<td>• CPM provided 3 copies of the book to the college for their review and selection of the preferred scheme.</td>
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<td>• Final cost estimate is included in the three ring binder package given to the College.</td>
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<td><strong>3.4 Central Plant Retro-Commissioning Coordination</strong></td>
<td>President should have received a letter.</td>
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<td>• ARUP was contracted by the District to perform an Evaluation and coordination with CPM for the Retro-Commissioning of the Central Plant with HP.</td>
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<td>• CPM is currently working with ARUP in finalizing the report. Subsequent meeting will be scheduled with Design Build teams to share the information.</td>
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### Project LACCD Proposition A/AA & J Bond Program

**Meeting Date**: March 15, 2011

### Discussion Items

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</table>
| **3.5 Moratorium** | • CPM assisting the College in providing documents to Program Manager.  
• Following are the list of projects CPM is preparing forms to be submitted to the Program Manager on 3/22/12:  
  o School of Career & Technical Education  
  o School of Arts & Humanities  
  o School of Math & Sciences  
  o Cox Building Upgrade  
  o Fitness and Wellness  
  o Health Academy Building  
  o Security Upgrades  
  o Campus wide Infrastructure Upgrades  
  o Campus wide Technology Upgrades  
  o Hardscape & Landscape Improvements and Fire Access  
• Final Moratorium list dated 2/16/12 was issued to the CPM on February 24, 2012. | • CPM provide the forms to the President for final approval.  
• President insisted on having a meeting during the week of 19th to go over this. |

The next Six Pack meeting will be held 4/05/12.

### 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.** Measure ‘J’ Projected Occupancy Dates  
- **F.** Water Quality Memo from Building Solutions Group

End of Meeting Minutes