**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**: April 5, 2012  
**Meeting Number**: MTG080411

### Distribution List:
- All Attendees

### Prepared by: Manmadh Rebba

### Date Issued: April 16, 2012

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

<table>
<thead>
<tr>
<th>Present</th>
<th>Name</th>
<th>Organization</th>
<th>Position</th>
<th>Present</th>
<th>Name</th>
<th>Organization</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Dr. Jack E. Daniels III</td>
<td>LASC</td>
<td>President</td>
<td>Y</td>
<td>Ed Bilezikjian</td>
<td>Cumming</td>
<td>CPM Project Director</td>
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<tr>
<td>Y</td>
<td>Trudy Walton</td>
<td>LASC</td>
<td>EVP</td>
<td>Y</td>
<td>George Snead</td>
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<td>CPM Assist. Project Director</td>
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<td>Y</td>
<td>Ferris Trimble</td>
<td>LASC</td>
<td>VP Admin Services</td>
<td>Y</td>
<td>Gustavo Ripalda</td>
<td>Cumming</td>
<td>CPM Design Manager</td>
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<td>Y</td>
<td>Randy S. Craig</td>
<td>LASC</td>
<td>Director Plant Facilities</td>
<td>Y</td>
<td>Alfonzo Wilson</td>
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<td>CPM Project Manager</td>
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<td>N</td>
<td>Elmer Bugg</td>
<td>LASC</td>
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<td>Y</td>
<td>Andy Doran</td>
<td>Cumming</td>
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<td>N</td>
<td>Stephanie Brasley</td>
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<td>Y</td>
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<td>Cumming</td>
<td>CPM Project Engineer</td>
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<td>N</td>
<td>Dr. Allison Moore</td>
<td>LASC Senate</td>
<td>Faculty Senate President</td>
<td>Y</td>
<td>Gustavo Ibarra</td>
<td>Cumming</td>
<td>CPM Project Manager</td>
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<td>Vibha Gupta</td>
<td>LASC</td>
<td>IT Director</td>
<td>N</td>
<td>Deirdre Margolias</td>
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<td>CPM Project Scheduler</td>
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<td>Y</td>
<td>Sven Thiess</td>
<td>LASC</td>
<td>IT Coordinator</td>
<td>Y</td>
<td>Fay Gonzalez</td>
<td>Build-LACCD</td>
<td>RPM</td>
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<td>N</td>
<td>Blanchie Hollier</td>
<td>LASC</td>
<td>Facilities Assistant</td>
<td>N</td>
<td>Natalia Velasquez</td>
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<td>N</td>
<td>Robert Zamora</td>
<td>LASC</td>
<td>Facilities HVAC Super</td>
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<td>Chioma Iwuagwu</td>
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<td>N</td>
<td>Steve Harvey</td>
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<td>Mark Anderson</td>
<td>Build-LACCD</td>
<td>ADA Access Analyst</td>
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<td>Dr Michael Sutliff</td>
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<td>N</td>
<td>Roma Nandlal</td>
<td>LACCD</td>
<td>Senior Facilities Assistant</td>
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<td>N</td>
<td>Tony Fairclough</td>
<td>LACCD</td>
<td>District Consultant</td>
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<td>N</td>
<td>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
- Path forward for College:
  - PSOMAS recommendations, if the issue is with the smell.
  - Building Solutions Group issued a memo addressing the water quality problems.

**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.

**2.2 Cox Building Modernization: Elevator #s 2 & 3 Replacement**
- Kelly Cauvel / Build-LACCD continue to coordinate final payments to

See attachment F for Remaining amount owed to Subs.

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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.
**MEETING MINUTES – Cont.**

**Discussion Items**

<table>
<thead>
<tr>
<th>Action / Decisions / Follow up / Dates</th>
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<td>remaining sub contractors to close out the project.</td>
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### 2.3 Corner Sign:
- PlanNet addressed and made suggestions to get the sign operating.
- Proposed solution can be done after Campus wide Technology upgrades is released from Moratorium.

#### Smart Classroom:
- Two Media Manager Lectern Podiums were issued to the College for review on 2/14/2012.
- 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.
- Smart classroom podium design on hold at the request of the College.

#### Security Systems:
- The Security camera installation is in progress and expected to be complete by 4/9/12. Training will be scheduled during the week of April 9th.

### 2.4 LACCD-LAUSD - Middle College High School
- Contractor’s target for Substantial Completion by 6/01/12. 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.
- CPM is continuing all those close out and punch list activities that can be conducted at this time.

#### 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.
- AMEC – Materials testing and Inspection Company has hired a sub consultant to conduct the source testing on the DPF. This is going through the protocol process with AQMD.
- Projection for testing and completion on this matter with AQMD is end of April 2012.
- 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.

- Final Close out of this project is in progress.
- **All DB-2 projects will not move forward until we get off moratorium – President.**
- For VG, RC and Sheriff’s systems, the system will be turned to college after the work is completed.
- Bernard’s is picking up the punchlist items.
- Final occupancy is schedule for 06/04/12.
- DSA will approve once the AQMD issue is resolved.
- As soon as the protocol is approved, Generator can be run in the presence of IOR, Testing, M&o, DSA and AQMD.
## Discussion Items

### 2.6 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.
- There is a double charge by CG and HP. President wants CPM to get with build and resolve this. President wants status update on Monday.

**Note:** New PSI PM is Justin Kazak
- We haven’t yet received DSA certification from Pacifica.
- Ed Talked to Tony Fairclough and he is on board with what is going on at chevron. Chevron will come as a consultant to evaluate & investigate issues concerning with Central Plant. It should be partially be on Chevron’s dime.

### 2.7 Bookstore
- Contractors are scheduled to provide mock-up of re-enforced bookshelves during the week of April 9th during off hours.

### 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**
- Next Structural plan review back check will be held on 4/29/12. The SEOR is to submit a further 2 revised calculations for DSA approval. Following approval of these calculations, the final back check will be arranged.

**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.

### 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.
- New issue of request of fabrication of materials received from HP regarding the Cox Annex and the School of Math and Science packages.
- CPM held a conference call with Program Manager and Keith Smith on this matter with a letter to be issued to HP on 4/4/12.

**Fitness and Wellness**
- There are still a few structural comments to address before this project can be signed off.

**NEQ Parking Structure/Road Re-alignment/Temp Parking Lot**
- This project is currently on schedule. Concrete pours have been scheduled for every Monday 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 third and fourth levels.
  - Preparations for the 4th tier slab-on-deck pour.
  - Forming of columns for the fourth continues.
  - Follow-up FFE meeting to be scheduled in next two School of Math and Science (Formerly L/L)
    - CPM/PM – Andy Doran
    - DSA application number is 03-113922 and DSA found the plans acceptable on 06/15/11.
    - DSA approved SoMS Modernization and skin package on 3/6/12.

- April 17th is the topping off BBQ party.
- There is one field order so far.
### Discussion Items

<table>
<thead>
<tr>
<th>Action / Decisions / Follow up / Dates</th>
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<tbody>
<tr>
<td>• Exterior wall package and the roofing package from the modernization package were released from the Moratorium on 2/24/12. Can remove</td>
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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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<td>• No NTP has been issued to HP to date.</td>
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<tr>
<td><strong>Cox Building Upgrade/Modernization</strong></td>
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<tr>
<td>• HP mobilized on 1st, 2nd and 3rd floor on 07/18/11 and now has become construction zones and fencing has been installed.</td>
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<tr>
<td>• Submitted to DSA on 10/14/11.</td>
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<tr>
<td>• Cox Building Upgrade / Modernization 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.</td>
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<tr>
<td><strong>Cox Little Theatre Upgrade</strong></td>
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<tr>
<td>• Submitted to DSA on 10/14/11.</td>
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<tr>
<td>• Cox Little Theatre Upgrade / Modernization 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.</td>
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<td><strong>Cox Building Library</strong></td>
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<td>• CPM working on open DSA application #A-47088.</td>
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<td>• All demolition and any type of construction work are on hold at the request of the District.</td>
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<td><strong>Cox Building Annex</strong></td>
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<td>• CPM Currently coordinating on four 4” conduits between the Cox Annex MDF and the School of Arts &amp; Sciences.</td>
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<tr>
<td>• DSA Approved plans and Specifications on 3/6/12.</td>
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<tr>
<td>• 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.</td>
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<tr>
<td><strong>Storm Water Collection System</strong></td>
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<td>• Contractor installed 15 CDS units and one is remaining. The Contractor will complete the project before end of March 2012.</td>
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<td>• Field Order was approved for SWCS unit G. Work in progress starting 3/12/12.</td>
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### 2.10 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.
- Issue involving privacy function on Staff Restroom Doors has been addressed.
- CPM is working with Simplex to issue a final report and inspection of all doors. M&O will be invited to final sign off.
- Look ahead: Final commissioning review of systems by ARUP.
- CO # 6 is being submitted for the May Board meeting. At the CPM Board Agenda review meeting held on Monday 4/2/12, Program Manager did not accept one of the components to the Change Order for the floor reconditioning. Since this being defined as maintenance and the Bond dollars do not pay for the maintenance.

### 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

- President would like to know the information on where we are on the chairs at the SoBSS building by next Thursday.
- Functionality of doors and door hardware is the remaining issue. AD will walk all the doors before all the doors are signed off.
- Once punch list is completed AD can issue substantial completion.
# Meeting Minutes – Cont.

## Discussion Items

<table>
<thead>
<tr>
<th>Project</th>
<th>LACCD Proposition A/AA &amp; J Bond Program</th>
<th>Meeting Date</th>
<th>April 05, 2011</th>
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### Action / Decisions / Follow Up / Dates

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
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</table>
| **2.11 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  
  
  **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. |
| **2.12 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.  
- CPM is currently working with BUG for the English and Foreign Languages Department and the Math Department on slight modifications to the building.  
- CPM currently working on the “Moratorium Initial Review Certification Form” for this project.  
- DSA Field Engineer requested additional close out documents for Legacy Project. Program Manager addressing the request.  
  
  **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 dated 2/16/12. However, CPM has been instructed not to issue a construction to proceed with construction until further notice.  
- WT asked for all the documents of the bldg that are pre-bond. Kathy is working on it. |
| **2.13 ADA Campus-wide Improvements** | - Funding source and amount to be determined by the College.  
- 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.  
- Cost estimates have been updated and include costs related to M&O related corrections.  
  
  **See Attachment J. Funds needed to fix the miscellaneous.**  
- M&O transition plan: President wants additional copies for every VP and President by end of the day today. Fe will provide them. |
| **2.14 Coordination with SCE** | - 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.  
- Main LASC campus meter is listed under old address.  
- Incentive forms for DB-1 are in place and DB-2 forms are in progress  
- MPE is currently engineering the LASC Electrical Upgrade and it is working closely with SCE.  
  
  **CPM continues to try to set up a meeting with SCE’s Engineers to finalize the scope of work and begin the installation of the new Campus Transformers.**  
- GR contacted Thomas. |
| **2.15 SMP Projects** | - Nothing at this time  
  
  **Project on-hold per District. Work shall not commence until funds are secured.** |
| **2.16 Enhanced Service Bus Stops** | - Work must be design-bid-build as this is a federally funded project.  
- Laurelyn Johnson from the District office contacted the CPM and informed us that the A/E RFP would be handled by Silvia Saucedo  
- The MOU is currently being reviewed by MTA’s legal Department. CPM has been advised that we will be notified when everything is approved.  
- 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.  
- PM has requested the CPM to verify if this project is not affected by the Moratorium.  
  
  **Contractor had few questions and they haven’t yet signed. Legal team is looking into it on by when they need to sign. (Legal team Warner Wolf to look into it).**  
- They have to sign by 4/6/12 or else the contractor offer will become void. |
| **2.17 Cal Trans Drainage / Retaining Wall** | - Project approved on 3/7/12 BOT Meeting.  
- Post Award Meeting has been scheduled for 3/22/12.  
- Projected start date of the project is 4/9/12.  
- CPM requested District Inspector to an IOR to be assigned.  
  
  **Current Alert(s): 227** |
| **3.1 Construction Alerts** | - CPM to issue Construction Alerts to: LASC President, VP of Administration, Jessica Martin, IT and M&O. Jessica Martin to forward to campus via “All-”  
  
  **Current Alert(s): 227** |
### Discussion Items

<table>
<thead>
<tr>
<th>3.2 Campus-Wide Hardscape and Landscape Project</th>
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<tr>
<td><strong>CPM</strong> 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>
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<thead>
<tr>
<th>3.3 Nursing and Allied Health Program</th>
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<tr>
<td><strong>CPM</strong> 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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<tr>
<td><strong>CPM</strong> provided 3 copies of the book to the college for their review and selection of the preferred scheme.</td>
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<td><strong>Final cost estimate is included in the three ring binder package given to the College.</strong></td>
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<tr>
<th>3.4 Central Plant Retro-Commissioning Coordination</th>
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<tr>
<td><strong>ARUP</strong> was contracted by the District to perform an Evaluation and coordination with <strong>CPM</strong> for the Retro-Commissioning of the Central Plant with HP.</td>
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<tr>
<td><strong>CPM</strong> 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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<tr>
<td><strong>CPM</strong> met with Chevron on Wednesday morning 4/4/12 to review and request Chevron to provide a proposal which will address the existing Central Plant current condition and capacities for providing chilled and hot water. Further coordination will continue with <strong>CPM</strong>, Chevron and Tony Fairclough on this matter.</td>
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<tr>
<th>3.5 Moratorium</th>
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<tr>
<td><strong>CPM</strong> assisting the College in providing documents to Program Manager.</td>
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<tr>
<td>Following are the list of projects <strong>CPM</strong> is preparing forms to be submitted to the Program Manager on 3/22/12:</td>
</tr>
<tr>
<td>o School of Career &amp; Technical Education</td>
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<td>o School of Arts &amp; Humanities</td>
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<td>o School of Math &amp; Sciences</td>
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<tr>
<td>o Cox Building Upgrade</td>
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<tr>
<td>o Fitness and Wellness</td>
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<tr>
<td>o Health Academy Building</td>
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<tr>
<td>o Security Upgrades</td>
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<tr>
<td>o Campus wide Infrastructure Upgrades</td>
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<tr>
<td>o Campus wide Technology Upgrades</td>
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<tr>
<td>o Hardscape &amp; Landscape Improvements and Fire Access</td>
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<tr>
<td><strong>Final Moratorium list dated 2/16/12 was issued to the <strong>CPM</strong> on February 24, 2012.</strong></td>
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The next Six Pack meeting will be held 4/05/12.

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**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
- G. ADA compliance Cost Estimate.

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End of Meeting Minutes