

PERALTA COMMUNITY COLLEGE DISTRICT  
 Department of General Services  
 333 East Eighth Street Oakland, California 94606

**WEEKLY MEETING MINUTES NO. 12; WEEKLY MEETING AGENDA NO. 13**

**Date: February 1, 2012**

<b>PROJECT TITLE:</b>	<b>Laney Tower Modernization, Bid No. 11-12/04</b>
<b>COLLEGE:</b>	Laney
<b>PROJECT No:</b>	<b>2389</b>
<b>DSA FILE Nos.</b>	01-110487 & 01-110941
<b>MEETING MINUTES No.</b>	12
<b>MEETING AGENDA No.</b>	13
<b>NEXT MEETING:</b>	Tuesday, February 6, 2012@ 11:30 AM

<b>Initials</b>	<b>Attendees</b>	<b>Present</b>	<b>Absent</b>	<b>Contact Information</b>
TT	Trent Tornabene	x		ttornabene@peralta.edu
TC	Tim Criss	x		tcriss@consolidatedcm.com
TF	Tony Franceschini	x		tony@ajfbuilder.com
JM	Jeffery Mazet		x	jeffm@bhmconstruction.com
GW	Grant Whetstone	x		grantw@bhmconstruction.com
JF	Joe Flatley	x		joe@flatleyandassociates.com
AC	Andy Carpentier	x		andy@yhla.net
SR	Shanika Ratcliff		x	shanika@davillier-sloan.com
AD	Alex Dobrin		x	gdobrin@padillainc.com
AJ	Alisha Jensen		x	mathewnatalie@aol.com
MB	Matt Brown		x	matt_brown_202@hotmail.com
AR	Adan Rosillo	x		arosillo@chevron.com
KM	Kevin Mancuso	x		kevinm@bhmconstruction.com

**PROJECT SUMMARY**

NTP/ Construction Start Date:	10/31/11	Project Duration:	304 CD
Scheduled Completion Date:	8/29/12	Days Lapsed:	100 CD
Actual Start date:	11/8/11	Actual Completion date:	TBD
Contract Amount:	\$3,997,351.00	Change Orders to date:	-\$25,624-

<b>Item No.</b>	<b>Discussion</b>	<b>Status</b>	<b>Action By:</b>
<b>1.0</b>	<b><u>Review &amp; Accept Previous Meeting Minutes</u></b>		
1.12.1	There were no comments or corrections noted to Weekly Meeting Minutes No. 11 transmitted via email on January 26, 2012.	FYI	N/A

<p><b>2.0</b></p> <p>2.12.2</p>	<p><b>3-Week-Look-Ahead Schedule / Construction Schedule</b></p> <p>AJF / BHM provided a 3-Week-Look-Ahead Schedule at the Meeting. AJF / BHM review the schedule during the meeting. The following is a brief summary of activities discussed during the meeting:</p> <ul style="list-style-type: none"> <li>● AJF / BHM would like to review the revised electrical/telecom drawings with CCM tomorrow, and is tentatively scheduled to begin the rough-in on Wednesday.</li> <li>● AJF / BHM began laying out for the fan coil units on the 8<sup>th</sup> Floor today, and will continue to lay-out the rest of the Building in the coming days, with rough-in scheduled to begin at the end of the week and setting of the mechanical units to start at the beginning of next week.</li> <li>● AJF / BHM informed the attendees that hollow metal frames are scheduled to delivered to the site on Wednesday. Installation of hollow metal doors are scheduled to begin on Monday, 2/6/12. Installation of gypsum board will follow the installation of the frames.</li> <li>● AJF / BHM is scheduled to finish patching the (E) walls on the 8<sup>th</sup> Floor by the end of the day.</li> <li>● AJF / BHM informed the attendees that bathroom floor tiles are scheduled to be delivered to the site on or around February 10<sup>th</sup>.</li> <li>● AJF / BHM is completing the rough-in of copper piping for the bathroom fixtures on the 4<sup>th</sup> Floor and should be nearly complete with all the bathroom rough-in by the end of this week.</li> </ul>	<p>FYI</p>	<p>AJF / BHM</p>
<p><b>3.0</b></p> <p>3.8.4</p> <p>3.12.3</p> <p>3.12.4</p> <p>3.12.5</p> <p>3.12.6</p>	<p><b>RFI's &amp; ASI's</b></p> <p>AJF / BHM transmitted three (3) RFIs for the Project since the last Weekly Progress Meeting (See Attached RFI Log). Fifty-eight (58) of the sixty-four (64) RFIs submitted to date have been responded to by the Design Team.</p> <p>AJF / BHM disagreed with CCM assessment that the cost for the steel studs in the men's bathroom, as proposed by CCM in the correspondence included with the response to RFI No. 34. CCM informed AJF / BHM to submit a cost for what they believe is reasonable &amp; fair, and the cost can be review/negotiated at a later date.</p> <p>AJF / BHM requested YHLA to clarify the response to RFI No. 59, particularly where the port holes will be installed on the 7<sup>th</sup> and 8<sup>th</sup> Floors. YHLA requested to have a mock-up performed on one of the (E) hollow metal doors in the response and indicated that YHLA indented to have all office doors on the 7<sup>th</sup> and 8<sup>th</sup> Floors have port holes. AJF / BHM disagreed that all the 7<sup>th</sup> and 8<sup>th</sup> Floor office doors are to receive port hole because they are not indicated on the door schedule included in the Contract Documents.</p> <p>Chevron will provide RFI No. 61, Thermostat Locations, to the District and YHLA to review and comment. Chevron wants to make sure that the proposed locations are acceptable with the end users.</p> <p>CCM will send a copy of RFI No. 58, 2<sup>nd</sup> Floor Glass Partition Wall, to the District as there may be some changes to the scope of work on the 2<sup>nd</sup> Floor as the future occupant for the space may change.</p> <p>AJF / BHM requested YHLA to confirm the scope of work for the wrapping of the panels in reference to the response to RFI No. 64. YHLA confirmed that the intent of the Drawings was to wrap all the 1<sup>st</sup> floor ceiling panels. AJF / BHM disagreed with YHLA assessment, and informing the attendees that based on their review of the drawing that only the panels where the (E) 2'x2' light fixtures being removed and four additional panels are indicated to be rewrapped.</p>	<p>FYI</p> <p>Open</p>	<p>N/A</p> <p>AJF / BHM</p>

<p><b>4.0</b></p> <p>4.6.4</p> <p>4.8.7</p> <p>4.11.3</p>	<p><b><u>Submittals</u></b>  AJF / BHM transmitted one (1) Submittal for the Project since the last Weekly Progress Meeting (See Attached Submittal Log). Thirty-two (32) of the thirty-seven (37) submittals to date have been returned to AJF / BHM.</p> <p>AJF / BHM asked how many hard copies of the fire sprinkler submittal should be submitted. The attendees agreed that six (6) hard copies should be provided. YHLA will try to schedule a meeting with DSA and Cosco to review the shop drawings in hopes of expediting the review period. AJF / BHM will talk with Cosco to provide an RFI for the fire pump and misc. sprinkler piping re-configurations in the fire pump room. YHLA noted the sprinkler riser is shown to be installed in the middle of the mid-landing of the stairwell on the shop drawings, instead of in the corner of the floor landing to maximize the egress clearance path in the stairwell. YHLA will contact Cosco to discuss. YHLA will also contact DSA to discuss the fees for the deferred submittal. The Distract thought that the fees should be paid at the end of the Project, instead of setting up another application for the fire sprinkler shop drawings. Cosco agreed to revise the shop drawings based on the revised location of the sprinkler riser in the stairwell. CCM/YHLA will provide AJF / BHM correspondence related to the agreement by Cosco to revise the shop drawings. AJF / BHM informed the attendees that they will be submitting a soft copy of the revised shop drawings with the relocated sprinkler riser later today or tomorrow (1/10-1/11). The review of the shop drawings was briefly discussed during the meeting on 1/17/12. It was agreed that YHLA's review would be complete by the end of the day, and that the Submittal would be provided to DSA asap. Submittal No. 25.1 was reviewed and approved; and hard copies should be submitted to DSA ASAP. AJF / BHM is preparing hard copies and should have them in the next couple of days. AJF / BHM hand delivered Submittal No. 25.2 to YHLA for submission to DSA. AJF / BHM will provide CCM with dates when Cosco is available to meet with YHLA and DSA to review the shop drawings.</p> <p>AJF / BHM brought samples of the proposed substitution for the Shapes, which is part of Submittal No. 20, but is still waiting to receive a sample of the MECA blinds to perform a material comparison. The District is fine with a substitution as long as it meets the technical criteria in the Specifications. AJF / BHM indicated that they should have the Meca samples at next week's meeting (1/30) for a comparison with the proposed substitution included in Submittal No. 20.</p> <p>AJF / BHM informed the attendees that they will be performing a mock-up of the wrapping for the (E) Lobby ceiling panels tomorrow, so the mock-up can be reviewed at next week's Progress Meeting. AJF / BHM will also provide a color chart for the proposed wrap material. AJF / BHM performed a mock-up on the wrapping of the panel, which will be reviewed following the meeting, and will submit a color chart at next week's Progress Meeting.</p>	<p>FYI</p> <p>Open</p> <p>Open</p> <p>FYI</p>	<p>N/A</p> <p>AJF / BHM</p> <p>AJF / BHM</p> <p>AJF / BHM</p>
<p><b>5A.0</b></p> <p>5A.6.5</p>	<p><b><u>Change Orders /</u></b>  CCM and YHLA requested AJF / BHM to provide a cost estimate to replace the fourteen (14) floor drains in the Men's &amp; Women's bathrooms. During the meeting on 12/19/11, it was agreed to install trap primers for the floor drains. AJF / BHM informed the attendees that the floor tile for the bathrooms is schedule to be delivered to the site by the middle of February.</p>	<p>Open</p>	<p>CCM</p>

<p><b>5A.0</b></p> <p>5A.6.6</p> <p>5A.7.5</p> <p>5A.12.7</p>	<p>YHLA and CCM requested AJF / BHM to provide a cost estimate to skim coat the plaster corridor walls on Floors 2 through 8 for review. AJF / BHM provided COR No. 5 to skim coat all the corridor plaster walls. Prior to the meeting, CCM, YHLA and AJF/BHM reviewed and discussed the various options for wall finishes. During the meeting, it was agreed that AJF/BHM will perform a mock-up on an office (gypsum board) wall and portion of corridor plaster wall for review by the District, YHLA and CCM. AJF / BHM had previously submitted a cost to skim coat the gypsum board walls in COR No. 4. CCM, YHLA and the District will review the mock-up on the 8<sup>th</sup> Floor following the meeting. CCM informed that the mock-up in Room 805 was acceptable to the District. AJF / BHM informed the attendees that they view the work performed on the mock-up as additional scope to the Project and that they are preparing a Change Order Request to patch all the walls in the Building based on the level of effort performed on the mock-up. AJF / BHM informed the attendees that they did not carry any money for patching in its base bid, because the Contract Document don't provide a defined quantity of patching to be performed. AJF / BHM will respond to CCM's correspondence regarding the wall finish of existing walls by the end of tomorrow (1/18). AJF / BHM have sent correspondence back and forth regarding the patching of the existing walls. CCM has proposed to perform the patching of the existing walls for the 8<sup>th</sup> Floor on a time and material basis. AJF / BHM is planning to have their ceiling subcontractor onsite to review the existing conditions to provide suggestions for the ceiling-exterior wall interface. AJF / BHM has been directed to proceed with the patching work on the 8<sup>th</sup> Floor on a time and material basis. AJF / BHM has begun the patching work on the 8<sup>th</sup> Floor and is scheduled to be complete by the end of the today (1/30/12). The attendees briefly discussed the use of bondo to complete the patching work.</p> <p>CCM noted the it has also requested AJF / BHM to provide cost estimates for the following work:</p> <ul style="list-style-type: none"> <li>● Credit for the insulated round supply ductwork, per Response to RFI No. 16. CCM requested AJF / BHM to provide the credit for the proposed substitution ASAP, because mechanical rough-in is scheduled to begin during the week of Jan 30<sup>th</sup>.</li> <li>● Mechanical curbs and associated roofing work for Condensate Units 901C&amp;D, per Response to RFI No. 6. CCM confirmed that the condensate units will be installed on the mechanical sleepers as indicated in the response to the RFI.</li> <li>● Power for Split System Mechanical Units, per Response to RFI No. 7. CCM will provide YHLA with the information for an alternate panel location to provide power for the split system.</li> <li>● Credit for deleting demolition and ACT work in 2<sup>nd</sup> &amp; 5<sup>th</sup> Floor IDF's</li> </ul> <p>The district hand delivered Change Order No. 2 to the Progress Meeting for AJF / BHM's signature/approval, which included the work associated with PCO Nos. 2 and 3. The District also informed AJF / BHM that Change Order No. 1 has been approved and that they can bill for it in the next Progress Application.</p>	<p>Open</p> <p>Open</p> <p>FYI</p>	<p>AJF / BHM</p> <p>AJF / BHM</p> <p>FYI</p>
<p><b>5B.0</b></p>	<p><b><u>Payment Applications</u></b></p>		
<p><b>6A.0</b></p>	<p><b><u>Unresolved Items</u></b></p>		

<p><b>6B.0</b></p> <p>5A.10.5</p> <p>5B.11.4</p>	<p><b><u>Resolved Items</u></b></p> <p>CCM and AJF / BHM agreed to schedule a Change Order review meeting on Monday's before the Weekly Progress Meeting on an as needed basis. CCM and AJF / BHM will coordinate with each other to determine when the meeting will be held and invite all appropriate parties. AJF / BHM indicated that they should be able to provide a number of outstanding CORs by the end of the week, so a COR review meeting can/should likely happen on February 6<sup>th</sup>.</p> <p>AJF / BHM requested to provide a draft schedule of values for January's Progress Payment to next week's Progress Meeting. CCM thought that it was a reasonable request.</p>	<p>FYI</p> <p>FYI</p>	<p>FYI</p> <p>FYI</p>
<p><b>7.0</b></p> <p>7.10.6</p>	<p><b><u>Inspection Findings/Corrective Actions</u></b></p> <p>The IOR noted that pipe hangers and Calcium Silicate have not been submitted on for the Project. The IOR also noted that the length or size of the anchor approved in the Submittal didn't meet the detail included in the Contract Drawing for the mounting of the fan coil units. CCM informed AJF / BHM that information requested on the pipe hanger and calcium silicate are industry standards and a submittal should be provided for them. AJF / BHM will request it subcontractor to provide the submittal information. CCM will also request Chevron to provide some technical information for the hangers and calcium silicate.</p>	<p>Open</p>	<p>AJF / BHM</p>
<p><b>8.0</b></p> <p>8.10.8</p> <p>8.11.5</p> <p>8.12.8</p>	<p><b><u>New Business:</u></b></p> <p>The District informed the attendees that direction to the 2<sup>nd</sup> and 8<sup>th</sup> Floor office suite may be forthcoming. AJF / BHM requested to have the revisions within the next two weeks, so the work can be completed with other work on-going on the floors.</p> <p>AJF / BHM requested an update on the status to the enlarging of the 6<sup>th</sup> Floor women's bathroom. CCM informed the attendees that the structural engineer is scheduled to be on-site tomorrow (1/24) to review the existing steel reinforcement. CCM requested YHLA will follow up with the structural engineer because the proposed work will need to be submitted to DSA for review/approval.</p> <p>The attendees agree to re-schedule the Weekly Progress Meeting from Monday's to Tuesday at 10:30 AM starting next week.</p>	<p>Open</p> <p>Open</p> <p>FYI</p>	<p>District</p> <p>YHLA</p> <p>FYI</p>

Peralta Community College District  
333 East Eighth Street  
Oakland, CA 94606

Submitted by: Timothy Criss, Construction Manager, Consolidated CM