

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

**WEEKLY MEETING MINUTES NO. 15; WEEKLY MEETING AGENDA NO. 16**

**Date: February 22, 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>	15
<b>MEETING AGENDA No.</b>	16
<b>NEXT MEETING:</b>	Tuesday, February 28, 2012@ 10:30 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		tcrist@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
TeC	Ted Chen		x	ted.chen@chevron.com

**PROJECT SUMMARY**

NTP/ Construction Start Date:	10/31/11	Project Duration:	304 CD
Scheduled Completion Date:	8/29/12	Days Lapsed:	121 CD
Actual Start date:	11/8/11	Actual Completion date:	TBD
Contract Amount:	\$3,997,351.00	Change Orders to date:	-\$41,943-

<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>		
1.15.1	There were no comments or corrections noted to Weekly Meeting Minutes No. 14 transmitted via email on February 16, 2012.	FYI	N/A

<p><b>2.0</b></p> <p>2.15.2</p>	<p><b><u>3-Week-Look-Ahead Schedule / Construction Schedule</u></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 is roughing in and installing the new telecommunication cable tray throughout the Building. AJF / BHM indicates that the remaining electrical &amp; telecom work in the Building is on hold pending the approval of CPE No. 33. CCM noted that CPE No. 33 has not been submitted.</li> <li>• AJF / BHM is continuing to rough-in for the mechanical system on the 8<sup>th</sup> Floor and is scheduled to perform similar rough-in work over the next three weeks on Floors 8 through 6. AJF / BHM is also scheduled to complete the installation of fan coil units on the 8<sup>th</sup> Floor by the end of today. Setting of fan coil units on the 7<sup>th</sup> Floor is scheduled to begin tomorrow and continue for the remainder of the week.</li> <li>• AJF / BHM is scheduled to set hollow metal frames on Floors 4 through 7 over the next three weeks. AJF / BHM is estimating that it will take approximately 3 days to complete the hollow metal frames install per floor.</li> <li>• AJF / BHM is scheduled to install gypsum board and tape on Floors 5 through 8 over the next weeks. AJF / BHM is beginning on the 8<sup>th</sup> Floor today and estimates that it will take 6 days to complete the gypsum board and taping activities per floor.</li> <li>• AJF / BHM is scheduled to being the installation of the bathroom floor drains and trap primers on the 8<sup>th</sup> Floor this week. AJF / BHM anticipates the drains and trap primers work inside of the bathroom will take 3 days to complete per floor.</li> </ul>	<p>FYI</p> <p>FYI</p>	<p>AJF / BHM</p> <p>FYI</p>
<p><b>3.0</b></p> <p>3.12.4</p> <p>3.12.5</p>	<p><b><u>RFI's &amp; ASI's</u></b></p> <p>AJF / BHM transmitted two (2) RFIs for the Project since the last Weekly Progress Meeting (See Attached RFI Log). Seventy-three (73) of the eight-four (84) RFIs submitted to date have been responded to by the Design Team.</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. CCM, YHLA and Flatley are scheduled to review the proposed locations following the meeting (2/7) and will submit to the District after the Design Team has made modifications to the locations. Chevron will complete their review of the proposed locations today, so that it can be submitted to the District for review and approval. The thermostat locations have been submitted to the District for review and approval. CCM will follow up with the District to push to have the RFI resolved ASAP.</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. CCM requested YHLA to contact the District to discuss outstanding RFIs that are in the Districts court, which include RFI Nos. 57 and 58. The District has informed the design team to install the glass partition wall as indicated on the Contract Drawings. YHLA will provide additional details for the installation of the new glass partition wall. In addition to the glass partition wall, YHLA is investigating other options for the floor mount telecommunication outlets in Room 201 (RFI No. 68) and will provide a response ASAP.</p>	<p>FYI</p> <p>Open</p> <p>Open</p>	<p>N/A</p> <p>District / CCM</p> <p>YHLA</p>

3.13.4	<p>During the meeting the attendees discussed the possible responses to RFI No. 48, as well as, the details requested by DSA should the new light fixture be installed recessed as indicated in the Contract Document. The details that DSA has requested would include a wall bracing detail and support system for the existing plaster ceiling. Due to the potential issues that may arise from submitting new details to DSA for review and approval, the attendees agreed to have AJF / BHM provide a rough estimate for the replacement of the ceilings with new framing and gypsum board. CCM will propose the replacement of the ceilings in the bathrooms to the District as soon as AJF / BHM has provided an estimate for the work. CCM informed the District of the issues with the existing ceiling, if the Project is constructed as currently designed, and provide the District with a rough estimate of the cost to replace the ceilings with a hard lid ceiling. The District is meeting to discuss the cost of the replacement. CCM will provide direction as soon as it is available. CCM informed that attendees that the District is meeting to discuss the replacement of the bathroom ceilings today (2/21), as well as, the Project budget in general, so CCM should be able to provide AJF / BHM direction for the ceiling replacement soon.</p>	Open	AJF / BHM & CCM
3.13.5	<p>CCM, Flatley and YHLA agreed to review RFI No. 74 related to transfer air following the Weekly Progress Meeting. Since DSA may require modification to the corridor wall construction, the RFI related to the transfer air will need to be on hold until the new corridor wall construction is resolved. Chevron did not think that a response to the RFI could be issued to AJF / BHM until the issue with the DSA variance is resolved. Chevron will look to see what can be done to close out the RFI.</p>	Open	Flatley / Chevron
3.15.3	<p>CCM informed the attendees that the proposed response to RFI No. 73 has been submitted to DSA for review/approval and will be provided to AJF / BHM as soon as it is received.</p>	Open	Flatley / Chevron
3.15.4	<p>Chevron informed the attendees that they will review the RFI No. 75, Fan Coil filters, following the Progress Meeting (2/21) and provide a response by the end of the day. Chevron also indicated that they will provide responses to RFI No. 82, Pipe Hanger Supports, and No. 84, Flexible Connections to Fan Coils, by the end of the day.</p>	Open	Flatley / Chevron

<p><b>4.0</b></p> <p>4.6.4</p> <p>4.8.7</p>	<p><b>Submittals</b></p> <p>AJF / BHM transmitted four (4) Submittals for the Project since the last Weekly Progress Meeting (See Attached Submittal Log). Thirty-six (36) of the forty-four (44) 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 District 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. The Fire Sprinkler Submittal was submitted to DSA on 2/2/12 for review and approval. AJF / BHM indicated that they may begin the installation of the fire sprinklers without approval due to the long review time AJF / BHM has experienced on previous projects. DSA has approved the fire sprinkler drawings, although they have concerns with smoke entering the corridor since the new walls are not full height. DSA is requesting to have the new walls be constructed full height. The design team has prepared the variance requested by DSA and is in the process of submitting it to DSA for review/approval.</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. AJF / BHM provided samples of the proposed substitution and the Meca blinds for review and comparison. CCM will provide the color chart to the District for their review and approval.</p>	<p>FYI</p> <p>Open</p> <p>Open</p>	<p>N/A</p> <p>YHLA, Flatley / Chevron, District</p> <p>YHLA, CCM, &amp; District</p>
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<p><b>5A.0</b></p> <p>5A.7.5</p> <p>5A.13.6</p> <p>5A.14.3</p>	<p><b><u>Change Orders /</u></b>  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. The electrical requirements for the split system mechanical units was finalized on 2/17/12 with the Owner generated RFI No. 7.1 and response.</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>Consolidated CM is currently reviewing a number of COR submitted by AJF / BHM on February 2, 2012, which include:</p> <ul style="list-style-type: none"> <li>● Condensate Drain Piping</li> <li>● Replacement Fire Pump – The attendees briefly discussed if the jockey pump included in the estimate was required by code.</li> <li>● Doors/Frames on the 4<sup>th</sup> and 8<sup>th</sup> Floors</li> <li>● Access Hatches in the Lobby Soffits, and</li> <li>● Misc Demo</li> </ul> <p>Consolidated CM informed AJF / BHM that it will provide review comments for COR No. 8 within the next few days, ahead of proposed negotiation of the Change Order Request. CCM requested Flatley/Chevron to provide any review comments for COR No. 8 ASAP, so it could be incorporated into CCM's review comments to AJF / BHM. CCM issued PCOs for the additional condensate drain lines and for the new doors for Room 810.</p> <p>CCM and AJF / BHM scheduled a meeting on 2/21/12 at 9:30 AM to review and negotiate the costs associated with the fire pump replacement. CCM, AJF/BHM, YHLA and Cosco Fire Protection meet on 2/21/12 to negotiate the costs associated with COR No. 25. Based on the meeting, Cosco was planning to revise their estimate. AJF / BHM will submit a revised COR as soon as they receive it.</p>	<p>Open</p> <p>Open</p> <p>FYI</p>	<p>AJF / BHM</p> <p>CCM</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>2.13.3</p> <p>4.11.3</p> <p>5B.13.6</p> <p>7.13.7</p>	<p><b><u>Resolved Items</u></b></p> <p>AJF / BHM informed the attendees that they have two critical paths for the Project as represented in January 2012 Schedule Update (Submittal 24.2), which include: Fire Sprinkler Installation and MEP Rough-in. The IOR reiterated that Fire Sprinkler work, including fabrication of piping, can't begin until DSA has approved the Fire Sprinkler Submittal. CCM informed AJF / BHM that schedule review comments should be provided by the end of the day. CCM expressed concerns that the float for the Project has nearly been used up since the start of the Project. AJF / BHM informed the attendees that there have been a number of issues, outside of its control, that have delayed the Project. AJF / BHM and CCM agreed that a scheduling meeting will likely need to take place when AJF / BHM submits its next schedule update.</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. AJF / BHM provided a color chart prior to the meeting on 2/14, and CCM &amp; YHLA will review the color chart provide by AJF / BHM following the Progress Meeting (2/14/12). CCM and YHLA agreed that only the wrap on the panels where the 2'x2' light fixtures were removed. AJF / BHM will provide a Submittal of the material sample to match the texture/material of the existing wrap. CCM will return Submittal No. 42 to AJF / BHM as "Revise and Resubmit".</p> <p>AJF / BHM provided Payment Application No. 4 for the Project at the meeting on 2/7/12. The application was signed by the IOR, Flatley and YHLA following the meeting. The District is currently processing AJF / BHM Payment Application No. 4 for the Project.</p> <p>The IOR brought up the issue of wall bridge during the meeting. AJF / BHM's framing subcontractor has been pushing the deletion of the wall bridging. AJF / BHM may submit an RFI proposing the deletion of the bridging, although YHLA informed AJF/BHM that before the bridging can be deleted then it will need to be approved by DSA. AJF / BHM submitted an RFI and it was responded to as indicated above. AJF / BHM is currently installing wall bridging as required.</p>	<p>FYI</p> <p>FYI</p> <p>FYI</p> <p>Closed</p>	<p>FYI</p> <p>AJF / BHM</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>

<b>8.0</b>	<b><u>New Business:</u></b>		
8.10.8	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. CCM informed the District that any revisions to the 8 <sup>th</sup> Floor, particularly the relocation of the casework from 808 to 850, needs to be resolved by the beginning of March.	Open	District
8.11.5	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. DSA is currently reviewing the proposed structural work proposed for the expansion of the 6 <sup>th</sup> Floor women's bathroom door. CCM requested to have YHLA provide the doorframe, door type and required hardware for the new door that will be installed following the structural work.	Open	DSA / YHLA
8.15.5	AJF / BHM informed the attendees that they will review the (E) bathroom grab bars and submit an RFI for the additional grab bars that will be needed to complete the grab bar installation of the Project.	FYI	AJF / BHM
8.15.6	AJF / BHM requested CCM to review / discuss potential schedule impacts to the that the work included in PCO No. 8 (Waterproofing, Mortar Bed & Floor Drains) and No. 9 (Condensate Drain Piping) may have following the 2/21 Weekly Progress Meeting.	FYI	FYI

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Submitted by: Timothy Criss, Construction Manager, Consolidated CM