

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

**WEEKLY MEETING MINUTES NO. 16; WEEKLY MEETING AGENDA NO. 17**

**Date: March 2, 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>	16
<b>MEETING AGENDA No.</b>	17
<b>NEXT MEETING:</b>	Tuesday, March 6, 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		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
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:	127 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>		
1.16.1	There were no comments or corrections noted to Weekly Meeting Minutes No. 15 transmitted via email on February 22, 2012.	FYI	N/A

<p><b>2.0</b> 2.16.2</p>	<p><b>3-Week-Look-Ahead Schedule / Construction Schedule</b>  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's 3-week-look-ahead schedule indicates that electrical rough-in is on hold pending the approval of CPE No. 33. AJF / BHM's is currently rough in new electrical and light control panels.</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 5. AJF / BHM is also scheduled to complete the installation of fan coil units on the 7<sup>th</sup> Floor by the end of the week. Setting of fan coil units on the 6<sup>th</sup> Floor is scheduled to begin during the week of March 5<sup>th</sup> and continue for the remainder of the week.</li> <li>• AJF / BHM is scheduled to continue to set hollow metal frames on Floors 6 through 4 for the rest of the week.</li> <li>• AJF / BHM's 3-week-look-ahead schedule indicates that gypsum board and taping are on hold pending the approval of CPE No. 33.</li> <li>• AJF / BHM's 3-week-look-ahead schedule indicates that floor drains &amp; trap primer are on hold pending the Owner's approval of CPE No. 6.1.</li> </ul>	<p>FYI</p>	<p>AJF / BHM</p>
<p><b>3.0</b> 3.12.4 3.12.5</p>	<p><b>RFI's &amp; ASI's</b>  AJF / BHM transmitted three (3) RFIs for the Project since the last Weekly Progress Meeting (See Attached RFI Log). Seventy-eight (78) of the eight-eight (88) 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. The District informed the attendees that they have submitted the proposed locations of the thermostats to the maintenance staff and that if no input is received by Thursday, then the District agrees with the locations that have been proposed.</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. The District provided direction that the glass partition wall in Room 201 is desired, so YHLA is working on the response to the RFI.</p>	<p>FYI  Open  Open</p>	<p>N/A  District / CCM  YHLA</p>

3.13.5	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.	Open	Flatley / Chevron
3.15.3	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.	Open	Flatley / Chevron
3.15.4	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.	Open	Flatley / Chevron
3.16.3	The District informed the attendees to return RFI No. 83 requesting a price to replace the (E) check valve with a double check valve. YHLA will response and return the RFI accordingly within the next few days.	Open	YHLA
3.16.4	Chevron informed the attendees that they will review RFI No. 87, Ductwork at 6 <sup>th</sup> & 7 <sup>th</sup> Soffit, following the February 28 <sup>th</sup> Weekly Progress Meeting.	Open	Chevron
<b><u>4.0</u></b>	<b><u>Submittals</u></b> AJF / BHM transmitted one (2) Submittals for the Project since the last Weekly Progress Meeting (See Attached Submittal Log). Forty (40) of the forty-six (46) submittals to date have been returned to AJF / BHM.	FYI	N/A

4.6.4	<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 as soon as possible. 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. The proposed variance will be submitted by YHLA to DSA today (2/28/12).</p>	Open	YHLA, Flatley / Chevron, District
4.8.7	<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. The District will review the color chart following the February 28<sup>th</sup> Weekly Progress Meeting.</p>	Open	YHLA, CCM, & District
4.16.5	<p>YHLA noted that the paint samples for the lobby floor have not been submitted yet, and should be provided as soon as possible. YHLA also informed the attendees that they are waiting to hear from Kelly Moore on the proposed substitution included in Submittal No. 13.1. Submittal No. 35 will be finalized as soon as the review for Submittal No. 13.1 is complete.</p>	Open	YHLA / AJF /BHM

<p><b>5A.0</b></p> <p>5A.7.5</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>Open</p>	<p>AJF / BHM</p>
<p><b>5B.0</b></p> <p>5B.16.6</p>	<p><b><u>Payment Applications</u></b>  AJF / BHM informed the attendees that they will be submitting a draft Payment Request for the month of February to CCM for review and comment.</p>	<p>FYI</p>	<p>FYI</p>
<p><b>6A.0</b></p>	<p><b><u>Unresolved Items</u></b></p>		
<p><b>6B.0</b></p> <p>3.13.4</p>	<p><b><u>Resolved Items</u></b>  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>	<p>FYI</p>	<p>FYI</p>

<p>5A.13.6</p>	<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>FYI</p>	<p>FYI</p>
<p>5A.14.3</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>FYI</p>	<p>FYI</p>
<p>8.15.5</p>	<p>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.</p>	<p>FYI</p>	<p>FYI</p>
<p>8.15.6</p>	<p>AJF / BHM requested CCM to review / discuss potential schedule impacts to the that the work included in PCO No. 8 (Waterproofing, Mortar Bed &amp; Floor Drains) and No. 9 (Condensate Drain Piping) may have following the 2/21 Weekly Progress Meeting.</p>	<p>FYI</p>	<p>FYI</p>
<p><b><u>7.0</u></b></p>	<p><b><u>Inspection Findings/Corrective Actions</u></b></p> <p>7.10.6 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. AJF / BHM informed the attendees that they are awaiting submittal information on the calcium silicate and will provide is as soon as they receive it.</p>	<p>Open</p>	<p>AJF / BHM</p>

<b>8.0</b>	<b><u>New Business:</u></b>		
8.10.8	<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. 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. The District approved the relocation of the casework from Room 808 to 850 as long as there is no cost impacts to the Project. AJF / BHM will review and confirm if there are any additional costs. YHLA informed the attendees that they are preparing an ASI for a new door between Room 808 and 810B.</p>	Open	District / YHLA
8.11.5	<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. 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. YHLA informed the attendees that they received comments from DSA at the 2/28 meeting, and will be resubmitting ASAP.</p>	Open	DSA / YHLA
8.16.7	<p>AJF / BHM informed the attendees that they will be installing a mock up for the wall patching and the ceiling line. AJF / BHM also stated that not all the damages at the ceiling-wall interface was a result of the ceiling demo work.</p>	FYI	AJF / BHM

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Submitted by: Timothy Criss, Construction Manager, Consolidated CM