



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



O/A/C/CM DESIGN & CONSTRUCTION MEETING MINUTES

PROJECT TITLE:	ATHLETIC COMPLEX
COLLEGE:	LANEY
PROJECT No:	PCCD PROJ # 02338
DSA FILE No.	1-C1 APPLICATION # 01-110972
DATE:	MARCH 9, 2011
MEETING TIME:	8:30 AM @ GILBANE CONSTRUCTION TRAILER

ATTENDEES

Initials	ATENDEE	Present	Absent	EMAIL ADDRESS
SK	SHERRY KATZ, CORDOBA, writer emergency: 707.643.6687	X		skatz@cordobacorp.com
TT	TRENT TORNABENE, PCCD emergency cell: 510.926.2243	X		ttornabene@peralta.edu
JB	JOHN BEAM, PCCD		X	jbeam@peralta.edu
IF	ILIA FLORENTIN, GILBANE	X		iflorentin@gilbaneco.com
EA	ERICK ARVALO emergency cell: 408.461.1166		X	Awhite@gilbaneco.com
BD	BILL DURAND, GILBANE emergency cell: 775.691.7534	X		wdurand@gilbaneco.com
CBG	CLAUDETTE B-GOW		X	b-gconsult@yahoo.com
LM	LAUREN MAASS, GOULD EVANS BAUM THORNLEY		X	lmaass@gouldevans.com
JS	JIM SPRINGER, VERDE		X	jim@verdedesigninc.com
JE	JIM EDMONDSON, GEBT	X		
AA	ANGEL ALVAREZ, CORDOBA cell: 562.316.8287 & 949.632.8315	X		theine@gilbaneco.com
SJ	SCOTT JEWELL, GILBANE cell: 408.640.6191	X		sjewell@gilbaneco.com
DT	DOUG THORNLEY, GEBT		X	douglas.thornley@gouldevans.com

Responsible party: G = Gilbane; GEBT = Gould Evans Baum Thornley; C = Cordoba; P = PCCD

*PROJECT SUMMARY CHART FOR INCREMENTS 1, 2, & 3:

Increment	Contract start date	Const. phase duration from date of increment n.t.p. to substantial completion	Original contractual substantial completion date	*Gilbane projected substantial completion date (DSA FORM 6) **Approved by the Board at 5.25.10 meeting	Actual DSA submit al date	Actual DSA approval date	Actual bids due date & PCCD approval date	Actual (1) PCCD NTP	Contractual Substantial Completion Date
Increment 1	4.24.09	98 days	9.22.09	*4.15.10	10.13.09	3.24.10	12.14.09/ 12.18.09	(1) 12.18.09 & (2) 1.11.10	
Increment 2	4.24.09	168 days	9.22.09	*9.22.10	11.25.09	8.2.10	12.14.09	8.2.10	Tentative turnover is early December
Increment 3	4.24.09	294 days	7.11.10	*4.28.11 **5.31.11	2.19.10	9.15.10	5.20.10	9.15.10	5.31.11 7.29.11 per 2.23.11 updated sched.

*5.12.10: Proposed revision date by Gilbane in P6 schedule with data date of January 28, 2010, approved by Board on 5.28.10.

**7.14.10: Per co#2, was approved at the board mtg. of 7.20.10; substantial completion for Increment 3 is now 5.31.10.

0. OWNER'S HOTLIST – see attached tracking log/ daily report:

ITEM #	ISSUE	RESP	DUE DATE	STATUS
0.01	RECOVERY SCHEDULE			
0.02	WEEKLY UPDATES ON PUNCH LIST PROGRESS			
0.04	PORTABLE BATTING CAGE ENCLOSURE –			
0.05	SOFT TOSS –			
0.06	LIGHTING 1. ballpens 2. New soft toss 3. Batting cage 4. Dugout & Scorekeeper's Booth			
0.07	FIELD TURF MUD AT LEFT FIELD CORNER			
0.09	PV LIGHTING UPDATE			
0.10	PARKING METER & BLUE PHONE			
0.11	SCOREBOOTH OPENING:			
0.12	ROLLING GATES:			
0.13	PROTECTIVE NETTING POSTS			
0.14	WEATHERSTRIPPING AND HARDWARE AT ALL DOORS			
0.15	ADJUST BASE HEIGHTS			
0.16	FENCE GATES			

1. INCREMENTS 1- 2- 3 CPM SCHEDULE:

ITEM #	ISSUE	RESP	DUE DATE	STATUS
1.01	<p>INCREMENT 3: NOV-DEC Critical path activity dates:</p> <ul style="list-style-type: none"> layout cmu west - 12-19 nov <p>12.8.10 – IF said they are about 1 month behind in the cmu layout and installation, and the structural engineer rejected Turner's submittal, and Turner has to make modifications to the mock up. SK requested a recovery plan including an acceleration schedule that includes a quality control plan during acceleration.</p> <p>12.15.10: IF said that they expect the revised cmu submittals this Friday from Turner/ Spencer. They are making mock up modifications at DT's direction. SJ said Gilbane is having problems with Turner performance. Turner is asking Alicia to give them direction on plans and specs. There are issues with the rebar installation. SJ said that Turner's most proactive foreman is now full time. TT will give Sadiq Ikhara a heads up. IF said the targeted durations in the cpm schedule total about a month and they are realistic durations.</p> <p>1.5.11: SK noted that the Turner cmu rebar submittals in question were first submitted by Turner on the 19th of November, the date they were supposed commence that activity.</p> <p>2.2.11: CBG noted that out of over 500 submittals, most are not submitted or approved and said that they should have been approved by now.</p> <ul style="list-style-type: none"> Cmu rebar west -19-24 nov <p>Late start – still not started on January 5, January 19. Gilbane will start the cmu up to 5'4" on Monday, January 24. Actual start cmu on January 28, 2011</p> <p>2.9.11 – Gilbane expects Turner to be finished the week of March 1st.</p> <ul style="list-style-type: none"> Layout interior wood framing west – 24 – 30 nov <p>Late start</p> <ul style="list-style-type: none"> Erect structural steel east – 30 nov – 3 dec <p>Late start</p>	SJ, IF	Next pay app	Open – follow up for monthly update

	<ul style="list-style-type: none"> Erect structural steel west: 3 dec – 13 dec <p>Late start</p> <ul style="list-style-type: none"> Erect structural steel east: 13 dec – 15 dec <p>Late start</p>			
1.02	<p>PAINTING OF THE WHEEL STOPS FOR STAFF:</p> <p>2.2.11: The college wants 40 faculty/ staff parking spaces – Gilbane to price painting of the wheel stops.</p> <p>2.9.11: SK will issue CCD (#7) for 40 painted spaces (not wheel stops) for the District's signature so Gilbane can proceed.</p> <p>3.9.11: CCD #7 was executed by district on 3.3.11 and forwarded to Gilbane yesterday. IF said work will be done by Friday next week.</p>			
1.03	<p>TURNER TIE BEAM SUBMITTAL</p> <p>2.9.11: SK said that Turner has not submitted the shop drawings for cast in place concrete beams (submittal #'s 531 & 532), following the 2nd lift. Those activity #'s 6160 & 6170 are scheduled to start on February 25th, in 19 days and have -38 days of float.</p> <p>2.23.11 – IF said Turner submitted them, they are under review and should be returned to Turner today.</p> <p>3.2.11 – IF said it is approved, and rebar is being procured.</p> <p>3.9.11: Turner still procuring rebar. May start forming after grouting on Friday.</p>			

2. INCREMENTS 1-2-3 DSA ISSUES

ITEM #	ISSUE	RESP	DUE DATE	STATUS
2.07	<p>DEFERRED SUBMITTALS TO DSA:</p> <p>Elevators/ FCD#-001:</p> <p>2.9.11: DT said the last thing required was a general conformance (stamp?) from GEBT and that was sent last week.</p> <p>3.9.11: elevators are approved.</p> <p>Fire Protection:</p> <p>2.9.11: IF said that a final submittal will be made by Simplex next week.</p> <p>3.2.11: per IF email, submittal to be provided to DSA 'shortly'.</p> <p>3.9.11: yesterday Gilbane received the wet stamped version by Fire Marshall and it's going to DSA this week.</p> <p>Lobby Stair :</p> <p>2.9.11: DT/ IF said the final submission for lobby stair will be this week.</p> <p>3.2.11: Lobby stair going to DSA this week.</p> <p>3.9.11: stair is under review by DSA</p> <p>Storefront Glass :</p> <p>2.9.11: IF said that the materials are ordered and the lead time to the job site is 5 weeks. The revised set went to DSA for approval.</p> <p>3.2.11: DSA sent comments, plans being updated.</p> <p>3.9.11: updated by US Glass this week and going to DSA this week</p>	IF, DT		

3. INCREMENTS 1-2-3 DESIGN ISSUES

ITEM #	ISSUE	RESP	DUE DATE	STATUS
3.15	<p>TREE COMMITTEE & COMMENTS FROM COLLEGE:</p> <p>1.26.11: TT said likely feedback will be mid February, still time for Gilbane</p>	TT		Open until meet'g

	to make modifications, pricing, etc 2.9.11: TT will send email reminder today. 3.2.11: feedback still not provided by college. IF will review how this had already impacted the current schedule. 3.9.11: TT will get final authorization from Sadiq for landscaping to start on time; still pending IF memo on schedule impact.			
3.22	DISTRICT SECURITY VENDOR: 7.28.10: TT said there is still no decision on the vendor, but the software is open source (Linell) 1.19.11: SJ asked what Gilbane's role is in the security scope. SK said that the infrastructure conduit is in from the mdf room to the front door pedestal and the security vendor will provide the panel, wiring etc at the end points.	TT		Open
3.42	MATERIALS BOARD/ JB PRESENTATION IN FEBRUARY: 2.2.11: SK said that the change to the trex decking has to be addressed with JB at this meeting because it will be a big disappointment to him. DT later said that he will propose some dates via email. 2.9.11: TT will send a request for a presentation for next Thursday. 3.2.11: Pending outcome of flooring material, GEBT will provide updated materials board.	DT		
3.43	UPDATED RECORD DRAWINGS: 2.2.11: 2.9.11: Gilbane has still not provided electrical as built for Increment 2 Final Inspection. 3.2.11: SK still not received the as built, and will do a final inspection upon receiving them. 3.9.11: Gilbane confirmed that the OCJ "as built" are in the trailer, up to date, for SK to review.	DT		

4. CONSTRUCTION PHASE: PROGRESS ISSUES, MILESTONES, LOOK AHEAD / SUB ISSUES

ITEM #	ISSUE	RESP	DUE DATE	STATUS
4.05	Look Ahead: See attached Gilbane look ahead schedule. 3.9.11: provided/ reviewed.	IF		On-Going
4.15	INCREMENT 1 & 2 SUBSTANTIAL COMPLETION: 1.26.11: Gilbane will review and update all punch list progress at each meeting until everything is done. 3.2.11: Gilbane provided non consolidated version, looking into technical issues with shortening punch list; SK will review. 3.9.11: consolidated punch list provided. SK will send an email memo on a few discrepancies in the punch list for review.	G		Open until subst. completion

5. CONSTRUCTION PHASE- INSPECTION FINDINGS & CORRECTIVE ACTIONS REQUIRED

ITEM #	ISSUE	RESP	DUE DATE	STATUS

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6. APPROVALS FOR SUBMITTALS

ITEM #	ISSUE	RESP	DUE DATE	STATUS
6.02	<p>INCREMENTS 1 & 2: AE APPROVED SUBMITTALS - DELIVERABLES to CORDOBA FROM GILBANE FOR CLOSE OUT</p> <p>3.2.11: all closeout submittals have been submitted by Gilbane and are being archived by Ethan Lu.</p>	SK, EL		
6.04	<p>INCREMENT 3 - WEEKLY SUBMITTAL LOG REVIEW:</p> <p>10.13.10: SK requests that Gilbane provide their weekly submittal tracking log for Increment 3 each week.</p> <p>11.3.10: SJ will follow up on providing this.</p> <p>11.17.10: SJ said that we should be reviewing the updated submittal register on a weekly basis . SJ said that the Inc 3 register is not done, but the items that have been submitted to date in the summary log is available, though Trish is backed up in updating.</p> <p>12.1.10: the Increment 3 register and log was provided.</p> <p>12.8.10: The increment 3 register was provided</p> <p>Note: SK requests that the column indicating the date that it went from Gilbane to the ae be shown</p> <p>12.15.10: still pending.</p> <p>1.5.10: not provided. SK requested the addition of the column showing the date that the sub first submitted.</p> <p>1.19.11: Gilbane provided the register showing the date that the sub submitted, but the register does not show the future/ pending scope of submittal packages, only ones sent by the sub. CBG stated that she wanted to see all the submittals pending in the register. SJ said they are working on it. SK said that there is no submittal schedule to track (writer's note: submittals are not tied to the p6 schedule.)</p> <p>2.9.11: Provided for review.</p> <p>3.9.11: Gilbane provided 3 separate reports: (1) the submittals still pending from subs. TT asked that they add back in the target dates for the submittals; (2) the submittals approved by the AE; and (3) the submittals still under review by the AE.</p>			
6.06	<p>ANTI-GRAFITTI COATING:</p> <p>3.2.11: pending good weather next week, this task will be scheduled.</p> <p>3.9.11: Done. Gilbane will set up an Owner's training session.</p>	G		
6.09	<p>PENDING FROM GILBANE for JB APPROVAL:</p> <ul style="list-style-type: none"> 12.1.10: ISEC movable storage system re-submittal for JB approval. 3.9.11: provided [on 2.28.11] - SK will forward to John Beam for his review. 			
6.10	<p>APPROVALS PENDING FROM JB TO CORDOBA/GILBANE:</p> <p>NORA FLOOR PLAN LAYOUT:</p> <ul style="list-style-type: none"> 1.19.11: GEBT submitted the floor finish plans of the tile layout and it was sent to JB for his approval. 1.26.11: JB will comment at the presentation. 			
6.11	<p>APPROVALS RETURNED TO GILBANE FROM JB/ COLLEGE</p>			

7. PROJECT COST ITEMS:

(contract modifications, pay applications)

ITEM #	ISSUE	RESP	DUE	STATUS
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			DATE	
7.14	<p>PAY APPLICATIONS: 2.23.11 – CBG does not ok Lee's stored materials, and will only OK 75% of materials stored in general in the future. CBG will make an exception for Borrego's pv's and OK 100% of stored materials. 3.2.11: Gilbane provided app 23 today; Sk will review and submit to district today or tomorrow. 3.9.11: TT said app 22 check is ready for Gilbane to pick up in accounting.</p>	G TT		
7.15	<p>PG&E REIMBURSABLES: 9.22.10: 10.27.10; 11.3.10: The ball is in IF's court.</p>	IF		
7.33	<p>MISC REIMBURSIBLES: 8.4.10 10.27.10; 11.3.10: The District will pay for the reimbursibles as invoiced by Gilbane.</p>	TT		
7.40	<p>RFI #55: DISTRICT REQUEST FROM SERGIO ANGEL FOR FINAL IRRIGATION CONNECTION @ESTUARY 9.15.10: Gilbane will provide an rfi stating what is in contract, what Sergio requested, how much the estimated cost of work would be, and how the District wants to proceed. 9.22.10; 9.29.10; 10.6.10: Item is resolved and Gilbane is pricing. 10.13.10; 10.20.10: SK asked JS for a clarification on this issue as to why it was not part of the original plans: JS said that during the design phase, Sergio Angel did not request this tie in. (SK note: the tie in/ interface that was requested was for the EBMUD recycled grey water). JS said he did not know if the existing controls in the blockhouse were controlling the estuary irrigation and said he believed that Sergio did not know the answer to that. JS said that the controls are still there, but the line is now interrupted by the new work. In order to find the line, Gilbane will have to do additional exploratory digging . 10.27.10; 11.3.10; 12.8.10: Pricing still pending from Gilbane. 12.15.10: Gilbane submitted pricing for exploratory digging on t&m not to exceed, for review. 1.5.11: CCA #7 was sent from Gilbane to Cordoba for review/ processing.</p>	SK		
7.41	<p>DISTRICT FF&E COORDINATION: a credit from Gilbane. 12.1.10; 12.8.10 Gilbane provided the credit for ice machines, and JB asked for tax, delivery and labor installation credit as well. 12.15.10: This is all that was given by the subcontractor. Gilbane will not provide anything further. 1.19.11: CBG asked SK to assist with the ff&e. 1.26.11: TT asked Gilbane for a revised updated ff&e list showing all the equipment that Gilbane is providing.</p>	IF		
7.42	<p>POWER FOR PCCD SIGN: 9.15.10: Gilbane will send Ray's Electric price for the 20 -25' of 2" conduit. 9.22.10: TT said Jeff responded to the question about the switching and he forwarded the answer. SK did not receive it. TT will forward again. 9.29.10; 10.6.10; 10.27.10; 11.3.10; 12.8.10: Gilbane is pricing. 12.15.10: Gilbane provided price for power to pccd signage. 1.5.11: CCA #6 was sent to Cordoba for review/ processing.</p>	SK		
7.43	<p>FLOOR TILES: 12.15.10: IF will send the Nora price for the locker rooms by Friday, the 17th. IF will follow up on the allowance as well. 1.5.11; 1.26.11: still pending CCA & price for locker rooms/ training room. 2.9.11: IF provided CCA's 10(A), 10 (B) & 11 for (2) weights room sketches & locker rooms. 3.2.11: Per CBG, Nora is on hold.</p>			
7.44	<p>SLEDS: 11.3.10: The sleds have been purchased by the College. IF will provide a credit. 12.1.10: The sled credit has been provided by Gilbane. 1.5.11: CCA recieved</p>	IF DT		
7.45	<p>SCOTSMAN ICE MAKERS: 12.1.10; 12.8.10; 12.15.10: John Beam said he got the same pricing from Scotsman as Gilbane, but with added shipping and installation, and wants the credit for that as well. 1.5.11: CCA recieved</p>	IF		
7.46	<p>12.8.10 Note: all Gilbane costs and credits require a Gilbane letterhead proposal that the District can sign off on.</p>			

7.47	<p>PG&E REBATE & LEED CHECK FROM DISTRICT:</p> <p>12.1.10: TT will get the \$5000 check needed to secure the PG&E rebate from the state, and the \$2000 check for USGBC/ LEED.</p> <p>1.5.11: TT sad that the \$5000 check was not in yesterday's check run, the next is Thursday, he will check with accounting to see if it was cut.</p> <p>1.19.11: PG&E rebate item is closed – the check was given to PG&E by Borrego in time for the rebate; LEED still open – TT has not requisitioned yet due to back up in December. Will do so this week.</p> <p>1.26.11: TT has requisitioned the check and will follow up with status.</p> <p>2.9.11: USGBC does not have a vendor number – it held things up. Consideration given to reimbursing Gilbane the \$2000. SJ in agreement.</p> <p>3.2.11: the LEED Cert. Institute returned their application to PCCD and a vendor number was given. TT estimates that it will take 2 weeks to get the check in the mail.</p> <p>3.9.11: TT received correspondence from Lauren Maass regarding the urgency of the LEED check.</p>			

8. RFI'S

ITEM #	ISSUE	RESP	DUE DATE	STATUS

9. CCD's & MISC OLD BUSINESS:

ITEM #	ISSUE	RESP	DUE DATE	STATUS

9.09	<p>SWING GATES V. ROLLING GATES:</p> <p>1.19.11: Gilbane did not procure the swing arm gates yet. TT stated that he needs a final decision from the College on whether they are willing to use their own funding. Once TT gets an answer, he will let Gilbane know so they can procure.</p>			
9.10	<p>INFRASTRUCTURE/ CONC PAD FOR EXTRA TICKET DISPENSER & BLUE PHONE STATIONS:</p> <p>1.19.10: IF will price out the extra conduit and larger concrete pads for an extra ticket dispenser and extra blue phone by doubling up on the 2 locations shown on the plans. TT will verify with Beckwith.</p> <p>1.26.11: TT confirmed that one conc. pad will be ok for the 2 machines. Still pending price from Gilbane.</p>			

10. CLOSEOUT ITEMS:

ITEM #	ISSUE	RESP	DUE DATE	STATUS

10.01	LEED DOCUMENTATION TO OWNER: 8.4.10: SK stated that an electronic version of all LEED submittal documentation will be compiled into separate files for each section [ss, ea, eq, mr, id] and submitted by Gilbane to Cordoba as part of the final deliverables for this project. IF concurred this would be done.	IF		Pending until provided
10.02	ALL INCREMENT 1 APPROVED SUBMITTALS TO CORDOBA: 8.4.10: EA is compiling all AE approved increment 1 submittals for that close out task, and will submit them to Cordoba for transfer to the District. 8.11.10: EA will be done by the end of next week. 8.18.10: 9.1.10: Increment 1 approved submittals still pending from EA to Cordoba. IF will follow up with EA. 12.8.10: SK was given submittals and will review/ log in.	EA, IF, TH		Pending until provided
10.04	LEED MR CREDIT 2 TO OWNER: 8.4.10: All recycling tags will be provided at the end of December 2010 and again at Increment 3 substantial completion to TT for transmittal to A. Nicole at Recology. 2.2.11: IF will follow up on recycling tags to Recology.	IF, TE		
10.05	WARRANTY / SURPLUS MATERIALS 1.5.11: SK said that she will set up a closeout meeting to track the status of Inc 1 & 2 closeout checklist items. 1.19.11: SK requested that Gilbane provide a spreadsheet of all bid division warranty items (and surplus materials) that are forthcoming. CBG requested that SK provide the District with a calendar. SK noted that there are some sections which are missing from the specs in Increment 2 such as b.u.r., and the District expects a more extensive group of warranties than are listed in the spec sections for increments 1 & 2. CBG noted that there will be an 11 month walk through of all warranty items. 2.2.11: IF said they are working on the spreadsheets and will get them to me by Monday. 2.9.11 – Still pending. 3.2.11 – still pending	G, IF		
10.06	OWNER TRAINING: 1.19.11: SK requested that Gilbane provide a spreadsheet of upcoming owner training sessions, including dates. Some of the items that require training are the Musco lighting, site lighting, turf maintenance, scoreboard operation, etc. These are in Cordoba's substantial completion list. 1.26.10: updates: field turf training feb 1 – pending confirmation from Gilbane scoreboard training feb 2 – pending confirmation from Gilbane 2.2.11 update: Field Turf: SK wants it verified that the District came to the Field Turf training session. There may have been a glitch because it was a day earlier than originally scheduled. Scoreboard – post phoned until operation is verified by BD. MUSCO – pending SK noted to Gilbane for the record that no training shall be scheduled with the District and the College unless installation and operation is verified by Bill Durand, and Gilbane shall give 4 business days advance notice for training so that all parties at the District and the College can plan ahead.	G, IF		
10.07	CLOSE OUT MEETING BETWEEN CORDOBA & GILBANE: 3.9.11: SK asked IF to block out some time the week of the March 21 st to have a pre-review of deliverables for closeout of Increments 1 & 2			

11. NEW BUSINESS

ITEM #	ISSUE	RESP	DUE DATE	STATUS
11.01	2.23.11: Angel Alvarez said that the fencing along 8 th street needs to be secured at the vertical posts. 3.9.11: Will be done when AAA arrives on site to do the new enclosures.			

11.02	3.2.11: SK and FZ walked the fence gates to see which ones do not close properly; SK and BD will walk the site with AAA when they arrive to install the soft toss and the portable batting cage storage. 3.9.11: Will be done when AAA arrives on site to do the new enclosures.			
11.03	3.2.11: TT asked Verde for documentation that the 16' wide portable batting unit is standard for community college use. TT said that the manufacturer's catalogue is not acceptable as proof that 18' units are 'professional' grade. SK said that Verde may want to call a few of the college's on the baseball schedule to see what is standard for them, suggested Santa Rosa CC. 3.9.11: SJ said that Verde asked the manufacturer, but they did not provide specific community college information.			

12. NEXT MEETING & OTHER DATES:

o/a/c/cm	3.16.11			
	SK will be on vacation on 3.7, 3.11, & 3.14 – 3.18. Angel Alvarez will take over the following week.			
	3.2.11: pending Owner training for anti-graffiti coating			

The above represents a summary of the progress meeting.
Any corrections must be submitted within 1 day of receipt of these minutes:

Submitted by: SK Katz, Sr. PM
Cordoba Corp , Construction Manager

Cc: Trent Tomabene, PCCD
PCCD ATTENDEES
Gilbane ATTENDEES
Ethan Lu, Cordoba, uploaded to PCCD p6 website
upon acceptance at next meeting by all parties

MAR 2011

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APRIL 2011

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