



**CORDOBA CORPORATION**

**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:	May 4, 2011
MEETING TIME:	8:30 AM @ GILBANE CONSTRUCTION TRAILER

ATTENDEES: Meeting held May 4, 2011

Initials	ATENDEE	Present	Absent	EMAIL ADDRESS
AAA	Angel A. Alvarez, Cordoba <b>Emergency Cell: 562 316-8287</b>	X		aalvarez@cordobacorp.com
TT	TRENT TORNABENE, PCCD <b>emergency cell: 510.926.2243</b>	X		ttornabene@peralta.edu
LC	LUIS CRUZ, CORDOBA <b>emergency cell: 562-446-5241</b>		X	lmalamocruz@yahoo.com
IF	ILIA FLORENTIN, GILBANE <b>: 408-516-6470</b>	X		iflorentin@gilbaneco.com
EA	ERICK AREVALO <b>emergency cell: 408.461.1166</b>		X	Awhite@gilbaneco.com
BD	BILL DURAND, GILBANE <b>emergency cell: 775.691.7534</b>	X		wdurand@gilbaneco.com
CBG	CLAUDETTE B-GOW		X	b-gconsult@yahoo.com
LM	LAUREN MAASS, GOULD EVANS BAUM THORNLEY		X	lmaass@gouldevans.com
TH	TRICIA HEINE, GILBANE	X		jim@verdedesigninc.com
JE	JIM EDMONDSON, GEPT	X		theine@gilbaneco.com
SJ	SCOTT JEWELL, GILBANE <b>cell: 408.640.6191</b>	X		sjewell@gilbaneco.com
DT	DOUG THORNLEY, GEPT <b>office: 415-503-1411 ext:112</b>		X	douglas.thornley@gouldevans.com

Responsible party: G = Gilbane; GEPT = 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) <b>**Approved by the Board at 5.25.10 meeting</b>	Actual DSA submittal 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	<b>*4.15.10</b>	10.13.09	3.24.10	12.14.09/ 12.18.09	(1) 12.18.09 & (2) 1.11.10	SUBSTANTIAL COMPLETION ON 12.17.10
Increment 2	4.24.09	168 days	9.22.09	<b>*9.22.10</b>	11.25.09	8.2.10	12.14.09	8.2.10	SUBSTANTIAL COMPLETION ON 12.17.10
Increment 3	4.24.09	294 days	7.11.10	<b>*4.28.11 **5.31.11 9-15-2011 New</b>	2.19.10	9.15.10	5.20.10	9.15.10	<b>5.31.11 7.29.11 per 3.15.11 updated sched.</b>

\*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.

**1. OWNER'S HOTLIST -**

ITEM #	ISSUE	RESP	DUE DATE	STATUS
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1				
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0.01	<b>RECOVERY SCHEDULE:</b> Subcontractor's input is expected this week, 4-27-11 Gilbane projects completing by August 15-2011. AAA indicated that the present updated Gilbane Schedule will do for now, as long as progress is consistent with schedule and the effort to recover continues. SJ stated that there is a slim possibility that they can achieve Substantial Completion by 9-15-2011.	IF	Overdue	<b>What is the current status?</b>
0.02	<b>WEEKLY UPDATES ON PUNCH LIST PROGRESS:</b> Baseball field to be done by May 11-11. Progress has been made.	IF		<b>Status?</b>
0.04	<b>PORTABLE BATTING CAGE ENCLOSURE:</b> DG is an issue, explored some inexpensive repair options. Gilbane will continue to look for options	BD		Gilbane looking at corrections
0.05	<b>SOFT TOSS</b>			<b>Complete?</b>
0.06	<b>LIGHTING</b> - Musco has studied photometrics, re-alignment of fixtures pending 2. <b>Bullpens: JB and TT are not satisfied with level of lighting. TT requested some solutions from Gilbane.</b> 3. New soft toss 4. Batting cage 5. Dugout & Scorekeeper's Booth	IF	May 17	Gilbane will provide solutions.
0.07	<b>FIELD TURF MUD AT LEFT FIELD CORNER</b>	BD	Before June	Final repair after Landscape
0.09	<b>PV LIGHTING UPDATE</b> - Borrego installing Inverter. Cannot tie in until FH roof panels are in place.	IF	June	Partially complete!
0.10	<b>PARKING METER &amp; BLUE PHONE</b>	Dist.		Ready for Phone Inst.
0.11	<b>SCOREBOOTH OPENING:</b> Solution being implemented	IF		
0.12	<b>ROLLING GATES:</b> Decision made by District, need to work out cost.	IF		Gilbane to provide cost
0.13	<b>PROTECTIVE NETTING POSTS</b>			
0.14	<b>WEATHERSTRIPPING AND HARDWARE AT ALL DOORS</b>	BD		Not complete
0.15	<b>ADJUST BASE HEIGHTS OR PROVIDE NEW SOLID TYPE</b>			Done
0.16	<b>FENCE GATES</b> - AAA will weld hinges. Some of them completed. 30% complete.			<b>When will this be done?</b>
0.17	Flooring for Weight Room, Training and others: District has approved change in concept 4-28-11, Gilbane to provide complete cost breakdown for final agreement.	IF	ASAP	JB needs samples of Mondo

### 1. INCREMENTS 1- 2- 3 CPM SCHEDULE:

ITEM #	ISSUE	RESP	DUE DATE	STATUS
1.01	<b><u>INCREMENT 3: March Critical path activity dates:</u></b>  Gilbane proposing to use premium time to accelerate schedule on specific trades	SJ	May 2-11	

### 1. INCREMENTS 1-2-3 DSA ISSUES

ITEM #	ISSUE	RESP	DUE DATE	STATUS
	<b>DSA Engineer Field Report. Issue with X Brace and other items not on FCD's</b>	IF DT	May 11-11	GEBT - IOR?

2.07	<b>DEFERRED SUBMITTALS TO DSA:</b> <b>Fire Protection:</b> 2.9.11: IF said that a final submittal will be made by Simplex next week. 3.2.11: per IF email, submittal to be provided to DSA 'shortly'. 3.9.11: yesterday Gilbane received the wet stamped version by Fire Marshall and it's going to DSA this week. 3.23.11 - back at DSA 5-4-11. TT requested Chronology, hope to get CBG to expedite DSA  <b>Storefront Glass :</b> 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. 3.2.11: DSA sent comments, plans being updated. 3.9.11: updated by US Glass this week and going to DSA this week 3.23.11 - back at DSA 4.6.11 - still pending What is the current status, making final corrections	IF, DT TT	N/C	Current status
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2. INCREMENTS 1-2-3 DESIGN ISSUES

ITEM #	ISSUE	RESP	DUE DATE	STATUS
3.15	<b>TREE COMMITTEE &amp; COMMENTS FROM COLLEGE:</b> 4.6.11: comments from the committee were sent to TT and forwarded to Verde; Verde responded; TT assured Gilbane that they will get some kind of direction by Friday April 8 <sup>th</sup> . 4.13.11: CBG gave the college until today to respond. Gilbane will do a no cost change of Cork Oak in lieu of Live Oak trees. <b>Solved</b>	TT		Open until meet'g
3.22	<b>DISTRICT SECURITY VENDOR:</b> 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. 3-16-11. Trent to get Bob Beckwood to decide. 4.6.11: 4.13.11: No vendor under contract with District yet <b>Has the District selected a Vender? Yes, Janine Lovejoy will be here this week!</b> 5-4-11 <b>No She will not come. She will send drawing.</b>	TT IF		Open
3.42	<b>MATERIALS BOARD/ JB PRESENTATION IN FEBRUARY:</b> 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. 3-16-11 Doug and District to select final colors 3-16-11. Mobile storage meeting being scheduled for tomorrow. 3.23.11: DT said that they can't do a final board and photograph it until Nora flooring decision is made - it's in district's court. <b>Status?</b> 4.6.11: TT meeting with JB and CBG today and the Nora will be discussed. TT will let us know if the status has changed. <b>Status?</b> 5-4-11 <b>Where is the Material Board? Waiting for floor Selection</b>	DT IF		
3.43	<b>UPDATED RECORD DRAWINGS:</b> 2.2.11: 2.9.11: Gilbane has still not provided electrical as builts for Increment 2 Final Inspection. <b>When will these Documents be provided?</b> 3.2.11: SK still not received the as builts, and will do a final inspection upon receiving them. 3.9.11: Gilbane confirmed that the OCJ "as builts" are in the trailer, up to date, for SK to review. 3-16-11: Alisha checks them out prior to progress payment submittal. 3.23.11: BD said he verified that all OCJ's as builts for phase 1 & 2 in the Gilbane trailer are complete. <b>Have these documents been reviewed by the IOR? Yes, every pay app.</b>	DT		


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

ITEM #	ISSUE	RESP	DUE DATE	STATUS
4.05	<b>Gilbane Look Ahead:</b> See attached Gilbane look ahead schedule. 4.13.11: provided/ reviewed. 5-4-2011 provided and reviewed	IF		On-Going
4.15	<b>INCREMENT 1 &amp; 2 SUBSTANTIAL COMPLETION PUNCH LIST:</b> 3.23.11: Gilbane provided updated punch list. SK and BD will re-inspect when rains stop. <del>4.6.11:</del> 4.13.11: SK has re-inspected the punch list and found AAA fencing, Trim Tech hardware, and Rays (OCJ) still have work to do. Most of the other outstanding items have been deferred into Increment 3. Gilbane has not been asked to punch out AAA's new relocated soft toss area and AAA's relocated portable batting cage storage area. Gilbane has not asked for a formal final inspection and the District has not required one. <b>Will the District request a final inspection - CM recommend?</b>	G		Open until subst. completion

**4. CONSTRUCTION PHASE- INSPECTION FINDINGS & CORRECTIVE ACTIONS REQUIRED**

ITEM #	ISSUE	RESP	DUE DATE	STATUS
	DSA Engineer Report. Need participation of IOR and GEBT in meetings! <b>5-4-11 We will have a meeting with IOR, TT, AAA and CBG</b>	TT		

**5. APPROVALS FOR SUBMITTALS**

ITEM #	ISSUE	RESP	DUE DATE	STATUS
6.02	<b>INCREMENTS 1 &amp; 2: AE APPROVED SUBMITTALS - DELIVERABLES to CORDOBA FROM GILBANE FOR CLOSE OUT</b> 3.2.11: all closeout submittals have been submitted by Gilbane and are being archived by Ethan Lu. 3-16-11: Ilia submitted current open submittals .	SK, EL		
6.04	<b>INCREMENT 3 - WEEKLY SUBMITTAL LOG REVIEW:</b> 3-16-11: Ilia submitted current open submittals. Select countertop laminates next week. 3.23.11: Gilbane provided open submittals. SK asked for report for items still under review each week. Forthcoming. 4.13.11: none provided this week, pending Angel Alvarez' request for due dates on all pending submittals from Gilbane. <b>Is the Submittal Log that was provide last week the most current?</b> 5-4-11 Log provided by TH. We plan to meet on the subject.	AAA	Will review before 3-18-11	
6.06	<b>ANTI-GRAFITTI COATING:</b> 4.6.11: scheduled for Friday the 8 <sup>th</sup> at 1:30 pm 4.13.11 - done. <b>Have they actually applied the product? Yes for Increment 1 and 2.</b> <b>5-4-11 Increment 3 coating will be done later.</b>	G TT	To schedule training	
6.09	<b>PENDING FROM GILBANE for JB APPROVAL:</b> 4.6.11: mobile storage meeting with vendor was done and meeting notes are attached to submittal. IF will forward a response today to SK related to a previous question from Coach Z to ISEC, and Coach Z can then provide final feedback on the size of the opening. 4.13.11: SK will forward the email to JB today. LC to verify with JB done	IL AAA	3-17-11	

6.10	<p><b>APPROVALS PENDING FROM JB/DISTRICT TO GILBANE:</b></p> <ul style="list-style-type: none"> <li>NORA FLOORING IN LIEU OF VE'D ARMSTRONG: <ul style="list-style-type: none"> <li>3-16-11 Need decision on Nora Flooring from District</li> <li>4.6.11: still pending decision. Gilbane says this item is long lead, and they need a decision soon. TT meeting with Claudette and John Beam today and will get back to us on the results of that meeting.</li> <li>4.13.11: Pending breakdown of material and labor for credits and costs so that District can make a decision. TT stated that the primer on the flooring to accelerate the installation time is a means and methods and belongs to Gilbane - the district will not pay for it. <b>Need labor and credit breakdown from Gilbane.</b></li> <li>4-28-11 District approved change in concept, still need cost breakdown</li> </ul> </li> </ul> <p>NORA FLOOR PLAN LAYOUT:</p> <ul style="list-style-type: none"> <li>1.19.11: GEBT submitted the floor finish plans of the tile layout and it was sent to JB for his approval.</li> <li>1.26.11: JB will comment at the presentation.</li> </ul> <p><b>Need locker submittal approved, meeting to be held on 5-4-2011 with JB</b>  <b>Hope to select colors, door appearance, finishes and match them.</b></p>	TT		
6.11	<p><b>APPROVALS RETURNED TO GILBANE FROM JB/ COLLEGE</b></p> <p>3.23.11: the grey pewter bench color has been approved for the precast benches.</p>			
6.12	<p><b>5-4-11 Need to have meeting about submittal approvals.</b></p>	IT AAA		

**6. PROJECT COST ITEMS:**  
(contract modifications, pay applications)

ITEM #	ISSUE	RESP	DUE DATE	STATUS
7.14	<p><b>PAY APPLICATIONS:</b></p> <p>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.</p> <p>3.2.11: Gilbane provided app 23 today; Sk will review and submit to district today or tomorrow.</p> <p>3.9.11: TT said app 22 check is ready for Gilbane to pick up in accounting.</p> <p>3-16-11: Ilia will issue new pay app tomorrow.</p> <p>3.23.11: SK submitted app 24 to the District yesterday.</p> <p>4.6.11: IF will be submitting the pay app next Wednesday, April 13<sup>th</sup>, and there will be offsite material storage for the storefront materials.</p> <p>4.13.11: Gilbane gave Cordoba a pencil copy. On Friday Bill and Luis will look at off site materials for storefront. IF will send directions to warehouse. <b>Luis reviewed the Pencil Draft and submitted comments back to Gilbane on April 15- 2011</b></p> <p><b>Pay Application sent to TT for approval 4-27-11</b></p>	G TT		
7.15	<p><b>PG&amp;E REIMBURSABLES:</b></p> <p>9.22.10: <del>10.27.10</del>: 11.3.10: The ball is in IF's court.</p>	IF		
7.33	<p><b>MISC REIMBURSIBLES:</b></p> <p>8.4.10 <del>10.27.10</del>: 11.3.10: The District will pay for the reimbursibles as invoiced by Gilbane.</p>	TT		
7.40	<p><b>RFI #55: DISTRICT REQUEST FROM SERGIO ANGEL FOR FINAL IRRIGATION CONNECTION @ESTUARY</b></p> <p>9</p> <p>12.15.10: Gilbane submitted pricing for exploratory digging on t&amp;m not to exceed, for review.</p> <p>1.5.11: CCA #7 was sent from Gilbane to Cordoba for review/ processing.</p> <p>5-4-11 AAA and Sergio Angel to meet about finding connection point.</p>	AAA		

7.41	<b>DISTRICT FF&amp;E COORDINATION:</b> a credit from Gilbane. <del>12.1.10: 12.8.10</del> 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. 3-16-11. Trent requested a quote from Rosendin for A/V Equipment. 1. - still pending from Gilbane. What is the status of this issue? <b>5-4-11 Gilbane to prepare list of equipment they will provide. AAA to refresh the rest of the equipment and determine who furnishes and installs</b>	IF		
7.43	<b>FLOOR TILES:</b> 12.15.10: IF will send the Nora price for the locker rooms by Friday, the 17 <sup>th</sup> . IF will follow up on the allowance as well. <del>1.5.11:</del> 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. 3-16-11: Decision by District on flooring is critical. Done, Gilbane to present cost info.	TT		
7.46	12.8.10 Note: all Gilbane costs and credits require a Gilbane letterhead proposal that the District can sign off on.			

## 7. RFI'S

ITEM #	ISSUE	RESP	DUE DATE	STATUS

## 8. CCD's:

ITEM #	ISSUE	RESP	DUE DATE	STATUS
9.09	<b>SWING GATES V. ROLLING GATES:</b> 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. 3.23.11: IF said the rolling gates have been procured but are not on site. 4.6.11 ; still no decision from the District. <b>4-28-11 TT sent email stating District wants rolling gates.</b>			
9.10	<b>4.6.11: A CCA/ CCD meeting with Scott, Trent, Sherry and Ilia, as well as Luis, will be next Tuesday April 12<sup>th</sup> at 1 pm. Meeting was held</b> <b>4-27-11 CBG, TT, SJ, IF and AAA met about CCA's Minutes prepared by AAA</b>	AAA		

## 9. CLOSEOUT ITEMS:

ITEM #	ISSUE	RESP	DUE DATE	STATUS
10.01	<b>LEED DOCUMENTATION TO OWNER:</b> 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. 4-25-11 Cordoba Submitted Owner Requirements to Lauren Maass for review.	IF		Pending until provided

10.02	<b>ALL INCREMENT 1 APPROVED SUBMITTALS TO CORDOBA:</b> 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. <del>8.18.10:</del> 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 all Inc 1 submittals and Ethan Lu is logging in.			Pending until provided
10.04	<b>LEED MR CREDIT 2 TO OWNER:</b> 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	<b>WARRANTY / SURPLUS MATERIALS</b> 3.23.11: SK said to provide all submittals, and all warranties (in a separate binder) and O&M's (in a separate binder) at one time. She does not want everything piece meal, it should come as complete file. <b>Statement stands</b>	G, IF		

### 10. MISC BUSINESS

ITEM #	ISSUE	RESP	DUE DATE	STATUS
11.01	2.23.11: Angel Alvarez said that the fencing along 8 <sup>th</sup> 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. 3-16-11: AAA fencing is to complete this as soon as Soft Toss and Storage fences are in, and item is on punch list for AAA. <b>Status of installation?</b>	DB	3-25-11	
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.			
11.04	3-16-2011: Flood test of Storage Room to take place tomorrow. District will require a complete warranty period starting on 3.17.11, and a report from designer that the slopes and drainage is adequate. A screen needs to be installed to keep balls from plugging drains. <b>Was the flood test performed? If test not performed, CM request to be present for test.</b>	IF		
11.05	4.13.11: SK asked TT who would do the OPR for LEED because Axiom needs one for the commissioning (Jack Lin and design manager?). TT said that Jack Lin would have to do the OPR and there is no design manager anymore. Item needs to be resolved by District. <b>Luis will prepare this document</b>			
11.06	4.13.11: SK reminded the team that they need to do a final coordination with TCG for exact infrastructure locations for surveillance cameras. <b>Luis to contact TGG and coordinate a meeting</b>			
11.07	4.13.11: TT will try to coordinate with JB to come next Wednesday to review the color of the powder coated steel, the p-lam finish color for the interior of the lockers and the counter top color.			
11.08	4.13.11: Gilbane will provide electronic copies of Salter's A/V estimates to TT <b>Status</b>			
11.09	4.13.11: Gilbane will provide the labor personnel lists to Davillier Sloane today. <b>Status</b>			
11.10	4.13.11: Gilbane will provide a written summary to the District re: SLBE's <b>Status</b>			
11.11	4.13.11 SK reminded Gilbane that all costs and credits need to be broken down in material/labor to be considered for review, per their contract. <b>Statement stands</b>			
	4.13.11: Luis Cruz-CM has requested that the IOR submit daily reports to his office and provide a face to face meeting at least once a week on site.			

### 11. NEXT MEETING & OTHER DATES:

o/a/c/cm	4.27.11 AAA requested that AOR and IOR attend weekly meetings.	IF TT		

The above represents a summary of the progress meeting.

Any corrections must be submitted within 1 day of receipt of these minutes:

Submitted by: Angel A. Alvarez, Sr. PM, Cordoba Corp , Construction Manager

Cc: Trent Tornabene, PCCD  
 PCCD ATTENDEES  
 Gilbane ATTENDEES  
 Ethan Lu, Cordoba

A P R I L 2 0 1 1						
	M	T	W	T	F	S S
					1	2 3
	4	5	6/ 1pm axiom mtg	7	8	9 10
	11	12	13/ 1pm ccd- cca mtg	14	15	16 17
	18	19	20/ Monthly mtg at district	21	22	23 24
	25	26	27	28	29	30

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16	17	18/ monthly mtg at district	19	20	21	22
23	24	25	26	27	28	29

Weekly project meeting 8:30am Wednesdays in Gilbane trailer

Weekly TT meeting 1:30 pm Tuesdays at District

Monthly District meeting with Sadiq Ikhara on 3<sup>rd</sup> Wenesday of the month (exact time to be verified)