



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:	APRIL 6, 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
LC	LUIS CRUZ, CORDOBA emergency cell:			
IF	ILIA FLORENTIN, GILBANE	X		iflorentin@gilbaneco.com
EA	ERICK AREVALO 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 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	SUBSTANTIAL COMPLETION ON 12.17.10
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	SUBSTANTIAL COMPLETION ON 12.17.10
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 3.15.11 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: Subcontractor's input is expected this week			SEE CORDOBA DAILY LOG
0.02	WEEKLY UPDATES ON PUNCH LIST PROGRESS:			
0.04	PORTABLE BATTING CAGE ENCLOSURE			
0.05	SOFT TOSS			
0.06	LIGHTING – Musco has studied photometrics, re-alignment of fixtures pending 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 – Borrego installing Inverter			
0.10	PARKING METER & BLUE PHONE			
0.11	SCOREBOOTH OPENING:			
0.12	ROLLING GATES: Decision is required by District			
0.13	PROTECTIVE NETTING POSTS			
0.14	WEATHERSTRIPPING AND HARDWARE AT ALL DOORS			
0.15	ADJUST BASE HEIGHTS OR PROVIDE NEW SOLID TYPE			
0.16	FENCE GATES – AAA will weld hinges.			

1. INCREMENTS 1- 2- 3 CPM SCHEDULE:

ITEM #	ISSUE	RESP	DUE DATE	STATUS
1.01	INCREMENT 3: NOV-DEC Critical path activity dates: See updated Gilbane schedule, Gilbane 2 week look ahead, Cordoba tracking log			

2. INCREMENTS 1-2-3 DSA ISSUES

ITEM #	ISSUE	RESP	DUE DATE	STATUS
2.07	DEFERRED SUBMITTALS TO DSA: Elevators/ FCD#-001: 2.9.11: DT said the last thing required was a general conformance (stamp?) from GEBT and that was sent last week. 3.9.11: elevators are approved. Fire Protection: 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 4.6.11 still pending	IF, DT	N/C	

<p>Lobby Stair: 2.9.11: DT/ IF said the final submission for lobby stair will be this week. 3.2.11: Lobby stair going to DSA this week. 3.9.11: stair is under review by DSA 3.23.11: lobby stair is approved</p> <p>Storefront Glass : 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</p>			

3. INCREMENTS 1-2-3 DESIGN ISSUES

ITEM #	ISSUE	RESP	DUE DATE	STATUS
3.15	<p>TREE COMMITTEE & COMMENTS FROM COLLEGE: 1.26.11: TT said likely feedback will be mid February, still time for Gilbane 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. 3-16-11: TT to get District to determine tree being dead, Trent to get Sadiq's approval. 3.23.11: landscaping is on the 3.15.11 updated schedule to start today with a 60 day duration. There is also a 60 day warranty period. 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 8th.</p>	TT		Open until meet'g
3.22	<p>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. 3-16-11. Trent to get Bob Beckwood to decide. 4.6.11: No vendor under contract with District yet</p>	TT IF		Open
3.42	<p>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, GEPT 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. 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.</p>	DT IF		
3.43	<p>UPDATED RECORD DRAWINGS: 2.2.11: 2.9.11: Gilbane has still not provided electrical as builts for Increment 2 Final Inspection. 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</p>	DT		

	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 built for phase 1 & 2 in the Gilbane trailer are complete.			

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

ITEM #	ISSUE	RESP	DUE DATE	STATUS
4.05	Gilbane Look Ahead: See attached Gilbane look ahead schedule. 3.23.11: provided/ reviewed.	IF		On-Going
4.15	INCREMENT 1 & 2 SUBSTANTIAL COMPLETION PUNCH LIST: 3.23.11: Gilbane provided updated punch list. SK and BD will re-inspect when rains stop. 4.6.11: SK has reinspected the punch list and found AAA fencing, Trim Tech hardware, and Rays 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.	G		Open until subst. completion

5. CONSTRUCTION PHASE- INSPECTION FINDINGS & CORRECTIVE ACTIONS REQUIRED

ITEM #	ISSUE	RESP	DUE DATE	STATUS

6. APPROVALS FOR SUBMITTALS

ITEM #	ISSUE	RESP	DUE DATE	STATUS
6.02	INCREMENTS 1 & 2: AE APPROVED SUBMITTALS - DELIVERABLES to CORDOBA FROM GILBANE FOR CLOSE OUT 3.2.11: all closeout submittals have been submitted by Gilbane and are being archived by Ethan Lu. 3-16-11: Iliia submitted current open submittals .	SK, EL		
6.04	INCREMENT 3 - WEEKLY SUBMITTAL LOG REVIEW: 10.13.10: SK requests that Gilbane provide their weekly submittal tracking log for Increment 3 each week. 11.3.10: SJ will follow up on providing this. 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. 12.1.10: the Increment 3 register and log was provided. 12.8.10: The increment 3 register was provided Note: SK requests that the column indicating the date that it went from Gilbane to the	AAA	Will review before 3-18-11	

	<p>ae be shown 12.15.10: still pending. 1.5.10: not provided. SK requested the addition of the column showing the date that the sub first submitted. 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.) 2.9.11: Provided for review. 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. 3-16-11: Iia 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.</p>			
6.06	<p>ANTI-GRAFFITI COATING: 3.2.11: pending good weather next week, this task will be scheduled. 3.9.11: Done. Gilbane will set up an Owner's training session. 3.23.11: still pending training session. 4.6.11: scheduled for Friday the 8th at 1:30 pm</p>	G TT	To schedule training	
6.09	<p>PENDING FROM GILBANE for JB APPROVAL:</p> <ul style="list-style-type: none"> ISEC: 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. 3-16-11 Will schedule Mobile Storage presentation 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. 	IL AAA	3-17-11	
6.10	<p>APPROVALS PENDING FROM JB/DISTRICT TO GILBANE:</p> <ul style="list-style-type: none"> NORA FLOORING IN LIEU OF VE'D ARMSTRONG: 3-16-11 Need decision on Nora Flooring from District 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. <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. 	TT		
6.11	<p>APPROVALS RETURNED TO GILBANE FROM JB/ COLLEGE 3.23.11: the grey pewter bench color has been approved for the precast benches.</p>			

7. PROJECT COST ITEMS:

(contract modifications, pay applications)

ITEM #	ISSUE	RESP	DUE DATE	STATUS
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</p>	G TT		

	<p>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 13th, and there will be offsite material storage for the storefront materials.</p>			
7.15	<p>PG&E REIMBURSABLES:</p> <p>9.22.10: 10.27.10: 11.3.10: The ball is in IF's court.</p>	IF		
7.33	<p>MISC REIMBURSIBLES:</p> <p>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</p> <p>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.</p> <p>9.22.10: 9.29.10: 10.6.10: Item is resolved and Gilbane is pricing.</p> <p>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 .</p> <p>10.27.10: 11.3.10: 12.8.10: Pricing still pending from Gilbane.</p> <p>12.15.10: Gilbane submitted pricing for exploratory digging on t&m not to exceed, for review.</p> <p>1.5.11: CCA #7 was sent from Gilbane to Cordoba for review/ processing.</p>	SK		
7.41	<p>DISTRICT FF&E COORDINATION:</p> <p>a credit from Gilbane.</p> <p>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.</p> <p>12.15.10: This is all that was given by the subcontractor. Gilbane will not provide anything further.</p> <p>1.19.11: CBG asked SK to assist with the ff&e.</p> <p>1.26.11: TT asked Gilbane for a revised updated ff&e list showing all the equipment that Gilbane is providing.</p> <p>3-16-11. Trent requested a quote from Rosendin for A/V Equipment.</p>	IF		
7.43	<p>FLOOR TILES:</p> <p>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.</p> <p>1.5.11: 1.26.11: still pending CCA & price for locker rooms/ training room.</p> <p>2.9.11: IF provided CCA's 10(A), 10 (B) & 11 for (2) weights room sketches & locker rooms.</p> <p>3.2.11: Per CBG, Nora is on hold.</p> <p>3-16-11: Decision by District on flooring is critical</p>	TT		
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>			

8. RFI'S

ITEM #	ISSUE	RESP	DUE DATE	STATUS

9. CCD's:

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> <p>3.23.11: IF said the swing arm gates have been procured but are not on site.</p> <p>4.6.11 ; still no decision from the District.</p>			
9.10	<p>4.6.11: A CCA/ CCD meeting with Scott, Trent, Sherry and Ilia, as well as Luis, will be next Tuesday April 12th at 1 pm.</p>			

10. CLOSEOUT ITEMS:

ITEM #	ISSUE	RESP	DUE DATE	STATUS
10.01	<p>LEED DOCUMENTATION TO OWNER:</p> <p>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.</p>	IF		Pending until provided
10.02	<p>ALL INCREMENT 1 APPROVED SUBMITTALS TO CORDOBA:</p> <p>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.</p> <p>8.11.10: EA will be done by the end of next week.</p> <p>8.18.10: 9.1.10: Increment 1 approved submittals still pending from EA to Cordoba. IF will follow up with EA.</p> <p>12.8.10: SK was given all Inc 1 submittals and Ethan Lu is logging in.</p>			Pending until provided
10.04	<p>LEED MR CREDIT 2 TO OWNER:</p> <p>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.</p> <p>2..2.11: IF will follow up on recycling tags to Recology.</p>	IF, TE		
10.05	<p>WARRANTY / SURPLUS MATERIALS</p> <p>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 piecemeal, it should come as complete file.</p>	G, IF		

11. MISC BUSINESS

ITEM #	ISSUE	RESP	DUE DATE	STATUS
11.01	<p>2.23.11: Angel Alvarez said that the fencing along 8th street needs to be secured at the vertical posts.</p> <p>3.9.11: Will be done when AAA arrives on site to do the new enclosures.</p> <p>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.</p>	DB	3-25-11	
11.02				
11.03	<p>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.</p> <p>3.9.11: SJ said that Verde asked the manufacturer, but they did not provide specific</p>			

	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.	IF		

12. NEXT MEETING & OTHER DATES:

o/a/c/cm	4.13.11			
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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 Tornabene, PCCD
 PCCD ATTENDEES
 Gilbane ATTENDEES
 Ethan Lu, Cordoba

MAY 2011

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18/ monthly mtg at district	19	20	21	22
23	24	25	26	27	28	29

APRIL 2011

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	

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 3rd Wednesday of the month (exact time to be verified)