



**CORDOBA CORPORATION**

**CLOSEOUT & PUNCHLIST MEETING MINUTES**

PROJECT TITLE:	ATHLETIC COMPLEX
COLLEGE:	LANEY
PROJECT No:	PCCD PROJ # 02338
DSA FILE No.:	1-C1 APPLICATION # 01-110972
DATE:	November 30, 2011
MEETING TIME:	10:00 AM - 11:00 AM Location: PCCD Office-Department of General Services-Conference Room #3
SUBJECT:	Closeout & Punchlist

ATTENDEES: Meeting held November 30, 2011

Initials	ATENDEE	Present	Absent	EMAIL ADDRESS
RD	Robert Dias, Director of Capital Project, PCCD	X		<a href="mailto:rdias@peralta.edu">rdias@peralta.edu</a>
CBG	CLAUDETTE B-GOW		X	<a href="mailto:b-gconsult@yahoo.com">b-gconsult@yahoo.com</a>
TT	TRENT TORNABENE, PCCD emergency cell: 510-926-2243	X		<a href="mailto:ttornabene@peralta.edu">ttornabene@peralta.edu</a>
AAA	Angel A. Alvarez, Cordoba emergency cell: 562 316-8287	X		<a href="mailto:aalvarez@cordobacorp.com">aalvarez@cordobacorp.com</a>
NA	NAWAR AL JUBURI, Cordoba emergency cell: 510-289-8412	X		<a href="mailto:naljuburi@cordobacorp.com">naljuburi@cordobacorp.com</a>
IF	ILIA FLORENTIN, GILBANE emergency cell : 408-516-6470	X		<a href="mailto:iflorentin@gilbaneco.com">iflorentin@gilbaneco.com</a>
SJ	SCOTT JEWELL, GILBANE cell: 408-640-6191		X	<a href="mailto:sjewell@gilbaneco.com">sjewell@gilbaneco.com</a>
BD	BILL DURAND, GILBANE emergency cell: 775-691-7534		X	<a href="mailto:wdurand@gilbaneco.com">wdurand@gilbaneco.com</a>
RE	Elgie, Rod, Gilbane District Operation Manager	X		

Responsible party: G = Gilbane; PCCD=Peralta Community College District; C = Cordoba

- This meeting has been requested by Gilbane Management Team for the purpose of reviewing closeout process and punchlist pending items
- All the meeting participants have agreed that the main intent behind this meeting is to identify the pending issues which will require subsequent discussions and assign deadline to each one of these items. The PCCD will review these items and issue a formal response to Gilbane Building Company

ITEM #	ISSUE	RESP	DUE DATE	STATUS
1.0	<p><b>Stop Notices &amp; PG&amp;E Reimbursable:</b></p> <p>-Gilbane inquired on the reason of withholding <b>\$68,074</b> which had not been released with Pay Application #30. This number presents a portion of the total amount that has been withheld by PCCD due to Subcontractors Stop Notices. Gilbane has already provided the District with formal conditional wavers and releases for these stop notices.</p> <p>-The PCCD representative has acknowledged that any payment associated with stop notice that has been waved by a formal release notice will be processed. Trent has passed over to the responsible party the entire documents which have been submitted by Gilbane. The item is not a dispute between the District and Gilbane. Any delay associated with this item is due to internal coordination issue, thus, PCCD will follow up on this request and provide Gilbane with a feedback</p> <p>- The previous circumstances are applied to the PG&amp;E Reimbursable. At this point, there are no more documents are required to be submitted by Gilbane. PCCD to follow up and provide feed back</p>	PCCD & CC	ASAP	Open

1.1	<p><b><u>Pay Application #31:</u></b>  -Gilbane inquired on the status of pay application #31 which will be overdue by the end of today.  -PCCD will check the status of internal process in order to provide Gilbane with updates. This item is not a dispute between PCCD and Gilbane Building Company.</p>	PCCD & CC	ASAP	Open
1.2	<p><b><u>Pay Application #32 (The Rejected Pay Application):</u></b>  -Gilbane has requested the District's approval to release the project retention on Pay Application #32 under the assumption that the majority of work activities that have been already completed. Also withholding this amount of money cause a financial issues for some of Subcontractors who involved with this project. This pay application has been rejected by PCCD who is legally bounded to withhold project retention for 35 days starting from the day of the County Notice of Completion. Gilbane disagreed with this requirement.  -The PCCD and Gilbane agreed to go back and check the code, contract, and verify the requirement of the PCCD's Finance Dept. for releasing project's retention. Meanwhile, as a short term compromise; The District is willing to release 2.5% of the entire project retention similar to the previous request of Inc. #1 &amp; #2. Gilbane has agreed to revised the Pay Application #32 accordingly and resubmit it</p>	ALL	ASAP	Open
2.0	<p><b><u>Pending Change Order:</u></b>  Three preliminary change orders which include the cost of Mondo Logs, the EBMUD Fees, and the AV Credit are need to be reconciled into one final Change Order. These three items are not under the dispute between the PCCD &amp; Gilbane. However, one of the punchlist pending items , which is the type of door's core lock of six (6) restrooms within the Field House have not been furnished with accordance to the PCCD keying Standards. Gilbane position that the cores have been changed based on the End-Users' request that has been made during a meeting between the End-Users, Cordoba CM at that time, and the AOR back in Feb. or March of 2010. There are no formal minutes have been issued by PCCD for this particular meeting, the End-Users presented by Coach John Beam has denied such request, and no formal request has been issued by the District. The only document that records this change is the AOR's personal notes of that meeting, and Gilbane has already provided them to the District for review  -PCCD and Cordoba will verify these documents to provide Gilbane with final decision.  - One option was discussed in the past between the District and Gilbane during the punchlist walk-through; the cost of the hardware will be paid by Gilbane while the District being responsible for the installation cost under the impression that the labor cost is more expensive comparing to the material cost. Gilbane has admitted that this assumption was not accurate based on the fact that the hardware is expensive item, and will provide the District with its cost without adding mark ups or overheads</p>	ALL	ASAP	Open
3.0	<p><b><u>Landscape Maintenance Period:</u></b>  -Gilbane wanted to know what the District's final position is.  -PCCD and Cordoba will conduct additional due diligence and verify the contract documents, change orders, while taking Gilbane's response into consideration in order to provide a final decision for this disputed item.</p>	PCCD & CC	ASAP	Open

3.0	<p><b><u>Punchlist Inc. #2 &amp; #3:</u></b>          -it has been agreed on the following:          - Gilbane is in the process of addressing the remaining open items in accordance with the Owner's Punchlist progress update dated Nov. 27, 2011.          - On Wednesday Dec. 07, 2011 PCCD, Cordoba, District's Maintenance Dept. Representative will walk the landscaping scope of work to identify comments Gilbane has already share with the District a copy of their landscaping punchlist and Cordoba will use this list a base for the new Owner's Landscaping Punchlist. Meanwhile, Ilia and Nawar will meet in the Field House to go over the disputed item of Inc #3 Punchlist. If any item will not be reconciled or closed, a meeting between PCCD &amp; Gilbane will be required after the Landscaping punchlist Walk-Though so the parties will be able to reach an agreement on which items are still in dispute and what will be required to resolve them. Ultimately, this will expedite the process of DSA closeout.</p>	ALL	ASAP	Open
	<p><b><u>Water Leak in the Hall #120 of the Field House:</u></b>          -Cordoba has expressed a concern about the possibility of finding a water leak in the main hallway of the Filed House.          -Gilbane has acknowledged this issue and share the same concern. Promise was made by Gilbane to fix the leak (if any)</p>	G	ASAP	Open

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: Robert Dias, PCCD  
 Trent Tornabene, PCCD  
 Gilbane ATTENDEES  
 Nawar Al Juburi, Cordoba