



# Old Administration Modernization Design Meeting # 002

Meeting Title            Construction Weekly Meeting

Location:                ARCADIS Office

Date:                     May 8, 2014 at 10:00 AM

**Purpose:**

Weekly meeting to address design and administrative issues.

**Notes:**

These meeting minutes reflect the understanding of the preparer and inaccuracies should be brought to her/his attention at the next weekly construction meeting.

Meeting Attendees:	Company	Previous Meeting	Present
Ann Tomlinson            (AT)	LAHC – VP, Administrative Affairs	X	
Carla Muldoon            (CM)	LAHC – Director, Extension Program	X	X
Ivan Clarke                (IC)	LAHC – Director, Information Technology		X
Terrence Lew             (TL)	LAHC – Information Technology	X	X
Thomas Johns            (TJ)	ARCADIS – Project Director	x	X
Tim Spaeth                (TS)	ARCADIS – Project Manager	X	X
Robin Haller              (RH)	ARCADIS – Project Manager	X	X
Harland Herndon        (HH)	ARCADIS – Project Engineer/Safety	X	X
Coomy Kadribegovic    (CK)	Build-LACCD – Regional Design Liaison	X	
Larry Hubler              (LH)	Build-LACCD – Regional Program Liaison		
Steve Fraser              (SF)	Build-LACCD Safety		X
Molly Doogan            (MD)	Build-LACCD FF&E		
Afshan Afshar            (AA)	Build-LACCD ADA Compliance	X	X
Dennis Stephan         (DS)	Davis Reed - VP	X	X
Lee Conant                (LC)	Davis Reed – Pre Construction Manager		
John Carlo Gallo         (JG)	Davis Reed – Project Manager	X	X
Richard Berliner         (RB)	Berliner Architects – Principal		
Mark Hembree            (MH)	Berliner Architects – Project Architect	X	X
Mike Frey                  (MF)	Berliner Architects – Project Architect/ADA	X	X
Minah Yeo                 (MY)	Berliner Architects – Project Architect/Interiors		
David Little                (DL)	Davis Reed – Safety Consultant		X

Item #	Topic	Title	Description	Due Date	Complete On
<b>1.00</b>	<b>Site Safety</b>		<b>Discuss site safety issues</b>		
1.01 140501	Site Safety	Safety Orientation and Badging	140501 – All Design Build team members are required to obtain badges.	On-going	
1.02 140501	Site Safety	Site Walks	140501 – All site walks and access to the project shall be coordinated through ARCADIS. (HH) just wear a safety vest, no hard hats boots 140508 – (DS) noted that landscape consultant is looking to come out early next week. (TS) to coordinate for 5/13.		
1.03 140501	Site Safety	Site Specific Safety Plan	140501 – Site Specific Safety Plan is pending. (JC) noted that SSSP is pending release next week, to be issued in Proliance. 140508 – (DL) produced draft copy. (SF) to meet with (DL) regarding compliance following meeting		
1.04 140501	Site Safety	Full Time Safety Rep	140501 – Safety rep to come on board closer to construction.		
1.05 140501	Site Safety	Safety Rep Meeting	140501 – (DS) noted that Davis Reed Safety Consultant (separate from full time site safety rep) to come next week and meet with (SF) to discuss the development of the Site Specific Safety Plan. 140508 – (DL) attended and met with (SF)(HH).		
<b>2.00</b>	<b>Design Issues and Schedule</b>		<b>Review of Design Issues and Schedule</b>		
2.01 140501	Design Build Schedule	Draft Project Schedule	140501 – Currently under review. (TS) to provide comments. (DS) noted that PMO has requested a cost loaded schedule. (JC) requested comments prior to cost loading. 140508 – Cost loaded schedule pending release in the next couple of days. Review to follow.	140505	
2.02 140501	Design Issue	Meters – District M&DR	140501 – (TS) to provide Design Team with District standard meter equipment per LACCD Measurement & Demand Response Program. 140508 – (TS) to forward email from District	140501	
2.03 140501	Design Issue	Cart Enclosure	140501 – (MH) asked to measure existing carts. Reduce enclosure by 1 cart, to 4 total. Secure, with charging stations. Gates as opposed to roll up doors was discussed. Enclosed with venting was decided. 140508 – (MH) to grab measurements today. Charging station is simple outlet, plugs right into cart. Plug required for each cart. Discussion around complete enclosure with roll down garage door.	140501	
2.04 140501	Design Issue	Kitchen/Art room	140501 – Clarifier required. (MH) asked about door out of the west face. (CM) noted that one door is sufficient.		
2.05 140501	Design Issue	Exterior Display cases	140501 – (CM)(TL) agreed to the removal of exterior display cases. Closed.		
2.06 140501	Design Issue	Display Board in Reception	140501 – (TS) to verify program requirement for electronic display in reception. 140508 – (TS) to discuss with (CM). (AA) noted that it needs to be above 80" if it sticks out of wall and needs closed captioning. (DS) noted that they need location/size.		
2.07 140501	Design Issue	Extension Program Storage Area	140508 – (MH) noted that a small electrical room is required for panels that will encroach on the storage. (CM) agreed.		
2.08 140508	Design Issue	Wall/Corner Guards	140508 – (MH)(DS) asked for clarification on route that required wall/corner guards. (IC) defined a path of high traffic for (MH)		
2.09 140508	Design Issue	Wainscoting	140508 – (CM) noted requirement in main corridor for contrasting wainscot band to eliminate footprints/etc.		
2.10 140508	Design Issue	Parking Lot 1	140508 – (MH) asked if control arm in parking area was required. (TS) noted that this was not necessary.		
2.11 140508	Design Issue	Tree Removal	140508 – (TS) noted that a site walk with the Facilities Director occurred a few years ago. (TS) to follow up with Facilities on this plan, review with (CM) and issue to design team.		
2.12 140508	Design Issue	Route of Equipment in IT	140508 – (IC) noted that route to move large equipment is difficult through Computer Staging. (MH)(DS) to look at double door at south face entry.		

Item #	Topic	Title	Description	Due Date	Complete On
<b>3.00</b>	<b>RFI / Submittals</b>		<b>Review of Outstanding and Urgent RFIs and Submittals</b>		
3.01 140501	<i>Design Submission / Milestone</i>	Program Revisions / Verification	140501 – Berliner to present revised space layouts based on revisions discussed at Program Verification meeting and subsequent User reviews. Users to sign off. (TS) to produce narrative of changes. 140508 – Write up pending from (TS). (MH) to send copy of signed plan.	140501	
3.02 140501	<i>Design Submission / Milestone</i>	Reconciliation Package	140501 – (TS) has reviewed Reconciliation Package. Minor notes are forthcoming today. 140508 – Closed.	140501	140508
3.03 140501	<i>Design Submission / Milestone</i>	100% SD	140501 – (DS) 100%SD to be complete tomorrow, 5/2. 140508 – (TS) noted received last week. Review is ongoing. (TS) noted that goal of review comments return is 5/22.	140522	
3.04 140501	<i>RFI</i>	001, 002	140501 – (DS) RFI's regarding conflict on lighting controls and electrical load. (JC) to bring RFI Log to next meeting. 140508 – (JC) noted that soils report RFI is immediate need. All RFIs to be addressed.		
<b>4.00</b>	<b>DSA Issues and Concerns</b>				
4.01 140501	<i>DSA Preparation</i>	Informal Collaboration Meetings	140501 – (MF) noted that questions primarily revolve around ADA and how that will be submitting. (CK) noted for architect to send agenda to (TS)(CK), then kick off by sending Carlos at DSA a note, fill out form, generally 2-3 weeks. Both projects to go in same time frame, separate meetings. Discussion around minimizing the # of A Numbers on the ADA project. 140508 – (MF) to get discussion started internally for scheduling.		
<b>5.00</b>	<b>Payment Applications</b>		<b>Review of Payment Applications</b>		
5.01 140501	<i>Pay Application</i>	Pay Application #01	140501 – Pay App #1 is under review. Wet signature copies provided by (DS). 140508 – Pay App #1		
5.02 140501	<i>Pay Application</i>	Pay Application #02	140501 – Pay App #2 is pending release next week. 140508 – (DS) submitted draft. (TS) to provide comments by 5/9. (DS) noted concern with Performance Bond issue. (TJ)(TS) to discuss and talk with Helen.		
<b>6.00</b>	<b>Change/Field Orders</b>		<b>Review of Change Order and Field Orders</b>		
6.01 140501	<i>Change Order</i>	Space Layout Changes	140501 – (DS) to provide comparison of changes. 140508 – Ongoing.		
<b>7.00</b>	<b>Administrative Issues</b>		<b>Review of Administrative Issues</b>		
7.01 140501	<i>Meeting Schedule</i>	User Group Interaction	140501 – Discussion of upcoming design meetings. (MF) noted that user involvement through 50%DD is encouraged. 140508 – (CM) noted that she will be unavailable 5/15-5/21.		
7.02 140501	<i>Meeting Schedule</i>	Data Center Meetings	140501 – Coordinate Data Center design schedule. IT meeting to occur during upcoming weekly meeting (5/22). IT Group to be involved in the design process. 140508 – (DS) noted that ACS will be attending, PBX vendor, and others to start dialogue on 5/22. (TS) to develop schedule for 5/22 meeting to include general discussion, IT, and FF&E.		
7.03 140501	<i>Meeting Schedule</i>	District/PMO Meetings	140501 – Pending Accounting email, and meetings on BIM, Schedule (taken care of in Controls), Risk/Quality. (LH) working on setting these up. Likely will utilize time slot preceding this meeting. (CK) noted that BIM Kickoff meeting is planned for 5/8 at 9:00am. Check with Troy on holding		

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			meeting at Berliner office earlier next week. 140508 – BIM Meeting occurred 5/7. Risk/Quality pending. Troy to send Projectwise log in.		
7.04 140501	<i>Parking Passes</i>	Campus Parking	140501 – Discussed.		
7.05 140501	<i>Project Controls</i>	Proliance	140501 – Update on Proliance training and rollout of modules. (JC) noted it is moving forward. Asked that (TS)(RH) look at numbering on RFIs. (RH) Noted that workflow on RFIs is still being worked out. (CK) will coordinate with David. 140508 – Issues being ironed out. (JG) to be issuing schedule. Asked that (TS)(RH) review numbering. Going to follow spec. (RH) asked that it be issued in both projects.		
7.06 140501	<i>Commissioning</i>	CX Kickoff Meeting	140501 – Schedule CX kickoff meeting for 5/15. (TS) to verify Arup agenda and send to (DS). (TS) to provide Contract to (CK). 140508 – CX Kickoff Meeting to be scheduled later in May.		
<b>8.00</b>	<b><i>Close-Out</i></b>		<b>Review &amp; Status of Items for Project Close-out</b>		
8.01 140501	<i>Close Out</i>	General	140501 – Close Out starts at the beginning of the project	On-going	