



## Old Administration Modernization Design Meeting # 005

Meeting Title      Weekly Design Meeting

Location:            ARCADIS Office

Date:                 June 5, 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		
Carla Muldoon      (CM)	LAHC – Director, Extension Program	X	X
Ivan Clarke         (IC)	LAHC – Director, Information Technology	X	X
Terrence Lew        (TL)	LAHC – Information Technology		
Thomas Johns        (TJ)	ARCADIS – Project Director	X	X
Tim Spaeth          (TS)	ARCADIS – Project Manager	X	X
Robin Haller         (RH)	ARCADIS – Project Manager	X	
Harland Herndon    (HH)	ARCADIS – Project Engineer/Safety	X	
Coomy Kadribegovic (CK)	Build-LACCD – Regional Design Liaison	X	X
Larry Hubler         (LH)	Build-LACCD – Regional Program Liaison		
Steve Fraser         (SF)	Build-LACCD Safety	X	X
Molly Doogan        (MD)	Build-LACCD FF&E	X	X
Afshan Afshar        (AA)	Build-LACCD ADA Compliance		
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
Richard Berliner     (RB)	Berliner Architects – Principal		
Mark Hembree        (MH)	Berliner Architects – Project Architect	X	X
Mike Frey            (MF)	Berliner Architects – Project Architect/ADA		
Minah Yeo            (MY)	Berliner Architects – Project Architect/Interiors	X	X
Wendy Chang         (WC)	AHBE		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. 140515 – (TS) to coordinate site walk with Facilities for 5/20		
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 140515 – (JG) noted that this document is under development, another draft within a week. 140529 - Pending		
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). 140515 – (SF) asked (JG) to send 3150 form over to (DL)		
<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. 140515 – Cost loaded schedule has been submitted and is under review.	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. 140515 – (BE) noted that M&DR plan is underway. (TS) to forward email to DB team.	140501	
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. 140515 – (TS) to follow up.		
2.09 140508	Design Issue	Wainscoting	140508 – (CM) noted requirement in main corridor for contrasting wainscot band to eliminate footprints/etc.		
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. 140515 – To discuss tree removal during landscape walk on 5/20.		
2.13 140515	Design Issue	ADA Spaces	140515 – (TS) to respond to DB team with approach to this issue to include looking at overall campus picture. Significant amount of ADA spaces available in PEW Lot. (MH) noted team to provide # required by code.		
2.14 140515	Design Issue	Parking Lot 1 Spaces	140515 – (MH) requested what signage is required, Staff, 15-20 Min		
2.15 140515	Design Issue	Finishes	140515 – (MH) noted that finishes discussion to occur 5/22 140529 – (MH)(MY) presented preliminary materials. Bio		

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			based tiles, upgrade from VCT, 12 x 24. Gradiated, 3 tone. (CM) noted that Extension Program office is to be resilient flooring. (IC) noted that he is having a department discussion on carpet in private offices only. Decision will be by 6/5. (CM) noted that furniture in CDC color is preferable. (IC) carpet preference is dark carpet. (CM) prefers the arm color palette. (BE) noted that light VCT is difficult to keep clean. Preferred warm palette of linoleum. Avoid sheet products. (CM) asked for warm palette in tiles. (MY) asked (BE) for list of colors used on campus. To review use of Zolatone. Accent color in Oval Court to exterior west entry, break rooms, one wall in classrooms. Exterior colors, (CM) prefers campus standard beige. (BE) noted that durability against vandalism is an item of concern. Atrium column wrap, tile vs paint. (TS) to walk campus with (MH)(MY) following meeting. (MY) to prepare revised colors for 6/19 meeting. Provide fabrics. Hayworth is standard. (MD) to provide sample spec book on FF&E. Core Meeting presentation will be 6/24 at 10:00am in SSA 219. (CM) noted that countertop material in the Tech Building is an issue with scratching on dark blue corian. P lam holds up better. 140605 – (TS) to provide specs on paint to (MY)		
2.16 140515	<i>Design Issue</i>	FF&E Evaluation	140515 – (MD) noted that equipment/furniture inventory is required by Design Build team. Furniture for reuse will need to be identified. Separate meeting with FF&E team to walk with User Groups. CFCI will need extensive documentation for asset management. 140529 – (MY) asked to do FF&E inventory of offices. Scheduled for Monday 6/2, 2:00pm. (TS) to send mtg invite. 140605 – Inventory occurred this week. (MD) to provide (MY) specs and previous project FF&E packages.		
2.17 140529	<i>Flooring Manufacturer</i>	Tandus	140529 – (BE) reiterated campus preference for Tandus carpet. Other flooring, (BE) asked for maintenance, durability, etc. Think ease of maintenance.		
2.18 140529	<i>Building Coating</i>	Anti-Graffiti Coating	140529 – (TS) to provide spec on coating used in the campus.		
2.19 140529	<i>Project Schedules</i>	DSA Meetings	140529 – (CK) asked that DSA meetings and intake be included in the project schedule.		
<b>3.00</b>	<b><i>RFI / Submittals</i></b>		<b>Review of Outstanding and Urgent RFIs and Submittals</b>		
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. 140529 – (TS) to provide comments	140522	
3.05 140515	<i>Submittals</i>	Product Submittals	140515 – (BE) requested to be deeply involved in submittal review of all equipment.		
3.06 140515	<i>Submittals</i>	Draft O&M	140515 – (MF) asked about the content of the draft O&M. Noted it will consist of tabs, TOC, very general info at 50%SD. (BE) offered Science Project O&Ms as example. (TS) to email (JG) a copy.		
<b>4.00</b>	<b><i>DSA Issues and Concerns</i></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. 140515 – (MF) got ball rolling with Carlos at DSA. Awaiting response. 140529 – (MF) noted that meeting is being arranged with		

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			Carlos. Project specific meetings. (CK) noted that they request an agenda, code issues, interpretations, etc. 140605 – (MF) coordinating with DSA to do both meetings.		
<b>5.00</b>	<b>Payment Applications</b>		<b>Review of Payment Applications</b>		
5.01 140501	Pay Application	Pay Application #01	140501 – Pay App #1 is under review. Wet signature copies provided by (DS). 140508 – Pay App #1 140515 – (TS) to confirm status with (JH).		
5.02 140501	Pay Application	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>		
6.02 140515	Change Order	Bond Adjustment	140515 – Pending Program input.		
<b>7.00</b>	<b>Administrative Issues</b>		<b>Review of Administrative Issues</b>		
7.01 140501	Meeting Schedule	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	Meeting Schedule	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. 140515 – (TS) to confirm agenda to cover IT, materials, and FF&E. 140605 – Next meeting 6/12 9:00am		
7.03 140501	Meeting Schedule	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 meeting at Berliner office earlier next week. 140508 – BIM Meeting occurred 5/7. Risk/Quality pending. Troy to send Projectwise log in. 140515 – Pending. 140529 – Risk/Quality meeting pending. 140605 – (TS) noted that PMO has stated Risk meeting not required, Risk to be added to meeting minutes. Quality meeting not required, quality manuals to be provided to PMO.		
7.05 140501	Project Controls	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. 140515 - (TS) to follow up with Program.		
7.06 140501	Commissioning	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. 140515 – (TS) to follow up.		
7.07 140515	MEP Meetings	Facilities Coordination	140515 – (BE) requested FMO involvement with MEP design team. (TS) suggested 5/29. 140529 – (TS) to schedule for 6/6 morning. (BE) asked that		

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			they bring specs. 140605 – Scheduled for 6/5.		
7.08 140515	<i>Projectwise</i>	Access to PW	140515 – (JP) to establish access to Projectwise. 140605 - Closed		140605
7.09 140515	<i>Submittal Log</i>	Draft Submittal Log	140515 – (JP) asked about the status of the Submittal Log. (JG) noted that a draft copy has been developed. 140605 - Pending		
7.10 140529	<i>Contact List</i>	Contacts	140529 – (DS) to provide (TS) with updated contact list. (HH) to develop updated list 140605 – Pending. (DS) provided (TS) with info.		
7.11 140529	<i>Owner Review</i>	Timeframe for Owner Review	140529 – (CK) noted that owner review comments to be captured within tighter time frame to submission. Proliance to be utilized for tracking comments. (CK)(TS)(RH) to discuss procedure. 140605 – (TS) to update process....		
7.12 140529	<i>FMP&amp;OC Review</i>	FMP&OC	140529 – (CK) distributed forms and discussed FMP&OC process. (TS) to email template. Scheduled for 7/23. To cover the Old Admin and ADA. (CK) to forward an ADA project template. (TJ) suggested Master Plan highlighting areas of work. How keep students safe, method, scheduling. Off hours, holidays, alternate paths of travel. Submit to PMO on 6/27. 140605 – (DS) noted that schedule updated to reflect FMP&OC meetings. Waiting on template.		
<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	
<b>9.00</b>	<b><i>Warranties</i></b>		<b>Review &amp; Status of Items for Project Warranties</b>		
9.01 140605	<i>Warranties</i>	Collection of Warranty Info	140605 – (TS) noted that Warranty info to be tracked in minutes going forward. Ongoing.	On-going	
<b>10.00</b>	<b><i>Risk Register</i></b>		<b>Review &amp; Status of Items for Project Warranties</b>		
10.01 140605	<i>Risk</i>	Identify Items of Risk	140605 – (TS) noted that Risk Issues to be tracked in minutes going forward. Ongoing.	On-going	