Owner’s Meeting Minutes 197
6/12/07

Attendees:
L. Spink        B. Englert  M. Wood        N. Malone
M. Bishop      L. McKenzie  L. Rosas       A. Patterson
J. Smith       M. Schoepner  A. Tomlinson  C. Muldoon
C. Jackson

Child Development Center

6/12/07

• M. Schoepner briefed the team on a proposed revision to the entrance that the
architect feels is an improvement to the design originally submitted to DSA. The
team approved the new design.
• The design is scheduled for DSA backcheck starting this week.

5/29/07

• A memo from the designer outlining the intent of the security system has been
provided to the CDC staff.
• The Group was briefed on the designer’s intent to eliminate the landscaped strip
between the north parking lot and L Street to provide space for the 20’ fire lane.
• Dr. Spink will discuss the possibility of using a piggyback contract for leasing
the temporary CDC facility modulars. M. Schoepner will email to Dr. Spink the
current piggyback contracts available.

5/22/07

• M. Schoepner discussed the intent of the security system to be included in the
new CDC is to control access to the building and to provide a video record of
visitors for the protection of the children.
• The Architect is working on the layout in the revised location of the interim CDD
south of the racquetball courts. A proposed schedule for move to the temporary
CDC was discussed. It was agreed that a late summer move would be preferred
but a later move could be accommodated. A moving company will be hired to
relocate furniture, records and supplies.

5/8/07

• It was decided to investigate siting the temporary CDC facility in the parking area
to the south of the racquetball courts. M. Schoepner will instruct the AOR to
prepare a layout and to perform a preliminary utility assessment.
• M. Schoepner will also contact the CDC staff to discuss the square footage of
the temporary facility to reduce leasing costs and to survey the furniture and
equipment in the Southwest College facility to determine what they want to bring to Harbor.

**Humanities Modernization Scope Issues**

6/12/07
- The contract for Rossetti Jorgensen has been issues to them for acceptance.
- M. Schoepnner will request full sized electrical drawings for review of the theatrical lighting design.
- An updated proposal for the water feature has been received and can be contracted for via a purchase order since it is below $60,000.
- Movers are scheduled for Monday, June 18th to relocate furniture from the Arena Theater to begin the recommissioning process and to relocate scenery material from the new scene storage room to allow for installation of shelving.

5/29/07
- Universal Storage Solutions is working on a revised layout and proposal for the shelving in the New Scene Storage room based upon their discussion with M. Wood.
- M. Wood has received an updated proposal for the water feature. The contracting method needs to be determined.

5/22/07
- M. Wood will provide a revised sketch of the new Scene Storage room shelving layout to B. Englert for procurement.
- D. Spink requested M. Wood work with L. Heimgartner to develop a plan for having the Arena Theater usable for fall semester.
- P1 to investigate status of transfer of Site Utilities funds to Theatrical Package in exchange for use of Deferred Maintenance funds that was originally earmarked for the Theater.
- It was confirmed that Bond funds could be used for the Water Feature. M. Wood to discuss the proposed price for the sculpture with the Studio.

5/8/07
- A meeting was held on 5/3 to review the exterior package. The Humanities Dept. expressed concerns over the replacement of certain trees and the missing planter on the west patio of Drama/Speech. Another, more extensive review is to be scheduled. Facilities Dept. also needs to review the utilities and irrigation plans.
- Dr. Spink expressed concern over the need to get the Theater Building completed by January 2008. The first obstacle is to complete an agreement with Rossetti-Jorgensen for construction administration services. Dr. Spink will speak with L. Eisenberg to confirm that the College is willing to accept Rossetti-Jorgensen.
- M. Wood will identify items to be purchased though the FF&E program.
5/1/07  
- There will be a meeting to go over the exterior package and the rigging drawings this week.  
- College is having a budget issue with the window coverings.

12/12/06  
- Mark W. wants to buy appliances with the FF&E budget. Mark S. will try to get this going with DMJM.  
- Bill E. needs more information regarding the blinds so that he can order the work.  
- Mark S. will check on the portable dust collectors. College’s environmental consultant will check into this also.

11/21/06  
- Larry H. said that there is no casework in the library.  
- Mark W. said that the doors in the Fine Arts building need to be refinished.  
- Mark W. said that the desks purchased by Nancy came out of their FF&E funds. Those funds need to be returned to Mark from nursing.

8/29/06  
- Fine Arts: Locations of lockers for Fine Arts have been selected. Some locations have been identified but Matt and Luis R. need to walk to finalize. Also, the number of lockers needs to be provided by the College.

8/1/06  
- Ticket Booth lower window panel - should be opaque. This may be accomplished using a solid panel, film or a blind, although blinds would be the least acceptable option.

5/16/05  
- MW stated that there was suppose to be a dimming system in the Gallery.

4/25/06  
- The issue of the sink in the old ticket booth is yet to be resolved. There is also a floor safe which needs to be repaired.

Issues and Complaints

5/22/07  
- The ADA Transition Plan was discussed. L. Eisenberg is working on providing consultants to the colleges for development of their plans.  
- Dr. Spink requests a discussion with M. Bishop on budget commitments including P.E & Wellness and the Physical Sciences building.  
- The tentative date for the next Oversight Committee meeting is June 24th.  
- Planned dates for the Culinary Arts project is 6 – 14 June.
• Ahbe Landscaping’s input consists of the landscaping master plan completed in 2004. M. Bishop suggested the College consider drought tolerant native plants. N. Carson will contact Laurel Woodley for assistance.
• P1 is to arrange for the Smith Group to brief Core on the Tech. Building interior color scheme.
• B. Englert and M. Bishop are discussing a new fencing project to address some urgent safety concerns. The areas to be addressed are along the 1st base line at the baseball field, behind the stadium and at the north side of the football field. A possible add alternate would extend from the admin parking lot to the west.
• The College is required to complete an ADA Transition Plan. The District will arrange for consultants to be available to perform the surveys and develop the plan.
• B. Englert requested a status report on the work that First Fire has been doing.

5/8/07
• Dr. Spink is looking to Ahbe Landscaping for input into trees to accept from the Million Trees Project.
• Security lighting was discussed. Dr. Spink requested that special emphasis be placed on the area outside the snack bar near Fine Arts.

5/1/07
• The proposed carpet for the Tech. building appears to be different from what the users group selected. Mike B. to check with Hector.
• College is concerned with the theater progress. This is critical and needs to be done.
• College indicated that the designs for the rigging and for the completion of the remaining work need to communicate.
• The intercom system did not work during last week’s evacuation. This needs to be fixed.

4/24/07
• The physics building is still not hooked up to the heating system. College wants to know when will this be done, and what is the plan if it’s not done by next September.
• There is an area where the wheelchairs can not get to the field to exercise. This needs to be fixed.
• At the wood ramp the nails are coming out. This needs to be fixed.

3/20/07
• The lighting has not been improved. College is working on this. Needs immediate attention, as it is a safety concern.

2/27/07
• Lighting @ night – Night student enrollment is down.
• B. Englert suggested a lighting project to address lighting controls, inadequate time clocks, and better site lighting.

11/28/06
• Cooling tower will need to be refurbished and tuned-up prior to installation.

Athletic Fields

6/12/07
• Health Department requirements for the concession stand were discussed. Requirements for serving pre-packaged foods are less stringent although a permit is still required. Any additional scope for this facility would require additional funding. Vending machines for coffee will be pursued by A. Tomlinson through First Vending.
• Serving window security improvements will be part of the upcoming fencing package. C. Jackson will consult with N. Malone.
• M. Bishop stated that the grandstands are not rated for material storage so they will not be enclosed by permanent fencing. The fencing project will still provide skirting under the first row of bleachers. N. Malone suggested temporary PVC fencing could be installed for games to help prevent spectators from getting under the bleachers.

5/29/07
• A flag pole needs to be included within the upcoming fencing project and installed by Fall.

5/22/07
• B. Englert confirmed that the skirting around the grandstand is in the scope of the proposed fencing contract.
• The Spanish portions of the new signage has been reviewed and revised. The drafts are to be provided to P1 for procurement.

5/15/07
• The contractor is working on one of the light standards that is not working completely.
• A proposal and drafts for new signage around the athletic field have been received. The College will approve the drafts and forward them to P1 for procurement.
• B. Englert is working with the Health Department on the concession stand.

5/1/07
• Contractor working on the final electrical connections for the poles.
4/24/07
• Contractor is finishing the pending work.
• Poles have been installed.

4/17/07
• Numerous signs have been ordered for the Athletic fields. These will be paid for out of “Sitewide Improvements” budget.
• We are still expecting poles to ship this week.

4/10/07
• Poles have been delayed at the Galvanizing Co. Should be shipped next week.

3/27/07
• An invoice has been received for approximately $10,000 worth of signs for the athletic field and concessions. It appeared to be related to a College contract. B. Englert agreed to research.

3/20/07
• Ms. Malone indicated that there was not a flag pole in the drawings, and that this is needed. Also, the priorities from the punch list were previously determined with Hector Arias, but they were not available at the meeting. Dr. Spink requested to see that list.

2/20/07
• Dr. Spink said that the fence by the baseball field is a safety issue. Mr. Englert and Ms. Johnson working with a contractor to get this issue resolved.
• DSA approved the fix for the light poles, and they will be completed and shipped back to the side.

New Substation

4/10/07
• The DWP inspector found 15 flaws in the DWP side of the substation switchgear. DWP is dealing directly with the manufacturer.

Wall Painting

2/20/07
• Dr. Spink said that college should contact artist again.

12/5/06
• The estimate for the painting required was submitted by Mark W. There is nothing new to report regarding the artist.

10/10/06
• Ann Tomlinson and Mark Wood are discussing this issue with the artist.

10/3/06
• Still working on a resolution to re-do the mural located at the Business Building. It will be located in a different wall, or on a canvas at the Seahawk Center.

5/23/06
• A meeting was held yesterday. The original artist is willing to repaint for cost of supplies and needs a place to work. The College has suggested Seahawk Center.

Central Plant

5/22/07
• A sample of the CMU block being used at the Central Plant was reviewed and accepted.
• Dr. Spink requested that a rendering of the Central Plant be provided.

5/15/07
• B. Englert inquired when the burn test for the micro turbines would occur. M. Schoeppner to follow up with the Contractor.
• Dr. Spink asked about the sundial outside the Central Plant that LSW and Westgroup Designs promised to assist with during their proposal interview. M. Schoeppner will follow up.

5/1/07
• Structural steel will begin next week.

4/24/07
• Structural steel will begin first week in May. Slabs will follow.

4/17/07
• Under slab utility rough-ins are being done. Concrete placement scheduled for Thursday of this week.

3/20/07
• Work continues for foundations.
• Need project sign.

Fund Raiser

• The LAHC Foundation wants to sell trees to raise money. Trees could have plaques with names of tree on it. List of plant materials is to be made up from campus standard.
Tech. Building

5/22/07
- It was requested that the review of the interior finishes in the laboratories be conducted with the Core Group prior to reviewing with the User Group.

5/8/07
- Dr. Spink requested a review of the interior finishes in the laboratories be conducted with the User Group.

4/24/07
- Dr. Spink asked about the “step” at the site, Mike B. will find out and let her know.
- Fencing must be secured during the weekend, because people at the swap meet are using their restrooms.

4/17/07
- Foundations are complete. Work under slab utility rough-ins have been started

NEA/SS

6/12/07
- The team requested a meeting with the Student Services User Group to review the floor plan.
- After receipt of an estimate from P1, approval has been granted for combining two conference rooms in the northwest corner of Northeast Academic.

5/29/07
- The College is evaluating the possibility of replacing HR with the Business Office in Student Services,
- The Designer is to brief the Core Group on the power issues
- An ADA compliant ramp is needed to facilitate access to Nursing.

5/22/07
- Dr. Spink requested a formal presentation of the electrical power issues be made to the Staff.
- It was confirmed that since the vast majority of the desk chairs votes received were for the larger chair, the larger chair would be provided for all locations.
- A Users Group visit to the site was suggested after construction has progressed further.

5/15/07
• Staff has chosen the larger of the two desk chairs for Northeast Academic.
• There will be a walk-through of NEA/SS with Board of Trustees Member Warren Furutani. He will be accompanied by the Architect and Dr. Spink.

5/8/07
• L. Rosas expressed a concern that there may not be sufficient power at NEA for future technology growth. P1 will investigate and report back.
• P1 will verify that permanent power to the marquee sign will be supplied from NEA.

5/1/07
• A partnering session will be taking place today in the afternoon.

4/24/07
• Dr. Spink wanted to verify that the marquee sign was connected to the generator.
• There is no sign for the Student Services Building.
• Structural steel erection continues, and concrete slab is being placed at the second floor.

4/17/07
• Steel erection for NEA Building will continue this week and into next.
• Contractor is getting ready to place the floor slab concrete later this week or next.
• The Marquee is hooked up to the generator and is operational.

Parking

6/12/07
• Temporary repairs to Lot 8 have been made by Taisei. P1 will pursue permanent repairs to be performed by Ford EC.
• P1 will follow up on striping on the parking lot southwest of the stadium.

5/29/07
• Taisei is to perform repairs to the parking lot prior to June 6th graduation.

5/22/07
• It was requested the P1 provide status of the parking lot repairs to be completed before the June 6th graduation.

5/8/07
• M. Wood proposed moving the Faculty parking from the northeast corner of Lot 8 to the northeast corner of Lot 6.
• M. Bishop will investigate options to repair the back of Parking Lot 8, including the use of steel plates.

2/20/07
• Parking lot damaged by FMO Contractor. Mr. Bishop in discussion with
Contractor to fix damage.

Connectivity Project

3/27/07  
- The Group requested a status on the Connectivity project at next week’s meeting.

2/20/07  
- Mr. Bishop said that P2S is working on this project.

Master Key System

2/20/07  
- Mr. Englert is working on this, and reported that it is on-going.

FMO Building

6/12/07  
- The beam at the loading dock has been removed and the supporting columns reworked.

5/29/07  
- The beam conflict at the loading dock is being addressed by the Designer.  
- The nature of a future ribbon-cutting ceremony was discussed. An afternoon ice cream social was suggested.

5/15/07  
- There is a conflict between a structural beam and a roll-up door at the loading dock that is being investigated.

5/8/07  
- A tour of the FMO Building was conducted this morning.  
- Dr. Spink expressed concern over the acoustics in the conference room because of the lack of a ceiling. P1 will review options.

5/1/07  
- There will be a project tour next Wednesday at 9:15 a.m. Safety glasses, hard hats and appropriate shoes are required.

4/24/07  
- Phillip Allen, Georgiena Villarreal and Libby Norris presented the colors and
materials for furniture and carpets as well as finishes for the building. College agrees with the selections.

4/17/07
• The interior framing is substantially complete. Utility rough-in continues.
• Contractor is getting ready to begin roofing.

4/10/07
• Interior framing and utility rough-in continues this week.
• Bill E. wants to be sure that all interior utility rough-ins are photo documented.

Easement for Outflow Drainage Maintenance

2/20/07
• Mr. Bishop to follow up with Mr. McBearny.

Utilities Project

6/12/07
• The correct the DWP clearance issues, a retaining wall will need to be relocated and the equipment pad extended. P1 to evaluate costs and determine whether the original design was per DWP standards.

5/29/07
• Issues to address clearances at the new substation are being addressed by DWP.
• B. Englert requested that the Contractors areas all be cleaned up prior to the end of this week in preparation for graduation.

5/22/07
• DWP is still working with Square D on the new substation issues.

5/15/07
• B. Englert commented that the turf rehabilitation is not progressing particularly well.

5/8/07
• The Contractor is continuing to work on the punchlist.

5/1/07
• Contractor continues clean up.

4/24/07
• Contractor continues working towards completion of the job.

4/17/07
• Utilities Contractor is working at picking up loose ends such as repair of
landscape sprinkler lines.

New Buildings Design

4/17/07

- DMJM & Pinnacleone are working at getting the contract amendment completed in order for Steinberg Architects to begin Programming. See further updates on the Chem/Physics Building under the title, “Physical Sciences Building.”

2/27/07

- We would like to discuss doing the Chem/Physics building as a design build project. Larry Eisenberg will attend our next Core meeting to share information about this delivery method.

Ceramics

5/8/07

- Proposals have been received for replacement of the countertop and sinks in the Ceramics Lab. Since there are only three weeks of classes remaining in this semester, the winning contractor will be contacted to re-price the project to reflect a single move-in for the plumber rather than installing the new sinks in the existing countertops while the new countertops are being fabricated.

4/17/07

- We are looking for additional contractors to quote the sink and counter top work.

4/10/07

- No bids were received for the sink replacement and only one for the counter top.

Missing Equipment

5/22/07

- M. Wood provided a list of missing theater props to P1 along with a list of material that had already been paid for.

5/15/07

- L. Rosas inquired into the status of the missing theater props. M. Bishop stated that other than the payment that had been made several months ago, no list of additional missing equipment had been received.

2/20/07

- Mr. Wood stated that some equipment that was there when Pac West began
working is missing. He wants to know how this missing equipment will be replaced.

**Physical Science Building**

6/12/07
- The next User Group meeting has been scheduled for Thursday, June 14th.

5/29/07
- A Users meeting is scheduled for 1:00 p.m. on Thursday, 5/29 with Steinberg.

5/15/07
- Steinberg is to be provided direction this week at a team kickoff meeting. Future User Group meetings will be held on a regularly scheduled basis and members can attend as they are available.

5/1/07
- Steinberg Architects is working on the programming.
- A users group meeting needs to be scheduled.

4/24/07
- Dr. Spink expressed her concern with having to close the college’s central walkway during the construction of this building. The student enrollment will probably drop. Different options will be discussed.

**Photovoltaics**

5/8/07
- B. Englert discussed a District-wide RFQ in progress that would provide PV systems via an Energy Services Company (ESCO). At least three firms would be available to provide services at each campus. It was proposed that LAHC could use the PV panels that have already been purchased and provide them to the ESCO for installation under this proposed program.

4/24/07
- Dr. Spink announced that the estimate to install the photovoltaics on the parking lot is $1 million, and the college does not have that money. The option will be to cancel a project. The decision made by the LACCD was to continue and work with the Board, as we won’t be complying with the 10% requirement.

**PE Building**

6/12/07
- A task order is to be issued to Psomas to update the water model.

5/29/07
• A $10,000 quote has been received from Psomas to update the water supply model.

5/15/07
• Psomas is updating the water supply model to support the revision to the fire hydrant and interior sprinkler design.

4/24/07
• Dr. Spink said that there are utilities that urgently need to be replaced. If the PE building is deleted, the replacement of pipes and lighting could be done. However, LACCD has encouraged Harbor College not to cancel the PE building.