Owner’s Meeting Minutes 256
3/24/09

Attendees:
Dr. Spink  M. Wood  C. Muldoon  R. Rojas
Dr. Tomlinson  L. McKenzie  D. Humphries
Dr. Patterson  J. Smith  M. Bishop
B. McNeel  N. Malone  S. Caropino
L. Rosas  B. Young  D. Valdez

Child Development Center

3/24/09
- Bill and his Facilities staff walked the building. They asked that an exterior outlet be added and that an access hatch be added to the hard ceiling in the restrooms.
- The 4/16 tour will take place as planned. All who are able to attend are welcome.

3/17/09
- There are wall outlets in all the occupied rooms and there are several exterior outlets.
- A tour of the construction will be arranged for 4/16 at 3:00.

2/17/09
- A scheme to paint the building with two different colors of paint matching the gray and tan of the other new buildings was presented and accepted by the group.
- The group decided that a good place for the children’s hand prints would be the top of the letter seat walls.
- There will be a walkthrough of the construction site for the users and Core Team in March.
- The project has suffered delay due to rain. With the wood wet it is not possible to install roofing and other damp proofing materials. Other work such as plumbing rough-ins has proceeded.

1/20/09
- The architect attended the meeting to present the color and material boards for the new CDC.
  - The colors for the walls and doors are okay.
  - The carpet selection for the child rooms is okay.
  - Change carpet to VCT in adult classrooms.
  - PBWS is to look into the largest quarry tile possible for the lobby floor.
  - The Core Team asked why we are not using bright colors for furniture in children’s areas.
- Framing is complete and the contractor is ready to start roofing and wall sheathing.
**Humanities Modernization Scope Issues**

3/24/09
- The scope meeting will be held Monday, 3/30 in the P1 conference room.

3/17/09
- The contract has been finalized with Steinberg and a scope meeting will be conducted ASAP.
- Dr Spink expressed dissatisfaction that the project is not moving along

1/20/09; 1/06/09
- The Rigging Lighting Sound package is being held up pending bringing a new architect on board to incorporate the final information and to add in the scope which was left off and/or removed.
- Mike is checking to see if there is some easy way to have some A/V equipment installed in the speech rooms.
- L. Heimgartner is going to review the carpet samples mentioned in the 11/11 minutes.

11/18/08
- The Users want us to address items of scope in Measure J prior to releasing any package.

11/11/08
- Mark wants to do a final check to see that comments have been incorporated prior to release of the Theatrical Package for bidding.

10/21/08
- Mark and Larry have reviewed the FF&E list. Some things were out of date and have been eliminated.
- Larry would like to know if there is any way we can get help installing flat screens and the podia in the Speech rooms. Mike to check to see if we can tag it onto work being done in NEA/SS.

10/07/08
- The FF&E budget is listed at $80,000 less than the group remembers it to be. P1 will look into this.

07/29/08
- PinnacleOne will shift funds from the exterior portion of the project to reimburse Fine Arts and Music FF&E.
- A budget review is required to identify funding source for proposed Recital Hall remodel to a Level 2 classroom.

07/01/08
- PinnacleOne will schedule an inspection of the Fine Arts roof.
Issues and Complaints

3/24/09

- There needs to be a Staff Parking sign at every space in the parking east of NEAH
- A user guide should be supplied for the AV equipment in every classroom.
- Athletic department wants a gate added at the football field to keep the public off the field.

3/17/09

- First Fire has been engaged to correct all troubles in the fire alarm system campus wide. This work is underway.
- The skunk smell is back in the Academic Affairs VP offices
- ADA operator plates for the NEA/SSA doors are not good. They are located too far from the doors and should be in a pylon like they are at Tech.
- Hardware continues to be an issue with the wrong function having been specified and installed. Core is to form a hardware subcommittee to help identify and resolve the issues.
- Old TV/DVDs have been rolled into the Level 1 classrooms in the NEA
- The Level 2 AV equipment malfunctions regularly – at least once per week.

3/03/09

- The alarm which disrupted classes in NEA was a trouble alarm on the Fire Alarm System. P1 has written a task order to First Fire to trouble shoot the entire system and fix all ground faults.
- The Keying master plan needs to be discussed at Core in a concentrated meeting. There have been many attempts with many consultants in the past 7 years to address the master key system on campus and all have failed. P1 and Facilities are trying to find a good consultant to help us complete the task.
- The skunk smell is back at the east end of SSA
- The stanchions which bolt into the floor in the Art Gallery are missing. They had been stored in the room adjacent to the Gallery; but have disappeared.

2/17/09; 1/20/09; 1/06/09

- The elevator equipment in NEA adjacent to the faculty offices is too loud.
- In Room 154 of the SS the modesty panels must be removed from the desks units adjacent to the walls in order to access the wall outlets for voice/data and power.

12/2/08

- There are leaks in the Admin Building roof. Bill stated that these were not due to the new roof installed recently.

10/07/08

- Athletic field gate hinges need to be fixed. The contractor fixed one gate but not the others.
Central Plant

3/17/09
- We are looking into Retro-commissioning for the Central Plant as a way to get extended warranties/maintenance agreements.

11/18/08
- The Campus is concerned about the consumption of Gas. This is probably due to having the chiller plant hard piped to the boilers in order to load the chillers.

11/27/07
- Dr. Spink inquired about educational signage for the Central Plant equipment and the sundial proposed by the architect during their design proposal. M. Schoepner stated that the contract does not include educational signage but he would follow up with the Designer.

Tech. Building

3/24/09
- The recessed walk off mats at the doors are in the wrong place, outside instead of inside, and are raising up forming a tripping hazard.
- Taisei has been working on the sewer gas smell problem. Some trap primers have been replaced.

3/17/09
- The roof leaks pointed out at the 3/3 meeting have been fixed.
- The group is interested to know when the educational color coding of the exposed utilities will be done.
- When will the vacuum lines be installed in the lab areas.
- Trap primers for floor drains need work - sewer gas is a problem.

3/03/09
- The Group wanted to know how we are addressing:
  o The ponding on the stair landing.

2/24/09
- There is a list of scope items which were not part of the original building scope which will be handled as a separate contract. These items may be combined with similar items from NEA/SS to form a single larger project.
- Hector mentioned that the DSA reviewer working on curtain wall systems was recently transferred to the field and currently there is no one at DSA assigned to this task for any of the projects.
2/17/09
- Hector requested that one parking space in the parking lot immediately adjacent to the building be designated for alternate fuel vehicles in order to gain back a LEED point lost due to turning the green space in front of the building into parking.
- There are areas in some of the labs where there are no outlets in 40’ of wall.
- The College wants to move some of their old equipment into the TV Studio and begin using it. There are boxes stored there which need to be removed.

11/11/08
- Furniture is being moved into the building. The deferred approval items are still at DSA.

10/07/08
- The fire sprinklers are not yet approved. The DSA reviewer is requiring that the interstitial spaces between the ceiling and the deck above be fire sprinklered because the design team exercised the exception to the code requiring fireproofing of structural steel which allows substitution of fire sprinklers. This interpretation of the code changed in 2005 from not requiring to requiring sprinklers above ceilings. Since the building was submitted and approved in 2004, this requirement does not apply.

NEA/SS

3/17/09
- Wear at classroom walls from desks continues to be a problem. The discussion centered around chair rails and some kind of wainscot.
- Foot marks on hallway walls from people leaning is a problem similar to the one above. The design team is working on some proposed solutions.
- R. Darling is to work with B. Young regarding installation of speakers in RM 125.
- I. Clark has suggested that the solution to the computer desk crowding issue may be a central server based system. Core Team wanted to know how that would accommodate students saving their work on memory sticks, etc.
- Interim Classroom Village
  - Fire alarms are disconnected
  - The furniture has been removed
  - Moving will start 3/23 early morning.
- Additional items of scope to be added to the separate project are:
  - Lights at bulletin board cases in SSA hallway
  - Noise mitigation at elevator equipment rooms
  - Air balance changes in Admin area
  - Tree pruning at fire lane
  - Task lighting at info counter desk
  - Containment for pea gravel at planters
  - Printer stands for network printers
  - Exterior lighting between SSA and Physics
- Rollup doors at mailroom
- Building lighting at stairway #3
- 8 additional network “blades”
- Benches in SSA hallway
- Lawn Mower
- Guest Chairs for Dr. Patterson’s office
- Conference table to seat 12 to replace one seating 8
- Demonstration table in NEA 125
- Add speak hole at non disabled height to SSA Payroll 211
- One way film at Assessment Room 120
- Site lighting for sign at NEA
- Reverse lock at Pres. Office/conference
- Light switch at Pres. Reception.
- Door operator plates closer to doors NEA/SSA
- Water lines for ice makers
- Hardware at 216D
- 250 blank cores

3/03/09
- There has been no progress to report on the purchase of trash cans, clocks, etc.
- P1 needs to be given specs on the copiers which have been requested in order to purchase the right thing.
- There is water damage to the ceiling in the large conference room which needs to be repaired.
- One of the arms from the fixed seating in a lecture hall has been knocked off. The screws appear to have been sheared off. P1 will pursue correction of this with the manufacturer.

2/24/09
- There is a list of scope items which were not part of the original building scope which will be handled as a separate contract. These items may be combined with similar items from Tech to form a single larger project. This list is as follows:
  o NEA/SSA List of Separate Bid Items
    - Mechanical Screen Wall Doors
    - Crossover Platforms
    - Angle closure at second floor guardrails
    - Chair rails at all classrooms
    - Permanent display shelves under SSA stairs
    - Permanent barrier under NEA interior stairs
    - Blinds at Admissions and Registration 107 to control glare
    - Smaller CPUs at Computer labs in NEA and Assessment Center
    - Wider tables(36”per student) at Assessment Center
    - Signage for faculty offices
    - Window insert in main entry door at Faculty office complex NEA first floor
- Phone Intercom in main entry door at Faculty office complex (both floors)
- Camera system to monitor back hallway and rear entrance at NEA faculty complex, both floors
- ADA push button door operators at NEA breezeway doors
- Hold down clips for bottom rail of blinds at door side lites
- Additional signage required by Fire Inspector
- Rolled curb required by Fire Department Inspector
- Lectern revision
- 19 air vent grilles at AV closets, Rooms 214, and 219 in SSA
- Privacy blinds between classrooms 122, 124, 126, and 128

2/17/09
- Rick, the IOR and the AOR will be conducting the final punch list walkthrough of the buildings 2/23 – 24. Those who have new items should communicate them to Rick.
- Tables in computer labs are too small to accommodate two students, the computer equipment and their books. The group was cautioned that larger tables equal fewer students in a class.
- Trash cans and pencil sharpeners were being ordered from Grainger through WISCA, but the board item was pulled.

1/20/09
- Lessons learned
  - The tables in the computer labs are too narrow. The students are shoulder to shoulder without room to put a book or paper on the table beside the keyboard.
  - The fixed seats in the lecture halls are too narrow. The wider seats used in the Music Recital Hall should have been used. The Recital Hall seats were ordered prior to the E-Catalog procurement. E-Catalog seating is what is in the lecture rooms.
  - Students place their heads against the walls in classrooms where the desks and tables are against the wall. They also rub the desks and seats against the walls. Some protection such as a plastic film wainscot is needed.

12/2/08
- Brad expressed concern about the layout of the Video Conference Room. The concern is that there is conflict between the video equipment cabinet and the roll-down screen.
- A question was asked of Ivan regarding what to do with the old computers. Ivan will present a plan at the next core meeting.

11/11/08
- Abby is putting together a list of deficiencies regarding Student Services. Display cases mentioned last meeting are not in the current FF&E budget.
Parking

3/24/09
- The parking structure contract has been rewritten for a single structure and is now signed.

3/17/09; 3/03/09
- The parking structure contract is being rewritten to reflect that we are building one structure, East, and enlarging for more efficiency.

2/24/09
- P1 presented a sketch showing a larger parking structure than the original RFP. This would be a three level structure with 370 cars.
- The group discussed the possibility that the parking structure cuts the PE and Wellness Building off visually from the rest of the campus. Dr Spink suggested that perhaps the structure could be moved to the west into the practice field. P1 is to conduct a user group meeting to discuss eliminating the practice field.

2/17/09
- Dr Spink has instructed P1 to proceed with the East parking structure.
- P1 has had one meeting with McCarthy and will meet again this week to discuss alternative layouts to the ones proposed in the RFP.

1/20/09; 1/06/09
- We have requested that Chevron Energy add temporary parking to their project at the north side of the athletic fields, south of P1 trailers, and between New Tech and Tech 1.

10/07/08
- P1 has money in the next bond to cover off site parking and shuttle service. Shuttle services have been contracted on a District wide basis, and we should be able to obtain service that way instead of reinventing the wheel. Ann will talk to the VPs at West and Mission to see how their shuttle services have been working.

Connectivity Project

08/26/08
- A portion of this work is being done by Ford as part of the P.E. Wellness project utility installation.

06/17/08
- Approximately $300K in additions funding is required.
Easement for Outflow Drainage Maintenance

08/26/08
  ● M. Bishop had not heard from McBearny. H. Arias will follow up on this item.

Science Center

3/24/09; 3/17/09
  ● Rick has added further definition to the demolition limits for the project to include the Crow’s Nest.

3/03/09
  ● The demo of the old Receiving Building and yard is being included in the Science project scope.
  ● The Bookstore needs to move out of Receiving prior to demolition. They have two containers south of Seahawk specifically for book storage.

1/20/09
  ● Steinberg Architects presented the Science Complex programming to the group.
    ○ Rooms must be designed to accommodate larger students. Computer stations should be designed at 36” instead of the standard 30”.
    ○ Fixed seating needs to be wider to accommodate larger students.
  ● Wind studies are required of this building type to determine impact of exhaust stacks.

Alternative Energy

3/24/09
  ● Detailed cost estimates were received from R. Rojas. The amount to be paid by the College out of Bond funds is within the amount estimated by P1.
  ● The scope of work for Pacifica and Chevron Energy were received.
  ● Phase 1 paving should be in and striped ready for use the week of 4/13.

3/17/09
  ● R. Rojas clarified for the Group that the Bond portion of all three parking lot phases is to be $10 – 12M. He will have a full cost breakdown to us by Friday. He will also attend the next construction meeting and the Core Team meeting on the 24th.
  ● Phase 1 construction is proceeding well. The contractor should be placing the base material next week.

3/03/09
  ● P1 has been informed that the College will be expected to pay for reconstruction of the parking lots. The number we were given is $12M. Even though the College was led to believe that this work was being included in the PPA along with the PV, in planning for Measure J, $8M was budgeted for parking lot
reconstruction, so in spite of the surprise there are some monies available for this purpose. The plan is to ask Pacifica and Chevron for a detailed breakdown of costs of construction.

12/16/08
- Chevron Energy Solutions has received permission from the District to start reconstruction of the parking lots prior to receiving DSA approval of the carport structures. Refer to Alternative Energy for further discussion.

10/21/08
- Once this project starts up there will be considerable disruption of the parking.

PE Building

3/24/09
- The second door to the Sheriff office is still framed as a window.
- P1 should check the drawings to make sure there are exterior outlets for the Sheriff carts and for two athletic trainers’ carts.
- The College would like to have the cart parking area covered.
- Regarding the scoreboards to be donated by the I.B.E.W.:
  - We should check to see that Ford’s electrical sub is union.
  - We should check to see if installation is in the contract.
  - The scoreboards can be delivered in 5 weeks. We should check to see when the building will be ready for installation.

3/17/09
- P1 is replacing Hector Arias with Stephen Barber as project manager on the project. We are conducting changing of the guard meetings with the architect and contractor, and will do the same with the building users.
- The user group has met regarding the project colors and has confirmed their selections. The fixed seating selection has not yet been resolved.
- R. Rojas will send information regarding the two gymnasium scoreboards to be donated by I.B.E.W. to Hector. The building is progressing rapidly and will need that information for rough-ins and installation right away.

3/03/09
- P1 is to check to see that there are an adequate number of outlets in the building.
- Countertops are being made of regular plywood instead of MDX. P1 will address with the architect and the contractor.

2/17/09
- Representatives from Leo A Daly presented the color and material pallet.
  - VCT should be used instead of carpet for all classroom and circulation areas. Offices should have carpet.
  - The architect should design the pattern of the VCT floor tile. The colors are acceptable.
- There was a debate as to whether plastic seats in lecture halls instead of cloth seating. No decision was reached.
- Some of the Core did not like the carpet selection although the users who were present thought it was good.
- PE wellness should hold a user group meeting to further discuss materials and colors.

08/26/08
- There is no provision made for sinks or drains in the snack stand area of the Gym. If it is a requirement to have a refrigerator and or sinks we need to know now prior to placement of the concrete slab. The Core Team instructed P1 to assume that there will be a refrigerator, and a 3 compartment sink with disposer.

**Library**

3/24/09; 3/17/09; 3/03/09
- The architect is addressing Fire/Life Safety and Structural DSA comments; but still has not received Accessibility comments.

2/24/09
- Kaveh from WWCOT presented the revised scheme for the exterior of the Library. The bottom 9’ will be changed to plaster which will be painted in two shades to match the color of some of the panels proposed. There was no brick proposed because it doesn’t fit with the building design. Even though the materials are not the same as the other new buildings, the colors of the building reflect the colors of the materials found in those other new buildings which supports the continuity of the campus. The Core Team approved this scheme with the caveat that the users must also approve.

8/26/08
- Dr. Patterson requested to view the fly through demonstration presented to the Infrastructure Committee.

**Nursing**

3/24/09
- The doors, frames, hardware and glass have been purchased. The contractor is working on installation, and completion of the other work.
- There is an accreditation inspection scheduled for 4/21. The grant area must be occupied by that time. P1 will make the drop dead date for completion 4/14
- An extension of the grant money is required.

3/17/09
- The purchase order is still stuck somewhere in the system. Dr Tomlinson will help break the log jam. Once again we are in danger of not finishing before the
grant runs out on March 21. P1 will keep B. McNeel informed in case an extension is needed.

3/03/09
- The purchase order for the doors, frames, hardware and glass is being delayed in the bureaucracy as is the Contractor’s and A/E’s amendments.

09/09/08
- The drawings have received DSA approval. Several items were added by DSA which will need to be priced by the contractor. The contracts have been signed and the added work will be handled by change order.

Foundation Issues

10/21/08
- Tables and benches have been ordered. NEA/SS = 3 Gray; Theater = 6 Sand
- Bill and Larry will do a ground plan of the Theater Quad for placement.

Measure J

3/24/09
- Bill, Ann and Mark W. are to form the committee to work with Rick on the exterior of the Marquee.
- Along with the sign people, there is a firm which is on board to provide a PV and storage system to power the Marquee.

3/17/09
- R. Darling is working on the marquee sign project and has a supplier working up a performance spec for the electronic sign. R. Rojas explained what he has been working on with respect to the same project. Ruben and Rick are to work together on the project.
- Steinberg has been engaged to revise the Master Plan to reflect Measure J and the Renewable Energy programs. We need to discuss updating the EIR as well.

3/03/09
- We are to do the Marquee as a separate project and move it along right away. The College has decided not to do the project as a purchase agreement with advertisers.

1/20/09
- The Measure J list of projects was handed out to the Team.
  - The General Classroom Building should be called Extended Education
  - The Fine Arts/Theater description should be altered to more accurately reflect the project which is contemplated.
1/06/09
- The TV Studio is a priority project. P1 is to have Smith Group begin to address the completion of the studio. The consultant they had in the beginning was good and could be engaged again.
- Other priorities are cleaning up of GC and old Admin. Programming should start right away.

12/16/08
- The P1 team and Bill are going to have a retreat on 1/7 to discuss lessons learned, campus standards and Measure J project bundling and scheduling issues.

11/18/08
- Core advises that there should be monies set aside from Measure J for computer replacement at the end of the bond, 5 years from now.

11/11/08
- Now that the bond has passed the P1 team has started planning for management of the projects. The first step started at the staff meeting with a briefing of what is in the bond, tentative budgets and preliminary time lines. The second step is that the P1 team will put together two lists within the next week. Those are, lessons learned, and items of work either not covered or left out of Props A/AA. The week following we will hold a retreat with Bill Englert to map our recommendations as to a course of action to present to the Core Team.
- One of the first projects that need to be addressed is the Old Admin building. The inclination of the Core is to do paint and patch of the area required for Job Placement and Cal Works so that we can move them out of the temp office bungalows. The A/C and other work can follow later.
- The City has been talking with the College about adding their One Source Center to the campus and this building would be a natural place to put it.
- The Port has been discussing having the College conduct their Port Truck Driver Training. A likely place for this is the properties on PCH which were being considered as potential off site parking.

Land Acquisition

3/17/09
- Steinberg is reportedly just about ready to return with more refined plan proposals for the land swap and PCH property acquisitions. This should be ready to review with the CPC within the next few weeks.

2/17/09
- Dr Spink is getting pressure from District to move on purchase of the PCH properties. The Core recommends nothing be done until it can be discussed a second time in CPC.
1/20/09
- David, Dr. Spink and Mike described the latest thinking regarding the potential for acquiring the two pieces of property on PCH; and also a trade of property with the city Recreation and Parks Department where we would swap the 17+ acres of the driving range for a like amount north of L Street. If the College was also to acquire the 4.8 acres currently owned by DWP we could trade that as well for additional R & P land.
- These ideas are just in the talking stages right now. Any actual proposals will be taken before the College Planning Council

Transportation
- Diana Ho is working on a Federal grant for enhancement of public transportation at the campus. It would need a $220,000 match from the College. P1 recommends that the matching funds be taken from the Infrastructure budget line item.

T.V. Studio
3/24/09; 3/17/09
- We have received the proposal from Smith Group and their consultant and are now ready to proceed with the project.

2/24/09
- We have invited Smith Group and their consultant to provide a proposal to design and specify equipment to complete the TV Studio. The original equipment is to be revised/updated.
- A preliminary user meeting was held on the 23rd to discuss the procurement strategies. Mark Wood reminded the group that he should be included in all user meetings henceforth.
- It was discussed during Core that even though the consultants have the capability to do design build, that we would not utilize that delivery method due to the time it would take to put a DB package together.

Athletic Fields
3/03/09
- There are critical safety issues with the Softball Field
  - Uneven ground in the outfield
  - The fencing is not high enough
  - The warning track level is a couple of inches below the perimeter curb
- There are gender equity issues
  - There is no announcer’s booth
  - College is to put together a list of other issues
- The football field is not being maintained properly.
- The turf must be raked regularly and the crumb rubber fill needs to be repositioned to provide cushioning and to support the fibers
- The turf must be cleaned and sterilized periodically
- This is beyond the expertise of the Facilities gardening crew

**Community Services**

3/17/09
- The kickoff meeting for Programming the Community Services building is Wednesday at 9:00.

3/03/09
- The user group for this project is to be B. McNeel, and Dr Tomlinson as co-chairs; B. Young, J. Naranjo, J. Smith, I. Clark, L. Rosas, and Lisa Salazar from the City.
- P1 is to determine if a third bungalow will fit in the space with CalWorks two bungalows to accommodate a Swap Meet office. The proposed location on the tennis courts is not functional.