Owner’s Meeting Minutes 288
02/02/10

Attendees:
Dr. Spink  Dr. Tomlinson  A. Patterson  B. Young
C. Muldoon  B. Englert  J. Smith  D. Humphreys
T. Johns  B. Risley  L. Rojas  B. McNeal
L. Heimgartner  M. Schoepfner

Steinberg Team:
J. Sion  D. Hart  E. Andrews  V. Shrestha
A. Robinson

SAILS (Student Union, Astronomy, Infrastructure, Landscaping & Security)

02/02/10
• The team from Steinberg Architects presented the new Landscape Masterplan concepts for review. The presentation was well received. They were asked to also consider alternatives to using the Stadium for graduations including insuring power availability.

01/26/10
• A Steering Committee Meeting is scheduled for January 28, 2010, at 9:00 a.m.

01/19/10
• The group discussed the Student Union building general layout: the top floor to be a conference center, food court on the ground floor. M. Wood inquired about an amphitheater and technical theater lab. T. Michelman presented information on possible food court venders and their general requirements and advise obtaining branded venders. The campus to provide shell and vender to build out. The campus will perform a survey to determine the most viable vender option. Food court vender review committee will include Dr. Spink, J. Parker, J. Smith, and A. Patterson.
• Elana with Steinberg express the urgency for the campus to decide how many venders to support. She also recommends designing the space with as much flexibility as possible.

01/12/10
• The group discussed the creation of the steering committee for the design-build project. Committee members are to include: Dr. Spink, Dr. Tomlinson, N. Malone, A. Patterson, M. Wood, B. McNeal, J. Parker, B. Englert, & B. Young. Steinberg Architects is the design criterion architect.
• There was discussion on the possibility of having a couple of vendors in a food court arrangement as part of the Student Union. Dr. Spink will meet with the District for further information.

Campus Art

01/26/10
• The Campus Art Committee will make recommendations. Core recommended they consider the south side of PE & Wellness.

01/12/10
• The group was informed that Measure J bond has allocated up to ½ % of the bond funds towards campus art (public art). Dr. Spink has requested a five person committee/task force to deliberate on campus art projects. M. Wood to draft a list of committee members and task force structure.

Child Development Center

01/26/10
• State Licensing, Fire Dept., and Health Department inspections are pending.

01/12/10
• Striping of both east and west parking lot is to occur Wednesday, 1/13/10. M. Wood has requested the furthest west ADA stall on the south side of the east lot be striped as loading and unloading zone in yellow. Group has agreed to loading zone stripe and relocation of ADA stall to the west parking lot. The east parking lot will have 7-ADA stalls on the south side and 3-1hr parking and 6-administration stalls on the north side. West parking lot will have 2-ADA by the main entrance, 11-pick up/drop off stalls on the east side and the west side will have 11-faculty/staff stalls.
• Dr. Spink has suggested possible wall mural along the outside wall off L Street, near the kitchen entrance. She suggests members of the group to drive by and consider for discussion.
• Arcadis will get the contractor to install sign posts for the 1-hr and administration parking and the campus will relocate the signs from Lot 10. The campus will also restripe lot 10 as necessary.

01/05/10
• The new parking lot east of the new CDC is scheduled to be striped this week. Options for the non-accessible parking spaces were discussed. Arcadis will brief the group on the number of spaces available.

12/01/09
• Work in continuing in preparation for the grand opening ceremony. The proposed design for the children’s handprint display was discussed.
11/10/09
  • Arcadis proposed using tile pavers in lieu of children’s handprints in concrete because of safety concerns. M. Wood will consults with his ceramics staff for potential support.

Humanities Modernization Scope Issues

01/26/10
  • Design-Build team scoring was conducted by Campus, CMP and Build-LACCD members last month. Arcadis will follow up on the resulting short-list.
  • Arcadis will follow up on the repairs to the Fine Arts Bldg. roof leaks.

01/12/10
  • Group discussed members to comprise the design-build team selection committee. The following are to be on the team; Dr. Spink, L. Rojas, Juan, L. Heimgartner, D. Humphreys, & M. Wood.

01/05/10
  • The proposed Music and Drama Speech classroom instructional technology systems were discussed. M. Wood has proposed systems produced by Nomad Technologies. Core approved the procurement of five systems. Arcadis will pursue procurement and installation.

12/15/09
  • Scoring of the twelve Design-Build teams is scheduled for December 23, 2009, from 8:00 a.m. to 12 noon.

12/08/09
  • Twelve Design-Build team submissions have been received. A scoring team will be formed to review the packages and prepare a short-list.

12/01/09
  • Arcadis will forward the equipment quotes and details to M. Wood.
  • The RFQ for the design-build contract has been issued. Responses are pending.
  • Instructional technology for the Music Classrooms will be discussed at the next meeting.

08/25/09
  • The User Group met with the Design Team (Steinberg) to review project strategy and tour the facility.
  • M. Wood proposed purchasing multimedia presentation stations for the Speech and Music classrooms with FF&E funds. He will provide Arcadis with information.

06/16/09
  • L. Heimgartner asked that the floor damage in the theater foyer be repaired.
5/19/09
- M. Wood requested the status of the reimbursement of FF&E funds for Music and Fine Arts.
- Dr. Spink noted that a Campus wide FF&E list will be prepared, prioritized and allocated per building.

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.

**Central Plant**

01/12/10
- T. Johns reported that a couple of parts are still missing for the installation of the new smaller chiller. Parts are anticipated to arrive next week and installation to begin late next week.

12/15/09
- Start of installation is planned for next week. Completion is anticipated by the end of January.

12/01/09
- The small chiller is expected to be delivered mid-December. It will be installed by RJ Daum Construction.

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

**Tech. Building**

01/26/10
- Informal bids are being taken for the non-DSA enhancement issues.
- The request for new sinks is facing accessibility issues as well as the need for connection to a clarifier.

01/12/10
- M. Wood brought up that there are two walls on the east corridor, 1st floor that still need touch up painting. Arcadis to follow up.

01/05/10
- The equipment listed on the Energy Concepts quotation for the electronics shop will be paid for from a grant. L. McKenzie will address the engineering equipment request from C. Sutherland. There is no action required from the Program.

12/01/09
• Critical equipment connections in the enhancement project scope have been contracted for and have started.
• L. McKenzie and R. Darling will revisit the process plant area to confirm equipment inventory and requirements.

11/03/09
• Arcadis will review the pathway lights in the patio on the north side for possible trip hazards.
• M. Wood noted that the crack in the glass in Room 118 lines up with a crack in the stucco wall above. Arcadis will investigate.

10/27/09
• R. Darling presented the updated issues list. Arcadis will proceed with smaller issues and will prepare rough order of magnitude estimates for larger remodels. Purchase of additional equipment is pending review by the Campus and approval of the Core Group.

10/20/09
• A portion of the Process Plant training equipment needs can be funded by DOL grants. Other funding will have to be identified for the remainder. L. McKenzie will provide guidance.
• A list of issues identified during recent site walks was discussed. Several of the issues have been included in an upcoming informal contract. Others are included in the enhancement project.
• The equipment layout for the Architecture Lab is set. The proposed layout for Len Glover’s lab needs to be studied to verify the building can support the equipment.

10/06/09
• Arcadis is preparing a revised task list.

NEA/SS

01/26/10
• Computer upgrade requests are pending receipt of a requirements list. Ordering for the Assessment Center is moving forward.
• Steinberg will investigate the use of high performance paint in lieu of chair rails.
• Informal bid scope is being prepared for non-DSA issues.

01/19/10
• T. Johns informed the group that the vender has been paid and will commence with the purchase of the tack and white boards.

01/12/10
• An update was requested for the whiteboard and corkboards for both NEA and Tech. B. Young informed the group that he believes there is an issue with the vender’s credit and is unable to afford the cost of the boards for installation. Arcadis to provide further information.
• The group also discussed the issue of adding additional information on the buildings
kiosks. The hope is to be able to provide additional information to students on campus locations and room locations on the building kiosk.

01/05/10
• Arcadis will update the schedule for installation of the corkboards and whiteboards.

12/01/09
• The DSA submission of the enhancement project was disallowed as an FCD. A formal submission of a new project will be required. Non-DSA scope items will be contracted for separately.
• FF&E will be purchased through Procurement. Arcadis will verify the delivery date.

Parking Structure

01/26/10
• The north half of Parking Lot 8 will be fenced off prior to the start of Spring Semester in preparation for start of demolition.

01/12/10
• The group discussed when to close north parking lot 8. The group request the parking lot be closed prior to the start of the Spring semester.
• T. Johns informed the group that the contractor is still expected to excavate at the beginning of the Spring semester as previously presented. T. Johns also updated group that is has been a delay on getting the plans out of DSA and how the Memo of Understanding with DSA has impacted the project.

12/15/09
• Discussions with McCarthy continue regarding the excavation schedule. The work is currently anticipated to start in early March.
• Arcadis will investigate starting the night shift work the first week where the soil will be transported to a private landfill.

12/01/09
• No commitment has been received from McCarthy on commencing soil removal in December so that it can be conducted during winter break.
• B. Young asked how the staff parking that will be lost when the north half of Lot 8 is turned over to McCarthy. Arcadis will review options.

Science Complex

01/26/10
• The Pinner Design-Build team presented their landscape design. It was well received. They were asked to consider tables and other seating in the exterior open areas.
• The next User Group meeting is scheduled for February 19th.
01/12/10

- T. Johns updated the group that the design team is meeting with DSA on the collaborative review today.
- B. Young inquired about the possibility of truck traffic to cut through the campus instead of along Lagoon Drive and damaging the asphalt.
- Campus also requested a map showing the pedestrian path of travel during construction activities. T. Johns has informed the group that the master planning architects are currently working on the plans.
- M. Wood inquired about the furniture leaving old Tech 1 building. He feels that some of the furniture is still usable. B. Englert informed everyone that all the furniture leaving the areas scheduled for work has been properly surplused and is waiting pickup or disposal. Furniture leaving the old Tech 1 will be staged in old Admin. M.Wood to revisit the furniture he believes is usable prior the final disposition.

12/15/09

- Ivan Telyatnikov from Igersol Rand presented a new lockset/card reader integrated option proposed to be integrated into the project. The group expressed a preference for inclusion of the keypad option and a manual locking feature operable from the inside of the classrooms.

**Renewable Energy**

01/12/10

- Group was informed that the District will finance 3 months of Chevron’s contract awaiting the Power Purchase Agreement with DWP to be worked out. Dr. Spink informed the group that she believes the District will be able accommodate the cost for Harbor’s PV project.

12/15/09

- Because of PPA issues with DWP, the Tech building is being proposed to be sold to Chevron in exchange for the PV farm and then leased back to the College in lieu of electricity charges.

12/01/09

- Energizing the first MW of PV is dependant upon installation of DWP metering.
- Installation of security camera at the parking shelters is dependant upon the Security Master Plan recommendations. Security consultant award is pending District direction.

**PE Building**

02/02/10

- A tour of the building is scheduled for 9:00 a.m. on 2/9.
- Dr. Spink requested that Parking Lot 4, south of the building, be made available as soon as possible.
01/19/10
- Ahbe and Leo Daly presented the remaining landscape items to the core group. Group will accept bougainvillea and rosemary plants for the south side of the building to infill between the palm trees. Yellow wave flax (same as north side SSC) will be used as ground cover under the male Ginko trees on the north side of the building. The first planter will be filled with concrete. Group also will accept a stones embedded 2” into a mortar bed around the building. The transformer will be screened off with an architectural screen.

01/12/10
- Dr. Spink informed the group that the therapy tank at the new PE building will be maintained by the PE department. Otherwise the campus will have to hire a part time employee to maintain.
- T. Johns informed the group that the equipment will be moved in within the next couple of weeks. The users are scheduled to move in during Spring Break. Core group request a building walk on Tues 1/19 @ 9AM.

01/05/10
- The landscape architect briefed the group on the landscape design. The group expressed concerns over maintenance issues with various species of trees being proposed.

12/15/09
- The proposed move-in schedule was discussed. Arcadis will verify that all issues will be resolved to allow for move in at the end of January.
- The commissioning of a mural on the back side of the building will be considered. Nabeel will be consulted for a reference.

12/01/09
- The option of leaving the old gymnasium in place to be available for lease was discussed. It was determine that the State required the existing building to be replaced and demolished.

Library and Learning Resource Center

01/12/10
- T. Johns informed the group that the LLRC package is currently out for bid.

01/05/10
- The project is being advertised for bid tomorrow. Pre-Bid conference is scheduled for January 19th. The Bid Opening is scheduled for February 5th.

12/15/09
- M. Schoepner that a new fire hydrant may be required to be installed within 250 of the relocated modular classroom (teamroom) at Baseball.

Electronic Sign
12/15/09
• Arcadis will forward a letter to BuildLACCD to verify that permission has been granted from CalTrans for the installation of the electronic display.

12/01/09
• R. Berliner briefed the group on the 50% CD status which was approved to continue. M. Wood expressed concern that the up-lights directed down on the Seahawk image would contribute to light pollution. Berliner will consult with their lighting consultant.

11/03/09
• Development of working drawings is proceeding. Arcadis is seeking written assurance from CalTrans that the installation of the electronic display signage is permissible.

T.V. Studio

01/19/10
• T. Johns informed the group that the TV studio design has been selected and board approved. The design of the studio will occur as soon as the contract is final.

11/10/09
• The contract for the TV Studio design is on the December 2nd Board agenda.

Athletic Fields

11/03/09
• Construction documents for the softball field renovations are proceeding to require sodding of the field.
• N. Malone requested that the work be postponed until after the season ends in May. Bidding will be scheduled for April.

10/06/09
• N. Malone commented that maintenance of the athletic facilities is not being performed adequately and needs to be addressed.

09/29/09
• N. Malone commented that the repairs to the softball field were not scheduled and players would have to be moved to an alternate site because of the potential for injury. Arcadis discussed repair options and potential costs. The proposed repair budgets will be addressed at the CPC meeting next week.
• The running track damage is being addressed via warranty.

4/21/09
• Even though athletics was not included in the Measure J budgets, there are Title 9
issues which need to be funded and addressed. See notes for 3/03/09.

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

Job Placement/Data Center

01/26/10
• The Request for Qualifications has been issued.
• It was noted that Job Placement did not need any additional refrigerators.

01/12/10
• T. Johns informed the group that the design criterion is completed and the RFQ will be out by Thursday 1/21.

12/15/09
• Arcadis will follow up on the completion of Design Criteria and the issuance of the RFQ.

Outstanding Issues

01/12/10
• Dr. Spink stated that she would like to see the reverse liquidated damage clause removed from future contracts.
• Dr. Spink informed the group that the One Stop program is on hold until contractual items are resolved. The campus will allow One Stop to have 4 designated signs locations on the campus.
• Dr. Spink informed the group that LAUSD has offered to purchase the portable bathroom building for $59k and have the fencing redone to eliminate access to all except LAUSD students and faculty.

01/05/10
• LAUSD wants to commit funds to construct a permanent high school on
campus. Site options are being discussed with Steinberg who have recommended consideration of the handball court and tennis court sites. Core agreed that discussions with LAUSD should continue.
• The City will be requesting a new bus stop on L Street be constructed with $100,000 of matching funds provided by the College. Dr. Spink will discuss with the Counsel Member.
• B. Young and L. McKenzie requested that the option of keeping the Science Building and siting the Student Union on the current General Classroom site. Arcadis will review the impacts with Steinberg.

12/15/09
• LAUSD is considering bringing additional restroom facilities on campus.
• Ivan Clark, Brad Young, Bill Englert, Luis Rosas and Bobby McNeel comprise the Security User Group.

12/08/09
• Arcadis presented a proposal to combine the Student Union project with the remaining projects to be complete under the Bond Program. Included in the combined project would be demolition of the buildings to be replaced, modernization of the Astronomy Building, Utility Infrastructure, Security systems and Landscape/Hardscape and Wayfinding. The Core team agreed with the proposed plan.
• LAUSD has expressed interest in constructing a new high school on the Harbor College campus.

12/01/09
• It was suggested that alternative wall finish options be considered for the lower portions of corridor and classroom walls to combat footprints.

11/03/09
• R. Nishihira briefed the group on the status of the copy machine procurement, deployment plan and maintenance agreement.
• Dr. Tomlinson, C. Muldoon and M. Bishop will meet to review options for the Community Services offices and classrooms and the scope of the proposed renovation of the General Classroom building.
• I. Clarke briefed the group on the Virtual Desktop Interface systems being reviewed by IT. Additional trials to review the most recent technology still need to be done. It was confirmed that the size of the desktop equipment will not affect furniture procurement.

10/27/09
• The order for the copy machines is being completed now that the District-wide contract has been awarded. Dr. Tomlinson will provide a list of units and locations.

10/20/09
• The Security Committee will determine when the next User Group meeting will be held.
• Evacuation chairs are needed to be purchased through FF&E.
• The potential need for a traffic control arm to be installed at the driveway into Lot
10 was discussed. Arcadis will review.

10/06/09
- L. Rosas expressed concern that the scheduled walk through in the Tech Bldg. did not occur as scheduled. Arcadis commented that they believed the walk was held on 10/5. They will investigate.
- J. Smith noted that the District is evaluating the safety of the titanium dioxide application.
- Arcadis will verify that the smoke hatch over the theater stage has been closed.

09/15/09
- Concern was expressed that the concrete benches in front of Tech are a big attraction to skateboarders
- Arcadis and Facilities will meet with a security consultant to discuss a proposed security masterplan.
- Arcadis will follow up on whiteboards and tackboards.
- ATT Voice over IP does not include long distance or international service. Arcadis will follow up on what the system consists of.
- Cable TV has not been connected to the campus pending review of costs.
- The monitor on the first floor of Student Services is operational and has been turned over to the college.
- The green kiosks need the Harbor College masterplan link.

09/08/09
- Condensation in the Tech Bldg. is causing concern. It appears to have been caused by the air conditioning controls not resetting after a power outage. A UPS is needed.
- The Users are looking for touch-up paint for NEA.
- The new buildings are continuing to experience marks on the walls. A maintainable paint is needed.
- J. Smith suggested that building floor plans be installed near building entrances to guide students to their classrooms.
- M. Wood asked what is to be done about unfunded issues with the Fine Arts projects. Funding priorities are to be addressed during a CPC meeting on 9/28.
- M. Wood has received no comments on his proposed purchase of Nomad media podiums.

08/25/09
- A coordinated campus-wide security plan is required. B. Young and I. Clark will initiate a review of the requirements.
- It was requested that a campus map be included as a feature of the green kiosks.
- For cable television, the campus needs to determine what service is required and the cost.
- Dr. Tomlinson and I. Clark will meet with Arcadis to review telephone needs.

3/03/09
- 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 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.