



IVC - Projects Construction Meeting

Imperial Community College District – Imperial Valley College

Date Held: 09/13/12
 Location Held: IVC – NCC Jobsite Office Trailer
 Time Held: 2:00 p.m.

Construction Progress Meeting #138

Attendees:

- | | |
|--|--|
| <input type="checkbox"/> John Lau (JL) | IVC – V.P. Business Services |
| <input type="checkbox"/> Rick Webster (RW) | IVC - Director Maint/Operation |
| <input type="checkbox"/> Jimmy Sanders (JSA) | Sanders, Inc. Architecture/Engineering |
| <input type="checkbox"/> Brent Goodwin (BG) | NCC – COO/CFO/Executive Project Manager |
| <input type="checkbox"/> Niel Pollock (NP) | NCC – President |
| <input type="checkbox"/> Nick Paluso (NP) | NCC – Project Manager |
| <input type="checkbox"/> John Reynolds (JR) | NCC – Superintendent |
| <input type="checkbox"/> Sandy Adams (SA) | NCC - Project Assistant |
| <input type="checkbox"/> Mike Cuadrax (MC) | NCC – Foreman |
| <input type="checkbox"/> Doug Hartline (DH) | Hartline Inspection Services |
| <input type="checkbox"/> Jeff Enz (JE) | IVC – Director of Enterprise Systems |
| <input type="checkbox"/> Todd Finnell (TF) | IVC – V.P. of Information Technology |
| <input type="checkbox"/> Sergio Lopez (SL) | IVC – Dean of Student Affairs |
| <input type="checkbox"/> Gina Madrid (GM) | IVC-Parking Officer |
| <input type="checkbox"/> Tina Aguirre (TA) | IVC-Instructional Dean of Health & Public Safety |

Guests at meeting:

Attendees from last week's meeting in bold. Attachments: RFI Log; Submittal Log

Item No.	Action	Item
138.1/1.1	NCC/IVC	Safety: No issues/incidents at this time.
138.2/1.2	NCC/JSA	RFIs: IVC CTEB: Outstanding RFIs 001 & 002
138.3/1.3	NCC/JSA	Submittals: IVC CTEB: Outstanding Submittals 001, 002 & 003
138.4/80.10	NCC/IOR/JSA	JSA Close Out Change: Per JSA – at close out – all As-Builts will be reviewed and signed off by NCC; IOR; submitted to Sanders, Inc. for sign off. Sanders, Inc. will submit to IVC. On going.

138.5/1.4	JSA/IVC/NCC	<p><u>Bus Terminal – Phase II:</u> Phase II - Completed</p> <ul style="list-style-type: none"> • Punch List Walk August 27, 2012 at 7:00 a.m.-In progress of completing. • JL/RW request additional Talk A Phone training on 09-21-12
138.6/1.4	JSA/IVC/NCC	<p><u>Career Tech Education Building:</u> "JL" requests this project kick off "the standard" for IVC. (BIM; AED, etc.)</p> <ul style="list-style-type: none"> • NTP to subcontractors dated 09/13/12 • John Lau signed All Risk Insurance last week • NCC to invoice this month • NCC to give IVC (JL) 2 months notice when Security needs bumped up • 16 months – anyone asking should be told 16-<u>18 months</u> • SWPPP - part of bid documents – Drawing AS.7 – JSA to follow up & report back. • JR inquired if JSA had IID Drawings yet? JSA does not have them.
138.7/137.7	NCC/IVC/JSA	<p><u>HVAC:</u> Set up team meeting with IVC, NCC, JSA, R&K and Mark McCrea to discuss future HVAC on IVC projects. Want to be assured no old problems with new bldgs and all units work and properly maintained. IVC will have minimal maintenance support due to staffing. Per BG – Ralph turned over loose Carrier parts to measure outside air. Sequencing monsoon mode. RW working with "Dino" to assist with scheduling the seven (7) day trend reports.</p>
138.8/110.21	IVC/NCC	<p><u>Warranty Items:</u></p> <ul style="list-style-type: none"> • Bldg 400 – HVAC issues with controls – 2 monsoon modes. JR to coordinate meeting with Ralph (R&K); Mark; Emcor; JSA; RW; NCC to discuss resolution for T Stats vs actual temp in rooms. Hector (R&K) working with Emcor to adjust.
138.9/1.4	JSA/IVC/NCC	<p><u>Leed Status/Progress:</u> "LEED Certified" – JSA to follow up with Michael Hoffman: JSA plan to "under promise/over deliver" for <u>Silver Certified</u>. Per JSA – Michael Hoffman to review drawings & provide input. Costs included in NCC GMP. Status Quo Michael Hoffman, CFM, CxA, LEED AP mhoffman@csfacilitysolutions.com Canyon State Facility Solutions LLC P.O. Box 64968 Tucson, AZ 85728-4968 T: (520) 664-7698 F: (520) 844-9977</p>
138.10/1.4	IVC/NCC/JSA	<p><u>IVC-Rick Webster Issues:</u></p> <ul style="list-style-type: none"> • Construction projects and the data that drives them. (Carry item for IVC) • Why project is being done • Size of project • Design of project • What data/perspective from college for project • Functionality • Secondary Level • Classes involved • Post Maintenance • Security – JSA & Tim Nakamura to get together with Jeff Enz/RW to discuss future projects and their need for security cameras; emergency phones (PTZ Cameras like at bus drop off area) – determine type and quantity. JSA to include in Master Plan drawing. JSA to work with Mary Carter and schedule a second Security Meeting to include JSA, TN, JE, TF, JL, RW & GB – meet to finalize issues from meeting one. (Carry item for IVC)

IVC-Rick Webster Issues: (Continued)

- **"Budget Cost Development"** - JL, Scott, JSA working on- expectations of costs & variance reporting monthly. (Carry item for IVC) JSA to work with Mary Carter and ensure a construction line item for Budget Audit. (JL Request)
- **IVC New Policy/Audit trail:** Rick Webster to review/approve with Architect (sign/date) all new drawings prior to working. Todd Finnell to review the IVC-IT items with Architect. (Carry item for IVC)
- **IVC-Sci Bldg Chillers Issue:** I-VU in process of being installed. "Dino." (Carrier) at IVC today (08/23/12) to adjust programming. Keep on minutes to monitor and data gather.

138.11/82.12	IVC/JSA/NCC	<p><u>IVC Master plan and Future Construction:</u> JSA – Sanders, Inc. working on IVC Master Plan to include listing every space – from Foundation to Reprographics to IT (Temp/Perm Locations); Facility standards; Temporary Locations – square footage required and location. "JL" will have Mary Carter set up meeting to discuss projects needing done versus money left between Measure "L" and "J" – which projects from what Measure – make a plan/schedule. Meeting to take place between June 17 and 30, 2011.(JSA) to design/provide schematic preliminary drawings. Attendees: IVC, Jimmy Sanders, NCC. Discuss budget and work needing done. JSA/John Lau described the following IVC plan for future construction. Considering 36 and 72 student capacity classrooms in the future.</p> <p>Status Quo</p>
138.12/1.4	JSA/IVC/NCC	<p><u>BIM:</u> Ray Miller, "BIM" Consultant – attended Owner Meeting 07/28/11. Ray defined level of detail; usage needs at IVC and training for local subs per JL's request to educate and keep local contractors competitive in the bidding/qualifying job market. It was determined IVC LOD Level 3 (clash detection; coordination; elevation asbuilts) for MEP and Steel Contractors. Contractors would use same "BIM" Consultant would be part of specs/bid package so as to include cost in bid. BG/RM to discuss and set another date to attend IVC Owner Meeting. Status Quo Per Nick Paluso – Ray Miller will build As-Builts for project as project progresses. Budget in NCC Contract amount. Per JR – NCC will hold preconstruction meeting 09/27/12 10 a.m. to discuss requirements of BIM – Ray Miller will be in attendance.</p>
138.13/1.4	JSA/IVC	<p><u>AED:</u> JSA will follow up with Tim Nakamura (IVC Security) for location of AED at Bldg 400. IVC & JSA to meet regarding the "Comprehensive Security Plan" at IVC. Mary Carter to set meeting to discuss AED's; Emergency Phones; Dark Spots (Lighting); Global Security Plan (Lighting, People, Phones, Cameras/screens with JL, JSA, RW, and IVC Security Team to put plan in place and align with construction. Status Quo</p>
138.14/1.4	JSA/IVC	<p><u>IVC Standard:</u> All future IVC over-all plan/construction should include "the standards" adopted by the college for every project of: (Sanders, Inc. putting a "standards" binder together for future use-to roll out this summer) Standards for labs, classrooms, offices, etc. Standards to make up a consistent policy for all future projects. Involve Security & IT in all future planning. JL would like a delivery date of hardcopy manual from Sanders, Inc. at next meeting, 01/19/12. Status Quo</p> <ul style="list-style-type: none">• Standard Signage: (Sanders, Inc. has sign policy) –• Size, Type, Color, Wording, Locations – Campus wide• AED Equipment: Surface Mount to include in Maintenance Plan (IVC Security)• Emergency Phone Poles/Flashing Lights: (IVC Security)• Cameras: (To include costs for back end expense for storage "JE") include TF/JE• Digital Signage/Message Boards: (JE)(Per JL-NO for Bldg 400) <p><u>IVC Standard:</u> (Continued)</p> <ul style="list-style-type: none">• "BIM": Become part of specs and include cost/consultant information.• Classroom Flooring: (RW/JSA to provide "standard" flooring selection to JL) Detail analyst VCT vs. Carpet. Carpet was chosen after Brian Ostro presentation of product & cleaning. RW visited other 5 year old projects and was happy with endurance of product.

IVC Standard: (Continued)

- ALL future projects to include fencing with shade cloth.
- JSA to run any changes by Kathy regarding podiums (TF email sample)
- All future projects to include Access Control system like Science Building.

138.15/93.9

IVC/NCC/JSA

Modernization of Bldgs 1100; 1200; 1300: Once new building finishes – move people in these buildings out to temporary home and modernize these buildings. Six month project. JL to have Mary Carter schedule a meeting to discuss sequencing timeline to include JL; JSA; JE; RW. Per JL – this is more than likely two years out – JL needs to get sequencing plan from JSA to know/budget for any relocatable/portables IVC will need for classrooms/students during construction. Bldg 1300 Art Bldg/ Facility. JL needs sequencing plan from JSA. **Status Quo**

New Business:

The next Owner-Construction Progress Meeting is scheduled for Thursday, September 27, 2012 at 2:00 p.m. at IVC-NCC jobsite office trailer.

This document reflects our understanding of the items discussed and resolutions achieved. If your understanding differs, please contact our office.

NIELSEN CONSTRUCTION CALIFORNIA, INC.

Brent Goodwin, COO/CFO/Executive Project Manager

Nick Paluso, Project Manager

John Reynolds, Superintendent

Mike Cuadraz, Foreman

Sandy Adams, Project Assistant