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November 03, 2017

**MEETING MINUTES - NO. 148**  
**WASHINGTON ACCELERATED SCHOOL**  
**PASADENA UNIFIED SCHOOL DISTRICT**  
**LPA PROJECT NO. 29045.20**

**DATE:**        November 02, 2017  
**TIME:**        9:30am  
**PLACE:**       Washington AES Project Site

This report of the meeting's events, if not corrected within seven days of transmittal, shall be acknowledged as accurate and deemed as if accepted in writing by the addressee(s).

<u>PRESENT</u>	<u>ATTENDEES/ DISTRIBUTION</u>	<u>EMAIL</u>	<u>PHONE</u>
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**GENERAL ITEMS**

<b>INFO</b>	<b>Project Information</b>	<ul style="list-style-type: none"> <li>Contract Start Date: November 3, 2014</li> <li>Contract Time (Calendar Days): <b>779</b></li> <li>Contract Completion: <b>Dec. 21, 2016</b></li> </ul>
<b>LPA</b>	<b>Submittals</b>	Submittal log was reviewed. Zero open submittals
<b>LPA</b>	<b>RFIs</b>	RFI log was reviewed. (3) open RFIs.  <b>11-02-17:</b> RFI 609: Gas valve to be set above grade and a cage provided. RFI response to be revised.
<b>INFO</b>	<b>3-WK Look Ahead</b>	Three week look Ahead Schedule was reviewed.
<b>PUSD</b>	<b>COPs</b>	<b>11-02-17:</b> COP meeting to be held this date.

**OLD BUSINESS ITEMS**

<b>G2K/PI</b>	92.05	PUSD requested that G2K provide an update on its progress to resolve the open issues on PI's memo log. PUSD noted that the update is to address each item specifically.
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**9-22-16:** District requested that G2K address each item in the PI's Memo Log on the log. PI to forward memo log file to G2K.

**9-29-16:** G2K reported they were preparing their responses to PI's open memo items. PUSD requested that G2K provide the responses by end of business on 9-30-16.

**10-06-16:** G2K reported that responses are being prepared.

**10-13-16:** G2K reported that responses are being prepared.

**10-20-16:** G2K reported that responses are being prepared.

**10-27-16:** G2K reported that responses are being prepared.

**11-03-16:** PI reported that the open items were being addressed. Item was closed.

**11-10-16:** Progress continues. Item to remain open.

**11-17-16:** Progress continues. Items remain open.

**12-01-16:** Progress continues. Items remain open.

**12-08-16:** Progress continues. Items remain open. PUSD requested an update on the progress in addressing the remaining open items.

**12-15-16:** Progress continues. PUSD requested G2K update the status of each item in PI's memo log before 12-22-16. G2K stated that approximately 25% of the items have been addressed.

**12-29-16:** G2K reported that an updated response to the PI's memo log had been sent to the team. Team requested that the updated responses be resent. PI noted that the exhaust fan anchors had been added to the memo.

**1-05-17:** G2K to issue their responses to the open items in PI's memo.

**1-19-17:** Progress on items continues. G2K and PI to review and update PI's log and update team at the 1-26-17 OAC.

**1-26-17:** PI Memo Log was reviewed. Work continues on the open items. G2K to distribute updated version of their responses to the open items.

**2-02-17:** G2K, Flores Steel to review and update open steel related items in PI's Memo Log. PI to review updated log.

**2-07-17:** G2K reported that the log has been updated. G2K to distribute.

**2-16-17:** G2K reported that open items continue to be addressed.

**2-23-17:** G2K reported that open items continue to be addressed. G2K noted that PI Memo Log had been updated and would be distributed.

**3-02-17:** G2K reported that they had updated the log. The log was reviewed. G2K/PI to continue to monitor progress.

**3-09-17:** G2K continues to work on PI Memo items. PUSD/PI to review status of open items in the log.

**3-16-17:** Several PI memo items were reviewed with project's SEOR on 3-15-17. RFI responses from LPA are forthcoming and RFIs from G2K are forthcoming.

**3-23-17:** Progress continues on the open memo items. G2K noted that several items related to the structural steel remain open pending approval of the elevator shop drawings by DSA. LPA noted that some of the open items are contract work that are unrelated to the elevator's deferred approval and should be addressed, specifically the removal of erection aids.

**3-30-17:** G2K noted that their updated responses to the PI Memo Log had been distributed to PUSD. It was noted that LPA was not copied on the distribution. G2K to forward to LPA and PI.

- 4-06-17:** G2K noted that their updated responses had been e-mailed. It was requested that the comments be incorporated into the PI log and the updated log distributed to the team.
- 4-13-17:** G2K reported the PI Memo log had been updated and distributed.
- 4-20-17:** G2K reported the PI Memo log had been updated and distributed. Work remains in progress on outstanding items.
- 4-27-17:** G2K reported that Flores Steel would be on site May 01, 2017 to address open items in the PI Memo Log.
- 5-01-17:** G2K reported that Flores Steel was on site as of today.
- 5-08-17:** G2K noted that Flores Steel remains on site removing erection aids. LPA to review AESS standards for exposed steel members.
- 5-18-17:** Team noted that progress was being made. G2K Flores Steel would be on site 5-22-17.
- 5-25-17:** Team noted that progress was being made.
- 6-01-17:** LPA noted that the SEOR was on site 5-30-17 and again this date (6-01-17) to review non conforming stud framing conditions. Progress was noted on closing our PI Memo items. LPA stated that SEOR was not on site to inspect or seek out non-conforming conditions but would review conditions identified by the project's inspector as non-conforming.
- 6-08-17:** LPA noted SEOR had been on site 6/06/17 and will be onsite again 6/08/17. LPA to check on status of filed reports. Progress continues on the PI Memo Log.
- 6-15-17:** SEOR and PI to review open PI Memo Log on next site visit and focus on open items vs. undocumented framing conditions.
- 6-22-17:** It was noted that progress continues on the PI Memo Log. PUSD requested that SEOR visit site once week.
- 6-29-17:** Progress continues closing PI Memo Log items. PUSD noted that once a week SEOR site visits should run for an additional 3 weeks.
- 7-06-17:** Progress continues with closing open items. Steel stud framing contractor to review the remaining open items in the field and verify status of each open item.
- 7-13-17:** PI & KB to review and address open items in the memo. LPA to prepare CCDs for memo, where warranted, for items addressed during SEOR filed visits. PUSD requested SEOR site visits to continue for an additional 4 weeks at one per week. LPA to submit fee proposal.
- 7-20-17:** G2K stated that each open item in the PI Memo Log will be reviewed and addressed by team dedicated to resolving the remaining open issues. It was noted that Bldg. C's elevator threshold closure plate wants to be addressed ASAP.
- 7-27-17:** It was reported that the log is being reviewed and corrections are in progress.
- 8-03-17:** It was reported that progress continues closing out open memo log items. G2K noted that a few closed items had been reopened. G2K to review and provide list of reopened items.
- 8-10-17:** It was reported that progress continues closing out open memo log items.
- 8-17-17:** It was reported that progress continues closing out open memo log items.
- 8-24-17:** It was reported that progress continues closing out open memo log items.



**8-31-17:** G2K reported that most legacy items on the PI Memo Log have been dealt with. A few lingering issues are currently being addressed.

**9-07-17:** G2K noted that progress continues the few remaining open items.

**9-14-17:** G2K reported that majority of the log items have been addressed and progress continues on the few remaining items.

**9-21-17:** G2K reported that majority of the log items have been addressed and progress continues on the few remaining items. Elevator threshold is lone open item.

**9-28-17:** Elevator threshold support angle remains open.

**10-05-17:** It was noted that the elevator sill support angle had been installed.

**10-12-17:** Added items being addressed.

**10-19-17:** Added items being addressed.

**10-26-17:** Added items being addressed.

**11-02-17:** Added items being addressed.

G2K

109.03

LPA noted that the duct sound traps being stored in Bldg. C's attic space were not covered and were dusty. Field report 108 was referenced regarding the HVAC ducts sitting directly on the steel and suspended above. PI noted that the ducts are required to be insulated.

**2-07-17:** G2K stated that the sound traps would be cleaned prior to installation.

**2-16-17:** LPA noted that the sound traps and many of the duct pieces have been sitting out for some time and that many of the seals have been compromised allowing dirt and moisture into the ducting. G2K noted that the ducting would be cleaned prior to being installed. PUSD requested that G2K provide a report that all ducts have been cleaned and are suitable for installation.

**2-23-17:** G2K stated the ducts on site would be resealed and cleaned. PUSD reiterated that after the cleaning G2K was to provide a certified report stating that the compromised ducts were suitable for use. PI noted that water had been observed coming through on of the lined ducts over the platform area in Bldg. D. Ducting is to be checked for wet insulation. LPA noted the ducts with wet lining would need to be replaced.

**3-02-17:** G2K reported that dirty and/or wet duct work was being removed from the site to be cleaned or replaced. PUSD restated their position that a certified report was to be provided for the affected duct work prior to installation.

**3-09-17:** G2K noted that duct work was being removed for cleaning and/or replacement throughout the project.

**3-16-17:** G2K reported that the removal, replacement and/or cleaning of duct work was ongoing.

**3-23-17:** G2K reported that the removal, replacement and/or cleaning of duct work was ongoing. G2K was reminded that that a report certifying the cleaned and/or replaced duct work is suitable for use.

**3-30-17:** G2K reported that the removal, replacement and/or cleaning of duct work was ongoing.

**4-06-17:** G2K reported that the removal, replacement and/or cleaning of duct work was ongoing.

**4-13-17:** G2K reported that the removal, replacement and/or cleaning of duct work was ongoing.

**4-20-17:** G2K reported that the cleaning, removal and replacement of the effected ducting was complete. G2K to issue compliance certification report for ducts' installation.

**4-27-17:** G2K to issue compliance certification report for ducts' installation.

**5-01-17:** G2K to issue compliance certification report for duct work that remained on site and cleaned.

**5-08-17:** G2K to issue compliance certification report for duct work that remained on site and cleaned.

**5-18-17:** Certification report forthcoming. LPA noted that additional unprotected ducting was noticed in Bldg. C's attic space.

**5-25-17:** LPA noted that all the roof top HVAC units for the project are being stored on site unprotected. Units are covered with dust and trash. G2K to review situation. API noted that the units will need to be recertified for use prior to being set.

**6-01-17:** Duct use suitability report is forthcoming. G2K noted that the HVAC being stored on site remained unprotected. LPA reminded G2K that the units would need to be recertified for use.

**6-08-17:** G2K reported that the HVAC equipment stored on site had been covered. LPA noted that the open ducts in the building and the HVAC units will need to have recertification reports provided. API noted that recertifying the HVAC by the manufacturer may take time and that the process should be started now. PUSD requested a plan of action for duct and HVAC equipment from G2K for the 6-15-17 OAC.

**6-15-17:** G2K reported that loose unprotected ducts on site are to be removed and replaced. HVAC subcontractor to inspect HVAC units stored on site for suitability for use. PUSD requested written confirmation from contractor and manufacturer on suitability of HVAC units.

**6-22-17:** G2K reported that the HVAC subcontractor has reviewed the subject units and has determined they are not compromised. G2K to provide letter stating the units' acceptability for use. PUSD to contact manufacturer.

**6-29-17:** G2K reported that subcontractor's letter was forthcoming. API noted that the duct certification report has yet to be received. PUSD stated that they will contact the units' manufacture regarding the inspection of the roof top units.

**7-06-17:** G2K reported that the confirmation letter from its subcontractor was forthcoming. PUSD to contact equipment's' manufacturer. Schedule to set equipment remains unchanged.

**7-13-17:** G2K reported that the confirmation letter from its subcontractor was forthcoming. PUSD noted that they had contacted equipment's manufacturer and were waiting for a return call. **NOTE:** At meeting's end, equipment's representative called and noted that units are be inspected by the manufacturer, filters replaced and units "turned over". G2K to coordinate inspection.

**7-20-17:** G2K reported that the HVAC equipment's manufacturer can review the units after being set on the roof. It was also noted that the letter issued by G2K's subcontractor did not address the cleanliness and/or suitability of the unprotected duct work to be used on the project. G2K noted that the ducts would be inspected by an independent third party and a report issued.



**7-27-17:** G2K reported that the HVAC units' manufacturer had been on site to inspect the equipment. Units were "bumped" and filters were replaced. Units were noted as being sound. Warranties for the units and duct certification documentation is forthcoming.

**8-03-17:** G2K stated that the requested information with respects to certifications and warranties for the ducts and HVAC units respectively were forthcoming. It was noted that the roof top units have been inspected twice and that a third party would be cleaning and certifying the ducts.

**8-10-17:** Certification letters for HVAC units and ducts forthcoming. G2K noted (3) duct cleaning companies have been on site to review scope of work.

**8-17-17:** G2K reported that the duct and equipment certification letters were forthcoming. G2K also stated that a cleaning company had been contracted with to review in place ducting. Work to commence within a week.

**8-24-17:** It was reported that the duct cleaning company had been onsite and had cameraed ducts in both buildings. A report and the video will be released to PUSD. Final reports for the HVAC equipment are forthcoming.

**8-31-17:** G2K stated that the videos and reports for the ducting in Bldgs. C&D had been received and would be forwarded to PUSD. G2K stated that there were a couple of duct runs in Bldg. D that would require cleaning. Final reports for the roof top equipment is forthcoming.

**9-07-17:** G2K to forward duct survey video. Reports for the roof top equipment is forthcoming.

**9-14-17:** G2K to forward duct survey video. Reports for the roof top equipment are forthcoming.

**9-21-17:** G2K to forward duct survey video. Reports for the roof top equipment are forthcoming.

**9-28-17:** Duct video surveys forthcoming along with HVAC roof top units' reports.

**10-05-17:** G2K noted that the videos had been distributed. Roof top equipment reports have yet to be distributed.

**10-12-17:** Written reports for the roof top units have not been distributed. PUSD noted that roof top equipment warranties will need to be extended as the warranty period started upon the units' arrival on site.

**10-19-17:** G2K reported that an extended warranty for the roof top units has been requested and that the formal inspection reports for the units was forthcoming.

**10-26-17:** G2K reported that an extended warranty for the roof top units has been requested and that the formal inspection reports for the units was forthcoming.

**11-02-17:** G2K reported formal reports for units was forthcoming.

LPA

126.01

G2K was reminded that The Gas. Co. is ready to schedule the installation of the gas meter. G2K noted that there remained some site work that needed to be completed before the meter could be set.

**6-08-17:** G2K reported that Gas. Co. had been on site to review installation of the meter.

**6-15-17:** G2K reported that the Gas. Co. was updating the work plan for the meter installation.

**6-22-17:** G2K reported that the Gas Company's work plan was to be prepared by week of June 26<sup>th</sup>. Work to be scheduled after the 26<sup>th</sup>.

**6-29-17:** PUSD noted that the Gas Co.'s agreement had been received and sign by the District. Fees have been paid and the work is to be scheduled by the Gas. Co to set the meter.

**7-06-17:** PUSD stated that the Gas Co. fee was being processed. G2K was reminded that the complete piping system must be in place prior to Gas. Co setting the meter.

**7-13-17:** PUSD noted that the check for Gas Co. fees was being processed. PUSD to discuss with Gas. Co. the phasing of the project's delivery and the effects on pressurizing portions of the gas distribution system.

**7-20-17:** PUSD reported that the Gas Co. would be on site 7-25-17 to review conditions to allow a phased installation/use of the system.

**7-27-17:** PUSD reported that the Gas Co. had been on site to review meter installation requirements. It was noted that additional site work in and around the meter location will need to be complete prior to meter being set. PUSD noted that Gas Co. was finalizing their permit paperwork.

**8-03-17:** G2K reported that the site work in and around the location of the gas meter would be commencing shortly. Work is to be completed prior to gas meter being set.

**8-10-17:** It was noted that no contact with Gas Co. has occurred since the last OAC. PUSD noted that the Gas Co. is working on their internal permit process. G2K to submit gas sleeve material for Gas Co. review.

**8-17-17:** G2K stated that the site work around gas meter location had commenced. G2K to confirm sleeving with Gas. Co.

**8-24-17:** G2K reported that the gas Co. would be on site 8-28-17 with a work order update. Site work at gas meter location is ongoing.

**8-31-17:** G2K reported sleeve was being installed. There was no update on the Gas. Company's work order. Gas Co. will be contacted to inspect the sleeve e installation.

**9-07-17:** G2K reported that the sleeve had been installed and reviewed by the Gas. Co and approved. No updated was provide by the Gas Co. regarding their work order.

**9-14-17:** It was noted that no update from the Gas Co. has been received relative the work order to install the meter. Site wall is to be formed and poured.

**9-21-17:** Wall has yet to be poured. No word from gas company on the status of their work order.

**9-28-17:** It was noted that PI is to sign off on site gas distribution system. It was noted that a RFI will be forthcoming regarding isolating Bldg. D's gas service.

**10-05-17:** RFI for isolating Bldg. D forthcoming.

**10-12-17:** LPA noted that the RFI had been received. LPA to respond.

**10-19-17:** LPA to respond to RFI.

**10-26-17:** LPA reported that the RFI had been answered and returned. Item was closed.

**11-02-17:** Item was reopened. Gas valve to be set above grade per district request. Valve to be caged.



<b>G2K</b>	139.04	<p>LPA raised the issue of testing the project’s vent and drain lines based on recent PI memos regarding abandoned vent lines and blocked drain lines. G2K noted that the testing of the lines will be done as part of the final inspection and sign off process.</p> <p><b>9-07-17:</b> Abandoned vent lines are to be filled and capped. Active lines to be tested and inspected as a part of the regular course of inspection and sign off.  <b>9-14-17:</b> G2K reported that all abandoned vent lines had been filled and capped. Active drains to be tested and signed off on as a matter of regular close out procedures.  <b>9-21-17:</b> No change in status.  <b>9-28-17:</b> No change in status.  <b>10-05-17:</b> No change in status.  <b>10-12-17:</b> No change in status.  <b>10-19-17:</b> No change in status.  <b>10-26-17:</b> No change in status.  <b>11-02-17:</b> No change in status.</p>	
<b>G2K</b>	140.02	<p>Team discussed means of controlling storm water runoff as we approach the rainy season with possible use of berms. SWPPP plan to be reviewed.</p> <p><b>9-14-17:</b> G2K reported that SWPPP measures had been reviewed and that a report was forthcoming.  <b>9-21-17:</b> Calstorm and G2K to review SWPPP and BMPs for site.  <b>9-28-17:</b> G2K reported that Calstorm’s initial report has been rescinded and is being revised. G2K stated that the update report will be issued and implemented.  <b>10-05-17:</b> Calstorm has reviewed SWPPP and BMP plans with G2K and PUSD. It was noted that not all SWPPP measures from the current valid plan have been implemented. G2K to review and correct.  <b>10-12-17:</b> G2K noted that incomplete measures from the current SWPPP are being installed. It was reported that Calstorm would be revisiting the site to generate a revised report.  <b>10-19-17:</b> PUSD noted that they had been in contact with Calstorm. The open items from the current BMP/SWPPP plans are to be implemented. It was noted that minor modifications to the current measures will be required.  <b>10-26-17:</b> G2K reported that corrections to BMP &amp; SWPPP are in progress.  <b>11-02-17:</b> G2K reported that BMP and SWPPP measures are in place and up to date. Item closed.</p>	<b>CLOSED</b>
<b>LPA</b>	140.05	<p>PI noted that the ground floor plumbing fixtures in Bldg. C were lower than the exterior manhole. Backflow unit maybe required. G2K to prepare RFI.</p> <p><b>9-14-17:</b> RFI to be issued.  <b>9-21-17:</b> RFI to be issued.  <b>9-28-17:</b> RFI to be issued.</p>	





		<p><b>10-05-17:</b> RFI to be issued.  <b>10-12-17:</b> LPA reported that the RFI had been received and was under review.  <b>10-19-17:</b> LPA to respond.  <b>10-26-17:</b> LPA to respond.  <b>11-02-17:</b> LPA to respond.</p>
<b>LPA/G2K</b>	141.01	<p>G2K noted that there may be potential issues with the condensate drain pans for the roof top HVAC equipment. The issue was related to the overflow drainage. LPA to review.</p> <p><b>9-21-17:</b> LPA to review.  <b>9-28-17:</b> LPA to review.  <b>10-05-17:</b> LPA to review.  <b>10-12-17:</b> LPA to review.  <b>10-19-17:</b> LPA to review.  <b>10-26-17:</b> LPA to review. G2K to generate RFI.  <b>11-02-17:</b> LPA to review. G2K to generate RFI.</p>
<b>G2K</b>	141.04	<p>PI noted that the fan coil unit in the elevator machine room may not be permitted by state inspector.</p> <p><b>9-21-17:</b> LPA to review.  <b>9-28-17:</b> LPA reported that fan coil units have been placed in elevator machine rooms in the past. G2K to confirm with elevator installer.  <b>10-05-17:</b> G2K confirmed the fan coil unit in the room was acceptable to elevator installer. LPA to review louver requirement.  <b>10-12-17:</b> LPA to review condition.  <b>10-19-17:</b> LPA to review condition.  <b>10-26-17:</b> LPA stated that the louver is to be blanked off on the back side with a sheet metal cover.  <b>11-02-17:</b> G2K to issue RFI.</p>
<b>LPA</b>	143.01	<p>G2K requested a preliminary copy of the storm water retention system that may be required on the west of Bldg. C to review potential impacts.</p> <p><b>10-05-17:</b> LPA to forward conceptual CudoCube layout.  <b>10-12-17:</b> G2K acknowledged receipt the conceptual CudoCube plan. PUSD requested a ROM of the cost to implement.  <b>10-26-17:</b> District requested that the Cudocube design be further developed and finalized.  <b>11-02-17:</b> District requested that CudoCube design be issued to contractor for pricing.</p>
<b>G2K/PUSD/LPA</b>	144.01	<p>PUSD/G2K/LPA to review time frame for Bldg. D punch walk.</p> <p><b>10-12-17:</b> Team to discuss. It was noted that presently Bldg. D was not ready to be punched.  <b>10-19-17:</b> Team noted that preliminary architectural punch walks can be scheduled. Remaining disciplines to be commence after Nov. 02, 2017.  <b>10-26-17:</b> Team noted that the architectural pre-punch wants to commence. Remaining disciplines (MEP, etc.) not ready for review at this time.</p>



		<b>11-02-17:</b> Architectural preliminary punch-walk for Bldg. D to start 11-09-17. Remaining disciplines to begin after systems testing.
<b>PUSD/G2K</b>	145.02	G2K requested clarification of the scope of work for the playfield and basketball court areas with respects to the existing bungalows.  <b>10-19-17:</b> G2K, PUSD and LPA to review condition. <b>10-26-17:</b> LPA reported that the RFI regarding the extent of the fire access road had been returned and hardcourt areas had been returned. Additional coordination will be performed between PUSD and G2K with respects to the Bungalows. <b>11-02-17:</b> PUSD to review status of Bungalows with school's administration.
<b>G2K</b>	145.04	PI noted access clearances around ducts and units in the east mech. Equipment well on Bldg. C will need to be maintained.  <b>10-19-17:</b> G2K noted that clearances were being reviewed and would be maintained. <b>10-26-17:</b> G2K acknowledged the clearances and is coordinating with the ducting installations. <b>11-02-17:</b> G2K noted work is ongoing and clearances are being reviewed and maintained.
<b>PUSD</b>	147.01	Benchmark requested status of the Sept. 2017 payment. PUSD to investigate.  <b>11-02-17:</b> No update. PUSD to check status of check.

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**NEW BUSINESS ITEMS**

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<b>G2K</b>	148.01	PI requested that the requisite NFPA forms for the fire sprinkler underground system be filled out. It was also noted that the FDC and check valve have yet to be installed.
<b>G2K</b>	148.02	It was noted that portions of the fire sprinkler's main line was set too high and has insufficient cover. G2K to as-built the installed line for the team's consideration for correcting the condition. It was noted that the installation does not meet code.

Prepared by B. de Arakal