



**NORMA COOMBS ELEMENTARY SCHOOL**  
**New Admin / Classroom Buildings**  
Pasadena Unified School District  
F&M Project No. 2332.600 / DSA No. 03-115288

Job Meeting Report No. 3 held on Wednesday August 9, 2017 at 10:00 a.m.

**ATTENDEES**

Don Blayney	Inspector of Record (IOR)
Anson Rane	PUSD
Kris Zazirski	PUSD
Sam Maissian	PUSD
Mark Gates	Norma Coombs ES (NCES)
Dr. Jennifer Smith	Norma Coombs ES (NCES)
Hratch Vorperian	Shenk Development (GC)
Vahak Maghakian	Shenk Development (GC)
Sam Sahand	Flewelling & Moody (F&M)

**cc:** File

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These minutes summarize the items discussed. If anything is not as recalled or has been inadvertently left out, please notify F&M at once so that the correction(s) may be made prior to the next meeting.

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Sam Sahand

**INFORMATION ITEMS**

- 1.1 Weather Onsite: Sunny
- 1.2 Activities on Site:
  - Abatement and demolition completed for existing classrooms 31 and 32.
  - Demolition / parking lot and sidewalk ongoing.
  - Temporary fencing with fabric cover is being completed.
  - Electrical pothole and temporary low voltage connections are being completed.
- 1.3 As of 08/09/2017, twenty-two (22) RFI's have been issued to date.

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- 1.4 As of 08/09/2017, eighteen (18) submittals have been received.
- 1.5 Next week's project meeting will be held on Wednesday August 16<sup>th</sup> at 10:00a.m. at the job site trailer.

**GENERAL DISCUSSION ITEMS**

- 2.1 07/26/17: Construction for temporary fencing starts today. Started demolition of the existing fencing. Jennifer Smith cited concerns of the path of travel if it will be ready in time for the teachers and the admin staff. The teachers are coming the second week of August and the Admin staff are coming on August 1<sup>st</sup>. Shenk said that temporary fencing and path of travel will be ready by next week.  
08/02/17: Ongoing.  
08/09/17: Almost completed.  
**Action: Shenk Development**
- 2.2 07/26/17: Kris mentioned that they are expecting the 3 portables on the site tomorrow. He also mentioned that the sand box is already gone.  
08/02/17: Missing one building onsite, possibly coming next week.  
08/09/17: Last portable is now onsite.  
**Action: Done**
- 2.3 07/26/17: Principal Jennifer Smith discussed the moving schedule. She is to provide Kris the moving schedule and information.  
08/02/17: Ongoing.  
08/09/17: Done  
**Action: Done**
- 2.4 07/26/17: Ground Utilities were discussed. Shenk is setting up a meeting for all Electrical Sub-Contractors either Friday, July 28, 2017 or Monday, July 30, 2017. Hratch is asking that a District representative be present. Kris mentioned that he will ask the project manager from the Kiln project to be present too, to ensure that the Kiln project is also coordinated.  
08/02/17: Temporary overhead connection will be done for low voltage in-lieu of the work sequence shown on the phasing plan. This is per GC's choice of means and methods. The underground low voltage will be done at a later date.  
08/09/17: Temporary poles are in place.  
**Action: Shenk Development**
- 2.5 07/26/17: Shenk to send out RFIs regarding manholes on the parking lot.  
08/02/17: F&M to follow up on response from Civil Engineer.  
08/09/17: Done, Shenk may consider proposing concrete system pending specified system's lead time.  
**Action: Shenk Development**

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- 2.6 07/26/17: District reiterated that if the power is to be cut off, a 24 hours advance notification is needed.  
08/02/17: Kris Zazirski asked for a school schedule.  
08/09/17: Schedule is pending from school.  
**Action: Information**
- ~~2.7~~ 07/26/17: District instructed Shenk not to use RFIs for substitutions.  
**Action: Information**
- 2.8 07/26/17: F&M to provide RFI log and Submittal log for the next construction meeting.  
08/02/17: Hard copies were provided for both logs. To save paper only RFI log should be copied for the meetings.  
**Action: Flewelling & Moody**
- 2.9 07/26/17: F&M has the Schedule of Values for review.  
08/02/17: Revised Schedule of Values (SOV) was submitted Monday July 31.  
08/09/17: Review in progress.  
**Action: Flewelling & Moody**
- ~~2.10~~ 07/26/17: District told Shenk that their Schedule of Values should conform with the Cost Loaded Schedule per Specs. Kris will send Hratch a sample of Schedule of Values from another project for their reference.  
**Action: Information**
- 2.11 08/02/17: District indicated a SWPPP plan may need to be prepared and submitted to appropriate agency. Shenk will call subcontractor responsible for this part of work. Civil drawings show erosion control plans and details.  
08/09/17: In progress.  
**Action: Shenk Development**
- ~~2.12~~ 08/02/17: F&M indicated a temporary signage should be provided for the new temporary gate indicating where accessible path of travel is to the campus administration office from street.  
08/09/17: Done  
**Action: None**
- 2.13 08/02/17: District indicated dust control is of utmost importance. Using ¾" diameter hose is not going to be adequate. Also existing fire hydrant should be metered for any water usage by GC. This should also apply to the electricity usage for the construction offices. Temporary power wires currently installed on top of chain link fence is not high enough and is not acceptable. This can be a potential hazard for the kids walking on that side from both ends of campus. Electric poles with min. of 23 feet height above grade should be utilized.  
08/09/17: Per subcontractor, temporary power connection is legal. Contractor need to raise the wire by the old gate location. Dust control utilizing a larger size hose has been implemented. Water and power connection need to be metered.  
**Action: Shenk Development**

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- 2.14 08/02/17: District asked that construction fence fabric to be installed on Paloma street fence. Also an updated subcontractor list is to be provided.  
08/09/17: Fabric is being installed. Updated subcontractor list to be provided.  
**Action: Shenk Development**
- 2.15 08/02/17: District asked Shenk to share new photos taken during construction period.  
**Action: Information - Shenk Development**
- 2.16 08/02/17: Architect to stamp "Exhibit M - Submittal Form" sheet provided by District as part of General conditions for submittal reviews.  
**Action: Flewelling & Moody**
- 2.17 08/09/17: Dr. Smith walked the site. Recently installed new gate by Shenk has a gap and kids can slide through. Shenk to address the gate.  
**Action: Shenk Development**
- 2.18 08/09/17: Mark Gates emphasized on GC letting everyone know if a utility is accidentally is shut-off.  
**Action: Information**
- 2.19 08/09/17: Kris Zazirski stated finger printing is required for foremen for every subcontractor. Forms are available at the District. Both DOJ and FBI, will need to be filled out.  
**Action: Shenk Development**
- 2.20 08/09/17: Kris Zazirski stated that the existing disconnect switch which temporary power is connected to has 4 feeders with 3 needed for the new modular classrooms. Shenk will check with electrical to see if one feeder can be adequate for 2 classrooms.  
**Action: Shenk Development**

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**END OF MEETING MINUTES REPORT #3**

Distribution:  
All Attendees

Attached:  
RFI Log