



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. 4 held on Wednesday August 16, 2017 at 10:00 a.m.

ATTENDEES

Don Blayney	Inspector of Record (IOR)
Anson Rane	PUSD
Kris Zazirski	PUSD
Sam Maissian	PUSD
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

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.

Sam Sahand

INFORMATION ITEMS

- 1.1 Weather Onsite: Overcast / No rain.
- 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 completed.
 - Electrical pothole and temporary low voltage connections are being completed.
 - Digging for over-x has begun with existing conduit encasement exposed.
- 1.3 As of 08/16/2017, twenty-four (24) RFI's have been issued to date.

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- 1.4 As of 08/16/2017, thirty-one (31) submittals have been received.
- 1.5 Next week's project meeting will be held on Wednesday August 23rd 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 1st. Shenk said that temporary fencing and path of travel will be ready by next week.
 - 08/02/17: Ongoing.
 - 08/09/17: Almost completed.
 - 08/16/17: Site improvement and repair:
 - 1. Need a gate at temporary fence to access construction offices.
 - 2. Fix top of chain link fabric to eliminate sharp points near administration office landing.
 - 3. Adjust gate hatch at temporary gate behind existing toilet building.

Action: Shenk Development
- 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.
 - 08/16/17: Ongoing – existing duct bank to be removed is exposed.

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.
 - 08/16/17: Contech System will be used as specified.

Action: Shenk Development
- 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.
 - 08/16/17: Possible power shutdown Friday after school or Saturday morning. Shenk will email required parties after confirming with electrical subcontractor. Schedule is still required by Kris.

Action: Shenk Development - NCES

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- 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.
08/16/17: Review completed. Revised SOV was submitted for approval. Payment application #1 was approved and signed.
Action: Flewelling & Moody
- 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.
08/16/17: District requires update from Cal-Storm by end of this week, and at the latest by next Monday 08/21/2017.
Action: Shenk Development
- 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.
08/16/17: Meter is coming.
Action: Shenk Development
- 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.
08/16/17: Waiting for updated subcontractor list, 2 subs are being switched; Aluminum Windows and Tackable Walls.
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

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- 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.
08/16/17: Done.
Action: Done
- 2.18 08/09/17: Mark Gates emphasized on GC letting everyone know if a utility is accidentally shut-off.
Action: Information
- 2.19 08/09/17: Kris Zazirski stated finger printing is required for foremen for every subcontractor foreman. Forms are available at the District. Both DOJ and FBI, will need to be filled out.
08/16/17: Reminder for all that onsite behavior should be stressed upon workers. No tolerance will be allowed.
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.
08/16/17: One breaker for the two construction offices was utilized.
Action: Done
- 2.21 08/16/17: Dr. Smith inquired about the state of irrigation for the existing areas. Some irrigation wires that were cut need to be temporary connected. Some manual watering is being done.
Action: PUSD
- 2.22 08/16/17: Motorcycle Police officer was parked inside construction fence monitoring first day of school activities and traffic. Shenk to provide a gate lock to keep construction site closed and secured.
Action: Shenk Development

END OF MEETING MINUTES REPORT #4

Distribution:
All Attendees

Attached:
RFI Log