



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. 5 held on Wednesday August 23, 2017 at 10:00 a.m.

ATTENDEES

Don Blayney	Inspector of Record (IOR)
Anson Rane	PUSD
Kris Zazirski	PUSD
Sam Maissian	PUSD
Miguel Perez	PUSD
Mark Gates	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: Sunny with patches of clouds.
- 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 and power connections are being completed.
 - Digging for over-x has begun with existing conduit encasements exposed.
 - Refer to attached 3 Week Look Ahead schedule dated August 22, 2017.

NORMA COOMBS ELEMENTARY SCHOOL

New Admin / Classroom Buildings

August 16, 2017

- 1.3 As of 08/23/2017, twenty-nine (29) RFI's have been issued to date.
- 1.4 As of 08/16/2017, forty-nine (49) submittals have been received.
- 1.5 Next week's project meeting will be held on Wednesday August 30th 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. Sherk 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.
 - 08/23/17: Construction site needs to be secured at all times. District wants the entrance gates to the site locked at all times.

Action: Sherk Development
- 2.4 07/26/17: Ground Utilities were discussed. Sherk 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.
 - 08/23/17: Wiring is being completed. Per District's request additional provisions are being made for the temporary low voltage connection.

Action: Sherk Development
- 2.5 07/26/17: Sherk 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, Sherk may consider proposing concrete system pending specified system's lead time.
 - 08/16/17: Contech System will be used as specified.

Action: Sherk Development - Done

NORMA COOMBS ELEMENTARY SCHOOL

New Admin / Classroom Buildings

August 16, 2017

- 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. Sherk will email required parties after confirming with electrical subcontractor.
Schedule is still required by Kris.
08/23/17: School schedule is still pending. Power shut-down occurred on Friday evening at 9:00 pm with power restored on Saturday. No upcoming shut-off duration is expected at this time.
Action: Sherk Development - NCES
- ~~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.
08/23/17: Project schedule needs update showing transfer of activities as it relates to approved SOV.
Action: Flewelling & Moody
- 2.11 08/02/17: District indicated a SWPPP plan may need to be prepared and submitted to appropriate agency. Sherk 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.
08/23/17: Sub-contractor is in process of filing needed documents.
Action: Sherk 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.
08/23/17: The connection through main irrigation line is metered now.
Action: Sherk 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.

NORMA COOMBS ELEMENTARY SCHOOL

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August 16, 2017

- 08/16/17: Waiting for updated subcontractor list, 2 subs are being switched; Aluminum Windows and Tackable Walls.
08/23/17: All required documents is at District for review.
Action: Shenk Development
- 2.15 08/02/17: District asked Shenk to share new photos taken during construction period.
08/23/17: Photos are being uploaded to the Box by IOR.
Action: Information - Shenk Development
- 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.
08/23/17: Process has been started. List of people being fingerprinted is required.
Action: Shenk Development
- 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.
08/23/17: GC to coordinate with District for required temporary fix and reconnection for the existing courtyard areas.
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
- 2.23 08/23/17: Security is the most important item. All gates or fence panels need to be secured so that kids are not grabbing on them.
Action: Information

END OF MEETING MINUTES REPORT #5

Distribution:
All Attendees

Attached:
RFI Log