

## Meeting Minutes

### MEETING INFORMATION

<b>PROJECT NUMBER:</b>	03H-364		
<b>PROJECT NAME:</b>	Marquee Modernization (Harbor College, 1111 Figueroa Place, Box 234, Wilmington, 90744)		
<b>MEETING NUMBER:</b>	PROG0065		
<b>MEETING TITLE:</b>	Marquee Modernization Construction Weekly Meeting		
<b>LOCATION:</b>	LAHC Jobsite Conference Rm.	<b>MEETING STATE:</b>	Open
<b>MEETING START:</b>	12-Nov-2014 10:30 AM	<b>MEETING END:</b>	12-Nov-2014 12:00 PM
<b>MANAGED BY:</b>	David Sorlie (CPT)		
<b>PREPARED BY:</b>	David Sorlie (CPT)		
<b>ALSO ATTENDED:</b>	Greg Rice (GR)(National Sign Marketing Corp.)(telecon), Frank Behlau (FB)(CMTS), Steve Fraser (SF)(PMO), Harland Herndon (HH)(CPT), Joelle Morriseau-Phillips (JP)(CPT), EJ Penewell (EJ)(National Sign Marketing Corp.); Samuel Maracle (SM)(National Sign Marketing Corp.); Not Present: John Kane (JK)(National Sign Marketing Corp.)		
<b>NOTES:</b>			

### ATTENDEES AND CCs

CONTACT (COMPANY)	PRESENT	ROLE	TYPE
Bill Englert (BE)(Los Angeles Harbor College)	No		Attendee
Lautaro Galvez (LG)(Berliner and Associates)	Yes (telecon)		Attendee
David Sorlie (DS)(CPT)	Yes		Attendee
Eduardo Escobedo (EE) (CPT)	No		Attendee

MEETING ITEM 003			
ITEM TOPIC	Safety (01)		
ITEM NAME:	Crane Mobilization		
ITEM RESPONSIBILITY		ITEM DUE DATE:	
ITEM STATUS:			
<p>ITEM DETAIL:</p> <p><u>Crane Safety</u></p> <p>140521 – (SF) Discussed Crane Safety and that advance 48hr. notice will need to be given prior to the crane is to arrive as well as a crane plan to be submitted prior. 140528 - SWPPP to be submitted. 140604 - (SF) indicated that the safety plan submitted as draft is being reviewed. (GR) to submit this week. 140618 - (GR) had questions on the crane plan. A lift plan is to be submitted a few days prior to mobilization of crane. (SF) clarified critical lifts that load wouldn't exceed 85% capacity of crane "critical lifts" determining the load calculations. To also include certification of crane operator, crane cert., etc. per checklist. (RH) to request (SF) to be added to PROLIANCE (including John Kane access). 140625 (SF) again re-iterated that a four hour training will be necessary for the safety rep and the contract employees. The safety representatives will do the orientation (as facilitated by CPT) to the workers. (GR) has submitted the revised safety plan this morning via PROLIANCE. (SF)(HH) indicated that it will be reviewed / accepted today. 140723 - (SF) accepted as noted in previous item. (SF) indicated this will be covered in the 4hr. Orientation. Crane lift plan to be submitted via Proliance.</p> <p>140910 – Ongoing. Crane lift plan to be submitted prior to crane mobilization for (SF) and (HH) to review.</p> <p>140924 – No change.</p> <p>141008 – No change.</p> <p>141015 – Reminder that all agencies must be included (e.g. FAA).</p> <p>141022 – SF notes documentation submittal notice for crane is 72 hours.</p> <p>141029 – GR will submit plan for crane this week; crane will be on site early–middle of next week.</p> <p>141105 – DS notes crane will be on site tomorrow and Friday. Lift plan needs to clarify lift for equipment and lift for people. SF confirms safe access zone for cranes to be maintained. Current lift configuration (location, walkway protection, crane, etc.) to be reviewed in light of this maintaining this requirement.</p> <p>141112 – SF advises safe work zone was not maintained (exposure to students/traffic/etc to the lift) as Build's representative, including ESIS who oversee OCIP program who had flagged the problem.</p>			

MEETING ITEM 004			
ITEM TOPIC	Safety (01)		
ITEM NAME:	Electrical Safety Manuals		
ITEM RESPONSIBILITY		ITEM DUE DATE:	
ITEM STATUS:			
<p>ITEM DETAIL:</p> <p>141015 – HH to review electrical safety manuals, plans, etc. and advise of missing info.</p> <p>141029 – SF to review in HH's absence. TRJ to forward documentation.</p> <p>141105 – TRJ to forward Site Specific Safety Plan.</p> <p>141112 – HH to review electrical safety manuals, plans, etc. and advise of missing info.</p>			

MEETING ITEM 006			
ITEM TOPIC	Safety (01)		
ITEM NAME:	JHA's & Campus Procedures		
ITEM RESPONSIBILITY		ITEM DUE DATE:	
ITEM STATUS:			
ITEM DETAIL:			
<p><u>JHA's, Hours, General</u>            141015 – JHA's to be submitted for the week (e.g. manlift usage).            141022 – JHA pending. SF reminds contractor to badge all employees with Sheriff and parking only south of Row K in Lot 6. Seven am start time until time change which occurs on 11/2/14; at which time start will be 6 a.m.            141029 – National will begin work at 6 am beginning week of 11/3/14.            141105 – DS will conduct general review of JHAs; HH request JHA for lift being brought on site tomorrow.            141112 – THAs are being completed every day. JHAs specific to work have been completed to date (electrical is next known JHA). Next lift plans to be submitted in advance.</p> <p><u>Fall Protection Plan</u>            141029 – SF requested a JHA for welding operation (to include fall protection) from National.            141105 – Written plan has been submitted and there are no exceptions.            141112 – No further issues.</p> <p><u>Construction Daily Report</u>            141029 - DS requested Construction Daily Reports (submit each meeting). TRJ to forward template to National. DS will also accept National's format of Daily Reports.            141105 – GR to forward National's Daily Reports.            141112 – SM to provide all reports to date at next meeting.</p>			

MEETING ITEM (not numbered, created 11/12/14)			
ITEM TOPIC	Safety (01)		
ITEM NAME:	Grinding / Welding Containment		
ITEM RESPONSIBILITY		ITEM DUE DATE:	
ITEM STATUS:			
ITEM DETAIL:			
<p>141112 – SF advises that 100% spark containment is required. EJ advises blanket currently being used presents a hazard to workers. EJ advises that National's plan was per his email last night. The sidewalk is public access so preventing spark egress from the site might be the better solution.</p>			

MEETING ITEM 007			
ITEM TOPIC	Schedule (02)		
ITEM NAME:	Schedule Review		
ITEM RESPONSIBILITY		ITEM DUE DATE:	
ITEM STATUS:			
ITEM DETAIL:			
<p>141022 – All items discussed prior to 141022 have been archived. See MM #61 for archived info.</p> <p>141008, 141015 – Re-mobilization to occur October 27th.</p> <p>141029 – Remobilization occurred. Dec 31, 2014 identified as substantial completion date. Schedule to be revised to show <b>Start up and Commissioning</b> immediately after <b>Energization</b>.</p> <p>141105 – Schedule reviewed.</p> <p>141112 – 3-week LAH indicates work is 2-weeks behind schedule.</p>			

MEETING ITEM 008			
ITEM TOPIC	RFIs (04)		
ITEM NAME:	Open RFIs		
ITEM RESPONSIBILITY		ITEM DUE DATE:	
ITEM STATUS:			
ITEM DETAIL:			
<p><u>Sufficient Power to Transformer</u></p> <p>140924 – All items discussed prior to 140924 have been archived. See MM #59 for archived info.</p> <p>141008, 141015, 141022– No pending RFIs or other unresolved questions.</p> <p><u>Door Hardware</u></p> <p>141029 GR to submit an RFI for clarification on door hardware, hinges and door stop.</p> <p>141105 GR submitted RFI.</p> <p>141112 RFI response issued by email but must be uploaded to Proliance.</p> <p><u>Welding Detail</u></p> <p>141105 – RFI submitted for welding detail; LG requesting welding symbol which was missing.</p> <p>141112 - LG &amp; SEOR to review RFI response and confirm or re-issue.</p>			

MEETING ITEM 009			
ITEM TOPIC	Submittals (05)		
ITEM NAME:	Submittals – Various		
ITEM RESPONSIBILITY		ITEM DUE DATE:	
ITEM STATUS:			
<p>ITEM DETAIL:</p> <p><u>Outstanding Submittals</u></p> <p>140514 - (GR) indicated that some submittals may need to be re-issued to the correct project number. (GR) to check with Joelle.</p> <p>140521 - (GR) &amp; (JP) are to meet next week Wed. 5/28/14 for 30min. prior to the Construction Meeting start to go over submittal status.</p> <p>140924 – DS to review with Joelle as Greg states they have been corrected. JP asked about OM manuals for other components, such as door hardware, GR to review requirements. LG notes that there are concrete mix submittals that are expired.</p> <p>141008 – DS/Joelle to review [open submittals] at 8am tomorrow. JP to review and respond whether a meeting is needed or not.</p> <p>141015 – Not Discussed</p> <p>141022 – JP has reviewed open submittals; concrete, O&amp;Ms, signage and electrical warranties need to be submitted. DS comments O&amp;Ms are part of deliverables due at substantial completion. Draft O&amp;M due by mid-November. LG to respond to current submittals rather than waiting for National to complete all submittals. GR to submit remaining open submittals.</p> <p>141029 – Submittals not discussed.</p> <p>141105 – LG to submit SI for updated landscape; National to supply submittal for landscape (grass and irrigation).</p> <p>141105 – GR to submit new concrete submittal; old one expired. LG to advise if signage (for site, eg, for electrical door) is required.</p> <p>141112 – Submittals not discussed.</p> <p><u>New Project EOR</u></p> <p>141022 – All items discussed prior to 141022 have been archived. See MM #61 for archived info.</p> <p>141022 – LG has started form and will forward today.</p> <p>141029 – Not discussed.</p> <p>141105 – LG to forward to DSA; sent to EOR for signature.</p> <p>141029 – Not discussed.</p> <p><u>Training Video</u></p> <p>141015 – All items discussed prior to 141015 have been archived. See MM #60 for archived info.</p> <p>141015 Manufacturer is onboard to perform training again (likely early-Dec).</p> <p>141022 – GR notes project site keys were issued to Arcadis, RH and FB.</p> <p>141029 – Not discussed.</p> <p>141012 – DS to follow up on keys.</p> <p>141112 – Not discussed.</p> <p><u>Landscaping Submittal</u></p> <p>141015 Landscaping Submittal required.</p> <p>141022 LG to resubmit landscape drawings. GR and TRJ to also check project files for updated landscape dwgs and whoever locates to email to rest of team. LG to make decision on the actual directive.</p> <p>141029 – Not discussed.</p> <p>141105 – LG to issue an SI.</p> <p>141112 – Not discussed.</p>			

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### MEETING ITEM 010

<b>ITEM TOPIC</b>	Constructon (06)		
<b>ITEM NAME:</b>	Construction		
<b>ITEM RESPONSIBILITY</b>		<b>ITEM DUE DATE:</b>	
<b>ITEM STATUS:</b>			

**ITEM DETAIL:**

Morrow Meadows Campus Wide Camera Project

141022 – All items discussed prior to 141022 have been archived. See MM #61 for archived info.  
 141008, 141015 DS to relay this concern to Tim Spaeth as there are no cameras on this project.  
 141008 LG notes that this is a recommendation only to have the security cameras reviewed since the cameras are being installed on the marquee.  
 141029 – Not discussed.  
 141112 – Not discussed.

Data Cable Pull

141015 – All items discussed prior to 141015 have been archived. See MM #60 for archived info.  
 141015 Fiber may have been pulled already (field check to be done post-meeting). Otherwise, IT will be notified everytime IDF rooms are to be accessed (24 hour notice so IT open door and possibly have a person present).  
 141022 – Field inspection verified cable has not been pulled. GR notes National will proceed without MM to complete.  
 141029 – FB suggests National mandrel conduits (especially where open for some time). National to review and advise whether they will mandrel or not.  
 141105 – FB enforcing need to mandrel line. DS to talk to TS regarding possibility of MM leaving the cap off the LB.  
 141112 – Not Discussed (DS: MM being asked ot mandrel line but National will be asked to mandrel if not resolved by 141119)

MM Electrical Drawings

140618 (RH) to coordinate with (TS) for electrical dwgs. to be sent to BERLINER for reievw.  
 140924 LG notes he has not received any drawings. LG notes that when Paul from MM joined a mtg in May the two groups were on the same timeline, but that subsequently changed. DS to follow up with TS.  
 141008 LG notes that Berliner had not previously-received National's electrical submittals. Also, LG notes that this is a recommendation only to have the electrical reviewed since it is being installed on the marquee.  
 141015 Not Discussed  
 141029 To be closed; National to pull own cable.  
 141112 Not Discussed

Sub-Item 7

141008 LT to advise about need for site visit.  
 141015 – Not Discussed  
 141029 – LT plans to visit site next week.  
 141112 – Not Discussed (DS: LT onsite 141105, plus 141113 with SEOR - site visit reports not yet issued)

MEETING ITEM 012			
ITEM TOPIC	Constructon (06)		
ITEM NAME:	Electrical Signs and Components		
ITEM RESPONSIBILITY		ITEM DUE DATE:	
ITEM STATUS:			
ITEM DETAIL: 141022 – All items discussed prior to 141022 have been archived. See MM #61 for archived info. 141022 – GR notes signs and components have been checked and are operational. SM to notify LG when conduit installation begins. 141029 – Not discussed. 141112 - Not Discussed			

MEETING ITEM 013			
ITEM TOPIC	Inspection (07)		
ITEM NAME:	Inspections		
ITEM RESPONSIBILITY		ITEM DUE DATE:	
ITEM STATUS:			
ITEM DETAIL:  <u>Welding Field Inspections</u> All items prior to 141015 have been archived. See MM #59 for archived info. 141015 – FB to confer with welding inspector regarding UT requirements. 141022 – FB to send GR an inspection request blank form. 141029 – FB notes there are no UT requirements. 141112 Not Discussed  <u>Task Order for Project IOR/LOR Services</u> 141022 – All items discussed prior to 141022 have been archived. See MM #61 for archived info. 141022 – Southwest contract in place until 12/31/14. DS has requested District directive on CMTS contract (contract expires 11/28/14 and is non-renewal). FB advises that PMO is likely to reassign his services to a different firm pending his acceptance. DS to notify Frank Alaniz that project is remobilizing on 10/27/14. 141029 – DS has again requested District directive on CMTS contract (contract expires 11/28/14 and is non-renewal). DS has notified Frank Alaniz of 10/27/14 remobilization. 141105 – Not Discussed. 141112 Not Discussed  <u>Inspection Requests</u> 141112 Being timely submitted.			

MEETING ITEM 014			
ITEM TOPIC	Change (08)		
ITEM NAME:	Change Order 02		
ITEM RESPONSIBILITY		ITEM DUE DATE:	
ITEM STATUS:			
<p>ITEM DETAIL: 141008 – All items discussed prior to 141008 have been archived. See MM #59 for archived info. 141008, 141015 Terrie Johnson notes that CO 002 is with RPL for review (GF is reviewing and no current questions). 141022 – TRJ to verify which Board Approval meeting CO is on. 141029 – CO 2 is on December 5, 2014 Board Agenda. Project number changed; forms being updated and resent for signatures. 141105 – DS notes may need to be resigned due to project number change; JH will advise. 141112 – JH brought-in post-meeting and will respond.</p>			

MEETING ITEM 015			
ITEM TOPIC	Closeout (09)		
ITEM NAME:	Closeout		
ITEM RESPONSIBILITY		ITEM DUE DATE:	
ITEM STATUS:			
<p>ITEM DETAIL: 140618 - (TJ) clarified that Operating Manuals, Training, Closeout Materials, AS-Builts (red-lines) of changes to be noted on the contract drawings for the AOR to include. (GR) to provide a transmittals for extra key and training video. 140625 - (GR) provided training video for review. (GR) to provide another record set w/as-builts markup to (LG) for review. 140723 - (GR) (JK) has provided a re-submittal of the training video as a AVI file. A transmittal will be provided on Proliance. (RH) will review and forward to Bill Englert for review and acceptance. 140806 - (RH) to provide to (JP) who forward to (BE) for review / comment. 140910 - (RH) has given to (JP) to forward to (BE). Terrie to verify with (BE) that training video is acceptable. 140924 – No update. 141008 - Not Discussed 141015, 141029 – Training to be performed prior to substantial completion. 141105 – Not Discussed. 141112 Not Discussed</p>			

MEETING ITEM 016			
ITEM TOPIC	Closeout (09)		
ITEM NAME:	Closeout – Warranties		
ITEM RESPONSIBILITY		ITEM DUE DATE:	
ITEM STATUS:			
<p>ITEM DETAIL: 140625 - (GR) to go over with (JP) as to how many sets of closeout materials/packages are needed. Discussed necessary materials/components needed for warranties and operation manuals in a binder 140723 - (GR) as discussion has been held with (JP) as to the number of sets. (GR) will resume effort of closeout material submission. 140723 - (JK)</p>			

indicated that issues of supporting the warantee of the equipment shouldn't be a problem when put into operation.  
140806 - ongoing till sign commissioned.  
140910 - ongoing.  
140924 – Not Discussed.  
141008, 141015, 141029, 141105 - Not Discussed  
141112 Not Discussed

### MEETING ITEM 017

ITEM TOPIC	Closeout (09)		
ITEM NAME:	Closeout - Owner Re-Training		
ITEM RESPONSIBILITY		ITEM DUE DATE:	
ITEM STATUS:			
<p>ITEM DETAIL: 140604 - (BE) asked for re-training on the system. (GR) to schedule a re-training and a the video from the prior session will be sent to forward to (BE). 140618 - (GR) is providing the training video for (BE) to review. (RH) will track down a sign-in sheet. (JK) indicated that if a re-training is necessary it can be done. Displays to be in-place is recommended per (JK) for the training to be conducted with the Campus personnel. 140625 - (RH) will provide training video to (BE) when available in an accessible format. 140723 - Noted above. 140910 - (JK) noted that commissioning will be conducted (1 day) with Campus. 140924 – Not Discussed. 141008 - Not Discussed 141015 – Manufacturer onboard to provide retraining. 141112 Not Discussed</p>			

### MEETING ITEM 018

ITEM TOPIC	Closeout (09)		
ITEM NAME:	Closeout – Redlines/As-Builts		
ITEM RESPONSIBILITY		ITEM DUE DATE:	
ITEM STATUS:			
<p>ITEM DETAIL: 140806 - REDLINE dwgs. (GR) has been working on the as-builts for example the retrofit of the structural foundation. (RH) &amp; (JP) to verify RAMCO as-builts on footing retrofit. (FB) also needs to verify documentation. (GR) has pictures of structural footings with doweling. As-builts to go to the AOR. Both from National Sign &amp; RAMCO as-builts to AOR. 140910 - Terrie to follow-up with RAMCO for As-builts to go to AOR. 140924 – Not Discussed. 141008 - Not Discussed 141015 – Terrie to follow up on RAMCO's work done for District while Greg to provide as-builts of work done for National. DS reminds that as-builts should be provided at Substantial Completion. Lautero questions as-built production since previous as-builts may not have been maintained (i.e., are the construction as-builts available – to which Greg responds that National does not have field markups so DS advises they must be provided before construction resumes ... FB/GR/Sam to meet onsite next week). JG to provide complete contract documents (excluding drawings) to Lautero/Greg/DS/Terrie (once agreed ... to be distributed).</p>			

141029 GR notes redlines in progress for RFIs, CCDs and FCDs. DS asked if conduits identified in field are being updated. GR notes will also be updated.  
141105 – GR and FB have updated the drawings.  
141112 Not Discussed

### MEETING ITEM 019

ITEM TOPIC	Risks (10)		
ITEM NAME:	Risks		
ITEM RESPONSIBILITY		ITEM DUE DATE:	
ITEM STATUS:			
<p>ITEM DETAIL: 140806 - Pending Discussion. No additional risks identified at this meeting other than what has been already discussed in meetings past and items above. 140910 - Ongoing determination. 140924 – Not Discussed. 141008 - Not Discussed. 141015 – GR &amp; TRJ to provide 5 impeding-risks that need to be managed and 2 beneficial-risks that can be capitalized. 141022 – GR and SM notes the following risks: 1) to avoid any future data issues with broken lines will be pulling two data lines; FB suggests adding a string for MM future data pull in the same conduit to avoid their fishing with a metal hook; 2) Stainless Bird cable supports may not align; 3) Existing electrical components may not perform as necessary; 4) Landscaping design may not drain water. DS notes 1) schedule risks – tight schedule with little float. 141105 – LG to respond to cable supports concern with review of Berliner's previous installations. Risk response for electrical components is National's electrician to review when back on site. Landscape design drainage risk will be resolved with SI from LG for new landscape design (in consideration of existing drain). Schedule risk mitigated by DS site visit; document administration by end of November. Campus and project availability risk to be mitigated. 141112 Not Discussed</p>			

### MEETING ITEM 020

ITEM TOPIC	User Groups		
ITEM NAME:	User Groups		
ITEM RESPONSIBILITY		ITEM DUE DATE:	
ITEM STATUS:			
<p>ITEM DETAIL: 141015, 141029, 141105 – DS/TJ to identify user groups 141112 Not Discussed (DS: Ivan Clarke and Eduardo Escobedo being asked to resolve)</p>			

### NEXT MEETING

MEETING START	19-Nov-2014 10:30 AM
MEETING END:	19-Nov-2014 12:00 PM
LOCATION:	LAHC Jobsite Conference Rm.