Meeting Minutes

Detailed, Grouped by Topic for each Meeting and by 'Old Business' and 'New Business'

Gavilan - Social Science Building Modernization
5055 Santa Teresa Blvd.
Gilroy, CA 95020

Project # 3648C2
Tel: (408) 846-4980 Fax: (408) 846-4988

Kitchell CEM

Social Science Building Modernization Meeting B

<table>
<thead>
<tr>
<th>Date</th>
<th>Start</th>
<th>End</th>
<th>Next Meeting</th>
<th>Next Time</th>
<th>Prepared By</th>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/23/2010</td>
<td>09:00 AM</td>
<td>09:30 AM</td>
<td>11/30/2010</td>
<td>11:00 AM</td>
<td>Steven Corchado</td>
<td>Kitchell CEM</td>
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</tbody>
</table>

Purpose: Construction Coordination
Location: Kitchell Trailer
5055 Santa Teresa Blvd.
Gilroy, CA 95020

Next Location: Kitchell Trailer
5055 Santa Teresa Blvd.
Gilroy, CA 95020

General Notes: Work Safe and Smart!

Attended By:
- DL Falk Construction Inc - Nick Schmitz
- DFH Inspections Inc - Shane Hall
- Gavilan JCCD - Jeff Gopp
- Kitchell CEM - Steven Corchado
- BFGC-IBI Group - Clarice Shephard

Non-Attendees:
- DL Falk Construction Inc - Greg Schmidt
- HazMat Doc - Mike Donahue
- BFGC-Ill Group - Kyle Huynh

<table>
<thead>
<tr>
<th>Item</th>
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<th>Cls'd</th>
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</thead>
</table>

A. ANNOUNCEMENT

Old Business

Announcements
11/23/10

The next meeting is on Tuesday Morning 11/30/10 at
11AM and every week until punch list is completed.

Have a safe and Happy Thanksgiving Holiday!

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B. SCHEDULE

Old Business

Schedules
11/23/10

CM reviewed initial schedule review comments at the
meeting and will issue a letter today.

11/18/10

Schedule received and CM handed 1 copy to the
Architect and IOR for review. CM to compile review
comments.

11/8/10

Still no schedule received. Nick to provide a schedule
Wednesday morning 11/10/11.

11/2/10

Preliminary schedule to be issued this afternoon for
review. The schedule does not need to contain cost-
leading information and the CM will need it on disk for
off site analysis.
### Old Business

#### Plumbing Fixture RFI

<table>
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<tr>
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<th>Compl'd</th>
<th>Cle'd</th>
</tr>
</thead>
<tbody>
<tr>
<td>097-001</td>
<td>11/23/10</td>
<td>DL Falk / BFGC</td>
<td>Closed</td>
<td>11/16/10</td>
<td>A plumbing related RFI is on the way.</td>
<td></td>
</tr>
<tr>
<td>097-002</td>
<td>11/23/10</td>
<td>DL Falk / BFGC</td>
<td>Closed</td>
<td>11/15/10</td>
<td>A Abatement beam cutting RFI is on the way.</td>
<td></td>
</tr>
</tbody>
</table>

#### New Business

**6100 Submittal**

<table>
<thead>
<tr>
<th>Item</th>
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<th>Due Date</th>
<th>Compl'd</th>
<th>Cle'd</th>
</tr>
</thead>
<tbody>
<tr>
<td>088-001</td>
<td>11/23/10</td>
<td>DL Falk / BFGC</td>
<td>In process</td>
<td>11/16/10</td>
<td>A plumbing related RFI is still pending. Clarice to follow up.</td>
<td></td>
</tr>
</tbody>
</table>

### Missing Submittals

<table>
<thead>
<tr>
<th>Item</th>
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<th>Due Date</th>
<th>Compl'd</th>
<th>Cle'd</th>
</tr>
</thead>
<tbody>
<tr>
<td>081-006</td>
<td>11/23/10</td>
<td>DL Falk / Kitchell</td>
<td>In process</td>
<td>11/16/10</td>
<td>Nick to follow up with ME on submittal log list. Nick to continue following up with subs on missing submittals.</td>
<td></td>
</tr>
<tr>
<td>11/16/10</td>
<td>Nick to follow up with subs. Additional items waived as a result of consultant reviews.</td>
<td></td>
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<tr>
<td>11/9/10</td>
<td>Nick to follow up with subs.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>11/2/10</td>
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</table>
### Elevator Submittal

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<tr>
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<th>Compl'd</th>
<th>Cns'd</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-016</td>
<td>District's position outlined in letter dated 11/16/10. COR #1 was rejected. DL Falk to contact District's program manager to discuss further.</td>
<td>DL Falk / BFGC</td>
<td>In process</td>
<td>No</td>
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<td></td>
<td>District should provide direction this afternoon. CM to inform DL Falk.</td>
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<td></td>
<td>Elevator COR #1 received and the district is analyzing the issue.</td>
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<td></td>
<td>Letter issued on 10/27/10 rejecting submittal and next steps was discussed. DL Falk to submit potential change order request for District review.</td>
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<td></td>
<td>CM received drawings for file. Resubmittal rejected again. CM to discuss with owner.</td>
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<td></td>
<td>Elevator re-submittal reviewed at meeting and 3 originals handed to BFGC for review. CM kept one copy. CM still needs a set of the original shop drawings for the files.</td>
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<td></td>
<td>Elevator substitution rejected by Architect.</td>
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<td></td>
<td>Elevator substitution received and CM to issue to Architect for review.</td>
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### E. Change Orders

#### Old Business

**PCO's**

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<tbody>
<tr>
<td>001-008</td>
<td>Nick to follow up on price.</td>
<td>DL Falk / Kitchell</td>
<td>In process</td>
<td>No</td>
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<tr>
<td></td>
<td>Nick to follow up on price.</td>
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<td></td>
<td>DL Falk working on price.</td>
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<td></td>
<td>PR #1 Mop Sink replacement is in process.</td>
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<td></td>
<td>There are no potential change orders to discuss</td>
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Meeting Minutes
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Item | Meeting Item Description | Resp | Status | Due Date | Compl’d | Cled

New Business

RFI #4
008-002 11/23/10
CORE2 rejected per 11/18/10 email.
DL Falk / BFGC / KCEM
In process
No

F. Inspections

Old Business

Inspections
001-009 11/23/10
DL Falk to coordinate written inspection requests with the OR.
DL Falk / DFH
In process
No

G. General Topics

Old Business

Sito Access
001-010 11/23/10
The District is concerned about the egress of large trucks at the laydown area off the campus loop road. It is required that flaggers be used to control traffic when trucks enter and exit the site.
DL Falk
In process
No

Room Numbers
006-003 11/23/10
Jeff and I will meet with Frank on 11/24 to discuss.
11/19/10
Jeff to follow up with Fran Lazano.
11/19
Jeff to confirm with the Dean on exact room numbers to be placed on the doors.
Gavilan / Kitchell
In process
No

New Business

Shutdowns
088-003 11/23/10
Electrical shut downs need to be coordinated with Jeff Copp and the CM. Please provide as much notice as possible.
DL Falk / KCEM
In process
No

Cc | Company Name | Contact Name | Copies | Notes
Kitchell CEM | FILE COPY | 1

The preceding items represent the essence of the meeting to the best of the author's knowledge. Please note any inaccuracies at the next meeting.