**Meeting Notes**

PROJECT: Gavilan Joint CCD  
MEETING: FMP-Input and Planning Process Infrastructure Upgrades  
PROJECT NO: 3165  
PREPARED BY: Casey Michaelis, Kitchell  
DATE: October 17, 2005  
PLACE: North/South Lounge  
TIME: 1:00 PM  
File: Gavilan Infrastructure Upgrades Meeting Notes 10.17.05

**General Notes:**

A. Issued copies of the meeting notes from September 22nd.  
B. The design team is in the process of gathering information.  
C. Alfa Tech issued Electrical and Mechanical Field Observation Notes dated 10.10.05.

**I. Mechanical/Plumbing**

A. Alfa Tech has looked at the existing boilers as well as the associated plumbing and electrical.  
B. Boilers  
   a. All original.  
   b. Replace with high efficiency.  
   c. Started working on the schematic design.  
C. Alfa Tech was able to verify above ground piping.  
D. Need to get information from Art on the below ground piping.  
E. What about outdoor boilers - More expensive.  
   a. Pumps, electrical are concern outdoors.  
   b. Would need to be protected.  
F. Users like what was done at CDC & HOB buildings – Alfa Tech to look at.  
G. Could put everything (boiler, electrical, etc.) together in one enclosure as long as have clearances.  
H. What percent of showers are going to be used?  
   a. PE group said it’s low.  
   b. Assume 50% - 60% usage.  
I. Boilers need 15 weeks lead-time to order.  
J. BFGC and Alfa Tech are preparing documents as a separate project.

**II. Information Technology**

A. BFGC is working together with the District’s technology consultant.  
B. BFGC received drawings from MIS for the work that was completed about 5 years ago.  
C. Mimi submitted a floor plan that indicates taking DSP&S space.  
D. MIS needs to be central - current location in library works well. Need to consolidate areas though.  
E. The new servers take less space but still have the need for staff space.

**III. Civil**

A. Consultant will be videoing the sanitary sewer and storm drain systems.  
B. Consultant will be surveying the campus.  
C. BFGC received one proposal for approx. $2 million to replace the water tank with a concrete tank.  
   a. Includes monitoring devices, etc.
IV. Electrical

A. Currently there is a lot of voltage drop. Alfa Tech is going to have a contractor measure the voltage.
B. Alfa Tech recommends moving the transformers outside the buildings.
C. Project phasing concerns:
   a. The existing substation needs a new location.
      i. Coordination between PG&E and college.
      ii. May have some minimal shutdown time.
   b. Working with PG&E to identify locations of moving transformer.
   c. MIS will need a generator before cutover power.
D. Use joint trench where possible to minimize costs.

V. Grants

A. Reza (AlfaTech) said he went to a seminar regarding utility companies providing grants.
   a. All applications need to be submitted by Nov. 15th.
   b. Projects have to be completed by end of 2008.
B. Reza (Alfa Tech) requested a meeting with BFGC and Kitchell to identify potential projects immediately.

VI. Other

A. The sequence of the projects will be upgrading the infrastructure, renovating/creating the Data Center and then any secondary effects. At the same time will be providing interim housing and then renovating the Chemistry/Life Science/Physical Science buildings.
B. GavFest – May 6th
   a. Possible infrastructure project “groundbreaking” the same day.

End of Notes