
CONFERENCE REPORT

CONFERENCE DATE: November 17, 2005

PROJECT: Victor Valley Community College
Advanced Technology Building
Speech / Drama Addition

PROJECT NO: 99062
FILE NO: 03083
18

LOCATION: Administration Conference room

PRESENT: Steve Garcia, VVC
Jim Spencer, SHA
Steve Morse, Cal K-12
Gloria Aquino, VVC
Shoji Takeshima, SHA
Keith Coon, Cal K-12
John Booth, VVC
Ken Koyama, SHA

DISCUSSION:

1. Steve Garcia welcomed everyone and reviewed the purpose of the meeting was to discuss the pre-construction agenda for the Advanced Technology Building and Speech/Drama Addition projects. The following items were discussed:
2. Advanced Technology Building:
 1. Request to Bid: The district has sent to Walt Reno the bid packages and bid documents. We are waiting for final DOF approval to bid.
 2. Bid Packages: Walt has them. Telecom package was separated and will bid at mid-point of construction using a portion of the furniture budget. Construction drawings show only conduits, pathways and outlet locations – no cabling or equipment. District’s telecom staff has some time to review the last telecom specifications developed by Paul Sheppard, Accent/EMS. Paul is no longer with EMS and cannot be contacted. District has a new IT person, John Booth. Accessible bridge is a part of the project, and it was decided to remove the stucco from underside of bridge – SHA will correct the original prints. No alternates were submitted. Bid scope and addendums must be reviewed and approved by Walt Reno.
 3. Time frames: Steve Garcia has issued a tentative construction schedule. Advertise bids & bid documents ready for distribution on December 12, 2005; Open Bids January 23, 2006. After bids are received, district will decide to apply for state augmentation and/or re-bid packages.
 4. E-Plans: Shoji had suggested to use “Plan Well” service by Reliable Graphics in Rancho Cucamonga. This method was successful on Glendale College’s Allied Health project. Cal K-12 will contact Reliable and other companies for details and competitive pricing. Bid document printing and distribution can be handled entirely by the printing service using on-line or direct office ordering.
 5. Testing & Inspections: District had requested RFP’s and received eight inspector resumes. Jim had requested adding inspectors he has used in the past to the candidate list. The district will review candidate qualifications and set up interviews shortly. Koury testing company was selected in an earlier selection process with Sharon Williams, Steve Hoskins and Steve Morse.
 6. I.T. concerns: District had indicated they will not use wireless technology except in limited applications. The documents were already planned for hard-wired cabling throughout with IDF & MDF server areas. John Booth will review the previously created specifications and make necessary revisions. Bids for I.T. equipment will be around September or August 2007. Any changes to the floor plans, walls, etc. may result in changes to I.T. routing and design.

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3. Speech/Drama Addition:

1. Request to Bid: Shoji has delivered the drawings and specifications for submittal to Walt Reno. Request to bid is currently on hold until Cal K-12 completes the bid packages. Proposed schedule for DOF approval request is January 9, 2006, but Jim Spencer suggested that this process be expedited to prevent any delays.
2. Bid Packages: In process by Cal K-12.
3. Time frames: Steve Garcia has issued a tentative construction schedule. Advertise bids & bid documents ready for distribution on January 30, 2006; Open Bids March 13, 2006. This schedule is contingent upon District's performing arts theatre scheduling. Previous schedule showed performances up to March 2006. Steve Garcia will meet with theatre users and revise schedule to bid as soon as possible to avoid any more escalation in costs.
4. E-Plans: Same method as ATB.
5. Testing & Inspections: Same as ATB.
6. I.T. concerns: Speech labs are designed as Level 1 classrooms (projector & screen with instructor's desk wired only). The district plans to use these rooms as classroom lecture. UPS requirement are unknown, John Booth will review and provide direction.

4. Adaptive P.E. building:

1. Status: Steve Garcia stated that the ERI Phase 1 is complete and phase 2 is in process.
2. Time frames: The district is about three months behind schedule, so the project may be re-appropriated to next fiscal year.

5. Future construction meetings will be scheduled on Tuesday mornings. Everyone should keep their calendars open on these days. Next meeting has not been scheduled.

Note: This report is prepared from notes taken during the project meeting. If anyone disagrees with their content, they should notify Spencer/Hoskins in writing within two (2) days after receipt of this report. In the absence of such notice, this report will be considered a true and accurate record.

PREPARED BY: Shoji Takeshima AIA, Spencer/Hoskins associates

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Cal K-12 – Steve Morse & Keith Coon
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