



CAMPUS MASTER PLAN COORDINATING TEAM

MEETING NOTES AUGUST 23, 2011, 1:00 P.M.

- PRESENT:** Dr. William Scroggins, President/CEO
Michael Gregoryk, Vice President, Administrative Services
Virginia Burley, Vice President, Instruction
Audrey Yamagata-Noji, Vice President, Student Services
Gary Nellesen, Director, Facilities Planning & Management
Steven Yip, Project Manager, Lend Lease
Caitlin Rodriguez, Secretary, Facilities Planning & Management (record of notes)
- PRESENTER:** Joyce Black, Cambridge West Partnership, LLC
Marlene Imirzian, Marlene Imirzian & Associates Architects

SUMMARY OF DISCUSSION:

1. REVIEW OF PREVIOUS MEETING NOTES

Notes from the meeting of August 9, 2011 were approved.

- Gary noted that the Design Technology Center flooring issues will be discussed later in today's meeting.
- Modular Units 9E and 9F are good for temporary Student Services Annex space, Gary stated the long term solution is the new Annex Building, informing the group that the building has been added to the Measure RR project list, identifying \$4.1 million from Bond Anticipated Notes (BAN) and \$1 million from Student Services.

2. REVIEW CONTRACTOR/ARCHITECT CLAIMS

Gary Nellesen discussed the recent contractor claims and legal issues for the following projects:

- a. Athletic Storage Facility – The general contractor, General Consolidated Construction (GCC), is claiming \$347,121.12 in delays and added costs on this small \$500,000 project to build a metal building on the East side of the track in the Stadium. The College is holding \$70,000 in the contractor's retention. Gary reported meeting with legal counsel, identifying that GCC owes the College \$90,000 in liquidated damages. Legal counsel stated that the contractor can claim \$20,000 at the most, leaving us with \$70,000. The issue will be addressed in Closed Session later this week.
- b. Design Technology Center – The grading contractor, Evans Brothers, Inc. (EBI) has issued four claims against the College, two claims for \$60,000 have been denied by the College at the April Board meeting. EBI intends to file suit against the College, Gary feels confident that the College will prevail in arbitration.

Design Technology Center – The general contractor on the project, RC Construction (RC), has submitted a change order for the cement based fiber board used for exterior panels for an added \$350,000. Gary stated that the College will move forward with the Formal Bid process, looking at suppliers for the best pricing, and incorporating accelerated delivery time into the bid process. A meeting with RC is scheduled for September 2, 2011. Gary will report back at the next CMPCT meeting.

- c. Administration Building Remodel – Gary informed the group that DSG, Inc., the mechanical contractor on the project, has completed required activities on the Administration Building, and that they appear to be doing what is necessary to maintain schedule. Gary informed the group that the air return for both floors is running and carpet installation for the first floor began today. Angeles Contractor, Inc. (ACI), the general contractor on the project has a new issue with the main stairs in the center of the building. ACI stated that the specified hole pattern is not suitable to construct the stair case. The architect, Marlene Imirzian & Associates Architects, is working to resolve this issue. This may cause further delays. Gary will report back at the next CMPCT meeting.

3. CONSTRUCTION PROGRESS UPDATES

Gary Nellesen reported the following construction project updates:

- Kinesiology and Athletics Building – Gary informed the group that the fire sprinkler line has been relocated; we are now waiting on DSA approval of the drawings, Steven Yip, Lend Lease, will research the DSA check date. Gary stated that classes will not be able to move into the building until DSA approval. Aside from the drawings delay, the project finishes are tracking well.
- Design Technology Center – Gary reminded the group of a potential Change Order of \$90,000 to change the specified floor covering from carpet to polished concrete in several teaching spaces. Gary informed the group that there is a new negotiated price of \$57,000 for the concrete polishing; to date \$25,000 of this work has been completed. Gary stated he understood why this happened, he informed the group of an October 2007 meeting with the Architect to discuss preferences, which was not apparently attended by Construction Management or Facilities Staff. Ginny Burley informed the group that she met with faculty and staff to understand a need for flooring options. Ginny stated it was a good idea to think about the function of each room and to have to two Campus Standards to choose from; CMPCT approved the polished floor finish.
- Child Development Center – Gary reported he is working with Richard Morley from the Foundation to involve the prior Dean of the Child Development Center, Margie Chitwood, in a fundraising opportunity. Gary informed the group that a unit price flooring contract is going to the August Board meeting for approval; this agreement can be “piggy-backed” by other colleges for a 2% fee paid to the Foundation. Possibly earning \$400,000 for the Foundation over five years. Gary asked CMPCT if they would like to do this type of agreement for a classroom furniture agreement, CMPCT agreed.

4. DESIGN PROJECT UPDATES

Gary Nellesen discussed the following design project updates:

- Building 12 Renovation – Gary informed the group that he will be meeting with the Building 12 Users to review the finishes board and review design documents. The User group consists of Sue Long, Terri Long and Thomas Mauch. Gary will be presenting the Color Board later in today's meeting for approval by the CMPCT group. Gary stated he anticipates submitting plans to DSA by the end of October.
- Administration Building Exterior Site Improvements – Gary informed the group that the exterior ramp was corrected on the plans and the plans will be submitted to DSA for approval. Gary noted the ramp will be a separate bid process. While reviewing the plans, Gary stated that we will try to save the sycamore trees. The plans identify moving student gathering places around the building, relocate the trash dumpsters to allow faculty to enter the print shop with easy. While reviewing the Northern landscape, Gary noted that the mail cart will need to be parked below on the lower level of the building. The group discussed the new rose garden area, shade trees, seating area and WIFI accessibility. The preliminary design was approved to move into construction documents phase.
- Dr. Scroggins asked how many open projects are on the DSA tracker list. Gary answered that several open projects are cell towers, which are harder to track and to close. Gary stated that our DSA inspector, The Vinewood Company is working on closing out these projects. The other open projects are all recent and the close-out process is progressing well.

5. SPECIAL REPAIR/SCHEDULED MAINTENANCE PROJECTS

Gary Nellesen reviewed the special repair projects taking place on campus:

- Row Buildings Paint Colors – Gary proposed painting the Row Buildings white or possibly tan. Both Dr. Scroggins and Audrey Yamagata-Noji, preferred remaining true to the Spanish architecture by painting the buildings white. CMPCT agreed.
- Building 12 Color Board – Gary presented the color board for the Building 12 Renovation. CMPCT approved.

6. CONSTRUCTION UPDATE / SCHEDULES HANDOUT

Updated project status reports, prepared by Lend Lease were distributed.

7. PLANNING PROJECT UPDATES – CAMPUS MASTER PLAN PRESENTATION

At this time Marlene Imirzian, Marlene Imirzian & Associates Architects joined the group to present the Campus Master Plan

During the presentation Dr. Scroggins noted that zone planning is important to provide a more focused plan for areas on Campus. Gary agreed, stating that this will be taken into consideration while completing the Facility and Utility Master Plans.

The group noted that Fire Technology and Burn Tower needs a home, possibly on Campus.

Ginny Burley noted that Community Education is not completely addressed in the Master Plan. The group discussed needs, future planning, and direction on the Master Plan. Mike Gregoryk noted the College's commitment to the students for a Campus Center. CMPCT agreed, the College is in need of a Campus Center.

Dr. Scroggins informed the group that he will be meeting with the Board of Trustees soon, he would like an updated Master Plan for a January Board Retreat. The challenge is how to forecast Student growth with the bad economy. Dr. Scroggins suggested extending the growth and space forecast to 2025.

Dr. Scroggins would like to focus on a few components:

1. F1/Visa – language education piece
2. Transportation hub – upgrade perimeter road, and move transit to the center of the College.
3. Residential – may or may not. But look into it.

Dr. Scroggins stated the College may need to go to voters for another Bond. CMPCT agreed.

Ginny Burley noted that the Campus needs to be educated on the Master Plan, need to show how Educational Planning and Facilities Planning work together.

Future Meetings: September 12, 2011, 2:00 p.m. – 4:00 p.m.
 September 28, 2011, 1:00 p.m. – 3:00 p.m.
 October 4, 2011, 1:00 p.m. – 3:00 p.m.