



## Meeting Minutes/Agenda

**Project:** Early Childhood Lab School

**Address:** 1802 4<sup>th</sup> Street Santa Monica, CA 90401

**Date:** August 28, 2018

**Subject:** OAC Meeting #006

### Meeting Attendees:

- GM - Gabriel Murillo, Vanir.
- JW - Jeffrey Weinstein, Vanir.
- BT - Brian Ten, Carde-Ten.
- PI - Bob Tabarango, Rango Inspections.
- KK - Kevin Kegham, The Nazerian Group.
- ~~CY - Charlie Yen, SMC.~~
- Yu Ngok Lo, SMC.
- VN - Vic Nazerian, TNG.
- KT - Kevork Torosyan, TNG.
- ST - Steve Tanijjian, TNG.

### Site Access, Safety & Deliveries

Item	Description	Comp.	Status
ECLS - 1.1	No Access Issues. Gate lock combination is 1800	TNG	Ongoing
ECLS - 1.1A	Tailgate safety meeting are being conducted on weekly bases.	TNG	Info/Ongoing
ECLS - 1.1B	No Accidents to report	TNG	Info.

### Construction Schedule:

ECLS - 1.2A	Progress overview: <ul style="list-style-type: none"> <li>• Layout for foundations and underground utilities. Admin &amp; Pre-School Buildings are completed.</li> <li>• Dig foundations. Admin &amp; Pre-School Buildings are in progress.</li> <li>• Haul away dirt and concrete debree</li> </ul>	TNG	Closed Item  Closed Item  Closed item
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	<ul style="list-style-type: none"> <li>• Set Rebar and forms for Admin Bldg. Foundation.</li> <li>• Set Rebar and forms for Pre-School Bldg. Foundation.</li> <li>• See attached 3 week Look Ahead Schedule.</li> </ul>		<p>In Progress</p> <p>In Progress</p>
ECLS - 1.3	<p><u>Hot List Items:</u></p> <ul style="list-style-type: none"> <li>• New Gas Meter – JW in contact w/SMC to coordinate the required forms and contact personnel info. Info will be provided by ME Engineers to Vanir to proceed. JW submitted the required application on 08/08. Gas company planer will contact JW within 10 days. Gas Company responded and processing application requirements.</li> <li>• New Water Meter - JW initiated the conversation with CoSM/Department of Public Works. JW to apply for water service @ CoSM. Water meter permit to be issued. Water department to be contacted once ready for water meter installation. A separate meter will be required for the irrigation system. Info provided by ME Engineers, Vanir to coordinate with the city for permit requirement. JW is in anticipation of receiving the required funds from SMC to pay for meter fees.</li> <li>• New Electrical Meter – JW Initiated the conversation w/Edison. Forms to be filled and returned by SMC &amp; Vanir. JW returned the required forms to Edison. Electrical consultant will take over &amp; coordinating between Edison &amp; SMC. Electrical engineer forwarded the required info. To Edison. Edison to process.</li> </ul> <p><u>Long Lead Items:</u></p> <ul style="list-style-type: none"> <li>• Elevator.</li> <li>• Switchgear/Transformer.</li> <li>• Exterior Curtain walls.</li> </ul>	<p>Vanir, Gas Company</p> <p>Vanir, SMC</p> <p>Vanir, SMC</p>	<p>Pending/In Progress</p> <p>Still Pending</p> <p>Pending</p>

### Submittals

ECLS - 1.4B	See Attached Submittals Log	TNG	Info.
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### ***RFI's***

ECLS - 1.5	Total of 17 RFI's issued.	TNG, Carde-Ten	Ongoing
ECLS - 1.5A	See Attached RFI Log	TNG	Info.

### ***Inspections:***

ECLS - 1.6	Inspection #003 Sewer line backfill and compaction	TNG, Rango	Closed Item
ECLS - 1.6A	Inspection #004 Manhole base Installation	TNG, Rango	Closed Item
ECLS - 1.6B	Inspection #005 Set Sewer T-Lock & Manhole	TNG, Rango	Closed Item
ECLS - 1.7C	Inspection #007 Rebar testing	TNG, Rango	Pending

### ***Change Order Proposals:***

ECLS - 1.7	<p>Potential Changes.</p> <ol style="list-style-type: none"> <li>1. Existing power line along civic center side walk relocation.</li> <li>2. Demo existing red curb outside property line &amp; construct new curb.</li> <li>3. Bulletin 001 changes.</li> <li>4. Remove and haul (E) Underground concrete portion that was discovered during the sewer line relocation.</li> <li>5. Sewer line Base T-Lock &amp; Flex connections.</li> <li>6. Bulletin 002 Changes.</li> </ol>	TNG	Still Pending
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### ***Payment Application:***

ECLS - 1.8	Pay application #001 (June Billing) Pencil draft was finalized and pending final package submission. Final Package submitted on 07/19 and progress payment is in process. June's billing final package to be prepared & distributed for signatures. Final package was signed by all team members and processed on 08/14. Escrow letter is still pending.	TNG	Pending
ECLS - 1.8A	Pay application #002 pencil draft will be reviewed on 08/06 for review & approval. Comments were received by TNG. A final package to be prepared & distributed for signatures. Final package was signed by all team members and processed on 08/14. Escrow letter is still pending.	TNG	Pending



***Old Business/New Items:***

ECLS - 1.9	TNG to deliver site trailers (Total of 2) after grading work is completed. The trailers will be delivered on 08/10. Trailers were delivered on 08/13. Water & sewer connection completed. Pending temp power. Edison to energize.	TNG	Pending
ECLS - 1.9A	A site walk with SMC & CoSM scheduled for Thursday 08/02 to discuss Internet back bone connection. Meeting was conducted and CoSM determined the pull box location. It was decided by the owner that TNG to run the underground pathway to property line and CoSM contractors should extend the line and continue all the way to the existing box. CoSM contractor will pull the required cables for SMC. Underground utilities trenching is still pending. CoSM to run their Line to property line for TNG to pick up. It was also agreed that CoSM will run the fiber and be responsible for the connection between the pull box and MDF.	TNG, CoSM, Vanir, SMC	Closed Item
ECLS - 1.9B	Vanir assigned a commissioning agent (Jacobs) to manage LEED requirements. A meeting will be set up and all team members will be notified with required items and responsibilities. Meeting w/commissioning agent is still pending. JW scheduled a meeting for Thursday 08/28 @ 11:30 am. Meeting conducted TNG to issue the updated schedule and a submittals schedule to Jacobs	Vanir	Closed item
ECLS - 1.9C	Cost loaded schedule was requested by SMC. TNG to prepare and submit for approval. An excel version of cost loaded schedule was prepared and submitted. Vanir requested the P6 version to be created. KK showed a concern since the schedule will take a while to create and need to verify if it's a contract requirement. Its Been verified that the cost loaded schedule is a contract requirement and will be handled by TNG.	TNG	Closed item
ECLS - 1.9D	All Plumbing fixtures need to be per SMC standards. Owner to provide the latest standard's list to the Carde-Ten to update project finish schedules. Vanir to follow up & schedule a meeting to discuss standards & hardware operation. SMC to schedule a meeting to finalize owner's standards. SMC scheduled a meeting on 09/11 @ 11:30 am.	SMC, Vanir, Carde-Ten	Still Pending
ECLS - 1.9E	KK contacted Charles Olsen from American Time regarding the clock system to provide a stand-alone system that is equal to the specified system by Visiplex. Pending response from American Time. New specs and requirements were received by KK. TNG will review and submit accordingly.	TNG	Closed Item
ECLS - 1.9F	AC paving @ manholes to be completed per CoSM requirements and to be inspected by city inspectors. AC paving mix to be submitted and approved by the city.	TNG	Pending



ECLS - 1.9G	Sewer manholes to be covered temporarily until the grades are finalized. TNG to follow up.	TNG	Pending
ECLS - 1.9H	Steve Tanijian was introduced as a substitute superintendent to the project team.	TNG	Closed item

***Items to be tracked:***

ECLS - 2.0	SMC will provide cable trays as required. SMC to be notified by TNG to schedule deliveries accordingly.	SMC, TNG	Ongoing
ECLS - 2.0A	Next meeting will be scheduled for Tuesday 09/11 @ 10:00 am	TNG	Info.

Prepared By: The Nazerian Group.



