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November 16, 2009

MEETING MINUTES

Cleveland Elementary School Modernization
Project 0913500.01

ATTENDEES:

Steve Brinkman, Chief of Facilities, Pasadena Unified School District
Ron Canedy, LEED AP, Assistant Vice President - Civil Design, FPL and Associates, Inc.
Frank Rice, Jr., Principal, R.M. Byrd and Associates, Inc.
Matt Shear, Project Engineer, R.M. Byrd and Associates, Inc.
Tony Ramirez, President, DCGA Engineers, Inc.
Keith A. Williams, Principal, DCGA Engineers, Inc.
Glenn Ueda, Architect, AIA, Principal, WLC Architects, Inc.
Jose Vallarta, Senior Project Manager, WLC Architects, Inc.
Amanda Weiss, LEED™ AP, Design Team, WLC Architects, Inc.
See enclosed Sign-In Sheet

MEETING DATE: November 11, 2009

PURPOSE

The purpose of the 50% construction document meeting was to review consultant drawings, resolve design decisions with the District, and coordinate building systems.

ITEMS DISCUSSED

1. The Civil Engineer and Architect gave a synopsis of the meeting held with the City of Pasadena to discuss the parking lot and the drop-off area.

    a. Per the City's request the design changed to allow traffic to enter off of Forest Avenue.
    b. The new plan utilizes the existing driveways which will help reduce the cost.
    c. There is still a two lane drop-off where the students will exit to the right and walk along a sidewalk to Building A.
    d. It was mentioned that there is not much area left for park space.

2. An economical landscape should be designed. Shirly will provide feedback to IDG on their estimate and the scope they should design.

3. The Civil Engineer is currently showing the demolition of the three trees in front of the new building addition. It is the District's request that these trees be left and the District will trim them.

4. The smaller Oak tree on the south side of the campus will be protected in place. The two other Oak trees were removed.

5. The Civil Engineer will minimize the grading around the field as much as possible. At a later time the field can be regraded and the portables at the south end of the campus can be removed by the District. The District can use separate funds for the removal of the portables on the south end of the campus.

6. The District mentioned that a temporary housing plan is needed for this site.

7. There was some confusion about the current functions of the two portables located on the proposed project site. The portable on the corner of Palisade and Forest is currently Special Education. The portable next to Building A is the Family Center. Both of these spaces are being incorporated into the new building addition.

8. The Architect mentioned that the phasing of construction can be set up so the drop-off area is constructed last. That way the area can be used for construction staging.

9. The District suggested that they would remove the asphalt paving at the existing parking lot so that demolition would not need to be included in the project. The Civil Engineer stated that he is planning on having the existing paving pulverized and used for base under the new parking lot and drop-off.

10. A lot of dirt infill dirt is needed for the classroom addition. The District has several other projects that will need soil exported off the site. The District mentioned that Elliot Middle School's Bleacher project and Blair Middle School's new building have extra soil that can be exported to Cleveland. The District suggested that the extra soil be stored somewhere for six to nine months and then be brought over to Cleveland when it is needed. The District mentioned that a possible storage area could be Blair Middle School's field and they would construct their new field last.

11. The Civil Engineer should determine how much infill dirt is needed and how much dirt is being exported from the other sites. The Civil Engineer should also review the soils report to make sure the quality of the dirt is adequate to use under the new building.

12. The Plumbing Engineer will need to look into the fire service going to the building and determine if a separate line is needed for the new building. The Plumbing Engineer will need to calculate the pressure at the existing building.

13. The Plumbing Engineer is showing a 2" water line and a 4" sewer line coming from the south facing student restrooms. The Civil Engineer stated that this is not a good area for the point of connections. It is preferable if they exit to the north end of the building.

14. All the as-builts that WLC has will be reloaded to Buzzsaw for the Engineers to download if they did not previously download them. Some utilities are shown on these plans. The Engineers would like the District to do a survey to map the locations and depths of the existing utility lines on site.

15. The Civil Engineer asked if there is currently a drainage issue near the ramp to the existing Computer Lab. The District and the Architect stated that they had not heard of any issues in this area.

16. Currently all the water sheet-flows off the site. This will not be the case when the new addition is added. There will be a need for storm drains in front of the new addition.

17. The Plumbing Engineer is showing the gas line coming through the existing building basement and coming out underground next to the new building.

18. Storm water can daylight into the bioswale at the southwest end of the campus.

19. Roof drains will go directly into storm drains on the north side of the building. The storm drains on the south side of the building can drain to the surface the same way the existing drains do.

20. The demolition of existing utilities needs to be shown where the two portable buildings were removed.

21. The Architect would like to place low planters around the new addition to help break up the height of the wall.

22. The City standards that the Civil Engineer is showing on his drawings are the most current.

23. The Civil Engineer will call out the grades for the ramp and the Structural Engineer will design the ramp structure. The Architect will provide the rails for the ramp.

24. The ramp will have a four-inch curb on it. The guardrails and handrails will be placed directly on top of it.

25. The Structural Engineer will frame in the existing windows where the new addition is. The framing will be covered with gyp board and plastered to match the existing wall.

26. The new structural columns will connect directly to the concrete wall under them. They will not need to go all the way to the footings of the existing building.

27. The floor will need to be depressed in the existing building where the new hallway is connecting to the existing building. Lightweight concrete will be placed over the depressed slab so the existing concrete slab has a smooth transition to the new concrete slab. The Structural Engineer will need to determine how thick the lightweight concrete will be.

28. The lobby soffit will be 10'-0" to align with the beam over that area.

29. The ceiling in the Lobby, Administration, Office Manager's Office, and the Principal's office will be T-bar.

30. The glulam in the new Computer Lab is 27 inches deep. Top of ply is 14'-4". The ceiling is 11'-6". There will be enough space for the mechanical and the lights to pass under the beam.

31. The Architect indicated the roof drain locations on the plan. This information will be updated on the plan and loaded to Buzzsaw.

32. The roof screens need to be raised 3'-0" in order to hide the mechanical units.

33. The exhausts are now shown on the roof plan. The four restrooms and the custodial room all share one exhaust.

34. The District stated that they are willing to pay more up-front for light fixtures and mechanical units because they want their energy cost as low as possible in the future.

35. The District would like the payback time for the equipment to be 5-7 years.

36. The mechanical unit being specified is SEER 14.

37. Occupancy sensors will be installed in the building.

38. The new addition will tie into the existing EMS system.

39. The District is currently applying for an energy savings grant. In order to qualify for the grant, the entire District needs to use EMS.

40. There will be no sink in the principal's old office. The District will provide all the furniture for the existing portion of the building where the administration used to be located. No one will show any work in this area or change room names.

41. Solatubes will be placed in the hallway and the five new restrooms in the new building addition.

42. The Electrical Engineer specified exterior lighting that only shines light downward which will reduce light pollution to the neighbors. The style also fits the building.

43. The District requested that all the exterior lights on the north side of the building be replaced to match the new lights being used on the addition.

44. The District asked the Electrical Engineer if solar lights could be incorporated into the design. The Electrical Engineer said he would not recommend them because of the maintenance and how fragile they are.

45. The wrought iron fence at the drop-off will be 3'-6" high.

46. 25'-0" lights will be placed in the drop-off and the parking lot. These lights will either need to be on a timer or connected to the EMS system. There is a little bit of concern about the lights shining on the neighbors but the timer should help with that issue.

47. The parking lot needs 1 foot candle of light once you add lights to it.

48. The District is concerned that the exit to the drop-off may be too narrow. The District would like the Civil Engineer to explore the idea of widening the exit of the drop-off to prevent parents from driving over the curb.

49. The District would like three speed bumps placed in the parent drop-off.

50. The District will need to provide a standard for electrical and data in the classrooms and offices.

RESOLVED ITEMS:

1. The Architect shows the 4" expansion joint between the new building and the existing building. The seismic joint will be on the walls, ceiling, and roof.

2. The Architect added the mechanical screens to the roof plan. All of the mechanical units are located within this screen.

3. The Architect showed the structural columns on the plan.

4. The Architect identified the rated walls on the plan.

ACTION ITEMS:

1. The **Architect** will get a list of required play equipment from the school principal.

2. The **Civil Engineer** will determine how much infill dirt is needed at the Cleveland site and how much dirt is being exported from the other construction sites. The Civil Engineer will also review the soils report to make sure the quality of the dirt is adequate to use under the new building.

3. The **Plumbing Engineer** will determine if a separate fire service line is needed for the building.

4. The **Civil Engineer** and the **Plumbing Engineer** will coordinate the point of connection for the sewer and water lines.

5. A new fire hydrant may be needed for the project. If the Fire Department allows 350' radius, no new hydrant will be needed.

6. The **Structural Engineer** will set up a courtesy check meeting with DSA.

7. The **Architect** will verify with the District if there are any new standards and data and electrical classroom standards.

8. Attic vents need to be addressed. A new building is going directly adjacent to a vent.

9. Signage will be incorporated into the project. There should be a clear entrance to the building.

10. The **District** will decide if the building will pursue LEED Certified certification.

11. The **Structural Engineer** will create a demolition plan for the structure in the existing area.

12. The **Structural Engineer** will label the existing rooms in Building A as existing for DSA purposes.

13. The **Architect** will do a study to determine if the 15'-0" parapet should be raised proportionately with the roof screen.

14. The **Architect** will relabel the existing rooms to say "existing".

NEXT MEETING: December 2, 2009 80% Construction Documents Meeting

END OF MINUTES

The above represents my best interpretation of the spirit and content of the discussions. Please let me know of any requested modifications or corrections as soon as possible.

Submitted by,

AMANDA WEISS
LEED™ AP
Design Team

AW:br/P0091350013-mm

Enc: Sign-In Sheet

cc: Attendees
Frazer G. Thompson, Owner Representative, Facilities, Pasadena Unified School District
Douglas V. Diggs, Principal, IDG Landscape Architecture, Planning

MEETING REGISTRY

Cleveland Elementary School

Pasadena Unified School District (T-090615/0015T)
Contractor: Project Assignment 54-2
Construction Manager: N/A

Project No.: 09135.30
Meeting Date: 11-11-09
Meeting Time: 9am
Meeting Number: 50% CD

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