Job Walk Notes

Attendees:
Jennifer Alford – Purchasing Supervisor, LRCCD
Kate Pankowski - Senior Buyer LRCCD
Joseph Meyer - Facilities Management, LRCCD
Attendees per sign in sheet

Location: Sacramento City College

Project review: Briefly discussed the project including but not limited to the following items:
1. Submittals, bid deadline, required bid documents such complete insurance packet, Board approval date and addendum postings.
2. Information about new SB 584 DIR registration process prior to award of any public project that is over $1,000.00.
3. Attendees advised to refer to project manual for all other details.
4. It is not mandatory that the plans are purchased from ARC Document Solutions; however, ARC is the official reprographics, and all addenda are issued from ARC.
5. Procedures for handling questions and requests for information, and deadline to submit RFI's.
6. Request for information will be accepted until 12:00 PM, Friday, April 17, 2015

Items discussed:
1. The building will be occupied while in construction.
2. ADA upgrades to the bathroom. There will be saw-cutting required on 16” brick walls.
3. Timing of the work will have to be coordinated to make sure lower floors are not too disturbed by the noise.
4. Elevator work will also have to be coordinated for least disruptive time. There is only one elevator in the building. The only other elevator to access the second floor of the building is in Rodda Hall South.
5. There is a 3rd set of stairs in the building usually not used by the campus. It will be designated for Contractor’s use.
6. Staging area will be designated for General Contractor to use. Please refer to the flyer (page# 2)
7. Elevator can be used to transport materials up to the 3rd floor but prior coordination will be required.
8. Estimated schedule is to start early June and have demolition part completed by the end of the summer.
9. Los Rios CCD will remove all electronic equipment that was in left in the Old Electronic Lab.
10. Mechanical Room is located on the roof. There is access available by the stairs.
11. Ceiling will be replaced with new T-bars. Nothing will be reused.

Rooms visited:
1. Old Electronic Lab
2. Mechanical Room
3. Photo 350 Lab

Meeting ended at approximately 10:55 A.M.

Note: These meeting minutes represents the District's best effort to record the issues addressed during the pre-bid meeting. If no corrections or clarification are provided by the attendees within five (5) days of receipt of these minutes, these meeting minutes will be considered accurate, final and part of the project record.