

Job Walk Notes

Attendees:

Paula Gordon – Purchasing, Los Rios CCD
Kim Carrillo – Purchasing, Los Rios CCD
Julie Moore – Facilities Management, Los Rios CCD
Scott Battles – Facilities Management, Los Rios CCD
Matthew Blevis – American River College
Camelia Luca – Architect, Dean F. Unger

Additional attendees per sign in sheet

Location: American River College

Project review: Briefly discussed the project including but not limited to the following items:

1. Submittals, bid deadline, required bid documents, Board approval date, addendum postings, attached agenda items.
2. Attendees advised to refer to project manual for details.
3. 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.
4. Procedures for handling questions and requests for information, and deadline to submit RFI's.
5. Request for information were accepted until **5:00 PM, Friday, April 28, 2017.**

Items discussed:

1. Walked#602, 604 & 605 classroom interiors and reviewed project drawings.
2. Target completion date is 7/31/2017.
3. This project is one part of a two part establishment of swing space.
4. Salvage as much as possible.
5. Coordinate with electrical plan for modulate furniture installations.
6. Run data line? Yes.
7. Existing audio visual equipment remains.
8. Goal is to begin work first part of June during daytime hours.
9. Are the existing walls to be modified load bearing? No. Refer to plans.
10. Pulling wires from where? Existing above ground pull boxes behind building.
11. DSA? No
12. Remove floor cove? Yes.
13. Split air conditioning system? No
14. Inside painting? Yes.
15. Clean registers? No.
16. Close up staging area to be coordinated by Project Manager and awarded contractor.

Meeting ended at approximately 2:30P.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.