Job Walk Notes

Attendees:
Paula Gordon – Purchasing, Los Rios CCD
Kim Carrillo – Purchasing, Los Rios CCD
Scott Battles – Facilities Management, Los Rios CCD
Mike Goodrich – Facilities Management, Los Rios CCD
Larry Oliver – Glumac, Engineer

Additional attendees per sign in sheet

Location: Cosumnes 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 will be accepted until **12:00 PM, Friday, April 8, 2016.**

Items discussed:
1. This project is to provide new laboratory air control systems in Buildings 200 & 400, repairing and rebalancing fans, installing new fans, modifying ductwork and rebalancing airside systems.
2. Remove existing VAV boxes and change function in labs to act as balancing terminals.
3. Each room will have a ‘unoccupied mode’ with air handler off; “lecture mode” reduced noise; “in use’ fume hoods with timer.
4. Hoods to be certified by third party consultant contracted with the District after job is complete.
5. Spaces within building 200 and 400 will be occupied throughout the day requiring all interior work to be accomplished during off hours or weekends. Even though a space appears empty, it may have an experiment in process and must not be disrupted. All work on the roof may be accomplished during normal hours but must not disrupt classroom activities.
7. Integrated controller needs to be dedicated.
8. Standardized operational buildings for District EMS controls.
9. Cadaver room to have ancillary cooling.
10. Roof penetration locations to be conveyed in a Clarification or Addendum.
11. The existing roof is under warranty, therefore, any roof penetrations must be approved by Charlie Barrett of Barrett’s Roofing, Inc. at 1897 Rolling Rock Court in Yuba City, Ca. 95993, which can be contacted at: Office (530)674-7263 or Mobile (530)751-6225.
12. A two-step Notice to Proceed will be authorized to allow ordering of long lead items necessary to begin the work.
Meeting ended at approximately 11:00 A.M.

Note: These meeting minutes represent 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.