



Larry Wolff, AIA • George M. Wiens, AIA • Robert J. Hensley, AIA • James P. DiCamillo, AIA
Glenn Ueda, AIA • Max Medina, AIA • Kelley Needham, AIA • Kevin A. MacQuarrie, AIA

March 19, 2010

MEETING MINUTES

Franklin Elementary School Modernization

Project 0913700.01

Jackson Elementary School Modernization

Project 0913800.01

Pasadena Unified School District

District Master Agreement Number: T-090615/0015T

MEETING DATE: March 10, 2010

ATTENDEES:

Steve Brinkman, Chief of Facilities, Pasadena Unified School District

Frazer G. Thompson, PE, LEED AP, Owner Representative, Facilities, Pasadena Unified School District

Tony Ramirez, President, DCGA Engineers, Inc.

Keith A. Williams, Principal, DCGA Engineers, Inc.

Chris Villalobos, Electrical Designer, DCGA Engineers, Inc.

Rick M. Byrd, SE, President, R.M. Byrd and Associates, Inc.

Glenn Ueda, Architect, AIA, Principal, WLC Architects, Inc.

Konni Wong, LEED™ AP, Project Manager, WLC Architects, Inc.

PURPOSE OF MEETING

The purpose of the meeting is to have the design development meeting with the consultants at WLC's office. (See attached Meeting Registry)

ITEMS DISCUSSED

1. Electrical panel cost = \$100,000.00. Move this cost to main budget. Building C panel replacement work at Franklin will not be required for this project and is removed from scope. **(Franklin)**
2. Architect has been tasked with acquiring a record set from DSA. **(Franklin)**
3. The Auditorium HVAC is about 2 years old. **(Franklin)**
4. District and the Architect need to discuss the site drainage strategy with the Civil Engineer as the District would like to refinish the blacktop play area. **(Jackson)**

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5. District stated that there are openings between the bottom of the west exterior auditorium wall and the floor that allows "daylight" to enter the room. **(Jackson)**

ACTION ITEMS

District

1. District to send the Architect copy of letter requesting record drawings from original Architect-of-Record. **(Franklin)**
2. District noted that there is no extension on the Williams money and it can only be used for the like/kind replacement. **(Jackson)**

Architect:

1. Architect to provide corner guards up to 6 feet high throughout on exposed interior corners. This will be the standard on all PUSD projects. **(Franklin and Jackson)**
2. Architect to provide vision light in doors leading into the Kitchen serving area. **(Franklin and Jackson)**
3. Architect and Plumbing Engineer to add mop sink in the Kitchen area. **(Franklin and Jackson)**
4. Architect to provide color renderings of the Auditorium for the District. **(Franklin and Jackson)**
5. Architect to meet with the Principal to determine the size of the projection screen. **(Franklin and Jackson)**
6. Architect to meet with the Principal to determine the need to modernize the foyer to provide a formal entry to the Auditorium **(Franklin)**.
7. Architect to search for the Boys'/Girls' Restroom record set and provide to the team engineers. **(Jackson)**
8. Architect to add theming (graphics) throughout. **(Franklin and Jackson)**

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9. Architect to have "TJ" (District IT) verify that data cable is long enough to allow rack to be moved from center of storage room to east wall in reconfigured storage room. **(Jackson)**
10. Architect and District to verify that sewer line will have sufficient fall from relocated toilet room to main sewer line. **(Jackson)**
11. Architect to review the conditions between the bottom of the west exterior auditorium wall and the floor that allows "daylight" to enter the room. **(Jackson)**
12. Architect to refinish the wood floor below floor mounted fan coil units as there be visible color changes between this floor area and that exposed to view. **(Jackson)**
13. Architect to paint all Auditorium rooms. **(Franklin and Jackson)**

Structural Engineer

1. Structural Engineer requested the roof plan from the Architect. **(Franklin and Jackson)**

Mechanical/Plumbing Engineer

1. Mechanical Engineer to verify if air-handler is installed on roof per the record set. **(Franklin)**
2. Mechanical Engineer to provide equipment size/weights to Structural Engineer. **(Franklin)**
3. Mechanical Engineer to develop strategy to remove floor mounted fan coils units. This work may involve relocating equipment onto the roof and the areas above the ceiling for the new storage rooms flanking the auditorium entry doors. **(Jackson)**

Electrical Engineer

1. Electrical Engineer to provide surface mounted lights over 12" x 12" ceiling tile in the two dressing rooms. **(Franklin)**

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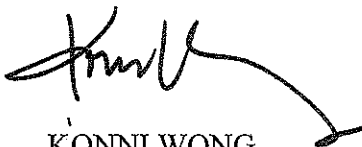
2. Electrical Engineer to provide suggested stage lighting cut sheets and controls for District review. **(Franklin and Jackson)**
3. Electrical Engineer to provide some general aesthetic entrance lighting at Franklin School. **(Franklin)**
4. Fire alarm upgrade for Building "A" at Jackson will be required for areas outside the main Administration Lobby remodel. The cost will be approximately \$3.50/sf **(Jackson)**

NEXT MEETING DATE: March 31, 2010 at 9:00 a.m.

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.

Prepared by:



KONNI WONG
LEED™ AP
Project Manager

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Enc.: Meeting Registry

cc: Attendees

Gerald Schober, President, SCMC, Inc.

Ron Canedy, LEED AP, Assistant Vice President - Civil Design, FPL
and Associates, Inc.

Carl W. Vail, FCSI, Programming & Concepts, Laschober & Sovich

Rick McHenry, FCSI, CFSP, Design/Project Management, Laschober & Sovich

WJEC

Architects, Inc.

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MEETING REGISTRY

Franklin & Jackson ES Modernization

Pasadena Unified School District

Contractor: N/A

Construction Manager: N/A

Project No.: 0913700 & 0913800

Meeting Date: March 10, 2010

Meeting Time: 9:00am

Meeting Number: DD

NAME (Please Print)	COMPANY	PHONE	E-MAIL
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