September 25, 2009
Project Construction Meeting Notes
MVC Food Service Remodel (Lions Den)
Moreno Valley Campus
Riverside Community College District

Attending:

Michael Stephens, Riverside C.C.D.
Dale Adams, Riverside C.C.D.
Kathy Paschke, Riverside C.C.D.
Steve Gilson, Riverside C.C.D.
Fred Reyes, Inland Inspection
Bryan McBride, Hinkley & Associates
David Higginson, AIA, Higginson + Cartozian
Brian Higginson, Higginson+Cartozian

A meeting was held on the above date and the following items were discussed:

1. Hinkley reported that the concrete demolition at the exterior is complete and interior building demolition is progressing. Total demolition is approximately 80% complete.
2. HCA discuss the direction that the existing concrete over the sub-grade storage room is to remain in place. This was issued as CCD-07 to Hinkley.
3. Hinkley reported CPE is on hold pending approval of PR-1 for the underground electrical re-routing. HCA inquired if the price had been forwarded to RCCD. Bryan McBride did not know and will follow up immediately after the meeting.
4. Hinkley discussed the pricing for the electrical re-route should include a generator to run the bookstore and student services during the switch over of power. Hinkley to verify.
5. Delivery of IT cable is scheduled for 10/9.
6. All conduits are to be cleaned prior to cable installation.
7. Kathy Paschke stated the IT work at the south end of the campus near the warehouse can be done immediately and is not affected by the electrical re-route. Hinkley to notify CPE and provide direction.
8. Discussed that the schedule must be updated once a change order has been approved with additional days required.
9. Dale Adams noted he met with John Byerly's office on 9/24/09 regarding the suitability of soil from the on-site borrow area and to review the saturated soils conditions. Byerly's recommendations are forthcoming.
10. Discussed the issue of Byerly's work being paid for by Hinkley as part of the CCD. Since Byerly is providing a certified written recommendation and subsequent compaction reports,
HCA felt this should not be a concern given Byerly's reputation and past experience with the college. Michael Stephens will follow up with staff and inform team if this presents a problem.

11. Discussed the need for Fred Reyes to be present on an overtime basis during the weekend activities. It was determined that work related to the IT connection would not require inspection. Any underground electrical work and connection would require inspection. Inland Inspection to submit invoice to RCCD for this additional overtime work.

12. Fred Reyes reported quality of work to date has been good with no apparent on-site safety issues.

13. Fred Reyes reported that the status of as-builds, considering the amount of underground utilities being encountered, is up to date.

14. HCA to forward all RFI and CCD logs to Dale Adams and Michael Stephens.

15. Next meeting is scheduled for October 9th, 9:00 a.m.

These minutes are prepared by David Higginson, AIA, Higginson + Cartozian Architects, Inc. The above meeting notes are intended to summarize the comments made, agreements reached and responsibilities assigned during the course of this meeting. Any party wishing to modify or clarify these meeting notes is required to notify the author within (3) business days. Should no comments, corrections, or clarifications be received these minutes shall stand as the true and accurate record of this meeting.

[Signature]

David Higginson, AIA
Higginson + Cartozian Architects, Inc.
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