PRE-CONSTRUCTION CONFERENCE
LION’S DEN KITCHEN RENOVATIONS - MORENO VALLEY CAMPUS
RIVERSIDE COMMUNITY COLLEGE DISTRICT

ATTENDING

Steve Gilson, Riverside C.C.D.
Kathy Paschke, Riverside C.C.D.
Linda Lacy, Riverside C.C.D.
Cheryl Ruzak, Riverside C.C.D.
Dale Barajas, Riverside C.C.D. (MVC)
Paxton Jackson, Higginson + Cartozian
Chris Butler, C.W. Driver
Troy Fries, Hinkley & Associates
Bryan McBride, Hinkley & Associates
Ron Zwolinski, Inland Inspections
Fred Reyes, Inland Inspections
Gabe Lovato, Apple Valley Communications
Blake Campbell, Center Point Electric
Josh Fries, Center Point Electric

NOTES:

1. CONTRACT
   Agreements, bonds & insurance were hand delivered to Doretta Sowell by Jeff Hinkley. Doretta Sowell will issue a Notice to Proceed after August 18 board date.

2. SCOPE OF WORK
   The contractor is to furnish all labor, equipment and materials necessary for the construction and completion of the work in exact compliance with all drawings and specifications including Addendum (s).

3. OFFICIAL STARTING/COMPLETION DATES:
   A. The official starting date yet to be determined.
   B. The construction period will be 210 calendar days (7 months).
   C. The completion date shall be on or before yet to be determined.

4. LINES OF COMMUNICATION
   A. Owner: Dale T. Adams (Project Manager) will act as the owner’s representative and will make all directives to the David Higginson, Architect. Mr. Adams may be contacted by telephoning (951) 222-8680 or by cell phone, (951) 453-7825. Matters regarding contract/construction issues will be directed to Dale Adams, Director, FPDC, (951) 222-8471.
   B. Project inspector: Fred Reyes, Inland Inspections, (951) 697-1000, Cell No. (951)204-7709
   C. General Contractor: The general contractor is Hinkley and Associates, Inc. Brian McBride is the construction superintendent. He will have the authority to act for the general contractor. Mr. McBride may be contacted by telephoning (909) 862-5522, (909) 801-4691. Project Forman: Troy Fries may be contacted by telephoning (909) 721-9293.
PRE-CONSTRUCTION CONFERENCE
LION’S DEN KITCHEN RENOVATIONS - MORENO VALLEY CAMPUS
RIVERSIDE COMMUNITY COLLEGE DISTRICT

D. D.S.A.: The DSA Field Rep for this project is Mehrdad Maher.
E. Architect: Mr. David Higginson will provide all interpretations of plans and specifications. Should there be a disagreement, all parties will be notified. Mr. Higginson may be contacted by telephoning (909)793-3100.
F. Testing Lab: Rivercity Testing, contact Eric Hicks (Staff Eng.) at (951) 697-0800.

5. SUBCONTRACTOR LIST:
   A. The general contractor provided to the Owner a complete list of all subcontractors, including complete addresses and telephone numbers.

6. COST BREAKDOWN (Schedule of Values):
   A. Jeff Hinkley hand delivered the schedule of values This Project to Doretta Sowell for review. This schedule of values will be used for monitoring future progress payments.

7. CONSTRUCTION SCHEDULE:
   A. The general contractor will submit a proposed construction schedule for review.
   B. The contractor shall notify the district two working days prior to major scheduled items occurring.

8. MEETINGS, SITE VISITS : TO BE DETERMINED
   A. Construction meetings for this project will be on _______ at _____ pm at the ___________________. Meeting schedule as follows: (Note some dates are to be confirmed and subject to change)

   Meeting Location - " ____________________ " for the following dates:

   B. A representative from the architect will visit the project on an as needed basis. The architect representative will be DAVID HIGGINSON, project architect. He can be contacted by telephoning (909) 793-3100.

9. MONTHLY PROGRESS PAYMENT:
   A. The monthly payment request should be reviewed and signed by the IOR and Architect prior to submitting to the Owner for processing.

10. SUBSTITUTIONS:
    A. The general contractor shall inform all sub-contractors that they should confirm all orders with suppliers. All requests for substitutions should be submitted to the Architect as soon as possible.
    B. Should a substitution be necessary, a request must be made, stating the reason, and addition or subtraction to the contract price.

11. SUBMITTAL OF SHOP DRAWINGS:
    A. The general contractor was requested to submit all shop drawings, submittals, samples and brochures as soon as possible to the Architect for review and recommendations.
PRE-CONSTRUCTION CONFERENCE  
LION'S DEN KITCHEN RENOVATIONS - MORENO VALLEY CAMPUS  
RIVERSIDE COMMUNITY COLLEGE DISTRICT

B. All submittals should be made in sets of seven (7) Three of which will be returned to the general contractor.  
C. Architect will distribute all copies to the owner and contractor.

12. TESTS AND INSPECTIONS:  
To be determined on an as-needed basis by IOR. Provide 24-hour notice for IOR and 48-hour notice for Testing Lab.

13. TEMPORARY OFFICES:  
A. Temporary facilities were discussed.  
B. The contractor will allowed to utilize toilets within the building project area.

14. TEMPORARY UTILITIES:  
A. The contractor will be allowed the use of the following utilities at the site: Water and Electricity.  
B. The contractor is responsible for connection and distribution of temporary utilities and they're complete removal prior to contract completion (if needed).

15. RECORD DRAWINGS:  
A. The general contractor must maintain accurate record drawings and As-Builts.  
B. Record drawings must be logged in such a manner that lines can be located vertically and horizontally after the project is complete.  
C. District/IOR requested as-builts to be kept and turned over to District for Phase 1, 2 and 3 of the IT work.

16. DELAYS:  
A. Should there be a delay beyond the contractor’s control, such as strikes or unavailability of materials, the contractor shall notify the Architect and owner in writing within seven days.

17. WORKING AREA:  
A. The contractor shall provide for all required safety measures as needed to facilitate the completion of the contract.

18. REQUESTS FOR INFORMATION (RFI):  
A. The contractor will submit RFI’S to the Architect and IOR as needed (PDF copy preferred).

19. MISCELLANEOUS ITEMS  
A. The appropriate Facilities Director will provide for any keys required by the contractor (Coordinate with Dale Barajas, (951) 571-6113.  
B. Contractor requested that operations start at 7:00 am.
PRE-CONSTRUCTION CONFERENCE
LION'S DEN KITCHEN RENOVATIONS - MORENO VALLEY CAMPUS
RIVERSIDE COMMUNITY COLLEGE DISTRICT

C. Weekend work is acceptable provided contractor coordinates their activities with District (Dale Adams and IOR:Fred Reyes).

D. Workers are to adhere to guidelines as set forth in the contract documents.

E. It was discussed that classes begin August 31 and Campus bookstore will be extremely busy for 2 weeks. Noise should be kept at a minimum.

20. PRIORITY ITEMS DISCUSSED FOR PLANNING/EXECUTION

A. Contractor was reminded that there would be a separate contract issued for the equipment on this project and they will be required to assist in coordination and cooperate fully with the installation process. Plans will be provided to the FFE contractor to assure they have an opportunity to provide input as to the construction schedule and procedure.

B. Contractor will work with MV campus parking staff, Jack Cole MYR at (951) 453-8199, regarding vehicle access, parking and drop off of materials. Jack will provide temporary parking passes and work closely with Hinkley to assure traffic, student and staff safety are addressed.

C. Contractor was recommended of the IT work phasing and the importance of timeline for completion prior to work on addition and remodel as specified.

D. The estimate schedule for I.T. is as follows: (could delay schedule for addition and remodel).

   a. August 19th Start Construction

   b. August 19th – September 25th for ordering cabling.

E. Apple Valley/Hinkley requested to walk site with Kathy Paschke to clarify conduit routing.

MEETING ADJOURNED

Prepared by:

Paxton Jackson,
Higginson + Cartozian Architects