MEETING MINUTES
Mt San Antonio College Building 50-G and Athletic Storage Building
Job No. 1306

Date: April 16, 2008
Location: Bovis MtSAC office
Purpose: Revise storage building program & project scope

Present: Gary Nellesen, VP Facilities
      Joe Jennum, PE
      Kevin Owen, Tech Services
      Bill Eastham, Tech Services
      John Beckton
      Bovis Lend Lease (Bovis)
      Robert Devaughn
      Marlene Imrizian
      Mt San Antonio College (MSAC)
      Marlene Imrizian & Assoc. Arch. (MIAA)

1. The scope of the project has changed to expand the size of the storage building to 5,000 sf and still complete all scope in the 50-G building. It is expected that the storage building construction may take all the available construction budget. In that case, construction of 50-G renovation will be done when funds are available.

2. The District intends to build the Storage building first, a change from the original intent to do the 50-G renovation first. The following is draft 2008 schedule for completion of the Storage Building.

   May      Pre-manuf. Bldg sketches to Bovis for bidding
   July 1   Finalize pre-manuf. Bldg bid award
   July 29  Board agenda approval to award bid for pre-manuf. building
   August   Pre-manuf. Bldg contractor shop drawings & MIAA foundation plans
   December 2 Earliest start of construction due to athletics functions

3. MIAA to provide schematic floor plans, elevations, and section for the pre-manuf. building. Robert to follow up with remainder of work to obtain supplier bids and shop drawings. No climate control is required. Provide exterior cover on west side as add alternate with flood lights for athletic events.
4. Bovis to send MIAA underground utility information required to design the storage building and site. Engineering cannot be completed without this information. John said he should be able to have that delivered to MIAA by Monday 4-21.

5. Per past meeting, the District will do all audio visual design and installation through a purchase order with their current vendor. MIAA to provide power and data to typical classroom locations for A/V instruction.

6. All hazardous material abatement and demolition is not part of the project. It will be done as a separate project by the District.

7. Gary stated the overall size should allow for approximately 6,000 SF: 5,000 SF athletics, 1,000 SF grounds.

8. Provide open chain link or similar separations between all users except Grounds with separate access for each user so areas can be each separately secured. Grounds requires wall separation from all other areas due to use of chemicals that are desired to be contained in a more secure area.

FIRE SCIENCE
9. Apparatus storage required for 2 roof entry simulations on wheels

10. Provide exterior wall bracing to allow hang hoses on the exterior for training

11. Provide standard double door access opening to west to allow direct access to field are for training. Locate the doors at the southernmost end of the building so training can be done without interference from athletic events to the north.

TRACK & FIELD
12. Storage for all track and field equipment including what is now in warehouse.

13. Provide area for 4 electric carts to be stored outside under cover with electric recharging station for each.

14. Attached is a list of all the track and field pads requiring storage. Pads are to be stored on the short side and not laid flat. Pads are put out once a year and returned to storage once a year. They need to be inside so rodents don't infest them when they are not in use.

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ATHLETICS TRAINING
15. Provide 20 ft x 10 ft or similar area for shelving units to hold coolers, similar items

FOOTBALL
16. 600 sf of storage

TECHNICAL SERVICES
17. 200A 3 phase service for TV truck required at northwest corner of building

18. Forklift will be used to move some loads.

19. 15' x 15' rollup door required for rolling equipment

GROUND
20. Provide 300 to 350 sf, equivalent to a small 2 car garage

21. Provide standard double doors to exterior with direct exterior loading area from gator carts.

50-G SUBMITTAL
22. DSA review of 50-G may require further upgrades do allow for approval. These may include provision of at least one accessible bathroom on the first floor. Gary is to consider this for two weeks.

23. The project is to be on hold for two weeks until Gary decides how to proceed on 50-G.

Submitted by:
Marlene Imirzian & Associates Architects Ltd.

Marlene S. Imirzian, AIA
MEETING MINUTES
Mt San Antonio College Building 506 and Athletic Storage Building
Job No. 1306

Date: February 20, 2008
Location: Phone Conference
Purpose: Establish project scope, budget, schedule

Present:
Gary Nellesen  Mt San Antonio College
Caryn Cowin  Bovis Lend Lease
Marlene Imrizian  Marlene Imrizian & Assoc. Arch. (MIAA)

1. Gary reviewed the project budget worksheet sent by Marlene. The project budget has remained $900,000. The following are the breakdowns he is planning for.
   a. 506 Renovation  $250,000 includes design cont.
   b. Storage Building 2,500 SF at $150/SF  $350,000
   c. Subtotal Construction  $600,000
   d. Escalation to April 2008  $10,000
   e. Total Construction Cost  $610,000
   f. A&E, CM, DSA Inspector Fees  $250,000 allowance
   g. Owner Contingency (6.5%)  $40,000

2. The District will pay for demolition and hazardous material abatement from separate budgets. They will obtain geotechnical and site survey for the project.

3. District will do all audio visual design and installation through a purchase order with their current vendor. MIAA to provide power and data to typical classroom locations for A/V instruction.

4. The scope of the storage building will be limited by the available budget. MIAA to provide schematic floor plans, elevations, and sections for the building. Caryn to follow up with remainder of work to obtain supplier bids and shop drawings. The building is planned to be approximately 50' x 50' in size. No climate control is required.
5. Schedule goal is as follows.
   April 1, 2008  Bid 50-G, deliver schematic modular plans to Bovis & order modular building
   May 28, 2008  Board approval of 50-G construction contract & modular shop drawings approved
   June 1 – August 15, 2008  50-G & modular building construction

Submitted by:
Marlene Imirzian & Associates Architects Ltd.

Marlene S. Imirzian, AIA