

KENSINGTON COMMUNITY PARK
Restroom Project

Project Team Meeting # 3
04 September, 2009 4:00 pm

MEETING MINUTES

1. Roll of Attendees.

*Present: Greg Harman, Jack Griffith & Andrew Mixer
Commenced at 4:00pm. Concluded at 5:30pm.*

2. Status of Action taken since last meeting

- a. Investigation of rock in area immediately east of proposed restroom location.
Andrew to contact Michael Long, Boy Scout Master, to request help to perform shallow exploratory excavation to determine extent of rock intrusion into building area.
- b. Review of construction boundaries. Jack & Andrew
Jack and Andrew to visit site and propose boundaries for approval. Boundaries to include work day, temporary construction vehicle parking and staging area for contractor's material and equipment. Approved boundaries to be included in bid documents.
- c. Vehicles along side west curb at top end of Windsor on Park property.
Moving and clearing of vehicles to be conducted as part of initiation of construction
- d. Review of Final specifications for manufacturer prequalification. Jack , Greg & Italo
Specifications reviewed & improved by Project Team. Mailed out today. See attached specifications and supporting information and attached recipient list.
- e. Review of Pre-qualification letter to manufacturers. Jack & Greg
Pre-qualification letter reviewed & approved by Project Team. Mailed out today See attached pre-qualification letter..
- f. Preliminary interaction with CEQA. Greg & Andrew
Pending. Andrew to follow up. Need to obtain CEQA exemption
- g. Sanitary Sewer Video Inspection. Andrew
 - STEGE response to Video Inspection indicated that the District can tie into the existing sewer line. The observed cast iron pipe misalignments were not required to be corrected. *Andrew to follow up with letter confirming STEGE's understanding of other use of sanitary sewer line by Park Annex and Building E*
 - Issue of addressing misalignments (offsets) to be discussed.
Repair of misalignments to be included as an Add Alternate in Bid documents.
 - Copy of STEGE letter and Trench Specifications attached.
Greg to place in project files
 - Video Inspection VHS Tape – Copying & Archiving
Greg to copy to DVD and archive.

3. Site Access
 - a. Delivery of Modular Unit
 - Further review upon receipt of manufacturers' responses to pre-qualification letter
Will await manufacturers. responses
 - b. Public access to Turn-around area during construction.
 - Development of plan.
Andrew to develop plan for construction and to inform neighbors and community.
 - c. Fire Department involvement required?
Greg confirmed need to involve FD in site access issues as to fire vehicle requirements. Andrew to contact Lance Maples, El Cerrito Fire Chief to determine FD perspective.
4. Interaction with Neighborhood
 - a. Development of plan.
Andrew to develop plan for pre-construction and construction phases. Greg to distribute flyer Tuesday 8 Sept. to inform Windsor neighbors of Restroom Project.
5. Interaction with sponsors, supporters and beneficiaries
 - a. Development of plan
Andrew to develop communication plan to keep sponsors, supporters and beneficiaries informed. Andrew to contact Stephanie to set up Kensington web site page.
6. KPCCSD Board Meeting - Thursday Sept. 10th 2009 *Starts 7:00 pm at KCC*
 - a. Impact on Project of Cindy Kimball's resignation
Unlikely that there will be any impact.
 - b. Presentation to the Board
 - Process, timing and who from Project Team to attend Board Meeting
Greg to make project presentation to Board. He will ask Jack and Andrew to add to presentation or answer questions as necessary. Key issues: Proposed location. Windsor neighbors' response to project.
 - c. How to best present information to the Board
 - Status of Project
Greg to utilize graphic information from Jack to describe project. Greg to have site map, aerial route map and Restroom rendering enlarged for display. Jack to provide large copy of Park Master Plan for use during Board meeting.
 - Cost estimate requirement
Until further information available Project Team to use estimate of \$120,000 to \$150,00 provided at the Park open public meeting in February of 2009.
 - Relationship of contractor to Restroom manufacturer
Project Team reaffirmed that the cost and installation of the Restroom to be included as part of the project general contract.
 - d. Discussion and Confirmation of funding.
Greg to work up proposal request for WW bond measure funds from the East Bay Regional Park District to coincide with the February 2010 time frame. In the interim funds are available from the District and from grant from KCC to cover current estimate.
 - e. Request for Board approval to proceed as defined by presentation
Greg to ask for confirmation from Board to continue on current project track.

7. Procurement Process – KPPCSD Policies and Procedures
 - a. Pre-qualification of General Contractors.
Greg to inquire of District legal counsel if District can:
 - *set pre-qualification requirements*
 - *take bid proposal other than lowest bid*
 - b. Construction Contract(s) to be used.
Jack to send Andrew past park project contract for review and comment.
8. KCP Restroom Project records and information keeping.
Records to be kept at 217 Arlington Ave.
Andrew to discuss construction information and archiving system with Stephanie.
9. Other items of discussion
 - a. *None*
10. Follow-up
 - a. Action before next meeting
Greg
 - *Distribute project information Flyer to Windsor neighbors*
 - *Contact District legal counsel re: low bid and pre-qualification restrictions*
 - *Board Meeting presentation*
 - *Provide Andrew with contact details for Lance Maples, Vanessa, and Michael Long.*
 - *Obtain large copies of Site Plan, Aerial Route Map and Restroom Rendering for Board Meeting*
 - *Arrange with Stephanie for Sanitary Sewer Video Inspection DVD copies*
 - *Set up entre with Stephanie for Andrew to discuss project information files and archiving.*
Jack
 - *Send past park contracts to Andrew*
 - *Meet with Andrew to determine construction boundaries & parking*
 - *Provide Park Master Plan drawing for Board Meeting*
Andrew
 - *Contact Boy Scouts and secure help to investigate rock in project area*
 - *Meet with Jack to determine construction boundaries & parking*
 - *Contact Vanessa and others at CEQA*
 - *STEGE follow-up letter*
 - *Develop Public Access and Parking Plan for construction phase*
 - *Determine Fire Department requirements in turn-around area*
 - *Develop Neighborhood Interaction Plan*
 - *Develop Sponsor, Supporter & Beneficiaries Interaction Plan*
 - b. Next meeting date: *Friday September 18th* *time: 4:00 pm*