

KENSINGTON COMMUNITY PARK
Restroom Project

Project Team Meeting # 7
10 November, 2009 4:00 pm

MEETING MINUTES

1. Roll of Attendees.
Greg Harman, Jack Griffith, Italo Calpestri
2. Procurement and Contract Requirements – Attorney response by Greg Harman
 - a. Contractor pre-selection options
The District may set pre-qualifications for bidders. Jack, Italo and Andrew to work on pre-qualification parameters and propose a guideline for review. To be reviewed by District's Attorney prior to request for District Board approval.
 - b. Bid acceptance options
Project to be a public works project and as such the District must accept the lowest qualified bid.
 - c. Contract options
It was agreed that a fixed sum amount contract would be utilized. Contract format to be determined. May use previous contract as employed on the last park improvements project.
 - d. Other
None
3. Preliminary Building & Site Plan
 - a. Distribution List Update
Preliminary Building & Site Plan has thus far been distributed to:
 - *Ryan Hernandez – CC County Community Development Department (By Greg)*
 - *Jeff Rasmussen - EBRP District (by Greg)*
 - *Arvin Gonzales – STEGE (by Andrew)*
 - b. Contra Costa Community Development Department
 - Status
Preliminary Plan delivered. Waiting for response from Ryan Hernandez. Greg to follow up.
 - c. EBRP District
 - Status
Jeff Rasmussen received plan and said it contained more than enough information. District's next step is to begin WW Measure Bond Funds Grant Application
 - d. STEGE
 - Status
Arvin Gonzales stated that the next step for STEGE approval was to bring in the project permit set of construction documents for the STEGE over-the-

counter approval and stamp. This should be done prior to sending the documents to the CC County building department.

Note: Greg requested that the date on the STEGE sewer lateral review be corrected as it was June 04, 2007 on the review letter. Andrew to request of STEGE a revision of this letter.

e. Others

None

4. CEQA Exemption Declaration

Notice of Exemption has been prepared by Collette Meunier. Greg to present the exemption declaration to the District Board on November 12, 2009 for its approval.

Greg to then send to County Clerk to be registered.

Exemption Declaration to be posted locally and on District Web site.

5. Response to Manufacturers

Jack prepared a draft email letter for review and comment. Minor revisions to be made prior to sending out to the list of manufacturers who have thus far participated in prior information requests. Response to request confirmation of budget figures and to direct manufacturer's enquires to Jack Griffith as the single source of contact for the manufacturers.

6. Construction Boundaries

Jack and Andrew presented a plan for fencing an area around the building location and a staging area in the handicap parking stalls, both for use during the actual construction of the project. Included in the plan is restricted parking for construction vehicles. Final draft to be drawn up by Jack for Andrew to present to the Fire Department for review and approval. Upon Fire Department review and approval the Construction Boundaries Plan to be presented to the District Board for its approval.

7. Site Access during Construction

a. Contractors

Construction access to be limited to the immediate area of the Cul-de-sac and construction site.

b. Public

Public access to the park during the actual construction to be diverted to the existing concrete path running toward the northwest away from the construction area. It was noted that it is important to fully separate the construction activity from public activity in the park.

8. Site ground investigation

a. Shale

Andrew to seek help from Boy Scouts to dig investigative holes to determine the limit of the shale in the area of the proposed retaining wall behind the restroom.

b. Soil suitability vs Manufacturers recommendations

Andrew to seek outside options for an opinion on the existing bearing capacity of the soil. It was agreed that 1,500 PSF (pounds per square foot) would be the minimum required.

9. Fire Department – Access during construction

Andrew to contact fire department with site construction, parking and access plan

10. Kensington Web Site

a. AKM error in 2009-09-18 Meeting Minutes

Andrew to submit corrected minutes along with the minutes of meeting # 1 to Greg for posting on the District Web Site.

11. Bid Process vis a vis Construction Documentation Process

It was discussed and noted that the bid process must follow the construction documentation and permit approval processes.

12. Project Schedule

- a. Project requirements and Scope
- b. Construction Documentation and Approvals
- c. Procurement and Bidding
- d. Construction
- e. Close out

Draft input to a project schedule was presented and discussed. The preliminary schedule indicated construction completion to be August 15, 2010 with project close out to be September 1, 2010. Greg requested that the WW Measure Bond money application and approval process be included in the schedule. Andrew to prepare within two weeks a Gantt, bar chart type, schedule for Greg to submit to the District Board.

13. Other

a. *Construction progress payment procedures discussed in terms of the down payment for the manufactured building shop drawings. Greg noted that he has a discretionary fund with a \$5,000.00 limit that could be used to keep the project moving at the onset of the contract. All construction payments are to be based upon Payment Requests submitted by the project General Contractor. Payment procedures to be defined in the General Conditions of the project specifications.*

b. *It was confirmed for reasons of cleanliness that the men's room will have a urinal as well as a toilet as is indicated on the Preliminary Plans submitted to county.*

c. *Greg presented a pre-qualification information packet received from John Pope of M.A Davies Builders in San Rafael, CA. This was apparently unsolicited information that Andrew will review to determine if some aspects of the format may be suitable for the Restroom project.*

d. *Confirmation by the District Board that it will fund the project until the WW Measure Bond money is granted to the District by the EBRP District is to be requested by Greg at the next District Board Meeting December 10th 2009.*

e. *Italo presented a Project Data sheet for review to include in the construction documents. Andrew to scan and forward to Jack.*

14. Follow-up

a. Action before next meeting

Greg

*Follow up with Ryan Hernandez re: preliminary plan.
Response to Manufacturers
CEQA Exemption Declaration submittal to Board 11/12/09*

Jack

*Construction Boundaries and Access Plan
Pre-qualification requirements*

Andrew

*Schedule (by 11/24, latest)
Pre-qualification requirements
Shale investigation
Soil suitability
Site review with Fire Department
Review of Davies Builders' information
STEGE letter revision*

Italo

Pre-qualification requirements

b. Next meeting date: *December 1st* time: *4:00 pm*