



# Meeting Minutes

Meeting Date: 12 Nov. 07  
 Minutes Issued: 20 Nov. 07  
 File: 4.1

Project No. 05625002

## Sausalito Public Safety Facilities

Date:	Start:	End:	Next Meeting:	Next Time:	Prepared By:
12 Nov. 2007	4:00 PM	6:00 PM	26 Nov. 2007	4:00PM	Dick Hannigan

Purpose:	Location:	General Notes:
Review current status of the project	Sausalito City Hall	

Attended By:	Copies To:
Mike Kelly, Dick Hannigan, John Baker, Kevin Bryant, Johathan Leone, Eric Glass, Scott Paulin, Adam Politzer, Bill Werner, Ron Albert	<b>All present:</b> Mary Wagner, Louise Ho, Adam Krivatsy, Jeff Allen, Diane Henderson, Sue Currier, Paul Zaro, Dennis Walsh

**RECORD:** These minutes represent a true and accurate record of the meeting. These minutes will be entered in the *Project Record* and deemed accepted and agreed to by all parties in attendance unless a written request for correction is received within seven (7) days of the date issued.

Item	Description	Firm/ Resp.	Due Date	OPN/ CLO
<b>OLD BUSINESS</b>				
9.10.5	<b>Eave Encroachment (Mustafa Halawa):</b> Mustafa understands it is necessary for him to remove the overhanging roof eave and take care of the roof drainage on this side of his building. He will need to take care of his electrical service. The service will need to be relocated from the west side of his building. <b>Dick H. will draft a letter for Kevin to send to Mustafa regarding the encroachment of his property onto the City's property at the Fire Station. Mike K. requested to have the letter include a timetable and a copy of the survey that shows the eave encroachment and to have Mary Wagner review the letter before it is sent out.</b>	<b>Dick H</b>	<b>11/26</b>	<b>OPN</b>
10.1.3	<b>Furniture, Fixtures &amp; Equipment (FF&amp;E):</b> <ul style="list-style-type: none"> <li><b>Glass Architects submitted a proposal to the City for the FF&amp;E Specifications. City will prepare an amendment to Eric's agreement.</b> The FF&amp;E will not be procured as a part of the General Construction Contract. The FF&amp;E will be shown on the contract drawings it determine the location of telephone, data &amp; power outlets necessary for the equipment.</li> <li><b>The City will look into Piggyback arrangements &amp; Grants to procure the FF&amp;E items.</b></li> </ul>	<b>City</b>	<b>11/26</b>	<b>OPN</b>
		<b>City</b>	<b>1/7</b>	<b>OPN</b>

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10.1.4	<p><b>Fire Station – Personnel Relocation:</b></p> <ul style="list-style-type: none"> <li>• Kevin B is managing the clean-up and renovation, and will coordinate with Dick as to the schedule. Kevin is expecting completion of clean-up of the station by end of April 2008. Jeff is also checking with the people at Station #1 to see what items will be relocated and what needs to be disposed of.</li> <li>• <b>Kevin reported the engine does not fit and a temporary shelter may need to be provided at the station.</b></li> <li>• The City still needs to have someone check out the operation of the utilities.</li> </ul>	<p><b>Kevin B</b></p> <p><b>City</b></p> <p><b>City</b></p>	<p><b>11/26</b></p> <p><b>1/7</b></p> <p><b>1/7</b></p>	<p>OPN</p> <p>OPN</p> <p>OPN</p>
10.01.7	<p><b>Project Schedule:</b>  <b>SMC is working to update the schedule and will include timelines for:</b></p> <ul style="list-style-type: none"> <li>• Fire Station Staff move</li> <li>• Design and procurement of FF&amp;E</li> <li>• Activities of the Hock retaining wall correction</li> <li>• Mustafa property activities</li> </ul>	<p><b>SMC</b></p>	<p><b>11/26</b></p>	<p>OPN</p>
10.01.8	<p><b>Project Budget:</b>  SMC has forwarded its spreadsheet that includes all soft costs for all of the preconstruction vendors. This spreadsheet is updated regularly with Louise Ho; the summary sheet was sent to Mike Kelly and to Kevin on 11/26/07</p>	<p><b>SMC</b></p>	<p><b>11/26</b></p>	<p>OPN</p>
10.01.9	<p><b>Test Pits:</b></p> <ul style="list-style-type: none"> <li>• Public Works opened (4) pits in the space between the police bldg. and the adjacent bank. CEL has reviewed these pits and the footing for the adjacent building is a recent installation. It was not determined if the footing was founded on rock. CEL has enlarged the pit to determine the depth of rock. <b>SMC to update.</b></li> <li>• <b>The survey of the test pits by Gaynor is complete and the information has been sent to Glass Architects. The soil report for the test pits is due from CEL the week of 11/26.07.</b></li> </ul>	<p><b>Dick H</b></p> <p><b>Dick H</b></p>	<p><b>11/26</b></p> <p><b>11/26</b></p>	<p>OPN</p> <p>OPN</p>
10.15.2	<p><b>Underground tank:</b>  The tank was shown on the site survey and was identified as a water tank. This tank will need to be removed at the time of demolition of the fire station. It may be necessary to have a haz-mat check on the contents of the tank. <b>Kevin will have PW assist in opening the tank to take a sample</b></p>	<p><b>City</b></p>	<p><b>11/28</b></p>	<p>OPN</p>
10.15.3	<p><b>Contractor Pre-Qualification:</b>  <b>Mary Wagner is looking into the City's ability to pre-qualify. SMC to coordinate with Mary.</b></p>	<p><b>Mary W John B</b></p>	<p><b>12/17</b></p>	<p>OPN</p>

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10.15.5	<p><b>Hock/Jones Retaining Wall:</b></p> <ul style="list-style-type: none"> <li>• Dick sent a letter to Sam &amp; Phil regarding the fix of their retaining wall (the letter includes the City's schedule for demolition and construction for the new Public Safety Facilities).</li> <li>• Dick received a call from Don Olsen regarding their understanding of the repair they would do to the retaining wall. <b>There is a meeting set up with Don Olson, Sam Hock, Phil Jones, and Kevin for Thu. 11/15/07 at 1:30 PM, to clarify what the City is expecting for the wall's relocation and the correction to the drainage.</b></li> <li>• Mike advised it is necessary for the Hock-Jones retaining wall to be relocated back to the property line, and that is not allowed to encroach onto City property.</li> </ul> <p>This item to remain open until all work by Hock &amp; Jones is completed.</p>	<p><b>Dick H</b></p> <p><b>Info</b></p>	<p><b>11/26</b></p>	<p>CLO</p> <p>OPN</p>
10.29.1	<p><b>Advanced Commissioning</b></p> <ul style="list-style-type: none"> <li>• Dick &amp; Kevin had a meeting with AEC to review the proposal.</li> <li>• AEC's proposal from AEC for Advanced Commissioning for the LEED requirements has been approved by the City Council.</li> <li>• <b>The City will prepare an Agreement for AEC to sign. Mary Wagner is working on the Agreement.</b></li> </ul>	<p><b>City</b></p>	<p><b>12/17</b></p>	<p>CLO</p> <p>CLO</p> <p>OPN</p>
10.29.2	<p><b>Photovoltaic System</b></p> <p>The City wishes to add a Photovoltaic (PV) System if the funding can be obtained. The possible location would be on the roof of the Fire Station.</p> <ul style="list-style-type: none"> <li>• Eric furnished a ballpark estimate to install a P.V. System onto the roof of the Fire Station. The cost could range from \$298K for 26KW, and \$321K for 28 KW. SMC confirmed that this seems appropriate.</li> <li>• <b>The City will look to various groups to see what funding can be achieved.</b></li> <li>• <b>The Fire Station should go forward to include the infrastructure ready to have the PV panels installed at a later date.</b></li> </ul>	<p><b>City</b></p> <p><b>Glass</b></p>	<p><b>1/7</b></p> <p><b>11/26</b></p>	<p>CLO</p> <p>OPN</p> <p>OPN</p>
<b>NEW BUSINESS</b>				
11.12.1	<p><b>Additional Survey work:</b></p> <p>Eric stated he needs additional spot elevations along the property line of both buildings adjacent to Johnson St. He said he had requested this in the past from BKF but had no response. <b>Dick will request BKF to do this additional survey work. The City will vote to an increase to BKF's contract to cover this additional work.</b></p>	<p><b>Dick H</b></p> <p><b>City</b></p>	<p><b>11/26</b></p>	<p>OPN</p>
11.12.2	<p><b>LEED Basis of Design:</b></p> <p>Eric furnished a memo containing the LEED design intent and furnished copies to all present. This will be the basis of design (BOD) for the LEED certification for the project. <b>The City is to review this memo and agree to the Basis of Design or propose revisions.</b></p>	<p><b>City</b></p>	<p><b>12/17</b></p>	<p>OPN</p>

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11.12.3	<b>Design Development Submittal:</b> Eric will furnish the completed Design Development drawings to the City & SMC on or before 26 Nov. 07. If necessary Eric will bring the drawings to the meeting on 26 Nov. 07.	Glass	11/26	OPN
11.12.4	<b>DD Cost Estimate:</b> SMC has scheduled to have the estimate completed by 14 Dec. 07. This will be ready for the meeting on 17 Dec. 07. This meeting is prior to the only City Council meeting in December on 18 Dec. 07.	SMC	12/17	OPN
11.12.5	<b>Notice to Proceed with Construction Documents:</b> Design Development review and acceptance is on the City's Agenda for the meeting on 18 Dec. 07. The City Council is expected to approve the DD package and authorize Glass Architects to proceed into Construction Documents so as to keep the project on Schedule.	City	12/17	OPN
11.12.6	<b>Existing footings @ Police Station west wall:</b> Eric reported that they now have the elevations of the slab and footing at the existing retaining wall at the west end of the existing police building. They have been able to determine where this footing is, in relation to the first floor slab location in the new Police Station. The existing footing is approx. (2) feet above the new floor slab. The inside face of the existing retaining wall is 2.04' at the Johnson St P.L and 2.91' at the South inside corner away from the West P.L. <b>Eric stated there are (3) options:</b> <ol style="list-style-type: none"> <li>1. Raise the building 2' and move it 3' east into Caledonia St.</li> <li>2. Shore the retaining wall; remove the offending footing; excavate down to the necessary elevation; place a new footing and extend the retaining wall. It will also be necessary to deal with the weep holes in the existing retaining wall, which permits the subsurface water to flow below the building.</li> <li>3. Remove the existing retaining wall and footing, thereby removing all the above problems. Removing and replacing the existing retaining wall and footing will be a difficult engineering task; will add considerable cost to the project; but will result in a much better project.</li> </ol> <b>It was agreed that option 3 was most desirable. Glass to proceed with this design. As the DD drawings won't show this, Glass to also forward a sketch to SMC for the purpose of the DD estimate.</b>	Glass	11/26	OPN
11.12.7	<b>Meeting Schedule:</b> The meeting scheduled for Dec. 10, 2007 is canceled, and there will be a meeting on Monday, Dec. 17, 2007. This will be the only meeting in December, the next meeting will be January 7.			CLO