



Meeting Minutes

Meeting Date: 26 Nov. 07
 Minutes Issued: 13 Dec. 07
 File: 4.1

Project No. 05625002

Sausalito Public Safety Facilities

Date:	Start:	End:	Next Meeting:	Next Time:	Prepared By:
26 Nov. 2007	4:00 PM	6:00 PM	17 Dec. 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, Ron Albert, Johathan Leone, Eric Glass, Scott Paulin, Adam Politzer, Jeff Powers	All present: Mary Wagner, Louise Ho, Bill Werner, 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
OLD BUSINESS				
9.10.5	Eave Encroachment (Mustafa Halawa): 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. A letter has been sent to Mustafa regarding the encroachment of his property onto the City's property at the Fire Station, including a timetable and a copy of the survey that shows the eave encroachment.			CLO
10.1.3	Furniture, Fixtures & Equipment (FF&E): <ul style="list-style-type: none"> Glass Architects submitted a proposal to the City for the FF&E Specifications. The FF&E will not be procured as a part of the General Construction Contract. Council has approved an Amendment to the Glass Agreement. The FF&E will be shown on the contract drawings it determine the location of telephone, data & power outlets necessary for the equipment. The City will look into Piggyback arrangements & Grants to procure the FF&E items. 	Glass	12/17	OPN
		City	1/7	OPN
10.1.4	Fire Station – Personnel Relocation: <ul style="list-style-type: none"> 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 	Kevin B	12/17	OPN

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	<p>what items will be relocated and what needs to be disposed of.</p> <ul style="list-style-type: none"> • Kevin reported the engine does not fit, and that the City will need to procure a shelter for the engine. Jeff Powers will look into what is available • Kevin noted at some time in the past there was large water tank for the station and a water leak is suspected. This needs to be verified and if actual, will require correction. The City will have someone from DPW verify it would be better to have an outside contractor do all the necessary corrective utility work. Kevin to follow this item to completion. 	<p>City</p> <p>Kevin B.</p>	<p>1/7</p> <p>1/7</p>	<p>OPN</p> <p>OPN</p>
10.01.7	<p>Project Schedule: SMC is working to update the schedule and will include timelines for:</p> <ul style="list-style-type: none"> • Fire Station Staff move • Design and procurement of FF&E • Activities of the Hock retaining wall correction • Mustafa property activities 	SMC	12/17	OPN
10.01.8	<p>Project Budget: SMC has forwarded its spreadsheet that includes all soft costs for all of the preconstruction vendors. This spreadsheet is reviewed regularly with Louise Ho, and is updated as invoices are received.</p>	SMC	Ongoing	OPN
10.01.9	<p>Test Pits:</p> <ul style="list-style-type: none"> • 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. SMC to update. • 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 12/17.07. The soil report was submitted by CEL. Dick requested them to revisit the report and see what impact the removal of the West retaining wall in the police building will have on their report. Dick will distribute the current report and send out any revisions that may be produced. 	<p>Dick H</p> <p>Dick H</p>	<p>12/17</p> <p>12/17</p>	<p>OPN</p> <p>OPN</p>
10.15.2	<p>Underground tank: 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. Kevin will have PW assist in opening the tank to take a sample</p>	City	12/17	OPN

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10.15.3	<p>Contractor Pre-Qualification: Mary Wagner is looking into the City's ability to pre-qualify. SMC to coordinate with Mary. City to update.</p>	City	12/17	OPN
10.1.5	<p>Hock/Jones Retaining Wall:</p> <ul style="list-style-type: none"> • 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. • A meeting was held with Don Olson, Sam Hock, Phil Jones, and Kevin on 11/15/07, to clarify what the City is expecting for the wall's relocation and the correction to the drainage. • Sam Hock & Phil Jones have sent a letter to the City requesting the City share in the cost of the retaining wall repair/replacement. Kevin will respond to the letter but first Kevin & Mike will have a meeting with Sam & Phil in an attempt to come to terms. <p>This item to remain open until all work by Hock & Jones is completed.</p>	Kevin B. Mike K.	12/17	CLO CLO OPN
10.29.1	<p>Advanced Commissioning The City will prepare an Agreement for AEC to sign. Mary Wagner is working on the Agreement.</p>	City	12/17	OPN
10.29.2	<p>Photovoltaic System 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.</p> <ul style="list-style-type: none"> • The City will look to various groups to see what funding can be achieved. • The Fire Station should go forward to include the infrastructure ready to have the PV panels installed at a later date. 	City Glass	1/7 12/17	OPN OPN
11.12.1	<p>Additional Survey work: 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. City council has approved an addendum to BKF's contract to do the work.</p> <ul style="list-style-type: none"> • BKF has spoken with Glass Architects and determined that BKF Civil needs to verify if they need additional survey points for their design work. Dick will follow with Glass as to the status of any needed survey work. 	Dick H.	12/17	OPN

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11.12.2	LEED Basis of Design: Eric furnished a memo containing the LEED design intent. This will be the basis of design (BOD) for the LEED certification for the project. The City is to review this memo and agree to the Basis of Design or propose revisions. The City Council will act on the BOD at their meeting on 7 Dec. 07	City	12/17	OPN
11.12.3	Design Development Submittal: The 100% Design Development documents were delivered as promised on 12/17/07.			CLO
11.12.4	DD Cost Estimate: 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 City Council special meeting on 18 Dec. 07.	SMC	12/17	OPN
11.12.5	Notice to Proceed with Construction Documents: Design Development review and acceptance is on the City's Agenda for the meeting on 18 Dec. 07. The City Council to vote on approving the DD package and authorizing Glass Architects to proceed into Construction Documents so as to keep the project on Schedule.	City	12/17	OPN
11.12.6	Existing footings @ Police Station west wall: 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. 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. It was agreed to 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. Glass Architects was able to get the revised retaining wall conditions into the DD documents.			CLO
NEW BUSINESS				
11.26.01	Electrical Service Eric reported they have the electrical loads and will contact PG&E for verification of service for the buildings. There is the need to follow up with PG&E in order to have the electrical service installed in time.	Glass	1/15	OPN

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11.26.02	<p>Hazardous Materials Abatement Dick noted it is necessary to get a Haz-Mat consultant on board to determine the scope of abatement work required for the project. One proposal has been received to do the abatement work for the police station if the demolition was to occur early. Since that is not the plan, proposals should be solicited for both buildings. Dick to solicit at least (3) proposals.</p>	Dick H.	12/17	OPN
11.26.03	<p>Constructability Review SMC has directed their consultant (C3 Design) to perform the DD Constructability review.</p>	SMC	12/17	OPN