



Center for Human Services

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CHS Construction Meeting 11/14/14 9:00 – 10:00 AM

Present: Carmen Wilson, Cindy Duenas, Gilberto Lopezdiaz, Andrew Mosier, Shawn Hemiller, Mathew Francis, and Seng Xiong.

ACTION ITEMS

Timeframe	Task	Action/Goal	Assigned To
11/17/14	Provide Info	Send meeting notes to Paradigm to be posted on the website.	Seng
11/14/14	Provide Info	Send bank schedule of values (hard and soft costs)	Paradigm & CHS
11/21/14 or ASAP	Provide Info	Have completed furniture plan. Provide updated version to Gilberto and Frank for data/electrical updates.	Seng & Dawn
11/21/14 @ 9AM	Meeting	Weekly construction meeting—only if needed.	Paradigm & CHS

MEETING NOTES:

Check-In

- Shawn
 - Final set of plans are being submitted to the City today.
 - Submittal set of the plans are on the website, pending electrical.
 - Sprinkler bid is done, should have plans from Jim today.
 - Still looking for alternatives, waiting to hear back from another consultant.
 - Bids on all the changes should be finalized by end of next week.
 - Elevator is ordered.
 - Working on the Schedule of Values to match the plan, \$1.1M project. Lay out the hard costs and then anything remaining can be put into contingency. As long as contingency is between 10-16% that should be fine.
- Gilberto
 - Out to bid on data and phones; putting the RFP together now.
 - Make sure all systems are complying with rules and regulations.
- Dawn
 - Met with Wardens this morning, cubicle layouts should be finalized soon.
 - Working on the outlet locations; will send to Frank once complete.
 - Working with Bob on front desk reception. We want security but not industrial look.
- Cindy
 - Met with sound engineer, who recommended sound masking system in the open areas and common hallways. The sound system would be housed in the server room, and then wired for ceiling speakers.
 - CHS and Paradigm had a pre-construction meeting with the bank
 - Working on schedule of value hard and soft costs for the bank to do the final appraisal.
 - We will use Collier, who did the initial appraisal. It might be 4-5 weeks for the appraisal, but since it's a reevaluation it will probably be quicker.
 - Put down preliminary bids on data/phone for soft costs.
 - Dawn will have Soundscapes numbers for Carmen.
 - In 3-4 weeks all bids should be finalized.
 - Association meeting is set for 11/17 with Bruce as CHS' designated representative. Bruce will address the temp signs for Paradigm and the bank.
 - Meeting with Kristi on 11/25 to finalize interior or finishes, including the elevator finishes.

- Capital campaign written part is done and a cleaned up version will be done soon. Putting together a cabinet with half a dozen people already committed.
- Carmen
 - Will work on soft costs and get that to the bank.
- Seng
 - Communication plan is on schedule. A list of partners and vendors has been compiled; the Leads are updating and adding to the list to be finalized by our next Leads meeting in December.
 - Kate already designed a postcard that will be general and sent to all partners, vendors and funders. Message to clients will come later, as to not cause confusion.

Sprinkler System

- Perhaps we can put a wet system with higher temp requirement.
- Or put a relay that automatically shuts off the power.
- CHS won't have to host federal systems in the near future; they are going to web based. Everything is backed up the servers will mainly be data storage.
- Consider that it might cost more to put in non-wet system than just buying a whole new server equipment if there is a disaster.

Pre/Post Meeting Discussion

- Until construction begins, we will gauge weekly if we need to meet. Seng will send out an email to see if anyone has critical items or needs to meet. If not, then we can cancel the meeting. We don't want to have a meeting just to have a meeting.
- No timeline revisions; we are on track!

Next Meeting 11/21/14 @ 9AM – Only If Needed

No meeting on 11/28/14 – Happy Thanksgiving!