

# Meeting Notes

## Construction Progress Meeting

OCTA, 600 S. Main St. Suite 12, Orange, CA 92868, Conf. Rm. 1234 / Conf. Call

January 23, 2019 | 10:00 AM – 11:00 AM

**Recorder:** Mariela Iraheta

This document has been prepared by the Construction Management Consultant and is the Recorder's interpretation of the discussion that took place during the subject meeting. If Attendee's interpretation of notes differs, please contact Recorder in writing within 3-days of notes receipt.

Section Date	Notes   Action Description	Action Tracking		
		Lead	Due	Status
<b>1</b>	<b>General</b>			
<b>1a</b>	<b>Housekeeping items</b>			
01.23.19	Attendees participated in Introductions; sign-in sheet going around the room.			
01.23.19	WCC introduced Al Azhang, who will oversee the MSF construction.			
<b>1b</b>	<b>Comments from last week's Meeting Notes</b>			
01.23.19	No comments from last week's meeting notes discussed.			
<b>2</b>	<b>Safety and Security</b>			
<del>01.16.19</del> 01.23.19	OCTA informed attendees on the status of WCC's Safety Program; submittal is currently under review.			
01.23.19	OCTA and WCC discussed joint safety walks, tentative start date: 01.23.19			
01.23.19	WCC submitted the public protection plan and stated that the document heavily requires reference to other submittals . WCC reported that this is the last document that needs to be submitted for the safety program.	RF	01.24.19	Open
<b>2a</b>	<b>Notable Updates</b>			
01.23.19	No incidents to report to-date.			
<b>2b</b>	<b>Potential Hazards</b>			
01.23.19	No potential hazards report.			
<b>3</b>	<b>Schedule Report</b>			
<del>01.16.19</del> 01.23.19	WCC informed attendees that the time-lapse camera submittal has been approved and noted OCTA would like to field verify camera location. WCC will set up a field meeting with OCTA to confirm camera location next Wednesday, January 23, 2019, after Construction Progress Meeting. OCTA indicates that the camera needs to be placed as to not invade people's privacy. WCC in agreement.  Post meeting note: A meeting to set time-lapse camera locations was held on 01.23.19.	RV	01.23.19	Closed
01.23.19	WCC a 7-day notice, if possible, prior to NTPC to prepare for rentals of equipment needed at the site.			

<b>3a</b>	<b>3-week look-ahead</b>			
01.23.19	WCC provided a general overview of the 3-week look ahead schedule – see enclosed.			
<b>4</b>	<b>Quality Management</b>			
<del>01.16.19</del> 01.23.19	WCC indicated that they will email the response to comments; comment resolution meeting was held Friday, January 18, 2019. OCTA received comment responses from WCC on 01.17.19.	RF	01.30.19	Closed
<b>4a</b>	<b>Pre-Activity Meetings</b>			
01.23.19	No pre-activity meetings scheduled at this time.			
<b>4b</b>	<b>Pending NCRs</b>			
01.23.19	No NCRs to report.			
<b>5</b>	<b>Public Outreach</b>			
<del>01.09.19</del> <del>01.16.19</del> 01.23.19	<p>OCTA and WCC continued the discussion of the Public Outreach kick-off meeting to be scheduled; information needed from public outreach consultant prior to scheduling the meeting. OCTA will develop a draft agenda for meeting.</p> <p>OCTA briefed attendees on upcoming meetings with the community. OCTA described a 2-part plan; part one, general information for the community about the OCSC Project; part two, a specific breakdown to report a timeframe of activities for the project.</p> <p>OCTA and WCC continued the discussion of the Public Outreach kick-off meeting to be scheduled; public outreach information needed prior to scheduling the meeting. OCTA developed draft agenda for the meeting and it is pending review. TO reviewed agenda and will provide a date and time for the meeting.</p>	TO RB	01.30.19	Open
<del>01.09.19</del> <del>01.16.19</del> 01.23.19	<p>OCTA informed Attendees of the need for emergency response protocols; used a recent, unrelated OCSC project, incident as an example. Prior to NTPC, all project staff needs to know who to call in case of an incident and/or emergency; a list of who will be notified and in what order needs to be distributed. OCTA and WCC indicated that there will be an emergency protocol in place, reviewed by everyone, before implementing.</p> <p>OCTA and WCC continued the discussion of protocols for communication between CMC and OCTA Outreach Team needs to be established for notifications to be as prompt as possible. For the time being, phone calls are acceptable. Urgent notifications include: work in new areas, any traffic issues and night work along the alignment.</p> <p>OCTA brought up the issue with the homeless population. WCC stated that they have experience with this issue from other projects; they will notify the police if an issue arises. A meeting with first responders was suggested and CMC informed attendees that there is a protocol to set up a meeting with them. CMC will follow</p>	TO DA RB RF	01.30.19	Open

	up with Matt and Kat B. regarding first responder's meeting to establish attendee list and agenda. WCC to corroborate with the city regarding owner responsibility for graffiti and property damage.			
01.23.19	Public Outreach will notify neighbors around SARTC about fence set-up.			
01.23.19	OCTA confirmed that plans show there are more trees being planted than removed.			
<b>5a</b>	<b>Work Activity Impacts</b>			
01.23.19	No Work Activity Impacts to report.			
<b>5b</b>	<b>Other Public Outreach Issues</b>			
01.23.19	No Other Public Outreach Issues to report.			
<b>6</b>	<b>Coordination</b>			
<b>6a</b>	<b>City of Santa Ana</b>			
01.23.19	COSA attendees not present. OCTA indicated that COSA has some submittals in for review. OCTA indicated that they attend bi-weekly meetings with the cities and are continuous coordination. WCC suggests that both cities be in attendance to the meeting to avoid unexpected activity. OCTA to provide the cities with the 3-week look-ahead schedule on a weekly basis.			
<b>6b</b>	<b>City of Garden Grove</b>			
01.23.19	COOG not in attendance.			
<b>6c</b>	<b>Third Party Utilities/Projects</b>			
01.23.19	OCTA briefed attendees on a meeting that was held with Southern California Edison (SCE) earlier in the week. New Designs for electrical services are coming out in March. A Pre-Construction meeting with SCE will be scheduled to go over protocols and notification requirements.	DA	01.30.19	Open
<b>7</b>	<b>Request for Information (RFIs)</b>			
<b>7a</b>	<b>Pending</b>			
01.23.19	No pending RFIs to report.			
<b>7b</b>	<b>Critical/Projected</b>			
<del>01.16.19</del> 01.23.19	WCC informed attendees that there will be 6 RFIs that will be submitted review, all related to MSF Structural Steel.			
<b>8</b>	<b>Submittals (CSDRLs)</b>			
01.23.19	Submittal log reviewed on screen.			
<b>8a</b>	<b>Pending</b>			
01.23.19	WCC indicated Sewer related submittals were high priority. OCTA noted COSA and EOR are currently reviewing the submittals.			
01.23.19	WCC inquired about the Pipe substitution request that calls for newer pipe use and clarified to OCTA that it refers to both the city and OCSD.			
<b>8b</b>	<b>Critical/Projected</b>			
01.23.19	OCTA indicated that the SWPPP will be finalized in the next couple of days. An OCTA/WCC coordination meeting was held on Monday to assist in the closure of this submittal.			

<b>9</b>	<b>Change Management</b>			
01.23.19	OCTA is scheduling meeting to go over the Change Management process next Wednesday (01.30.19).			
<b>9a</b>	<b>Change Requests</b>			
01.23.19	No Change Request to report.			
<b>9b</b>	<b>Change Directives</b>			
01.23.19	No Change Directives to report.			
<b>9c</b>	<b>Change Orders</b>			
01.23.19	No Change Orders to report.			
<b>10</b>	<b>Conclusion</b>			
<b>10a</b>	<b>Action Items</b>			
<del>01.09.19</del> <del>01.16.19</del> 01.23.19	WCC to provide QMP comments responses prior to the comment resolution meeting.  OCTA received comment responses from WCC on 01.17.19.	RF	01.30.19	Closed
<del>01.09.19</del> <del>01.16.19</del> 01.23.19	OCTA and WCC indicated that there will be an emergency protocol in place, reviewed by everyone, before implementing.	DB RB	01.30.19	Open
<del>01.09.19</del> <del>01.16.19</del> 01.23.19	Public Outreach kick-off meeting to be scheduled; public outreach information needed prior to scheduling the meeting.	TO RB	01.30.19	Open
<del>01.16.19</del> 01.23.19	Time-lapse Cameras Field Meeting will be held Wednesday January 23. 2019 at 11:00 am.	RV	01.23.19	Closed
<del>01.16.19</del> 01.23.19	SCE Pre-Construction meeting to be scheduled	DA	01.30.19	Open
01.23.19	OCTA / WCC to set up meeting with first responders	RF DA	01.30.19	Open
<b>10b</b>	<b>Open Discussion</b>			
01.23.19	OCTA gave an update on the MSF Permit. OCFA approved re-submittal. Invoice on impact fees was received and it is in process. COSA review of grading plan in progress, projected for this week.			
01.23.19	OCTA 408 is a prerequisite for 404 had an environmental evaluation. 404 in process, pending 408. Environmental sign off will come together with the permit. OCTA indicated submittals requiring review by the USACE will be reviewed as permits are getting processed. West abutment is out of jurisdiction requiring 404/408 permit. OCTA will schedule a kick off meeting with OCFCDD to introduce personnel and discuss protocols.			
01.23.19	OCTA indicated the importance of scheduling the partnering meeting soon. OCTA and WCC to coordinate.			
01.23.19	WCC informed attendees that move-in date to SARTC is today 01.23.19 or tomorrow 01.24.19. Punchlist was submitted to handyman, carpets were cleaned, and internet is functioning. WCC's projected move-in date to SARTC is tentative			

	next week and speculates that the weekly Progress meeting for February 6, 2019 will be held at SARTC.			
<b>10c</b>	<b>Next Meeting</b>			
01.23.19	Wednesday, January 30, 2019, 10:00 AM – 11:00 AM			

**Abbreviations:**

OCTA-Orange County Transportation Authority	CMC-Construction Management Consultant	WCC-Walsh Construction Contractor
MSF-Maintenance Storage Facility	SARTC-Santa Ana Regional Transportation Center	USACE-United States Army Corps of Engineering
OCFA-Orange County Fire Authority	COSA-City of Santa Ana	COGG-City of Garde Grove
OCFCD-Orange County Flood Control District	SCE-Southern California Edison	SWPP-Stormwater Pollution Prevention Program
OCSD-Orange County Sanitation District	RFI-Request for information	NTPC-Notice to Proceed with Construction
NCR-Non-Conformance Report	QMP-Quality Management Plan	HSE-Health Safety Environmental
EOR-Engineer of Record		

**Attendees:**

<input type="checkbox"/> OCTA_JB-Jim Beil	<input checked="" type="checkbox"/> WCC_RF-Rick Felkins	<input type="checkbox"/> COSA_MO-Michael Ortiz
<input checked="" type="checkbox"/> OCTA_MS- Mary Shavaliar	<input type="checkbox"/> WCC_LB-Lisa Berman	<input type="checkbox"/> COSA_TC-Tyrone Chesaneck
<input checked="" type="checkbox"/> OCTA_TO-Tresa Oliveri	<input checked="" type="checkbox"/> WCC_RV-Raul Verduzco	<input type="checkbox"/> COSA_ST-Sean Thomas
<input type="checkbox"/> CAMM_MK-Meena Katakia	<input type="checkbox"/> WCC_MS-Muhammad Shafiq	<input type="checkbox"/> COGG_DV-Dai Vu
<input checked="" type="checkbox"/> CAMM_RW-Robert Webb	<input checked="" type="checkbox"/> CMC_GN-Guy Nakano	<input type="checkbox"/> COGG_VD-Vincent Delarosa
<input checked="" type="checkbox"/> CAMM_LB-Lydia Bilynsky	<input checked="" type="checkbox"/> CMC_DA – Doaa Aboul-Hosn	<input checked="" type="checkbox"/> OCTA_KH-Kelly Hart
<input checked="" type="checkbox"/> PMC_JH-Jim Hecht	<input checked="" type="checkbox"/> CMC_RB – Richard Beltran	<input checked="" type="checkbox"/> WCC_AA-AI Azhang
<input type="checkbox"/> PMC_JR-John Rohrer	<input checked="" type="checkbox"/> CMC_MI-Mariela Iraheta	<input type="checkbox"/>
<input checked="" type="checkbox"/> PMC_BF-Bill Farthing	<input type="checkbox"/> CMC_TL-Terry Larson	<input type="checkbox"/>

# Agenda

## **Construction Progress Meeting**

OCTA, 600 S. Main St. Floor 12, Orange, CA 92868, Conf. Rm. 1234/Conf. Call  
January 23, 2019 | 10:00 AM – 11:00 AM

### **1. General**

- a. Housekeeping items Sign-in Sheet
- b. Comments from last week's Meeting Notes

### **2. Safety and Security**

- a. Notable Updates
- b. Potential Hazards

### **3. Schedule Report**

- a. 3-week Look-ahead

### **4. Quality Management**

- a. Pre-Activity Meetings
- b. Pending NCRs

### **5. Public Outreach**

- a. Work Activity Impacts
- b. Other Public Outreach Issues

### **6. Coordination**

- a. City of Santa Ana
- b. City of Garden Grove
- c. Third-Party Utilities / Projects

### **7. Request for Information (RFIs)**

- a. Pending
- b. Critical / Projected

### **8. Submittals (CSDRLs)**

- a. Pending
- b. Critical / Projected

### **9. Change Management**

- a. Change Requests
- b. Change Directives
- c. Change Orders

### **10. Conclusion**

- a. Action Items
- b. Open Discussion
- c. Next Meeting: Wednesday, January 30, 2019 | 10:00 AM – 11:00 AM



### 3-Week Look-Ahead (Schedule)

/22/2019

[illegible]

# RFI Log



Contract No.: C-7-1904

Report Date: 01/23/2019

Contract Title: OC Streetcar Construction Project

Request No.	Title	Request Date	Date Due	Date Responded	Requestor Resp. Required	As-Built Required	Lead Reviewer	In Review	Review Days	Remarks
0001	MSF Site Conditions	01/09/2019	01/16/2019	01/18/2019	Yes	No	Bill Farthing	No	9	



# Submittal In Review Log



Contract No.: C-7-1904

Report Date: 01/23/2019

Contract Title: OC Streetcar Construction Project

Submittal No	Spec No	Specification Title	Article No	Article Description	Rev. No	Reviewers	Days In Review	Date Trans.	Date Resp. Req. By	Date Due
0034	SC	Special Conditions	1.05A	MSF Infiltration Chamber	0		1	01/22/2019		02/12/2019
0033	Exhibit H	Level 3 Safety Specifications	2.1.A	Public Protection Plan	0	Terry Larson, Matthew DesRosier, Gary Jones	1	01/22/2019		02/12/2019
0032	GC	General Conditions	9.1	Lead Compliance Plan	0	Adam Weister, Kat Balanza, Huey Yann Ooi	1	01/22/2019		02/12/2019
0031	SC	Special Conditions	6.3.1	Pedestrian Access SARB	0	Jim Hecht, Raul Fernandez, Jon Rohrer, Tresa Oliveri, Terry Larson, Bill Farthing	5	01/18/2019		02/08/2019
0030	GC	General Conditions	37-002	Injury and Illness Prevention Program	0	Terry Larson, Matthew DesRosier, Gary Jones, Jon Rohrer	9	01/14/2019		02/04/2019
0029-1	31 23 34	TRENCHING AND BACKFILLING FOR OCSD SEWER	1.4A	Trench Excavation and Shoring	1	Josue Vaglienty, Jim Hecht, Terry Larson, Cara Smith, Victor So, Sean Thomas, Dai Vu	1	01/22/2019		02/12/2019
0028	33 30 33	SANITARY SEWER UTILITIES	1.05.A-003	OCSD Sewer Pipe Fittings Misc. Material	0	Josue Vaglienty, Cara Smith, Jim Hecht	9	01/14/2019		02/04/2019

# Submittal In Review Log



Contract No.: C-7-1904

Report Date: 01/23/2019

Contract Title: OC Streetcar Construction Project

Submittal No	Spec No	Specification Title	Article No	Article Description	Rev. No	Reviewers	Days In Review	Date Trans.	Date Resp. Req. By	Date Due
0027	33 30 33	SANITARY SEWER UTILITIES	1.05.A-002	City of Santa Ana Sewer Pipe Fittings and Misc Material Product Data	0	Josue Vaglienty, Michael Ortiz, Cara Smith, Victor So, Sean Thomas, Jim Hecht	9	01/14/2019		02/04/2019
0026	GC	General Conditions	41.1	HP Pipe vs. RCP Material Substitution	1		12	01/11/2019		02/01/2019
0025	31 23 34	TRENCHING AND BACKFILLING FOR OCSD SEWER	2.01.B-002	Sanitary Sewer Pipe Zone Material	0		12	01/11/2019		02/01/2019
0024	31 23 34	TRENCHING AND BACKFILLING FOR OCSD SEWER	2.01.B-001	Sanitary Sewer Trench Backfill Material	0		12	01/11/2019		02/01/2019
0023	33 30 33	SANITARY SEWER UTILITIES	1.05.B.1	Sanitary Sewer Manhole Products	0	Josue Vaglienty, Michael Ortiz, Cara Smith, Victor So, Sean Thomas, Jim Hecht	12	01/11/2019		02/01/2019
0022	33 30 33	SANITARY SEWER UTILITIES	1.05.B	City of Santa Ana Sanitary Sewer Manhole Products	0	Josue Vaglienty, Cara Smith, Michael Ortiz, Sean Thomas, Victor So, Jim Hecht	12	01/11/2019		02/01/2019
0021	33 30 33	SANITARY SEWER	1.05	OCSD Sanitary Sewer Mission	0	Josue Vaglienty, Cara Smith, Jim	12	01/11/2019		02/01/2019

# Submittal In Review Log



Contract No.: C-7-1904

Report Date: 01/23/2019

Contract Title: OC Streetcar Construction Project

Submittal No	Spec No	Specification Title	Article No	Article Description	Rev. No	Reviewers	Days In Review	Date Trans.	Date Resp. Req. By	Date Due
		UTILITIES		Clay Products		Hecht, Michael Ortiz, Victor So, Sean Thomas				
0020-1	SC	Special Conditions	13.1	Excavation Safety Plans	1		5	01/18/2019		02/08/2019
0019	GC	General Conditions	41	Cellular Concrete Submittal CLSM Final	0		13	01/10/2019	01/25/2019	01/31/2019
0018	02 41 12	Demolition Removal and Abandonment	1.05.A	Proposed Haul Routes	0	Richard Beltran, Sean Thomas, Dai Vu, Victor So, Michael Ortiz	16	01/07/2019	01/21/2019	01/28/2019
0017	SC	Special Conditions	23.4	CPM Baseline Schedule	0	Samuel Parnavitana, Bill Farthing, Jim Hecht, Guy Nakano, Neepa Shah, Mary Shavaliar, Pete Bassford	16	01/07/2019		01/28/2019
0016	GC	General Conditions	11	Tree Removal Plan	0	Richard Beltran, Jim Hecht	16	01/07/2019	01/21/2019	01/28/2019
0008-1	31 63 29	Drilled Concrete Piers and Shafts	1.01	CIDH Pile Installation Plan	2	Josue Vaglienty, Jon Rohrer, Cara Smith, Jim Hecht	7	01/16/2019		02/06/2019
0005-2	SC	Special Conditions	24.2	SWPPP QSD/QSP - Certification Requirements	2	Huey Yann Ooi, Kat Balanza, Adam Weister	7	01/16/2019	01/23/2019	02/06/2019

# Submittal In Review Log



Contract No.: C-7-1904

Report Date: 01/23/2019

Contract Title: OC Streetcar Construction Project

Submittal No	Spec No	Specification Title	Article No	Article Description	Rev. No	Reviewers	Days In Review	Date Trans.	Date Resp. Req. By	Date Due
0004-1	SC	Special Conditions	37.2.4	Construction Efficiency Plan	1		1	01/22/2019	01/29/2019	02/12/2019
0001-2	GC	General Conditions	10	Storm Water Pollution Prevention Plan	2	Huey Yann Ooi, Kat Balanza, Adam Weister	7	01/16/2019		02/06/2019