



# San Diego Unified School District

PHYSICAL PLANT OPERATIONS CENTER ANNEX  
4860 Ruffner Street, San Diego, CA 92111-1522

(858) 496-1902  
Fax: (858) 496-1953

Graham Champion  
Labor Compliance and  
Construction Contracts Supervisor

April 14, 2021

Mr. Stephen Thompson  
Solpac Construction, Inc.  
dba Soltek Pacific Construction Company  
2424 Congress Street  
San Diego, CA 92110

Dear Mr. Thompson:

**Subject: CZ-19-0860-42 – Design Build Construction of Heating, Ventilation, and Air Conditioning (HVAC) at Multiple Sites – Package C (SDUSD Project #92530071.1)**

**Notice to Proceed: No. 05R4 – HVAC Construction at Sequoia Elementary School**

This letter constitutes your revised Notice to Proceed (NTP) for HVAC construction and contingency work at Sequoia ES for a reduced amount of \$232,276 for the revised not-to-exceed total amount of \$3,105,923.30.

NTP 05 Sequoia ES Construction	<del>\$3,245,723.32</del> \$3,013,447.32
NTP 05 Sequoia ES Contingency	\$92,475.98

Work began on August 20, 2019, was to be completed by June 15, 2020.

Please refer to this NTP number on all your correspondence and invoices.

Original invoice should be sent to:

San Diego Unified School District  
PPO Center, Attn: Catherine Bendixen  
4860 Ruffner Street  
San Diego, CA 92111

Please call your construction manager if you have any questions regarding this NTP. Invoicing inquiries should be directed to Catherine Bendixen at (858) 637-6246.

Sincerely,

  
Graham Champion  
Labor Compliance and Construction Contracts Supervisor

GC:lw

Attachment

C: D. Nestor, A. Clark, R. Musin, S. Hawkins, PSA



# Certificate of the Contractor or His Duly Authorized Representative

SAN DIEGO UNIFIED SCHOOL DISTRICT Facilities Planning & Construction / Physical Plant Operations  
4860 Ruffner St San Diego, CA 92111-1522  
PO Title: Construction NTP DB Sequoia Elementary School PeopleSoft PO #: 0000355318

I certify that all items, units, quantities and prices of work and material shown on Sheet No.(s) \_\_\_\_\_ of this Periodic Estimate are correct; that all work has been performed and materials supplied in accordance with the terms and conditions of Contract No. **CZ19-0860**

(Original Contract Sum is \$3,360,468.56), between the San Diego Unified School District and **Soltek Pacific** dated **Feb 22, 2021** and all authorized changes thereto, that all of the terms and conditions of said contract required to have been met as of the date hereof have been fully complied with; that the following is a true and correct statement of the contract account up to and including the last day of the period covered by this estimate, and that no part of the Amount Due: has been received.

Project: **92530071.1 - Sequoia ES HVAC Phase 2** Application No.: **PA10 NTP05 Sequoia ES HVAC** Period To: **Jan 31, 2021**  
**CZ19-0860**

Contract Title: **D/B Construction of HVAC at Multiple Sites PKG**

### C

1. Current Committed Amount .....	\$3,360,468.56
2. Net Change by Change Orders .....	\$0.00
2a. NTP Revisions .....	\$2,813.78
3. PO SUM TO DATE (Line 1 + 2) .....	\$3,363,282.34
4. TOTAL COMPLETED & STORED TO DATE .....	\$3,131,006.34
(Column G on G703)	
5. RETAINAGE .....	
Retainage is held at a rate of 5% until final payment	\$156,550.30
Total Retainage	
6. TOTAL EARNED LESS RETAINAGE .....	\$2,974,456.04
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS PAID ON CERTIFICATES FOR PAYMENT .....	\$2,967,770.47
(Line 7 + Line 10 from prior month certificate)	
8. TOTAL ADD/DEDUCTIVE AMOUNTS .....	\$0.00
. (Stop Notices, Non-Compliance, Insurance Certs)	
9. ADJUSTED PAYMENT DUE THIS PERIOD .....	<b>\$6,685.57</b>
10. BALANCE TO FINISH, INCLUDING RETAINAGE .....	\$388,826.30
(Line 3 less Line 6)	

Labor Compliance:	\$0.00
Stop Notices:	\$0.00
Back Charges:	\$0.00
Liquidated Damages:	\$0.00
Insurance Certs:	\$0.00
CM or Other:	\$0.00
Total Adjustments:	\$0.00

By: Mark Hofmann Date: 2/23/21 10:41 AM  
Mark Hofmann, Project Manager, Soltek Pacific

### CERTIFICATE OF OWNER'S SUPERVISING REPRESENTATIVE OR ARCHITECT/ENGINEER OF RECORD

I certify that I have verified this Periodic Estimate, that to the best of my knowledge and belief this is a true and correct statement of work performed and material supplied by the Contractor; that the Contractor's certified statement of his account and the amount due him is correct and just; and that all contractual obligations including in this Periodic Estimate have been performed in full accordance with the terms and conditions of the contractual documents and authorized changes thereto.

By: Ken Breuer Date: 2/22/21 1:33 PM  
Ken Breuer, Architect, StudioWC

### CERTIFICATE OF OWNER'S INSPECTOR

I certify that all work and material included in the Periodic Estimate have been inspected by me and have been found to comply with the terms and conditions of the contractual documents and authorized changes thereto.

By: Steve O'Neal Date: 2/23/21 8:59 AM  
Steve O'Neal, Project Inspector

### APPROVED FOR PAYMENT

By: Don Webb Date: 2/23/21 3:00 PM By: Tony Wisniewski Date: 2/22/21 12:23 PM  
Don Webb, Director Tony Wisniewski, Manager



# San Diego Unified School District

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Graham Champion  
Labor Compliance and  
Construction Contracts Supervisor

April 14, 2021

Mr. Stephen Thompson  
Solpac Construction, Inc.  
dba Soltek Pacific Construction Company  
2424 Congress Street  
San Diego, CA 92110

Dear Mr. Thompson:

**Subject: CZ-19-0860-42 – Design Build Construction of Heating, Ventilation, and Air Conditioning (HVAC) at Multiple Sites – Package C (SDUSD Project #92530071.1)**

**Notice to Proceed: No. 05R4 – HVAC Construction at Sequoia Elementary School**

This letter constitutes your revised Notice to Proceed (NTP) for HVAC construction and contingency work at Sequoia ES for a reduced amount of \$232,276 for the revised not-to-exceed total amount of \$3,105,923.30.

NTP 05 Sequoia ES Construction	<del>\$3,245,723.32</del> \$3,013,447.32
NTP 05 Sequoia ES Contingency	\$92,475.98

Work began on August 20, 2019, was to be completed by June 15, 2020.

Please refer to this NTP number on all your correspondence and invoices.

Original invoice should be sent to:

San Diego Unified School District  
PPO Center, Attn: Catherine Bendixen  
4860 Ruffner Street  
San Diego, CA 92111

Please call your construction manager if you have any questions regarding this NTP. Invoicing inquiries should be directed to Catherine Bendixen at (858) 637-6246.

Sincerely,

  
Graham Champion  
Labor Compliance and Construction Contracts Supervisor

GC:lw

Attachment

C: D. Nestor, A. Clark, R. Musin, S. Hawkins, PSA



# Cost Distribution Detail for Accounts Payable

SAN DIEGO UNIFIED SCHOOL DISTRICT Physical Plant Operations 4860 Ruffner St. San Diego, CA 92111-1522

PO Title: Construction NTP DB Sequoia Elementary School

PeopleSoft PO #:0000355318

**Title:** Sequoia ES HVAC Phase 2

**Project:** 92530071.1

**To:** San Diego Unified School District

**PO #:** 0000355318

**Contract No.:** CZ19-0860

**Application No.:** PA10 NTP05 Sequoia ES HVAC CZ19-0860

**From:** Soltek Pacific

**Receipt #:**

Cost Code / Title	SOV This Period	Retainage This Period	Sched. Pay Due	Additions	Deductions	Amount Paid
Z.FPC Construction NHVAC 9253-90403-00-6200-8500-0000- 21500-8611	\$7,037.44	\$351.87	\$6,685.57	\$0.00	\$0.00	\$6,685.57
	<b>\$7,037.44</b>	<b>\$351.87</b>	<b>\$6,685.57</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,685.57</b>



# Continuation Sheet (Const) – SOV details

SAN DIEGO UNIFIED SCHOOL DISTRICT Physical Plant Operations 4860 Ruffner St. San Diego, CA 92111-1522

Contract No.: CZ19-0860      Project: 92530071.1 Sequoia ES HVAC Phase 2  
 Application #: PA10 NTP05 Sequoia ES HVAC CZ19-0860      Period To: 01/31/2021  
 ) #: 0000355318      Vendor: Soltek Pacific

Item #	CO #	WBS Item	Original Scheduled Value	Current Committed Value	Change Order Value	Updated Scheduled Value	Work Completed		Balance to Finish (Approved only)	Balance to Finish (Approved & Pending)	Retainage
							Previous Application	This Period			
1		NTP 05 Sequoia ES 9253-90403-00-6200-8500-0000-21500-8611	\$3,263,827.00	\$3,263,827.00	(\$18,103.68)	\$3,245,723.32	\$3,006,409.88	\$7,037.44	\$232,276.00	\$232,276.00	\$150,672.36
2		NTP 05 Sequoia ES Design Contingency 9253-90403-00-6200-8500-0000-21500-8611	\$96,641.56	\$96,641.56	(\$4,165.58)	\$92,475.98	\$92,475.98		\$0.00	\$0.00	\$4,623.79
4		Sequoia Unforeseen Roofing Condition (NTP 07 Sequoia ES Contingency) 9253-90403-00-6200-8500-0000-21400-8611			\$25,083.04	\$25,083.04	\$25,083.04		\$0.00	\$0.00	\$1,254.15
<b>Totals</b>			<b>\$3,360,468.56</b>	<b>\$3,360,468.56</b>	<b>\$25,083.04</b>	<b>\$3,363,282.34</b>	<b>\$3,123,968.90</b>	<b>\$7,037.44</b>	<b>\$232,276.00</b>	<b>\$232,276.00</b>	<b>\$156,550.30</b>



Continuation Sheet - AIA Document G703  
Application and Certificate for Payment

AIA DOCUMENT G703

AIA Document G703, Application and Certification for Payment containing Contractor's signed certification is attached. In the tabulations below, amounts are stated in the nearest dollar. Use Column J where variable retainage for line items may apply.

School: Sequoia Elementary School  
NTP Number: 05

Application Date: 2/10/2021  
Period Starting Date: 1/1/2021  
Period Ending Date: 1/31/2021  
Application Number: 10  
Job Number: 1082

Contract For: Design Build HVAC at Multiple Sites - Package C. Contract No: CZ-19-0860-42

ITEM NO.	DESCRIPTION OF WORK	SCHEDULE VALUE	D		E	F		G	H	I	J
			PREVIOUS APPLICATIONS	WORK IN PLACE THIS PERIOD		THIS APPLICATION	STORED MATERIALS				
Division 01 - General Requirements		231,849.00	229,530.51	2,318.49	-	-	231,849.00	100%	-	-	11,592.45
Division 02 - Selective Demolition		183,500.00	183,500.00	-	-	-	183,500.00	100%	-	-	9,175.00
Division 03 - Concrete		8,550.00	8,550.00	-	-	-	8,550.00	100%	-	-	427.50
Division 05 - Metals		5,774.00	5,774.00	-	-	-	5,774.00	100%	-	-	288.70
Division 06 - Wood, Plastics, And Composites		256,000.00	256,000.00	-	-	-	256,000.00	100%	-	-	12,800.00
Division 07 - Thermal And Moisture Protection		165,793.00	164,135.07	1,657.93	-	-	165,793.00	100%	-	-	8,289.65
Division 09 - Finishes		191,194.00	190,795.96	398.04	-	-	191,194.00	100%	-	-	9,550.70
Division 22 - Plumbing		127,610.00	127,433.20	176.80	-	-	127,610.00	100%	-	-	6,380.50
Division 23 - Hvac		676,900.00	669,224.50	7,675.50	-	-	676,900.00	100%	-	-	33,845.00
Division 26 - Electrical		805,450.00	797,480.00	7,970.00	-	-	805,450.00	100%	-	-	40,272.50
Division 31 - Earthwork		7,120.00	7,120.00	-	-	-	7,120.00	100%	-	-	356.00
Division 32 - Exterior Improvements		22,832.00	22,832.00	-	-	-	22,832.00	100%	-	-	1,141.60
General Conditions		88,702.00	87,814.98	887.02	-	-	88,702.00	100%	-	-	4,435.10
Overhead and Profit		196,967.00	194,997.33	1,969.67	-	-	196,967.00	100%	-	-	9,848.35
Bonds and Insurance		35,172.00	35,172.00	-	-	-	35,172.00	100%	-	-	1,758.60
Contractor Contingency		28,138.00	26,050.33	2,087.67	-	-	28,138.00	100%	-	-	1,406.90
ADD ALTERNATE: Screening of Existing & New Rooftop Equipment		232,276.00	-	-	-	-	-	-	-	232,276.00	-
Design Contingency Adjustments		-	-	-	-	-	-	-	-	-	-
CAP 001 - Hazmat Abatement & Repairs		92,475.98	92,475.98	-	-	-	92,475.98	100%	-	-	4,623.80
CAP 003 - Unforeseen Rigid Insulation Bldgs. 01-01, 01-02, 01-03, and 01-04		25,083.04	25,083.04	-	-	-	25,083.04	100%	-	-	1,254.15
CNTP 001 - Credit for THWN in Lieu of XHHW		(18,103.68)	(18,103.68)	-	-	-	(18,103.68)	100%	-	-	(905.18)
<b>Sequoia ES NTP Total</b>		<b>\$ 3,363,282.34</b>	<b>\$ 3,123,968.90</b>	<b>\$ 7,037.44</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,131,006.34</b>	<b>93%</b>	<b>\$ 232,276.00</b>	<b>\$ -</b>	<b>\$ 156,550.32</b>

### Add Alternate: Screening SOV Line Item Narrative

April 22<sup>nd</sup> 2020: Hawthorne substantially complete/Punch walk

May 18<sup>th</sup> 2020: Direction was given to CM from district PM (and PM team) that screening was not feasible because of DSA requirements. A full credit back of the line item via NTP revision was stated by PM in email.

May 20<sup>th</sup> 2020: Sequoia substantially complete/Punch walk

May 21<sup>st</sup> 2020: CM forwarded email to Soltek to give direction that screening and/or painting will not happen. It was also stated that the balance of the line item for screening in the SOV will be credited back to district.

Soltek stated that provisional framing was installed in anticipation of performing the work associated with screening, and those cost will be deducted from the line item.

May 28<sup>th</sup> 2020: The matter of provisional framing was forwarded, via email, to district PM. The issue was also discussed in the weekly owners meeting. In the meeting there was a conflict between district PM and Soltek about the installation of provisional framing. Soltek contested there was cost associated with this, and the district PM stated this was done at the risk of Soltek. A separate meeting was potentially to be setup to resolve this issue.

June 4<sup>th</sup> 2020: CM offered to set up a meeting to resolve issue off provisional framing. Soltek stated they needed to check their records and will deem if a meeting is needed.

June 25<sup>th</sup> 2020: Soltek is still gathering information and will request a meeting if deemed necessary.

July 2<sup>nd</sup> 2020: Soltek asked that a meeting be setup with the PMs to discuss provisional framing. CM stated he will send email to initiate.

July 6<sup>th</sup> 2020: CM sent email to initiate meeting between Soltek and PMs as it relates to screening. CM requested in email that Soltek provide all documents for, and proof of, the installation of provisional framing.

\*documentation to establish proof of installation was never provided (can't establish entitlement). Meeting never happened.

September 14<sup>th</sup> 2020: CM emailed Soltek asking to be included on any emails for documentation for provisional framing

Soltek replied, once completed a package will be delivered to CM and PM.

September 24<sup>th</sup> 2020: CM emailed Soltek asking about documentation and when it will be provided. No response from Soltek.

October 26<sup>th</sup> 2020: CM emailed asking for documentation and requesting it ASAP. Projects are in the process of closing out, and screening was one of the final issues to be resolved. CM said in email, the



process of closing out the NTPs and crediting back all monies associated with the line item will happen if documentation is not received (potential unilateral action).

February 2021: January pay application number 10 was submitted. Bill was approved and paid, which totaled 100% of all line items, except the add alternate screening.

March 24 2021: CM sent email to Soltek stating that the monies associated with the screening line item will be unilaterally pulled from the SOV and credited back to the district, and the NTPs closed out. One final chance to submit documents for provisional framing was given, with a deadline of April 1<sup>st</sup> 2021.

April 7<sup>th</sup> 2021: No documentation to support the claim of provisional framing has been submitted by Soltek. CM cannot establish entitlement for costs. All monies associated with the add alternate for screening will be unilaterally pulled from the contract value and NTPs closed.

## Wisniewski Anthony

---

**From:** Wisniewski Anthony  
**Sent:** Wednesday, March 24, 2021 10:52 AM  
**To:** 'Mark Hofmann'  
**Cc:** Suydam Dave  
**Subject:** Sequoia & Hawthorne Final Cost/Unilateral Change Order/NTP Closeout

Good Morning Mark,

Pay applications 10 for both Hawthorne and Sequoia have been processed and paid, which have all line items in the SOV, except screening, billed to one hundred percent (screening is at zero percent).

The screening line item was omitted from the scope of work via decision by the district PM and their management team, and direction given to credit back the monies associated with the screening line item. Soltek contested crediting back all monies because of a cost associated with provisional framing. The documentation for the provisional framing related to screening has been request for some time now and still has yet to be provided. Without the documentation to establish entitlement for such a claim, I will be proceeding with writing a unilateral change order to remove the sum of the screening line item. Once this is complete, I will then proceed with closing out the NTPs for both projects.

I will wait until April 1<sup>st</sup> before submitting any unilateral change order. If you would like to provide documentation to substantiate your claim of cost related to screening, I will need it before April 1<sup>st</sup>. If nothing is provided before then, I will proceed with processing a unilateral change order and closing out the NTPs for both schools.

Please feel free to contact me with any questions/concerns.

Thank you,

**Tony Wisniewski**  
**Construction Manager**  
**Facilities Planning & Construction**  
**Email: [awisniewski@sandi.net](mailto:awisniewski@sandi.net)**  
**Phone: (619) 884-7638**

## Wisniewski Anthony

---

**From:** Wisniewski Anthony  
**Sent:** Thursday, May 28, 2020 2:05 PM  
**To:** Musin Radik  
**Subject:** FW: Screening/Painting at Sequoia/Hawthorne-Decision

Radik,

Please see email below from Soltek. They state that provisional framing was installed in anticipation of installing screening and that the cost should be deducted from allowance.

In today's meeting it seemed that you had a different opinion/interpretation of this matter. Please let me know how to proceed with this situation.

Thank you,

Tony Wisniewski  
Construction Manager  
Facilities Planning & Construction  
Email: [awisniewski@sandi.net](mailto:awisniewski@sandi.net)  
Phone: (619) 884-7638

**From:** Mark Hofmann <[mhofmann@soltekpacific.com](mailto:mhofmann@soltekpacific.com)>  
**Sent:** Thursday, May 21, 2020 10:33 AM  
**To:** Wisniewski Anthony <[awisniewski@sandi.net](mailto:awisniewski@sandi.net)>  
**Cc:** Kyle Kipp <[kkipp@soltekpacific.com](mailto:kkipp@soltekpacific.com)>; Clark Adrian <[aclark1@sandi.net](mailto:aclark1@sandi.net)>; Nestor Don <[dnestor@sandi.net](mailto:dnestor@sandi.net)>  
**Subject:** RE: Screening/Painting at Sequoia/Hawthorne-Decision

Tony,

Your direction to not paint or screen and rooftop mechanical equipment and/or exposed ductwork. As you are aware, in many cases Soltek installed provisional framing in anticipation of installing rooftop mechanical screening. This cost will be deducted from the stated allowance.

It is unfortunate that the existing school buildings owned and maintained by the SDUSD do not meet current building and other codes and standards required to allow the installation of the planned rooftop mechanical screens, and ultimately was unwilling to perform the structural (and other) upgrades to allow for a safe installation of same.

Best regards,

Mark Hofmann  
Sr. Project Manager  
[mhofmann@soltekpacific.com](mailto:mhofmann@soltekpacific.com)



O: 619.876.4722 ext. 133 C: 858.888.3975  
2424 Congress Street, San Diego, CA 92110  
[www.soltekpacific.com](http://www.soltekpacific.com) | Contractor License  
#886641 EOE

**From:** Wisniewski Anthony <[awisniewski@sandi.net](mailto:awisniewski@sandi.net)>  
**Sent:** Thursday, May 21, 2020 10:23 AM

**To:** Mark Hofmann <[mhofmann@soltekpacific.com](mailto:mhofmann@soltekpacific.com)>  
**Cc:** Kyle Kipp <[kkipp@soltekpacific.com](mailto:kkipp@soltekpacific.com)>; Clark Adrian <[aclark1@sandi.net](mailto:aclark1@sandi.net)>; Nestor Don <[dnestor@sandi.net](mailto:dnestor@sandi.net)>  
**Subject:** FW: Screening/Painting at Sequoia/Hawthorne-Decision

Mark,

Based on the email below from the SDUSD PM, we will not be screening/painting at Sequoia or Hawthorne.

Please note that the balance shown on the SOVs, add alternate screening of existing and new equipment, for both schools, should be credited back to the district.

Thank you,

Tony Wisniewski  
Construction Manager  
Facilities Planning & Construction  
Email: [awisniewski@sandi.net](mailto:awisniewski@sandi.net)  
Phone: (619) 884-7638

**From:** Musin Radik <[rmusin@sandi.net](mailto:rmusin@sandi.net)>  
**Sent:** Monday, May 18, 2020 10:55 AM  
**To:** Wisniewski Anthony <[awisniewski@sandi.net](mailto:awisniewski@sandi.net)>  
**Cc:** Nestor Don <[dnestor@sandi.net](mailto:dnestor@sandi.net)>; Clark Adrian <[aclark1@sandi.net](mailto:aclark1@sandi.net)>  
**Subject:** RE: Screening/Painting at Sequoia/Hawthorne-Decision

Thank you Anthony,

According to Soltek DB design team and working with the District Criteria Architect it was determined that screening wasn't feasible due to unforeseen DSA requirements. After discussions with upper management, the direction is to proceed with substantial completion without screening or painting of ducts. Please take steps necessary to issue substantial completion and initiate NTP revision with a full credit back for add alternate screening.



**Radik Musin P.E., LEED AP BD+C**  
**Project Manager**  
Facilities Planning and Construction  
4860 Ruffner Street San Diego, CA 92111  
(951) 445-7213 | [rmusin@sandi.net](mailto:rmusin@sandi.net)

**From:** Wisniewski Anthony  
**Sent:** Thursday, May 14, 2020 11:08 AM  
**To:** Musin Radik <[rmusin@sandi.net](mailto:rmusin@sandi.net)>  
**Cc:** Nestor Don <[dnestor@sandi.net](mailto:dnestor@sandi.net)>; Clark Adrian <[aclark1@sandi.net](mailto:aclark1@sandi.net)>  
**Subject:** Screening/Painting at Sequoia/Hawthorne-Decision

Radik,

With the current HVAC scope as defined (no screening or painting added), Hawthorne is/has been at the point of substantial completion since April 22, and Sequoia will be substantially complete May 15. Do I have permission to have substantial completion issued and start closeout without the adding of screening/painting to the project/s?

If screening/painting is not added, please issue a letter stating the add alternate for screening should be credited back to the district.

Also, all my contact information was shared with the surrounding stakeholders at the start of these projects, and to my knowledge there have been no complaints to date.

Your timely response to this email will be greatly appreciated.

Thank you,

**Tony Wisniewski**  
**Construction Manager**  
**Facilities Planning & Construction**  
**Email: [awisniewski@sandi.net](mailto:awisniewski@sandi.net)**  
**Phone: (619) 884-7638**

**IMPORTANT:** This email is intended for the use of the named addressee(s) only and may contain confidential or proprietary information. Please notify the sender immediately by email if you have received this email by mistake and delete this email from your computer. If you are not the named addressee(s) you should not disseminate, distribute or copy this email. Disclosing, copying, distributing or taking any action in reliance on the contents of this email is strictly prohibited.

## Wisniewski Anthony

---

**From:** Wisniewski Anthony  
**Sent:** Monday, October 26, 2020 11:27 AM  
**To:** 'Mark Hofmann'  
**Cc:** 'Kyle Kipp'; Clark Adrian; Suydam Dave  
**Subject:** RE: Provisional Framing for Screening at Hawthorne & Sequoia

Mark,

Please provide the documentation for provisional framing related to screening as soon as possible.

It sounds as though the final PCOs for sanitizing have been resolved which means I will be closing out the NTPs for both Hawthorne and Sequoia soon. If I don't have the documentation, I will proceed with closing the NTPs and crediting back all monies associated with the screening line item. I won't be able to process any type of change order for this work either, after closing the NTP, and it will have to go through the claims process.

Please feel free to call to discuss.

Thank you,

Tony Wisniewski  
Construction Manager  
Facilities Planning & Construction  
Email: [awisniewski@sandi.net](mailto:awisniewski@sandi.net)  
Phone: (619) 884-7638

**From:** Wisniewski Anthony  
**Sent:** Thursday, September 24, 2020 10:28 AM  
**To:** 'Mark Hofmann' <[mhofmann@soltekpacific.com](mailto:mhofmann@soltekpacific.com)>  
**Cc:** Kyle Kipp <[kkipp@soltekpacific.com](mailto:kkipp@soltekpacific.com)>; Clark Adrian <[aclark1@sandi.net](mailto:aclark1@sandi.net)>  
**Subject:** RE: Provisional Framing for Screening at Hawthorne & Sequoia

Mark,

Will these documents be completed and provided soon? Is there an estimated time of when they will be complete?

Thank you,

Tony Wisniewski  
Construction Manager  
Facilities Planning & Construction  
Email: [awisniewski@sandi.net](mailto:awisniewski@sandi.net)  
Phone: (619) 884-7638

**From:** Mark Hofmann <[mhofmann@soltekpacific.com](mailto:mhofmann@soltekpacific.com)>  
**Sent:** Monday, September 14, 2020 12:13 PM  
**To:** Wisniewski Anthony <[awisniewski@sandi.net](mailto:awisniewski@sandi.net)>  
**Cc:** Kyle Kipp <[kkipp@soltekpacific.com](mailto:kkipp@soltekpacific.com)>; Clark Adrian <[aclark1@sandi.net](mailto:aclark1@sandi.net)>  
**Subject:** RE: Provisional Framing for Screening at Hawthorne & Sequoia

Tony,

Once completed, a copy of the package will be delivered to you and the PM.

Regards,

Mark Hofmann  
Sr. Project Manager  
[mhofmann@soltekpacific.com](mailto:mhofmann@soltekpacific.com)



O: 619.876.4722 ext. 133 C: 858.828.3975  
2421 Congress Street, San Diego, CA 92110  
[www.soltekpacific.com](http://www.soltekpacific.com) Contractor License  
#886611 EOE

**From:** Wisniewski Anthony <[awisniewski@sandi.net](mailto:awisniewski@sandi.net)>  
**Sent:** Monday, September 14, 2020 11:38 AM  
**To:** Mark Hofmann <[mhofmann@soltekpacific.com](mailto:mhofmann@soltekpacific.com)>  
**Cc:** Kyle Kipp <[kkipp@soltekpacific.com](mailto:kkipp@soltekpacific.com)>; Clark Adrian <[aclark1@sandi.net](mailto:aclark1@sandi.net)>  
**Subject:** Provisional Framing for Screening at Hawthorne & Sequoia

Mark,

In our last weekly meeting you stated that you would provide documentation for the provisional framing installed for screening at Sequoia and Hawthorne. I asked you to send these documents to the district PM. Can you please forward those documents to me as well or at least CC me on the email that you send to the district PM.

I greatly appreciate it.

Thank you,

**Tony Wisniewski**  
**Construction Manager**  
**Facilities Planning & Construction**  
**Email:** [awisniewski@sandi.net](mailto:awisniewski@sandi.net)  
**Phone:** (619) 884-7638

**IMPORTANT:** This email is intended for the use of the named addressee(s) only and may contain confidential or proprietary information. Please notify the sender immediately by email if you have received this email by mistake and delete this email from your computer. If you are not the named addressee(s) you should not disseminate, distribute or copy this email. Disclosing, copying, distributing or taking any action in reliance on the contents of this email is strictly prohibited.

## Wisniewski Anthony

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**From:** Wisniewski Anthony  
**Sent:** Monday, July 6, 2020 12:49 PM  
**To:** 'Mark Hofmann'; Musin Radik  
**Cc:** Suydam Dave; Nestor Don; Clark Adrian  
**Subject:** DBE and District PMs Meeting-Provisional Framing for Screening

All,

I was given notice by Soltek that there may be potential cost associated with provisional framing installed at Sequoia and Hawthorne. I am sending this email to initiate a meeting between the DBE (Soltek) and the district PMs to resolve this issue.

Mark,

Please provide, prior to meeting, an agenda for what will be discussed at this meeting as well as documents for, and proof of, the installation of provisional framing.

Radik,

Once Mark provides these documents, can you please set-up a meeting with Syd and other PMs to discuss this issue? I believe Mark said July 16<sup>th</sup> or 17<sup>th</sup> works best, but I will leave that up to the two of you.

Please let me know when resolution to this issue has been reached.

Stay safe.

Thank you,

**Tony Wisniewski**  
**Construction Manager**  
**Facilities Planning & Construction**  
**Email:** [awisniewski@sandi.net](mailto:awisniewski@sandi.net)  
**Phone:** (619) 884-7638





# MEETING MINUTES

No. 37

SAN DIEGO UNIFIED SCHOOL DISTRICT Facilities Planning & Construction / Physical Plant Operations  
 4860 Ruffner St. San Diego, CA 92111-1522

**PROJECT TITLE:** Sequoia ES HVAC Phase 2

**MEETING DATE:** 11/12/20

**LOCATION:** Electronically

**SUBJECT:** Sequoia DB HVAC Meeting

ATD?	ATTENDEE	COMPANY NAME	JOB TITLE	EMAIL	MOBILE PH
Y	Ramon Ybarra	Marcatects	Criteria Architect	ramon@marcatects.com	
Y	Dave Suydam	SDUSD	Senior Construction Manager	dsuydam@sandi.net	
N	Don Nestor	SDUSD	Lead Construction Manager	dnestor@sandi.net	
N	Nicolas Whitehead	SDUSD	Assistant IOR	nwhitehead@sandi.net	
Y	Radik Musin	SDUSD	Project Manager	rmusin@sandi.net	
Y	Steve O'Neal	SDUSD	IOR	soneal@sandi.net	
Y	Tony Wisniewski	SDUSD	Construction Manager	awisniewski@sandi.net	
Y	Kyle Kipp	Soltek Pacific	Superintendent	kkipp@soltekpacific.com	
Y	Mark Hofmann	Soltek Pacific	Project Manager	mhofmann@soltekpacific.com	
N	Mason Rogan	Soltek Pacific	Project Engineer	mrogan@soltekpacific.com	
N	Jim Chase	Studio WC	DB Architect	jchase@studiowc.net	
N	Ken Breuer	Studio WC	DB Architect	kbreuer@studiowc.net	

## 007 Discussion Items

ITEM	STATUS	STARTED	DUE	BALL IN COURT
04	Old	11/12/20	12/03/20	Mark Hofmann

General Discussion/Open Issues: 06 25 20- Punch list is about 95% complete, should be done end of next week.

Substantial completion, G704, has been signed by all parties and emailed.

Please prepare and submit form 6s when needed.

Potential issue with coil coating is being handled by district PM and Soltek. There are emails and information flowing back and forth. More to come.

Soltek is gathering information as it relates to the provisional framing installation for the potential screening. Once that is complete, Soltek will request meeting with district PMs, and other parties, if needed. Should receive email about this sometime next week.

07 02 20- Punch list at Sequoia is 100% complete.

Soltek asked that a meeting be setup with the PMs to discuss provision framing for screening. CM said he will send email to initiate the meeting between PMs and DBE.

CM will be out July 9th and 10th next week.

07 16 20- All form 6s have been submitted. DSA form 168 for final costs will be due in less than 90 days.

Email was sent out by CM to initiate a meeting between district PMs and Soltek as it relates to provisional framing/screening. It was requested that Soltek provide documentation and an agenda for the meeting to the RM/District PM. Once that is received then the meeting will be setup by the district PM to resolve this issue. CM is not needed at this meeting.

09 03 20- Open Issues:

Soltek said they have documentation for provisional framing related to screening. This documentation will be sent to district, CM requested it be sent to district PM, for a meeting. Email with documents forthcoming shortly.

ITEM STATUS STARTED DUE BALL IN COURT  
Coil coating is awaiting updated/revised substitution request.

PCOs for sanitizing are under review by construction management department head (Don Webb).

10 01 20-

Substitution request for coil coating:

1. Still awaiting updated/revised substitution request to be submitted
2. Potential with-hold of \$1,000.00 per unit if issue is not resolved soon
3. Soltek stated, the substitution request will be submitted by tomorrow

Outstanding PCOs:

1. PCOs for sanitizing have been submitted to Don Webb
2. Meeting with Soltek and District this Friday (10-2-20) with all parties to resolve PCOs for sanitizing
3. More information to come

Screening/Provisional Framing:

1. District still awaiting documentation related to provisional framing for screening. Open issues since 5-21-20
2. CM requests the documents be sent to him as well as district PM

11 12 20-

Substitution request for coil coating:

1. A substitution request was submitted and marked as reject by the criteria architect. The comments from the criteria architect were asking for more information, which Soltek and AO Reed are currently revising to reflect. Soltek will resubmit by the end of next week (11/20).

Outstanding PCOs:

1. Sanitizing PCOS have been resolved for package C DB HVAC.
2. Currently with district contracts department and should be handled by them as far as paying Soltek for this work.
3. Should not affect the final billing. Start to gather all required documents for final bill/cost at Sequoia.
4. All PCOs are settled.

Screening/Provisional Framing:

1. District still awaiting documentation related to provisional framing for screening. Open issues since 5-21-20.
2. Soltek stated these document will be provided by end of next week (11/20).

Final bill:

1. Please provide the final bill with all supporting documentation including the final cost letter.

PREPARED BY: Tony Wisniewski

SIGNED:

DATED:

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Should any attendees' recollection differ from the context of these record minutes, notify the Manager/Recorder in writing of the discrepancy within 48 hours of receipt of these minutes. Unless this notification is made, these minutes shall stand as an accurate record at the discussions, decisions, and responsibility/ action item assignments. Any accepted additions or corrections will be noted in the minutes of the next meeting.



# MEETING MINUTES

No. 33

SAN DIEGO UNIFIED SCHOOL DISTRICT Facilities Planning & Construction / Physical Plant Operations  
4860 Ruffner St. San Diego, CA 92111-1522

PROJECT TITLE: Sequoia ES HVAC Phase 2

MEETING DATE: 07/16/20

LOCATION: Electronically

SUBJECT: Sequoia DB HVAC Meeting

ATD?	ATTENDEE	COMPANY NAME	JOB TITLE	EMAIL	MOBILE PH
Y	Ramon Ybarra	Marcatects	Criteria Architect	ramon@marcatects.com	
Y	Dave Suydam	SDUSD	Senior Construction Manager	dsuydam@sandi.net	
Y	Don Nestor	SDUSD	Lead Construction Manager	dnestor@sandi.net	
Y	Nicolas Whitehead	SDUSD	Assistant IOR	nwhitehead@sandi.net	
Y	Radik Musin	SDUSD	Project Manager	rmusin@sandi.net	
Y	Steve O'Neal	SDUSD	IOR	soneal@sandi.net	
Y	Tony Wisniewski	SDUSD	Construction Manager	awisniewski@sandi.net	
Y	Kyle Kipp	Soltek Pacific	Superintendent	kkipp@soltekpacific.com	
Y	Mark Hofmann	Soltek Pacific	Project Manager	mhofmann@soltekpacific.com	
N	Mason Rogan	Soltek Pacific	Project Engineer	mrogan@soltekpacific.com	
Y	Jim Chase	Studio WC	DB Architect	jchase@studiowc.net	
Y	Ken Breuer	Studio WC	DB Architect	kbreuer@studiowc.net	

## 001 Safety/Security

### 1.1 Safety

ITEM	STATUS	STARTED	DUE	BALL IN COURT
01	Old	07/02/20	07/16/20	Kyle Kipp

Safety/HAZMAT: 02 27 20- No safety briefs, no one on site. Awaiting resolution for DSB-2.

03 05 20- No safety briefs, no one on site this week.

03 19 20- COVID-19 safety and guidelines were briefed by Soltek. Safety statement regarding COVID-19 will be shared as well as the sign-in sheets for COVID-19.

03 26 20- Safety briefs continue to happen every Monday. COVID-19 safety sign-in sheet was provided as well as Solteks company statement regarding COVID-19.

04 02 20- Soltek briefed "COVID-19 code of safe practices". This "code" will be shared with all new personnel that come onsite as well. Safety briefs continue to happen every Monday.

04 09 20- Safety briefs continue to happen every Monday. COVID-19 safety was briefed, posters have been put up. Site security and theft prevention also briefed.

04 16 20- Safety briefs continue to happen every Monday. COVID-19 and sanitation was briefed.

04 23 20- Safety briefs continue to happen every week. Cleaning and housekeeping as well as COVID was briefed.

05 07 20- Safety briefs continue to happen. COVID-19 safety protocol was briefed.

05 14 20- Safety briefs continue to happen. COVID-19 safety protocol was briefed for package C.

HAZMAT work is 100% complete.

05 28 20- Package C safety briefs and COVID-19 protocol continue to be briefed every week.

06 04 20- Package C safety briefs and COVID-19 protocol continue to be briefed every week.

ITEM	STATUS	STARTED	DUE	BALL IN COURT
06 25 20-	Package C safety briefs and COVID-19 protocol continue to be briefed every week.			
07 02 20-	Package C safety briefs and COVID-19 protocol continue to be briefed every week.			

003 Schedule

ITEM	STATUS	STARTED	DUE	BALL IN COURT
02	Old	07/02/20	07/16/20	Mark Hofmann
RFI/CCD/Submittals: 04 09 20- Voltage drop CCD forthcoming.				
04 16 20- CCD-B-016 was submitted in unifier for voltage drops.				
05 14 20-Review ongoing.				
05 28 20- Close-out review ongoing.				
06 04 20- Harrison is now helping Dean at Soltek with closeout. Closeout is ongoing.				
06 25 20- Close-out review ongoing.				
07 02 20- Close-out review ongoing.				

004 Project Status Review  
4.6 Payment Applications

ITEM	STATUS	STARTED	DUE	BALL IN COURT
03	Old	07/02/20	07/16/20	Mark Hofmann
Billings/Change Orders/PCO: 04 23 20-				

Soltek provided a TIA letter, which has been submitted in unifier to amend the completion time to June 15.

PCO Log-

PCO 1- Voided

PCO 2- CM and Soltek negotiated over phone. Final price was agreed to at \$25,083 L.S., which covers all unforeseen conditions associated with roofing and supporting trades.

PCO 3- Voided

PCO4- Voided

CM requests PCO 5 be added to show a credit back for wire/conduit changes. Soltek stated this would be a credit on 2/27/20.

CM still awaiting credit proposal/s.

05 07 20- Bill for April appears to be good and ready to process in unifier, awaiting support docs.

CM requested that PCO log and credit back proposals be update/submitted, or there could be a potential with hold on next months bill. All comments emailed to Soltek and it was stated the log will be updated and proposals submitted.

PCO Log-

PCO 1- Voided

PCO 2- CM and Soltek negotiated over phone. Final price was agreed to at \$25,083 L.S., which covers all unforeseen conditions associated with roofing and supporting trades.

PCO 3- Voided

PCO4- Voided

CM requests PCO 5 be added to show a credit back for wire/conduit changes. Soltek stated this would be a credit on 2/27/20.

05 14 20- April bill is currently processing in unifier.

Soltek stated, voided PCOs will be charged to contractors contingency, CM agreed.

Soltek also stated the PCO log is "under construction" and will be available soon. The log is being updated to match what has been listed and talked about, previously, in these weekly meetings.

05 28 20- Monthly bill forthcoming, pencil draft.

Soltek stated PCO Log is still "under construction". Also, requested CMs estimates for credit PCOs. CM will provide next week.

ITEM	STATUS	STARTED	DUE	BALL IN COURT
06 04 20-	Bill for May is under review and should be ready to process in unifier by Friday. Still awaiting contractors contingency letter.			

PCO Log-  
 PCO 1: Voided (Bill to contractor contingency)  
 PCO 2: Unforeseen roofing conditions- Agreed to \$25,083.04 L.S. (Billed May)  
 PCO 3: Voided (Bill to contractor contingency)  
 PCO 4: Voided (Bill to contractor contingency)  
 PCO 5: Wire and conduit credit- Agreed to a credit of \$18,103.68 L.S.

CM read through PCO Log shown above during meeting and Soltek agreed to each item as shown.

06 25 20- Billing for this month will be pushed off until next month. Soltek stated, they will update the credit proposals to say, "construction NTP adjustment" and not contingency adjustment. Soltek stated the fully updated set of record drawings/as-builts will be provided June 29 to the IOR at Madison trailer.

There is only one outstanding PCO (sanitizing) which is being negotiated with the lead CM and Soltek. Soltek will be providing additional information from Steve Thompson soon.

07 02 20- June bill was pushed until next month. As-builts were provided, currently under IOR review.

Credit CAPs were adjusted to say "construction NTP adjustment". Soltek PM rescinded the CAPs and CM asked if this also applied to the recently submitted "construction NTP adjustments". Soltek asked CM to hold off on submitting the construction NTP adjustments while they researched the contract as it relates to this.

CM stated that he will hold off on submitting the credits while Soltek researches. Also stated, that holding off on submitting the construction NTP adjustments could potentially delay next months billing.

Only outstanding PCOs are for site sanitizing/disinfection services. Soltek sated they will be providing the information from their CEO- Steve Thompson this afternoon (to lead CM).

007 Discussion Items

ITEM	STATUS	STARTED	DUE	BALL IN COURT
04	Old	07/02/20	07/16/20	Mark Hofmann
General Discussion: 04 02 20- Status quo for construction at this point. May be more information next week.				

New DSB-2 panel is onsite. re-work of electrical room is currently in process.

04 09 20- Punch walk tentatively scheduled for April 30th. May need to take extra precautions during walk due to COVID.

04 16 20- Punch walk tentative for mid May.

04 23 20- Tentatively setting punch for May 14th. Teachers will return to site on May 13th.

05 07 20- Punch walk with AOR has been schedule May 15 at 10AM. CA walk will happen the following week. CA needs punch list at least 24-48 hours ahead of walk date.

Screening seems to not be happening at Sequoia but there may be painting of exterior duct added to scope. Awaiting a decision as to whether the duct will be painted. Should be known by next week. The slated completion of Sequoia is June 15th, and painting if required is now critical path, a decision needs to happen soon. CM is holding the issuance of substantial completion until this issue is resolved.

05 14 20- Still awaiting a decision on whether screening/painting will be added to scope. Decision should be made by SDUSD PM by end of week.

AOR punch walk is scheduled for tomorrow at 10AM. AOR stated punch list should be ready for CA review Tuesday/Wednesday. CA will need 24 hours to review and is tentatively ready to do a punch list verification walk on Thursday/Friday (May 21/22).

05 28 20- Punch list 15% complete.

Substantial completion has been request by Soltek and CM. AOR stated it is with David Bruer, and should be completed soon.

Decision was made that no screening or paint will be done at Sequoia, the line item associated with the screening should be credited back. Soltek stated that there will be a charge for "provisional framing" associated with the potential screening. District PM stated this was done at the risk of Soltek. More to come, possible meeting to resolve issue.

06 04 20- Punch is about 50% complete.

ITEM	STATUS	STARTED	DUE	BALL IN COURT
CM asked about provisional framing and offered to set up a meeting to discuss the issue of whether this was installed at risk of Soltek or if there was some other agreement. Soltek stated they needed to check their records first, and will let CM know if a meeting is needed.				

Please submit/fill out/prepare all form 6s (PI, A, C) for DSA submission.

Please provide a fully updated set of as-builts. If as-builts are not received then there will be a with holding of payment.

June 10th teachers will be back to site. Site must be clear 72 hours prior as well, with spaces being cleaned.

Substantial completion certificate has been requested. Still awaiting issuance of G704.

06 25 20- Punch list is about 95% complete, should be done end of next week.

Substantial completion, G704, has been signed by all parties and emailed.

Please prepare and submit form 6s when needed.

Potential issue with coil coating is being handled by district PM and Soltek. There are emails and information flowing back and forth. More to come.

Soltek is gathering information as it relates to the provisional framing installation for the potential screening. Once that is complete, Soltek will request meeting with district PMs, and other parties, if needed. Should receive email about this sometime next week.

07 02 20- Punch list at Sequoia is 100% complete.

Soltek asked that a meeting be setup with the PMs to discuss provision framing for screening. CM said he will send email to initiate the meeting between PMs and DBE.

CM will be out July 9th and 10th next week.

**008 Next Meeting**

ITEM	STATUS	STARTED	DUE	BALL IN COURT
07	Old	07/02/20	07/16/20	Steve O'Neal
IOR Comments/Concerns: 10 31 19- Is additional seismic bracing needed at a 3' section of 1.25" gas pipe? AOR says they don't believe its needed but need to follow up with ME.				

Is steggo wrap needed at the concrete pads? CM says if steggo wrap is removed there will be a credit back.

11 21 19- DSA form 5PI will be submitted to add Nick Whitehead to the project. Steve O will remain as well.

01 09 20- IOR will email PPO about 3 day vs. 5 day outage notices. 3 day in contract.

01 16 20- IOR has verified with PPO that a 3 day notice (per contract) is acceptable.

02 13 20- A NCN was issued for THHN/THWN wire being pulled in for feeders rather than the specified XHHW.

02 27 20- IOR needs a proper response to the RFI for THHN/THWN vs XHHW so that the NCN can be released. CA to follow up with this and respond accordingly.

03 05 20- IOR has received response to RFI for wire and release the NCN.

03 26 20- Ongoing.

04 02 20- Ongoing. DSB-2 onsite.

04 23 20- Ongoing.

05 14 20- Ongoing.

05 28 20- All form 6s need to be prepared and uploaded to DSA. (6C, 6A, 6I).

06 04 20- Ongoing. (Form 6s)

06 25 20- Ongoing. (Form 6s)

ITEM  
07 02 20- Ongoing. (Form 6s)

STATUS

STARTED

DUE

BALL IN COURT

PREPARED BY: Tony Wisniewski

SIGNED:

DATED:

\_\_\_\_\_

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Should any attendees' recollection differ from the context of these record minutes, notify the Manager/Recorder in writing of the discrepancy within 48 hours of receipt of these minutes. Unless this notification is made, these minutes shall stand as an accurate record at the discussions, decisions, and responsibility/ action item assignments. Any accepted additions or corrections will be noted in the minutes of the next meeting.



# MEETING MINUTES

No. 30

SAN DIEGO UNIFIED SCHOOL DISTRICT Facilities Planning & Construction / Physical Plant Operations  
 4860 Ruffner St. San Diego, CA 92111-1522

**PROJECT TITLE:** Hawthorne ES HVAC Phase 2

**MEETING DATE:** 07/16/20

**LOCATION:** Electronically

**SUBJECT:** Hawthorne DB HVAC Phase 2

ATD?	ATTENDEE	COMPANY NAME	JOB TITLE	EMAIL	MOBILE PH
Y	Ramon Ybarra	Marcatects	Criteria Architect	ramon@marcatects.com	
Y	Dave Suydam	SDUSD	Senior Construction Manager	dsuydam@sandi.net	
Y	Don Nestor	SDUSD	Lead Construction Manager	dnestor@sandi.net	
Y	Nicolas Whitehead	SDUSD	Assistant IOR	nwhitehead@sandi.net	
Y	Radik Musin	SDUSD	Project Manager	rmusin@sandi.net	
Y	Steve O'Neal	SDUSD	IOR	soneal@sandi.net	
Y	Tony Wisniewski	SDUSD	Construction Manager	awisniewski@sandi.net	
Y	Kyle Kipp	Soltek Pacific	Superintendent	kkipp@soltekpacific.com	
Y	Mark Hofmann	Soltek Pacific	Project Manager	mhofmann@soltekpacific.com	
N	Mason Rogan	Soltek Pacific	Project Engineer	mrogan@soltekpacific.com	
Y	Jim Chase	Studio WC	DB Architect	jchase@studiowc.net	
Y	Ken Breuer	Studio WC	DB Architect	kbreuer@studiowc.net	

### 003 Schedule

ITEM	STATUS	STARTED	DUE	BALL IN COURT
02	Old	07/02/20	07/16/20	Mark Hofmann

RFI/CCD/Revisions/Submittals: 02 06 20- RFI #21 is awaiting criteria architect review.

CM/IOR Currently reviewing all Baker RFIs and ensuring that it meets district specifications/standards. CM will ask for credit backs, if any, after the RFI review.

02 13 20- CM is still reviewing RFIs, Also reviewing all CCDs as far back as February 2019. May ask for credit backs after review.

Soltek will provide PDFs of all CCDs and different color 11x17 paper to print them on.

RFI#21 was sent as an "unforeseen condition" because of interpretation of CAs response. CM still reviewing and will have more information soon.

02 27 20- CA is to respond accordingly for the RFI that relates to THHN/THWN in lieu of XHHW.

RFI review ongoing.

03 05 20- CA responded to wire RFI.

CM believes RFI # 6 and # 18 could be potential credit backs.

03 19 20- Review ongoing.

03 26 20- Voltage drop calculations are still under review by design team.

AOR is reviewing all documents for any changes that will need to be incorporated into a CCD, and will issue as required.

04 02 20- Voltage drop calculations are still under review by design team. Will be issued as CCD-B once complete.

04 09 20- Voltage drop CCD forthcoming. Calculations provided via email.



ITEM	STATUS	STARTED	DUE	BALL IN COURT
04 16 20-	CCD-B-019 for voltage drops has been uploaded to unifier.			
04 23 20-	Review ongoing.			
05 14 20-	Review ongoing.			
05 28 20-	Close-out review ongoing.			
06 04 20-	Harrison is now helping Dean at Soltek with closeout. Closeout is ongoing. TAB for Hawthorne was RNR.			
06 25 20-	Close-out review ongoing.			
07 02 20-	Close-out review ongoing.			

**004 Project Status Review  
4.6 Payment Applications**

ITEM	STATUS	STARTED	DUE	BALL IN COURT
03	Old	07/02/20	07/16/20	Mark Hofmann

Billings/Change Orders: 05 07 20- Bill for April appears to be good and ready to process in unifier, awaiting support docs.

CM requested that PCO log and credit back proposals be update/submitted, or there could be a potential with hold on next month's bill. All comments emailed to Soltek and it was stated the log will be updated and proposals submitted.

PCO Log-

- PCO 1- Voided 3/13/20 PCO meeting (Log correct)
- PCO 2- Voided 3/13/20 PCO meeting (Log correct)
- PCO 3- Soltek stated this will be charged to the contractors contingency
- PCO 4- 600A Breaker will come from contractor contingency
- PCO 5- Pending contractors proposal (will be a credit back for abatement/demo, minus Unistrut support)

CM asked for PCO 6 to be added for 800A breaker credit. RFI # 18.

CM asked for PCO 7 to be added for credit back on wire and conduit changes. Soltek stated this would be a credit 2/27/20.

05 14 20- April bill is currently processing in unifier.

Soltek stated, voided PCOs will be charged to contractors contingency, CM agreed.

Soltek also stated the PCO log is "under construction" and will be available soon. The log is being updated to match what has been listed and talked about, previously, in these weekly meetings.

05 28 20- Monthly bill forthcoming, pencil draft.

Soltek stated PCO Log is still "under construction". Also, requested CMs estimates for credit PCOs. CM will provide next week.

06 04 20- Bill for May is under review and should be ready to process in unifier by Friday. Still awaiting contractors contingency letter.

PCO Log-

- PCO 1: Voided (Bill to contractor contingency)
- PCO 2: Voided (Bill to contractor contingency)
- PCO 3: Voided (Bill to contractor contingency)
- PCO 4: Voided (Bill to contractor contingency)
- PCO 5: Agreed no credit- Void
- PCO 6: 800 AMP Breaker Credit- Agreed to credit of \$6,000 L.S.
- PCO 7: Wire and conduit credit- Agreed to a credit \$3,047.14 L.S.

CM read through PCO Log shown above during meeting and Soltek agreed to each item as shown.

06 25 20- Billing for this month will be pushed off until next month. Soltek stated, they will update the credit proposals to say, "construction NTP adjustment" and not contingency adjustment. Soltek stated the fully updated set of record drawings/as-builts will be provided June 29 to the IOR at Madison trailer.

There is only one outstanding PCO (sanitizing) which is being negotiated with the lead CM and Soltek. Soltek will be providing additional information from Steve Thompson soon.

07 02 20- June bill was pushed until next month. As-builts were provided, currently under IOR review.

ITEM	STATUS	STARTED	DUE	BALL IN COURT
Credit CAPs were adjusted to say "construction NTP adjustment". Soltek PM rescinded the CAPs and CM asked if this also applied to the recently submitted "construction NTP adjustments". Soltek asked CM to hold off on submitting the construction NTP adjustments while they researched the contract as it relates to this.				

CM stated that he will hold off on submitting the credits while Soltek researches. Also stated, that holding off on submitting the construction NTP adjustments could potentially delay next month's billing.

Only outstanding PCOs are for site sanitizing/disinfection services. Soltek stated they will be providing the information from their CEO- Steve Thompson this afternoon (to lead CM).

007 Discussion Items

ITEM	STATUS	STARTED	DUE	BALL IN COURT
04	Old	07/02/20	07/16/20	Mark Hofmann
General Discussion: 04 02 20- Status quo for construction at this point. May be more information next week.				

Punch walk is tentatively scheduled for April 20th. Design team says this should be acceptable depending on the COVID-19 situation.

04 09 20- Punch walk tentatively scheduled for April 20. May need to take extra precautions during walk due to COVID.

04 16 20- Aiming to have punch walk next week, April 22. CM will send an email to initiate.

04 23 20- AOR punch walk was completed 4-22. Awaiting punch list from AOR, which will then need to be verified by criteria architect. Punch list should be ready soon.

05 07 20- Screening seems to not be happening at Hawthorne but there may be painting of exterior duct added to scope. Awaiting a decision as to whether the duct will be painted. Should be known by next week. The slated completion of Hawthorne is June 24th, and painting if required is now critical path, a decision needs to happen soon. CM is holding the issuance of substantial completion until this issue is resolved.

05 14 20- Still awaiting a decision on whether screening/painting will be added to scope. Decision should be made by SDUSD PM by end of week.

05 28 20- Punch list 95% complete.

Substantial completion has been issued and is awaiting Don Webbs signature.

Decision was made that no screening or paint will be done at Hawthorne, the line item associated with the screening should be credited back (deductive NTP at final bill). Soltek stated that there will be a charge for "provisional framing" associated with the potential screening. District PM stated this was done at the risk of Soltek. More to come, possible meeting to resolve issue.

06 04 20- Punch is about 95% complete.

CM asked about provisional framing and offered to set up a meeting to discuss the issue of whether this was installed at risk of Soltek or if there was some other agreement. Soltek stated they needed to check their records first, and will let CM know if a meeting is needed.

Please submit/fill out/prepare all form 6s (PI, A, C) for DSA submission.

Please provide a fully updated set of as-builts. If as-builts are not received then there will be a with holding of payment.

June 10th teachers will be back to site. Site must be clear 72 hours prior as well, with spaces being cleaned.

06 25 20- Punch list is complete. Close-out ongoing.

Substantial completion, G704, has been submitted to district. CM still awaiting fully signed copy, CM to follow up.

Form 6s have been submitted. This will trigger the 90 day count down for final pricing (DSA form 168). Final cost letter will be requested soon, issues stated below and PCO for sanitizing must be cleared first.

Potential issue with coil coating is being handled by district PM and Soltek. There are emails and information flowing back and forth. More to come.

Soltek is gathering information as it relates to the provisional framing installation for the potential screening. Once that is complete, Soltek will request meeting with district PMs, and other parties, if needed. Should receive email about this sometime next week.

07 02 20- Substantial completion certificate was signed off and sent out to all parties.

ITEM	STATUS	STARTED	DUE	BALL IN COURT
Forms 6s have been submitted. There is a 90 day count down for final pricing, which started last week.				

Softek asked that a meeting be setup with PMs to discuss provisional framing for screening. CM said he will send email to initiate the meeting between PMs and DBE.

CM will be out July 9th and 10th next week.

008 Next Meeting

ITEM	STATUS	STARTED	DUE	BALL IN COURT
06	Old	07/02/20	07/16/20	Mark Hofmann

IOR Issues: 01 09 20- IOR will email PPO about notice for electrical outages.

01 16 20- IOR has verified with PPO that 3 days notice will be acceptable for outage requests.

02 27 20- Awaiting the RFI response from CA so wire issue can be resolved.

03 05 20- Fire smoke damper issue has been corrected.

03 19 20- Ongoing.

03 26 20- Ongoing.

04 02 20- Inspection request for fire dampers.

04 09 20- Need a larger access in duct for fire dampers.

04 16 20- Fire damper issue was corrected.

04 23 20- Brackets to be added to FAU and CU.

05 07 20- Ongoing.

05 14 20- Ongoing.

05 28 20- All form 6s need to be prepared and uploaded to DSA. (6C, 6A, 6I).

06 04 20- Ongoing (Form 6s)

06 25 20- Form 6s submitted. IOR closing out the project in box, which will start 90 day count down for final pricing (DSA 168).

07 02 20- Ongoing.

PREPARED BY: Tony Wisniewski

SIGNED:

DATED:

\_\_\_\_\_

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48 hours of receipt of these minutes. Unless this notification is made, these minutes shall stand as an accurate record at the discussions, decisions, and responsibility/ action item assignments. Any accepted additions or corrections will be noted in the minutes of the next meeting.



# MEETING MINUTES

No. 34

SAN DIEGO UNIFIED SCHOOL DISTRICT Facilities Planning & Construction / Physical Plant Operations  
 4860 Ruffner St. San Diego, CA 92111-1522

**PROJECT TITLE:** Hawthorne ES HVAC Phase 2

**MEETING DATE:** 11/12/20

**LOCATION:** Electronically

**SUBJECT:** Hawthorne DB HVAC Phase 2

ATD?	ATTENDEE	COMPANY NAME	JOB TITLE	EMAIL	MOBILE PH
Y	Ramon Ybarra	Marcatects	Criteria Architect	ramon@marcatects.com	
Y	Dave Suydam	SDUSD	Senior Construction Manager	dsuydam@sandi.net	
N	Don Nestor	SDUSD	Lead Construction Manager	dnestor@sandi.net	
N	Nicolas Whitehead	SDUSD	Assistant IOR	nwhitehead@sandi.net	
Y	Radik Musin	SDUSD	Project Manager	rmusin@sandi.net	
Y	Steve O'Neal	SDUSD	IOR	soneal@sandi.net	
Y	Tony Wisniewski	SDUSD	Construction Manager	awisniewski@sandi.net	
Y	Kyle Kipp	Soltek Pacific	Superintendent	kkipp@soltekpacific.com	
Y	Mark Hofmann	Soltek Pacific	Project Manager	mhormann@soltekpacific.com	
N	Mason Rogan	Soltek Pacific	Project Engineer	mrogan@soltekpacific.com	
N	Jim Chase	Studio WC	DB Architect	jchase@studiowc.net	
N	Ken Breuer	Studio WC	DB Architect	kbreuer@studiowc.net	

## 007 Discussion Items

ITEM	STATUS	STARTED	DUE	BALL IN COURT
04	Old	11/12/20	12/03/20	Mark Hofmann

General Discussion/Open Issues : 07 16 20- All form 6s have been submitted. DSA form 168 for final costs will be due in less than 90 days.

Email was sent out by CM to initiate a meeting between district PMs and Soltek as it relates to provisional framing/screening. It was requested that Soltek provide documentation and an agenda for the meeting to the RM/District PM. Once that is received then the meeting will be setup by the district PM to resolve this issue. CM is not needed at this meeting.

09 03 20- Open Issues:

Soltek said they have documentation for provisional framing related to screening. This documentation will be sent to district, CM requested it be sent to district PM, for a meeting. Email with documents forthcoming shortly.

Coil coating is awaiting updated/revised substitution request.

PCOs for sanitizing are under review by construction management department head (Don Webb).

10 01 20-

Substitution request for coil coating:

1. Still awaiting updated/revised substitution request to be submitted
2. Potential with-hold of \$1,000.00 per unit if issue is not resolved soon
3. Soltek stated, the substitution request will be submitted by tomorrow

Outstanding PCOs:

1. PCOs for sanitizing have been submitted to Don Webb
2. Meeting with Soltek and District this Friday (10-2-20) with all parties to resolve PCOs for sanitizing
3. More information to come

Screening/Provisional Framing:

1. District still awaiting documentation related to provisional framing for screening. Open issues since 5-21-20

ITEM	STATUS	STARTED	DUE	BALL IN COURT
2. CM requests the documents be sent to him as well as district PM				

11 12 20-

Substitution request for coil coating:

1. Substitution request was submitted and approved.
2. Issue resolved. Section to be closed.

Outstanding PCOs:

1. Sanitizing PCOs have been resolved for package C DB HVAC.
2. Currently with district contracts department and should be handled by them as far as paying Soltek for this work.
3. Should not affect the final billing. Start to gather all required documents for final bill/cost at Hawthorne.
4. All PCOs are settled.

Screening/Provisional Framing:

1. Soltek stated there will be no costs for any screening/provisional framing at Hawthorne.
2. Issue is resolved. Section to be closed.

Final Bill:

1. Please provide final bill with all supporting documentation including final cost letter.

PREPARED BY: Tony Wisniewski

SIGNED: \_\_\_\_\_

DATED: \_\_\_\_\_

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Should any attendees' recollection differ from the context of these record minutes, notify the Manager/Recorder in writing of the discrepancy within 48 hours of receipt of these minutes. Unless this notification is made, these minutes shall stand as an accurate record at the discussions, decisions, and responsibility/ action item assignments. Any accepted additions or corrections will be noted in the minutes of the next meeting.

## NTP Request (Add line to PO)



Upper Form

### Record Information

Record Number: NTPRA-000005

Creator: Tony Wisniewski

Project Name: Sequoia ES HVAC  
Phase 2

Creation Date: 04/07/2021 11:21 AM  
(UTC-8)

Project Number: 92530071.1

Status: Approved

Record Last Update 04/14/2021 02:55 PM  
Date: (UTC-8)

### NTP Information

Title: NTP 05R4 Sequoia ES HVAC Reconciliation

NTP Number: NTP 05R4 Sequoia ES HVAC Reconciliation

Estimated Task Order (\$232,276.00)  
Amount:

Line Item Total Amount: (\$232,276.00)

### NTP Processing

Contract Specialist: Linda Weekly

FPC Director / PPO: Don Webb

PPO Lead:

### Contract Details

Reference SOV: PO-000007

Peoplesoft PO Number: 0000355318

Vendor Name: Soltek Pacific

Reference Contract: CON-000262

Contract Number: CZ19-0860

Contract Title: D/B Construction of  
HVAC at Multiple Sites  
PKG C

## Task Order Description

Description: Deductive NTP for final bill at Sequoia, NTP 05 Sequoia ES, contract CZ19-0860.

Justification: Final amount was billed in February 2021, with all SOV line items at 100% except for the add alternate of screening. It was stated that screening will not be added and the value of the add alternate line item should be credited back to the district. This is being completed unilaterally, with backup documentation attached, and there is no final cost letter from Soltek. The original scheduled value of NTP 05 is \$3,263,827.00, with an updated value of \$3,245,723.32, and the final amount billed is \$3,013,447.32. A deductive NTP is being submitted for the difference which is \$232,276.00 (value of screening line item).

Have you attached a Yes  
proposal?:

## PPO Request for Service

Campus/Tenant Name:

Is this a result of a  
Request for Service?:

Linked FPC Non-Site  
Discretionary RS:

Linked FPC Site  
Discretionary RS:

## Job Order Contract (JOC) Required Fields

To activate these fields, verify a JOC Contract has been selected above.

Is a completed Job Order Cost Evaluation PDF  
attached and does it demonstrate the contractor's  
proposed fee for this project is reasonable and  
cost effective?:

Is contractor's complete list of employees and  
signed background check certification statement  
attached?:

Is contractor's complete list of subcontractors and  
signed certification statement attached?:

Is contractor's proposal attached and is it  
complete and accurate?:



Task Order Location

Proposed Task Order Start Date: 04/07/2021	Final Task Order Start Date: 08/20/2019
Proposed Task Order End Date: 04/30/2021	Final Task Order End Date: 06/15/2020

Project Costing Data

Business Unit: SDUSD	Peoplesoft Activity ID: (H) Construction
Project Name: Sequoia ES HVAC Phase 2	Project Costing Resource: SVCS
Project ID: 92530071.1	

Budget Analyst Fields

Budget Transfer Journal: tbd
Budget Journal: tbd

Integration Rejection Comments

If a record is rejected in PeopleSoft, comments will be displayed here.
Rejection Comments:

Administrative Revision

Revision Description:
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Integrated Commitment

Integrated Non-Integrated Commitment?:
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 Line Items

1 Item(s)

No.	Budget String	Revise Existing Line?	SOV Line	Cost Code	Code Name	Short Description	Amount	Line Type (for IDIQ)	Bond Series
001	9253-90403-00-6200-8500-0000-21400-8611	Yes	1	9253-Z.FPC-6200-8611-CONST	Z.FPC Construction NHVAC	NTP 05R4 Sequoia ES	(232,276.00)	Base Item	21400-K ST

Total Amount (232,276.00)

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Attachments (2)

Linked Records (0)

Linked Mail (0)