



MEETING MINUTES NO. 01
McCarthy / LPA / COLLEGE OF SAN MATEO
PRE-SUBMITTAL MEETING
LPA PROJECT NO. 2708230

DATE: June 6, 2008
TIME: 9:00 am
PLACE: DSA Office, Oakland, CA

This report of the meeting's events, if not corrected within seven days of transmittal, shall be acknowledged as accurate and deemed as if accepted in writing by the addressee(s).

Table with columns: PRESENT, DISTRIBUTION, and list of attendees including Joe Millsaps, Linda Da Silva, Bill Niemann, etc.

Table with columns: ITEM, ACTION, DUE, STATUS, DISCUSSION

1.01 INFO New Courtyard review at DSA will be an access only review, no structural.
1.02 INFO Strategy:

- CSM to do change order to contractor to delete courtyard "Landings" from Building 2,3,4 Scope of Work.
CSM to do a separate change order to delete Lot 2 Parking Lot and Bus Stop portion of work from Scope of Work.
Will need new DSA application number, no tracking number.
Mail form with check, electronic disc and letter.
Review DSA bulletin for file naming conventions for electronic submittal.
No structural review required if walls are less than 36" tall.
Provide meeting notes and CSM letter scanned onto plans.
Reference Mark Smith on plans, notify him just prior to submittal so he can look for it.
CSM to provide copy of change order deleting "landings" to LPA. LPA to bring to DSA once Plans are approved. DSA will staple change order to plans and process the change order for deletion of landings once Courtyard is approved.
CSM to provide separate change order to delete accessible parking to DSA after the Courtyard process is complete. CSM to walk it in for processing.

1.03 LPA LPA needs to confirm we do not need an intermediate handrail at stair - 88" required exiting width. DSA thought it is a good idea to provide, but agreed it may not be required.

SITE PLAN PACKAGE

Table with columns: ITEM, ACTION, DUE, STATUS, DISCUSSION. Items 1.04-1.13 discussing route signage, accessibility, and site directory.

The meeting adjourned at 11:30 am on June 6, 2008.

Submitted by: Steve McMurchie, Project Manager, ASLA

Table with columns: BUILDING OR FACILITY NUMBER, BUILDING OR FACILITY NAME, DSA/ORS File #, APPROVAL DATE, NOTES. Lists various buildings and their associated file numbers and dates.



MEETING MINUTES NO. 3
McCarthy / LPA / COLLEGE OF SAN MATEO
CSM BUILDING 5 - LANDSCAPE
McCarthy PROJECT NO. 2708230

DATE: March 21, 2008
TIME:
PLACE: DSA Meeting in Oakland, CA

This report of the meeting's events, if not corrected within seven days of transmittal, shall be acknowledged as accurate and deemed as if accepted in writing by the addressee(s).

Table with columns: PRESENT, DISTRIBUTION, and list of attendees including Don Martin, Lori Alvarez, Linda Da Silva, etc.

Table with columns: ITEM, ACTION, DUE, STATUS, DISCUSSION

- 3.01 INFO FIRE LIFE SAFETY
Explained Building 5N exiting plan.
Doors going out to pool area are not used as exits. They could, but we are not designating them as exits.
3.02 INFO SITE ACCESS
No issues relating to site access, either between building and site or between CC parking and bus transit steps and building.
Did not have an opportunity to discuss site circulation.
Limit of work line is ok as shown.

MEETING MINUTES NO. 03
McCarthy / LPA / SAN MATEO COLLEGE
CSM BUILDING 5 - LANDSCAPE
LPA PROJECT NO. 2708230

March 25, 2008
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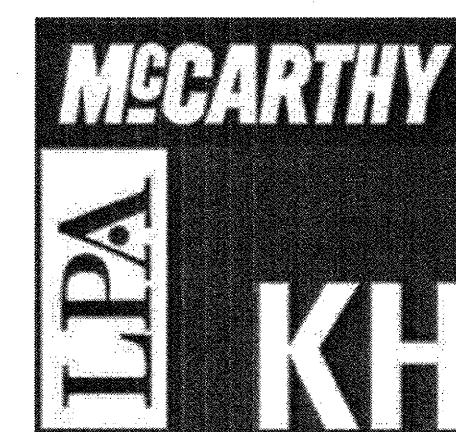
Table with columns: ITEM, ACTION, DUE, STATUS, DISCUSSION

- 3.03 INFO VERTICAL ACCESS THROUGH SITE VS. STRAMP
Can use elevator at 3.0N as accessible route (vertical circulation). We don't have to do a ramp outside as long as 3.0N is open as late as the rest of the campus so disabled can leave campus at night through Building 10.
Send stramp photos to Mark (DSA)
Cannot do ramp then stairs; any drop off more than 4" requires a 6" curb. But, if we had ramp going through 18" high seat blocks, we can do it.
Result: We combine 3 stair treads into one seat block - transition at cheek wall / railings
3.04 INFO FINE ARTS COURTYARD
Threshold issues at doors and elevators isn't an issue for our set.
DSA: As long as it all comes together in the end, that's all that matters.
On site design will not be used. We are submitting the new Courtyard as site "Increment 1".
Send an explanation of change to Mark and Barry (DSA) and include a time line for completion in the addendum. That way CSM can delete current Courtyard design from current CSM Building 2-4 Elevator Project.
They want to know that by time of occupancy of 2-4, all site work will be complete.
New design needs to be designed, approved, and constructed prior to December 2008.
Could do Courtyard submittal as an "Access Only" submittal separate from Building 2-4 package and separate from the site package. Reduces complications, and allows an expedited review of Courtyard only. Only complicating issue is whether structural issues of depressed courtyard and raised planter walls complicate this submittal package.
Ask Leroy at DSA.
Submitting May 30th to DSA - Building 5N
Complete and stamped at October 20th
Bill: Concrete coming in at \$1,000,000 so we make our target
Stramp costing ~1 million - \$750,000
Joe Millsaps (Project Manager at CSM) loves stramp; very enthusiastic about location and can visualize it as a super people space.

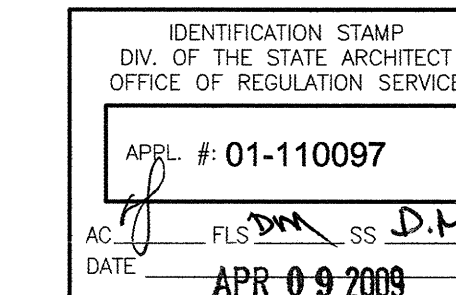
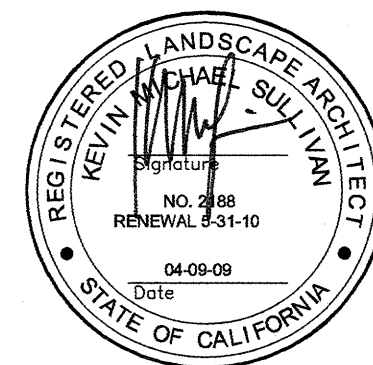
The meeting adjourned Friday, March 21, 2008
Submitted by: Steve McMurchie, Project Manager

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Table with columns: BUILDING OR FACILITY NUMBER, BUILDING OR FACILITY NAME, DSA/ORS File #, APPROVAL DATE, NOTES. Continuation of building list from the first table.



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IDENTIFICATION STAMP
DIV. OF THE STATE ARCHITECT
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APR 09 2008
FILE NUMBER:

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College of San Mateo
Site Package
San Mateo, CA
Developed for
San Mateo County Community College District

Table with columns: Date, Revision, Description. Shows revision history for the site package.

Table with columns: Date, Revision, Description. Shows revision history for the DSA submittal.

Table with columns: Job No., Date, Drawn by, Checked by, Scale. Project metadata.

DSA NUMBERS AND NOTES

A0.03