



Project Name:	Parking Lots Improvement Project	Meeting Date & Time:	June 26, 2008, 10:00 a.m.
Subject/Purpose:	Mandatory Pre-submittal	Location:	Business Suites

Attendees:	Alex Estrada	Meeting Type:	<input type="checkbox"/>
	Mike Burrows	Internal	<input type="checkbox"/>
	Penny Chua	Design	<input checked="" type="checkbox"/>
	Bill Ingraham	Team	<input type="checkbox"/>
	Eric Ray	Other	<input type="checkbox"/>
	Joe Rodriguez		
	Myriam Beltran		

Discussions/Conclusions:

1. Introductions & sign-in sheet
2. Distribution of RFI No. 1 and revised Exhibit A-1
3. Engineering firm responsible for including all exhibits and mapping the City will require for permits.
4. Clarifications-
  - A. Project will require Construction Management (overseeing the contractor) and not Construction Administration
  - B. There are no existing soil reports for these sites
  - C. Provide utility coordination and location
  - D. This project is not federally funded
  - E. No Topo Survey available
5. Priority of Parking
  - A. Exhibit E
  - B. Exhibit B
  - C. Exhibit C
  - D. Exhibit A-1
  - E. Exhibit F
  - F. Exhibit D

cc: Attendees  
Project binder

By: Myriam Beltran

The above represents the writer's understanding of the discussions and a complete and accurate record of the decisions and agreements made. Amendments to this record shall be submitted in writing to the author within 10 working days of the issue date of this memorandum.