



**HOFFMAN CONSTRUCTION COMPANY
OF OREGON**

METRO HEADQUARTERS

PROJECT MEETING MINUTES

Our Job No. 9214

Meeting No: 3
Date: January 9, 1992
Location: TVA Office
Attendees: Glenn Taylor Metro
Sandy Stallcup Metro
Berit Stevenson Metro
Bob Thompson Thompson Vaivoda & Associates
Paul Thimme Thompson Vaivoda & Associates
Don Nail Hoffman Construction Company
Cade Lawrence Hoffman Construction Company
Wayne Drinkward Hoffman Construction Company

3-1-0 ACTION ITEMS

3-1-1 City Appeals: TVA explained they met with the City this week and isolated design issues which need to be appealed. Presently, TVA expects to appeal three (3) design issues (tower elevator lobby, 1-hour corridor requirements, and tower exiting) next week which will allow their design intent to be fulfilled.

Action: TVA
Date: January 16, 1992

3-1-2 Daycare Consultant: Metro requested the Design-Build Team hire a "daycare" consultant to help with design of the daycare area. Metro acknowledged they will reimburse the daycare consultant costs. TVA will pursue price proposals from the consultants approved by Metro.

Action: TVA/Metro
Date: January 16, 1992

- 3-1-3 Schematic Drawings: TVA explained the status of the design documents and that they are presently on schedule to issue schematic documents by 1/23/92 for Metro's review. Metro acknowledged the issuance date and will begin setting up a review committee for review of the drawings. Metro reported they felt they could respond within two (2) weeks of receiving the drawings.

Action: TVA/Metro
Date: January 16, 1992

- 3-1-4 Site Survey: TVA requested a survey of the Sears site so they can proceed full speed with the civil documents. Metro explained they have an OTAK survey of the site and will issue to HCCO for distribution.

Action: Metro
Date: January 13, 1992

- 3-1-5 Traffic Management Report: TVA explained they are working with Kidelson on the project Traffic Management Report. TVA requested a letter from Metro which describes the contractual relationship with the project Traffic Management Report.

Action: Metro
Date: January 16, 1992

- 3-1-6 Telephone Room Size: TVA questioned the size of room required for the telephone rooms. Metro explained they may want to purchase telephone service from the Convention Center. Metro will set up a meeting to clarify the room sizes.

Action: Metro
Date: January 16, 1992

3-1-7 Freon System: HCCO questioned whether the freon systems were purged since they will need to be removed. Metro will check with PDI on the status of the existing freon systems and get back with HCCO.

Action: Metro
Date: January 16, 1992

3-1-8 TVA Letter On Insurance: Metro explained they need a letter from TVA which gives a history of incidents which resulted in a claim against their \$1,000,000 insurance coverage. Metro needs assurance the full coverage is still in place. TVA will have their insurance company issue the necessary letter.

Action: TVA
Date: January 13, 1992

3-3-0 **RESOLVED ITEMS**

1-2-2 Prevailing Wages/Recycling: HCCO questioned how the project prevailing wage rule would be enforced as it relates to recycling and salvaging of materials. Metro will review the issue and get with HCCO.

Action: Metro
Date: January 2, 1992

As of January 2, 1992: Metro initially felt prevailing wage should be utilized but decided to check in-house one additional time.

As of January 9, 1992: Metro reviewed and found all people contracting directly for HCCO would be required to pay prevailing wages.

2-2-1 Loading Dock Compaction: HCCO voiced concern about the PDI tank removal subcontractor not compacting the tank area backfill. Metro will contact PDI about insuring the area is compacted properly.

Action: Metro
Date: January 9, 1992

As of January 9, 1992: Metro met with PDI and was assured by them they would be coming back to complete the compaction properly. HCCO will monitor the area to insure the area is compacted in accordance with the specifications.

- 2-2-3 Space Planning Meeting: TVA requested a meeting with Metro to review potential space planning designs. TVA and Metro scheduled to meet January 7, 1992 at 9:00 a.m. at TVA. Metro indicated they may want to proceed with the plaza level expansion area immediately. Metro will keep all parties involved.

Action: TVA/Metro
Date: January 2, 1992

As of January 9, 1992: All parties agreed the space planning meetings would proceed full speed once the Schematic Drawings were issued and approved.

3-3-0 UNRESOLVED ITEMS

- 1-3-1 Recycling Program: Metro emphasized it would be prudent for HCCO to be very sensitive about recycling materials on the project. Metro tabled a preliminary estimate (attachments, Fig. #1 and #2) concerning recycling for HCCO's review. HCCO requested Metro not start removal of any potential materials for recycling until HCCO has defined the design further and how materials will be reused with the design. HCCO will review the project recycling needs and produce a program for recycling.

Action: HCCO
Date: January 2, 1992

As of January 2, 1992: Same as above.

As of January 9, 1992: Metro explained the recycling division of Metro is pursuing a grant from which they will be financing a highly visible recycling program for the project. HCCO will expedite issuance of their recycling program for interfacing with Metro's potential program.

- 1-3-3 Hazardous Waste: Metro explained there are several areas of hazardous materials on the project which will need to be addressed. The main areas are as follow: a) Roof insulation; b) VAT flooring; c) light ballasts; and d) miscellaneous asbestos at

pipng, etc. The oil storage tank is being removed by PDI presently. Metro requested HCCO do an estimate on removal of the VAT and roof insulation based on a normal non-hazardous demolition. HCCO will put the estimates together but requested a copy of the asbestos survey. Metro will get HCCO a copy.

Action: HCCO/Metro
Date: January 2, 1992

As of January 2, 1992: Metro explained that it is critical they receive HCCO's pricing for demolition without asbestos so they can determine the premium costs. HCCO will review the original estimate and get back with Metro on base demolition costs. Metro will check with PDI on the actual scope of transite piping.

As of January 9, 1992: HCCO submitted the pricing information to Metro and they came up with a tentative agreement on how to proceed with PDI on the asbestos issue. PDI will have their subcontractor proceed with miscellaneous asbestos removal and HCCO will provide several workers to complete selective demolition for the asbestos program. Metro and PDI also agreed to obtain additional VCT demolition prices prior to settling that issue.

1-3-4 Marblecrete Test Results: HCCO questioned whether the exterior marblecrete panels contain any asbestos. Metro explained a detailed testing by PDI indicated the panels were not a material requiring hazardous demolition methods. Metro will get HCCO a copy of the PDI test results.

Action: Metro
Date: January 2, 1992

As of January 2, 1992: Metro distributed a copy of marblecrete final tests (Attachment Fig. #1) which showed there was no significant asbestos in the marblecrete. HCCO is still reviewing how marblecrete is to be removed. (Note: A formal written notice should be issued stating that marblecrete can be removed by mass demolition methods.)

As of January 9, 1992: HCCO explained the asbestos reports did not specifically state the marblecrete panels could be removed by mass demolition procedures. HCCO requested such a report/letter prior to starting the exterior demolition. Metro agreed to get HCCO such a letter.

1-3-6 Minority Participation: Metro voiced concern about HCCO being proactive in creating minority participation on the project. HCCO acknowledged the importance of being active with minority participation and will proceed accordingly. HCCO will report back on the minority participation issue.

Action: HCCO
Date: January 2, 1992

As of January 2, 1992: HCCO explained that they are still reviewing the minority participation issue and hope to have resolution by next week.

As of January 9, 1992: HCCO explained they met with several unions on the issue of minority participation and how to actually increase the quantity of minority field workers. Metro will issue HCCO a list of potential minority subcontractors and HCCO will be sure these subcontractors are given every chance to bid the various work. HCCO will continue to work directly with the unions on minority hiring.

1-3-7 Best Locks: Metro explained they desired Best locks on the project even though the RFP did not call for them. HCCO will look at the RFP requirements and write the hardware bid proposal such that competition can still be present.

Action: HCCO
Date: January 1, 1992

As of January 2, 1992: TVA acknowledged that they will need to write the hardware lock specification around Best locks. Metro explained that there are other hardware requirements they may need and they will submit further information which TVA can include in the specifications.

As of January 9, 1992: Metro is reviewing hardware requirements and will issue further information over the next few weeks. TVA will follow the team proposal description on the security system design.

2-3-2 Demolition Drawings: TVA explained that they will be issuing initial Demolition Drawings by January 3, 1992 and the Exterior Non-Structural Drawings by January 15, 1992. HCCO and TVA will pursue demolition permits as the documents become available.

Action: TVA/HCCO
Date: January 3, 1992

As of January 9, 1992: HCCO acknowledged receiving the initial Demolition Drawings on 1/3/92 and HCCO obtained the permit on 1/8/92. TVA reported they are still on schedule to issue the Exterior Demolition Drawings by 1/15/92.

2-3-4 Recycling Chutes/Garbage Containers: TVA questioned the status of Metro coming up with a size for the recycling chute and dumpster box. Metro explained they have been pursuing a final decision and will now expedite a decision to prevent schedule delays.

Action: Metro
Date: January 9, 1992

As of January 9, 1992: Metro explained they would need a 25'x65" opening with that opening divided into three (3) equal areas. TVA will review locating the chute adjacent to the freight elevator and they will issue a cross section of the chute for HCCO to budget price. Metro reported there would be no compactor or bailer.

2-3-5 PP&L Energy Analysis: Metro reported they have a meeting with Glumac January 10, 1992 at 10:00 at Glumac's office to review the PP&L energy analysis issues. Any parties interested will attend the meeting.

Action: Metro
Date: January 10, 1992

As of January 9, 1992: Both HCCO and TVA reported they will be attending the 1/10/92 energy study meeting.

3-4-0 **INFORMATION ITEMS**

3-4-1 Next Meeting: The next Project Review meeting is scheduled for January 16, 1992 at 2:00 p.m. at TVA office.

3-4-2 Arts Committee: Metro reported the project Art Committee will begin meeting during the next few weeks. Bob Thompson will be on the committee.

Submitted by:

Cade Lawrence

Cade Lawrence
Assistant Operations Manager

CL:ps
Attachments

cc: Attendees