



HOFFMAN CONSTRUCTION COMPANY
OF OREGON

JAN 21 RECD

METRO HEADQUARTERS

PROJECT MEETING MINUTES

Our Job No. 9214

Meeting No: 4
Date: January 16, 1992
Location: TVA Office
Attendees: **Glenn Taylor Metro**
Berit Stevenson Metro
Jim Goddard Metro
Debbie Palermini Metro
Bob Thompson Thompson Vaivoda & Associates
Paul Thimm Thompson Vaivoda & Associates
Don Nail Hoffman Construction Company
Cade Lawrence Hoffman Construction Company
Wayne Drinkward Hoffman Construction Company

4-1-0 **ACTION ITEMS**

✓ 4-1-1 Building Address: TVA questioned whether Metro wanted to leave the project address as 524 NE Grand Avenue, or have it revised to a simplified address number. Metro will review and get with the City about revising the address.

Action: Metro
Date: January 23, 1992

4-1-2 Brick Medallion: TVA questioned whether it would be feasible to save the cast medallions located in the brick. HCCO voiced concern that it could slow down mass demolition but will review further. Metro will check with the brick apprentice program to see if they would remove the units.

Action: Metro/HCCO
Date: January 23, 1992

- ✓ 4-1-3 Wood Floor Refinish: TVA tabled a sample of the wood floor existing at the Sears Building and highly recommended a closer look at trying to salvage/refinish the flooring. HCCO will get with a local wood artisan to determine whether the wood could be salvaged. The wood flooring is presently covered with VAT.

Action: HCCO
Date: January 23, 1992

- ✓ 4-1-4 Change Order Work: TVA questioned whether the plaza level alternate area was actually going to proceed and if a change order should be initiated. Metro authorized the design/build team to add the alternate area and to include the Kiddleson traffic report in the change order. HCCO will get a change order submitted to Metro for the previously discussed issues.

Action: HCCO
Date: January 23, 1992

DISCUSS

- ✓ 4-1-5 Parking Structural Design: Metro explained they would like to see the design/build team start looking at the redesign of the parking garage. TVA and HCCO questioned what type of retrofit Metro was looking to receive. Metro will review their needs further and get back with the design/build team.

Action: Metro
Date: January 23, 1992

4-2-0 **RESOLVED ITEMS**

- 2-2-2 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.

As of January 16, 1992: HCCO reported receiving the exterior non-structural drawings from TVA and will submit for a permit this week.

- 3-2-4 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

As of January 16, 1992: HCCO received the survey and issued to TVA for their use.

4-3-0 **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.

As of January 16, 1992: Metro (Jim Goddard) explained Metro's expectations on the recycle program (construction demolition, new material specifications, tenant user recycling, publicity) for the project. Metro and HCCO scheduled a more detailed recycling meeting to occur on 1/21/92 at 2:00 pm. HCCO explained how their preliminary program was being steered toward having subcontractors review the recycling potential in their areas of work. HCCO will continue to push ahead on their program.

✓ 1-3-3

PDI

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 piping, 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.

As of January 16, 1992: Metro explained they are still pushing on PDI to get the asbestos removal subcontract awarded. Upon the asbestos work being awarded, HCCO will meet with the asbestos subcontractor and create a work schedule.

✓ 1-3-4

RESOLVED

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.

As of January 16, 1992: Metro explained they have a letter from PDI which states the marblecrete can be removed by mass demolition. Metro will forward to HCCO.

✓ 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.

As of January 16, 1992: HCCO and Metro explained they held a meeting with the minority groups on 1/14/92 and were still in the process of developing the program. One idea presented during the meeting would be to set up a job information shack on the project so any individuals looking for work could refer to it.

✓ 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.

As of January 16, 1992: Same as above.

✓ 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.

As of January 16, 1992: TVA explained they are still in the process of interfacing with the existing elevator interface and will issue a section of the chute once those details are worked out.

3 - 24" ϕ CHUTES 6' x 2' BLOCKOUT

✓ 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.

As of January 16, 1992: All parties attended the energy study meeting with PP&L and Glumac on 1/10/92. As a result of the meeting, Glumac is to issue a list of design items for HCCO to price so the pricing can be incorporated into the energy study model.

- ✓ 3-3-1 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

As of January 16, 1992: TVA explained they are drafting the appeal document and hope to submit the appeal during next week.

SUBMIT 1/24

- 3-3-2 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

As of January 16, 1992: Metro explained they are still putting a list together of approved daycare consultants. TVA will obtain pricing once they receive the list from Metro.

- 3-3-3 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

As of January 16, 1992: Same as above.

PRESENTATION TUES. 1/28

✓ 3-3-5 Traffic Management Report: TVA explained they are working with Kiddleson 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

As of January 16, 1992: Metro explained Kiddleson is in the process of completing their second draft. Metro still expects the final draft by the end of January.

✓ 3-3-6 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

As of January 16, 1992: Metro explained their telephone representative (Bill Stratton) would be contacting TVA yet this week to start the process of finalizing the telephone room sizes.

MTG w/GLUMAC
WED 8:00 @ OCC

✓ 3-3-7 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

As of January 16, 1992: Metro has asked PDI the question on Freon and Metro is still pursuing an answer from PDI.

- ✓ 3-3-8 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.

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Action: TVA
Date: January 13, 1992

As of January 16, 1992: TVA is still pursuing a letter from their insurance carrier which would state that as of 1/16/92, there are no claims against TVA's insurance coverage. Metro explained they will accept the letter as described by TVA.

4-4-0 INFORMATION ITEMS

- 4-4-1 Next Meeting: The next Project Review meeting is scheduled for January 23, 1992 at 2:00 p.m. at TVA office.

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Submitted by:

Cade Lawrence

Cade Lawrence
Assistant Operations Manager

CL:mcc

cc: Attendees

MEDALIONS - 5 GOOD 6 BAD SO FAR
LAND USE PARTITION FOR GARAGE - NO.
CONSTRUCTION SIGN - BERIT + BOB.
PAYMENT APPLICATION

AREA - METR H.Q. 9214 ACTIVITY DESCRIPTION	DEPT	WEEK 1					WEEK 2					WEEK 3					WEEK 4					WEEK 5					REMARKS
		W/E 2-16					W/E 2-23					W/E 3-1					W/E 3-8					W/E 3-15					
		10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	2	3	4	5	6	9	10	11	12	13	
3RD FLOOR INTERIOR	DEMO.	[shaded]																									
2ND FLOOR INTERIOR	DEMO						[shaded]																				
1ST FLOOR INTERIOR	DEMO.																					[shaded]					ABATE NOT SCHEDULED TO RECOMPL. TILL 3-6-92
BASEMENT INTERIOR	DEMO.																								START DEMO. 3-16-92		
EXTERIOR EAST ELEVATION	DEMO						[shaded]																		AWAITING DEMO PERMIT		
EXTERIOR SOUTH ELEVATION + TOWER	"											[shaded]														AWAITING SUR	
EXTERIOR WEST ELEVATION	"																[shaded]										
EXTERIOR NORTH ELEVATION	"																										
2ND FLOOR INTERIOR - REMOVE ASBESTOS	ABATEMENT	[shaded]																							BY P.D.I. (HOBSON INC.)		
2ND FLOOR SOFFIT - CAFETERIA	"						[shaded]																				
1ST FLOOR	"	[shaded]																									
BASEMENT	"	[shaded]																									

EXTERIOR DEMO PERMIT - EARLY NEXT WEEK

6-FEB-1992