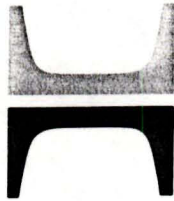


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**HOFFMAN CONSTRUCTION COMPANY  
OF OREGON**

**METRO HEADQUARTERS**

**PROJECT MEETING MINUTES**

**Our Job No. 9214**

Meeting No: 5  
Date: January 23, 1992  
Location: TVA Office  
Attendees: **Glenn Taylor** Metro  
Berit Stevenson Metro  
Sandy Stallcup Metro  
Bob Thompson Thompson Vaivoda & Associates  
Paul Thimm Thompson Vaivoda & Associates  
Cade Lawrence Hoffman Construction Company  
Wayne Drinkward Hoffman Construction Company

**5-1-0 ACTION ITEMS**

5-1-1 Land Use Partition: TVA questioned whether Metro still wanted to pursue a land partition between the building and parking garage. Metro explained they do not and they will contact the City about voiding their application.

Action: Metro  
Date: 1/30/92

5-1-2 Project Sign: Metro questioned the status of getting a project sign in place. HCCO explained they will need a design so Metro volunteered to take the lead on the design and get it to HCCO.

Action: Metro  
Date: 1/30/92

5-2-0      **RESOLVED ITEMS**

- 1-2-3      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 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.

As of January 23, 1992: HCCO explained they are proceeding with selective demolition as necessary to allow asbestos removal work to proceed. HCCO and PDI met with the asbestos subcontractor on 1/20/92 and roughed out a schedule and sequence of work. HCCO expects the removal process to begin on 1/27/92. The asbestos subcontractor had to wait 10 days from the time of applying for the removal permit.

- 1-2-4      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.

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.

As of January 23, 1992: HCCO reported receiving a letter from Metro which confirmed the marblecrete can be removed with mass demolition methods.

- 1-2-7      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.

As of January 23, 1992: Metro explained they would review the final hardware materials when the specifications are issued to Metro for approval. All parties agreed this issue was resolved.

- 3-2-8      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

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.

As of January 23, 1992: HCCO reported receiving the insurance letter and forwarding it on to Metro. Metro acknowledged they have all necessary insurance certificates at this point in time.

5-3-0      **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.

As of January 23, 1992: HCCO explained they met with Metro (Jim & Debbie) on 1/21/92 and reviewed the normal construction process and how recycling was typically handled. Metro decided little more could be completed on the recycle program until HCCO decided whether they were going to complete the demolition in-house or not. HCCO hopes to make that decision next week.

- 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.

As of January 23, 1992: HCCO explained they met on 1/22/92 with Metro, various trade groups and the minority coordinator (Bruce Broussard) to review the best program to encourage use of minority labor. An open meeting for minority subcontractors will be held on 1/27/92 at 10:00 to explain the process HCCO will be using for taking bids. HCCO is also pursuing use of an Information Booth at the jobsite to inform minorities on how to join an apprenticeship program.

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.

As of January 23, 1992: Metro explained they now need the overall opening to be 6' x 2' so it will allow installation of three (3) 24"Ø chutes. Metro tabled a quote (±10,000) for furnishing and installing the trash chutes. TVA will forward a copy of the

proposal to HCCO for review. TVA is still designing with the chutes in mind and will forward sections of the chute once the design is more final.

- 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.

As of January 23, 1992: Same as above.

- 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.

As of January 23, 1992: TVA explained they will submit the appeal tomorrow (1/24/92) and hope to have a decision by 1/29/92.



- 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.

As of January 23, 1992: Same as above.

- 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.

As of January 23, 1992: TVA explained they will issue the schematic design drawings to all parties on 1/27/92 and present them formally to Metro on 1/28/92. HCCO will review the schematic drawings against the budget upon receiving.

TENNANT SPACE PLANNING MEETING ON 1/28  
MEETINGS W/DEPARTMENTS NEXT

- 3-3-5      Traffic Management Report: TVA explained they are working with Kittelson 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 Kittelson is in the process of completing their second draft. Metro still expects the final draft by the end of January.

As of January 23, 1992: TVA explained they will meet with Kittelson on 1/28/92 at 8:00 am to review the Kittelson draft report. They still expect to have the final draft by the end of the month and in time for design review.

- 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.  
As of January 23, 1992: Metro explained they tentatively have a meeting set with Glumac, TVA and their telephone expert on 1/29/92 at the Convention Center. HCCO will have their in-house electrical engineer attend to cover the budget aspect. The room sizes should be finalized at that meeting.

- 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.  
As of January 23, 1992: Metro explained they are going to have Carrier remove the existing Freon and work the money issues out with PDI later. Metro will schedule the Carrier work with HCCO (Don Nail).



- 4-3-1      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

As of January 23, 1992:    Same as above.

- 4-3-2      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

As of January 23, 1992:    Metro explained they were concerned about the safety issues of utilizing the apprenticeship program. HCCO will do a test removal of 1 or 2 brick medallions to see what is involved.

- ✓ 4-3-3      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

As of January 23, 1992:    Metro explained they have PDI via Hazcon checking the mastic adhered to the wood to determine whether it contains asbestos. HCCO has a wood floor craftsman reviewing the refinishing process to see if it would be possible. HCCO will get back to the team with their findings.

- 4-3-4 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 Kittelson 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

As of January 23, 1992: HCCO explained they were in the process of completing a change order. TVA tabled a copy of the Kittelson costs and explained which work items were an add to the project scope. Metro will review C.O. forms they have utilized in the past and will forward to HCCO if they want to use one of those forms.

- 4-3-5 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

As of January 23, 1992: Same as above.

5-4-0 **INFORMATION ITEMS**

- 5-4-1 Next Meeting: The next Project Review meeting is scheduled for January 30, 1992 at 2:00 p.m. at TVA office.

- 5-4-2 Project Billing: Metro reviewed the initial project billing by HCCO and agreed to utilize the standard "AIA Schedule of Values" format until the final schedule is derived.

Submitted by:

*Cade Lawrence*

Cade Lawrence  
Assistant Operations Manager

CL:mcc

cc: Attendees