

**HOFFMAN CONSTRUCTION COMPANY
OF OREGON**

METRO HEADQUARTERS

PROJECT MEETING MINUTES

Our Job No. 9214

Meeting No: 6
Date: January 30, 1992
Location: TVA Office
Attendees: Glenn Taylor Metro
Berit Stevenson Metro
Bob Thompson Thompson Vaivoda & Associates
Paul Thimm Thompson Vaivoda & Associates
Cade Lawrence Hoffman Construction Company
Wayne Drinkward Hoffman Construction Company
Don Nail Hoffman Construction Company

6-1-0 ACTION ITEMS

6-1-1 Plaza Screen: HCCO questioned the status of design at the exterior plaza screen since they would like to reuse the building North screen. TVA explained they are presently reviewing a design option to make the screen a "1% for Art" project. TVA will expedite the design.

Action: TVA
Date: 2/6/92

6-1-2 Penthouse Mechanical: Metro explained they would like the existing roof mechanical penthouse equipment to be removed from the site. Metro requested that HCCO price removal of the mechanical equipment so they can decide whether to proceed with removal.

Action: HCCO
Date: 2/6/92

6-2-0 **RESOLVED ITEMS**

- 3-2-1 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.

As of January 30, 1992: TVA explained the appeal had been heard and the City approved the following: 1) open space plan without 1 hour walls; 2) tower elevator lobby without second exit; 3) main elevators without shutter doors. The City did not approve the open stair plan. TVA will proceed with the design in accordance with the appeal.

- 4-2-1 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.

As of January 30, 1992: Metro requested that TVA have the building address revised to 500 NE Grand Avenue. TVA will label the drawings accordingly.

- 4-2-2 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.

As of January 30, 1992: HCCO removed four medallions without damaging them. Metro explained they are very interested in having some of the ornamental details saved and incorporated into the building. Metro reported they will pay for the premium cost of utilizing the existing castings. TVA will keep this issue in mind while designing the building exterior.

5-2-1 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

As of January 30, 1992: Metro explained they issued a letter to the City which requested the land partition request be voided.

6-3-0 **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.

As of January 30, 1992: HCCO explained they have received the demolition subcontractor bids and are in the process of analyzing the bids. HCCO will inform Metro once a decision is made. Metro explained that they do pick up paint and are looking at utilizing a recyclable paint on the project. Metro will get TVA color chips and data by 3/1/92. TVA and HCCO will get quantity, schedule and specification delivery dates.

- 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.

As of January 30, 1992: The minority subcontractor meeting was held on 1/27/92 with HCCO, Metro and four various trade groups attending. The meeting explained the information booth concept, the bidding procedures, the apprenticeship training program, certified payroll requirements and the initial construction schedule. At this point, HCCO and Metro will continue to pursue minority subcontractors and workers. HCCO will also get the information booth concept on track.

WRITING LANGUAGE IN CONTRACTS.

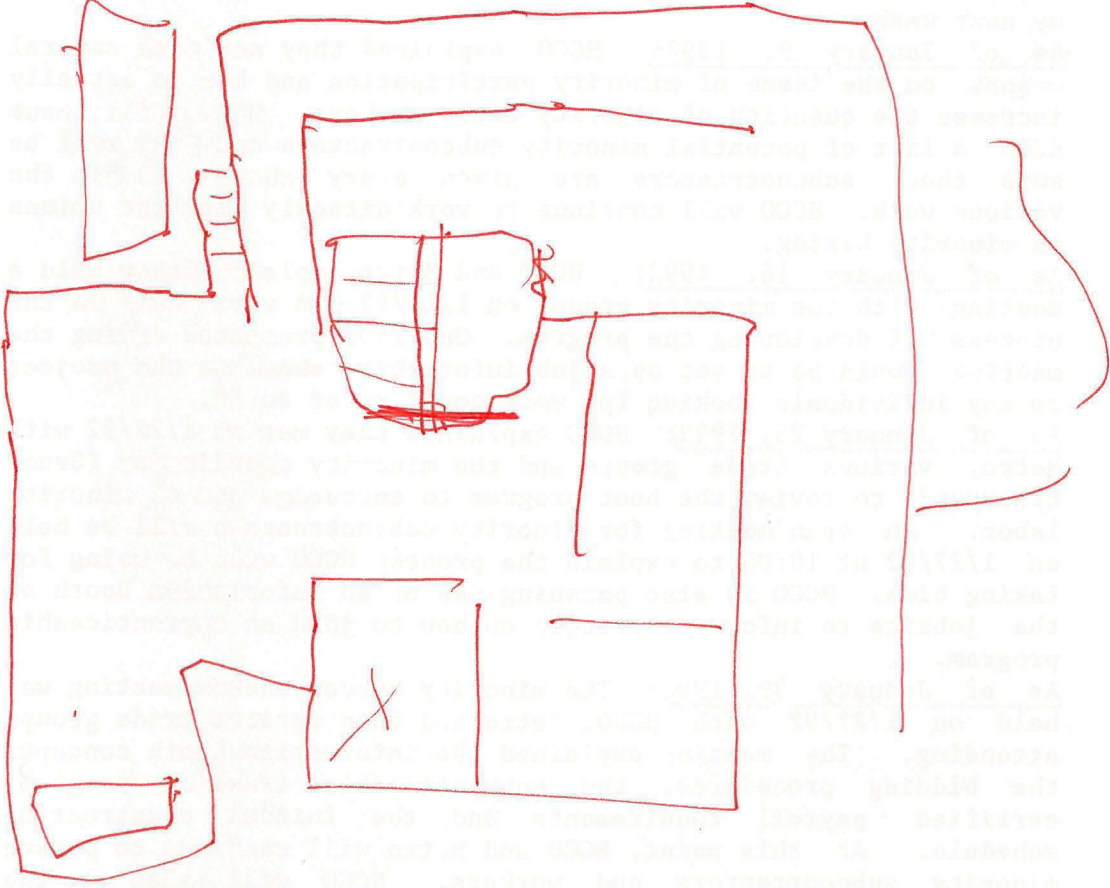
- 2-3-4 Recycling Chutes/Garbage Containers: TVA questioned the status of Metro coming up with a size for the recycling chute and dumpster box. Metro explained they have been pursuing a final decision and will now expedite a decision to prevent schedule delays.

Action: Metro
Date: January 9, 1992

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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.

As of January 30, 1992: TVA issued a preliminary mail chute sketch and HCCO is in the process of pricing.

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- DO WE NEED RECYCLING HOLDING AREA?
DO BINS UNDER CHUTES GET EMPTIED DIRECTLY.
- CHECK W/BEET ON SPACE PLAN IN THIS AREA.
STORAGE?

KITCHEN GARBAGE

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.

As of January 30, 1992: HCCO reported receiving the Energy Study list from Glumac and they are putting dollars against the energy ideas. Metro requested a copy of the Glumac list. Metro explained they have added a consultant to do a ~~detailed study~~ on the energy aspect.
REVIEW

✓ 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.

As of January 30, 1992: Same as above.

TOM TYSON

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.

As of January 30, 1992: Metro explained there was an interior design review meeting held between TVA and the User groups. The net result was that TVA received feedback from the Users and drawings were left with Metro for further review. Metro and TVA will meet again with each department on 2/5/92 to fine tune the space planning program. TVA will get HCCO a copy of the latest drawings for pricing review.

- 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.

✓ As of January 30, 1992: Metro expects to have the final "Traffic Management" report by 1/31/92. TVA explained the preliminary report does not add any traffic signals.

REPORT IS COMPLETE

TDM REPORT

- 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.

As of January 30, 1992: Metro explained U.S. West was ~~not~~ requesting continued access to the existing vault. TVA will design the Daycare area to allow access for the telephone company. TVA and Metro met on 1/29/92 and reviewed the aspects of having the Metro phone system run through the convention center. The meeting outcome was for TVA to lock in the telephone room location and Metro was to have U.S. West pull the existing lines over to the future room location.

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).

As of January 30, 1992: Same as above.

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.

As of January 30, 1992: Metro explained the PDI contract required their asbestos subcontractor to not expose the existing wood floor yet they soaked the floor with water anyway. Metro questioned HCCO on whether the water exposure would permanently ruin the wood floor. HCCO will have the wood floor craftsman review the water damage when he tries to refinish the wood floor.

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.

As of January 30, 1992: Same as above.

LIGHTS

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.

As of January 30, 1992: Same as above.

5-3-2 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

As of January 30, 1992: Same as above.

6-4-0 INFORMATION ITEMS

- 6-4-1 Next Meeting: The next Project Review meeting is scheduled for February 6, 1992 at 2:00 p.m. at TVA office.
- 6-4-2 Water Conservation Documentation: Metro explained their "Water Conservation" department was applying pressure to have the project utilize water conservative plumbing equipment. Glumac assured Metro they were utilizing prudent water conservative equipment.

Submitted by:

Cade Lawrence

Cade Lawrence
Assistant Operations Manager

CL:mcc

cc: Attendees