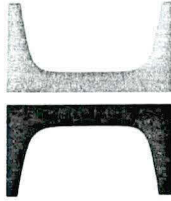


FEB 10 1992



**HOFFMAN CONSTRUCTION COMPANY
OF OREGON**

METRO HEADQUARTERS

PROJECT MEETING MINUTES

Our Job No. 9214

Meeting No: 7
 Date: February 6, 1992
 Location: TVA Office
 Attendees: **Glenn Taylor** Metro
 Bob Thompson Thompson Vaivoda & Associates
 Paul Thimm Thompson Vaivoda & Associates
 Cade Lawrence Hoffman Construction Company
 Don Nail Hoffman Construction Company

7-1-0 ACTION ITEMS

7-1-1 Asbestos Letter: HCCO requested a letter from Metro which certifies a floor as asbestos or free prior to mass demolition. The 3rd floor is scheduled to be asbestos free by 2/10/92 so Metro will pursue a letter for that area.

Action: Metro CALLED PDI - DAVE JORDAN 2/7
 Date: 2/10/92

7-1-2 Light PCB Ballasts: Metro explained they have a subcontractor set up to complete removal of the light fixture PCB ballasts and would like to have the work run through HCCO. Metro will get the subcontractor information to HCCO so they can issue a change order.

Action: Metro
 Date: 2/13/92

DISPOSAL COSTS ONLY:
 \$ 9,981⁵⁰ - 55 GAL 17C DRUM 160/DRUM
 \$ 43⁹⁰/DRUM
 12⁰⁰ EA TRANSPORT

\$ 225 DISPOSAL
 \$ 150 PROFILE FEE

BURLINGTON ENVIRONMENTAL
 PICK UP BARRELS &
 HAUL TO ARLINGTON

4700 BALLASTS
 750 IN GARAGE

7-1-3 Power Bills: HCCO tabled a copy of the latest Pacific Power bill and voiced concern about the bills now being directed at HCCO when the parking lot is on the same meter. Both Metro and HCCO agreed to look at reasonable solutions on how to split the power bills. Metro will get a count on the quantity of fixtures at the parking lot so either a power usage factor could be used or a percentage of fixtures could be utilized.

Action: HCCO/Metro
Date: 2/13/92

7-2-0 **RESOLVED ITEMS**

1-2-1 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.

As of February 6, 1992: HCCO explained they are working directly with Debbie Palermini and Jim Goddard on the recycling issues. HCCO will arrange to have Debbie incorporated into the project orientation process. HCCO is also setting the bid process up such that each bidder is aware of the Metro recycling program and they will cooperate with the program. HCCO will keep Metro informed of the recycling program progress.

7-3-0 UNRESOLVED ITEMS

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

See previous minutes for prior status.

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.

As of February 6, 1992: HCCO explained they are going to do the interior demolition themselves and will endeavor to utilize women/minority personnel. HCCO also explained they are strongly encouraging all subcontractors to utilize minority workers in their labor force.

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

See previous meeting minutes for prior status.

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

As of February 6, 1992: Metro was to check on which type of dumpster they would be using for recycling. TVA questioned whether they need a holding area for the recyclable material. HCCO is still working on a price.

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

See previous meeting minutes for prior status.

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.

As of February 6, 1992: HCCO sent Metro a list of the energy study issues and is still in the process of pricing.

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

See previous meeting minutes for prior status.

As of January 30, 1992: Same as above.

As of February 6, 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

See previous meeting minutes for prior status.

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.

As of February 6, 1992: TVA explained they are meeting with each department of Metro at this time in order to finalize the tenant layout. HCCO acknowledged receiving the drawings and is reviewing the costs.

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

See previous meeting minutes for prior status.

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.

As of February 6, 1992: TVA reported they now have the final traffic management report in hand. Metro is still working on getting the "Traffic Demand" report for the design review submittal.

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

See previous meeting minutes for prior status.

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 look in the telephone room location and Metro was to have U.S. West pull the existing lines over to the future room location.

As of February 6, 1992: All parties agreed the present design would allow US West the same access they had prior to the Metro project. TVA will finalize the design in the near future and get a copy to US West for approval.

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

See previous meeting minutes for prior status.

As of January 30, 1992: Same as above.

As of February 6, 1992: Metro reported they have a price to have the freon removed for a NTE price of \$3,500. Metro explained they are presently approaching PDI about covering those freon removal costs. Metro hopes to have an answer by late next week.

PDI TO HIRE WESTERN ENGINEERING
CALLED DAVE JORDAN OF PDI TO CONFIRM
2/13/92 @ 9:30 AM.

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.

As of February 6, 1992: HCCO reported they did get the wood floor area refinished and TVA will take a look at it. Metro requested that HCCO review the water damage costs caused by the asbestos subcontractor and submit those costs so they can be charged back to PDI. HCCO will review the whole wood floor refinishing issue and let Metro know their opinion of pursuing the PDI claim.

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.
As of February 6, 1992: Same as above.

- 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.
As of February 6, 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.
As of February 6, 1992: Same as above.

- 6-3-1 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

As of February 6, 1992: TVA tabled a copy of the preliminary exterior plaza design and explained the scheme. TVA explained they will meet with the "1% for Art" committee on 2/7/92 and will approach them about putting artwork on the screen. TVA will get HCCO a copy of the design prior to City submittal.

6-3-2 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

As of February 6, 1992: Same as above.

7-4-0 INFORMATION ITEMS

7-4-1 Next Meeting: The next Project Review meeting is scheduled for February 13, 1992 at 2:00 p.m. at TVA office.

7-4-2 Demolition Schedule: HCCO tabled a preliminary schedule (Attachment, Figure #1) for the building mass demolition if the asbestos removal proceeds as originally scheduled.

Submitted by:

Cade Lawrence

Cade Lawrence
Assistant Operations Manager

CL:mcc

cc: Attendees
Wayne Drinkward
Berit Stevenson

Attachment,
Fig. # 1

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 3-67
BASEMENT INTERIOR	DEMO.																										START DEMO..3-16-92
EXTERIOR EAST ELEVATION	DEMO						[shaded]																				AWAITING DEMO PERMIT AWAITING SUB
EXTERIOR SOUTH ELEVATION + TOWER	"											[shaded]															
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]										[shaded]															
BASEMENT	"	[shaded]										[shaded]										[shaded]					ALL ABATEMENT TO RECOMPL. BY 3-13-92