



HOFFMAN CONSTRUCTION COMPANY
OF OREGON

FEB 18 REC'D

METRO HEADQUARTERS

PROJECT MEETING MINUTES

Our Job No. 9214

Meeting No: 8
 Date: February 13, 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
 Don Nail Hoffman Construction Company
 Wayne Drinkward Hoffman Construction Company

8-1-0 ACTION ITEMS

8-1-1 Medallion Salvage: Metro explained they would like HCCO to make further attempts at saving the large and small precast medallions around the building facade. HCCO will try to get a large medallion removed and let Metro know where the costs final out.

Action: HCCO
 Date: 2/20/92

RESOLVED

* 8-1-2 Phone Line Re-Connection: HCCO questioned Metro on when they thought the construction phone lines could be reconnected. Metro will chase the issue further with the phone company.

Action: Metro
 Date: 2/20/92

WEBERT 10 TON 5800 CFM SUPPLY FAN 0.5 EXT. S.P.W.C. 3HP ~~74,000 BTUH COOLING~~ 2000 WATTS ~~715V 1PHASE~~ 125#
 COMPRESSOR 2 MAX RLA EA 9.5

8-2-0 RESOLVED ITEMS

3-2-2 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.

As of February 13, 1992: Metro explained they selected Tom Tieson as the Daycare consultant. TVA and Metro will meet next week with Tom to get the Daycare design moving.

3-2-5 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.

As of February 13, 1992: TVA acknowledged receiving the "Traffic Demand" report from Metro and the design review package was submitted.

8-3-0 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.

As of February 13, 1992: HCCO explained they are in the process of designing a structure for the information booth. HCCO also is reviewing options with labor groups on how to best man the information both. Encouragement of subcontractors to utilize minorities is continuing as the project buyout continues.

✓ 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.

As of February 13, 1992: Same as above.

✓ 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 ROOF INSULATION

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.

As of February 13, 1992: HCCO explained they expect to submit the estimates on the energy study by 2/14/92. A meeting with PP & L was tentatively scheduled to occur on 2/26/92 at 1:30 to review the results of the Glumac "cost/payback" analysis.

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.

As of February 13, 1992: HCCO explained they are almost complete with the T.I. budget estimate and it is presently showing the present design over budget. HCCO recommended the built-in casework be removed from the T.I. documents since those costs should actually come from the furnishing budget. TVA will get all the furnishings pulled from the drawings. All parties agreed to meet on 2/18/92 at 8:30 at HCCO's office to review the T.I. costs and the scope description.

✓ 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.

As of February 13, 1992: TVA will have US West review the Daycare design once it is complete to determine whether access is acceptable.

✓ 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.

As of February 13, 1992: Metro explained PDI had awarded the freon removal and they were to get it removed by next week.

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.

As of February 13, 1992: All parties reviewed the issue of the wood floors and agreed the 2nd floor area of wood floor would be reused by carpeting or refinishing the wood floor. The 1st floor area where future tenant work will occur can have the wood floor remain as well as the corresponding area directly to the east. TVA will go to the jobsite and review the wood to determine areas which could be refinished.

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.

As of February 13, 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.

As of February 13, 1992: Same as above.

STREET TREES

ARCHITECTURAL @ OPENINGS

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.

As of February 13, 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.

As of February 13, 1992: TVA tabled a preliminary design for relocation of the existing N. screen tube steel frame to cover the parking garage. TVA will get the design to kpff for finalizing anchorage of brace framing. TVA explained the "1% for Art" meeting did not reveal any chance of the Art committee contributing to the parking garage screen.

✓ 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.

As of February 13, 1992: HCCO submitted two bids for equipment removal to Metro for review. Metro authorized HCCO to have Allied proceed with the penthouse equipment removal for the submitted pricing. Metro also requested TVA and HCCO look at utilizing some of the equipment as playground equipment for the Daycare area.

7-3-1 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
Date: 2/10/92

As of February 13, 1992: Metro is still pursuing a letter from PDI on the 3rd floor level area being clear of asbestos. HCCO explained they received a verbal approval by Hazcon for the 3rd floor only. HCCO also emphasized they need the 2nd floor certification at this time.

7-3-2 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

As of February 13, 1992: HCCO submitted a price from Precision (+ \$19,000) for removal of the PCB ballasts. Metro explained they have about \$9,500 for the PCB removal and they questioned why Precision had a highlift in their bid. HCCO will review the bid with Precision to confirm the scope is correct.

PRECISION WILL DO IT UNDER T&M NOT TO EXCEED

7-3-3 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

As of February 13, 1992: HCCO and Metro discussed the power bill issue and Metro decided to pay for the initial bill since the

costs were associated with the parking garage, asbestos removal, or costs prior to 1/10/92. HCCO will have their in-house electrical consultant review the parking/building design to determine an equitable way to split future bills.

8-4-0 **INFORMATION ITEMS**

8-4-1 Next Meeting: The next Project Review meeting is scheduled for February 20, 1992 at 2:00 p.m. at TVA office. All Future project meetings after 2/20/92 will be held on Tuesdays at 8:00 at the jobsite.

Submitted by:

Cade Lawrence

Cade Lawrence
Assistant Operations Manager

CL:mcc

cc: Attendees

SAFETY PROGRAM