



**HOFFMAN CONSTRUCTION COMPANY
OF OREGON**

METRO HEADQUARTERS

PROJECT MEETING MINUTES

Our Job No. 9214

Meeting No: 9
Date: February 20, 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

9-1-0 ACTION ITEMS

9-1-1 Metal Stud Length: Metro explained the Metro dumpsite was voicing concern about the 15' long metal studs being dumped. HCCO explained that most of the 2nd and 3rd floor demolition had already been completed without separating the studs and drywall. Metro will check again with the landfill operator to see if there are any other options on the metal studs.

Action: Metro
Date: 2/25/92

9-1-2 Safety Plan Submittal: Metro requested a copy of the HCCO safety plan for the project. HCCO will get a safety plan submitted.

Action: HCCO
Date: 2/25/92

9-1-3 Metro A.C. Unit: HCCO explained the additional tenant areas on the 1st floor would require the rooftop air conditioning units to be upsized. HCCO suggested it may be wise for Metro to have the units upsized to handle the entire 1st floor for future expansion. HCCO will get some budget pricing together for Metro to review.

Action: HCCO
Date: 2/25/92 PRICING DUE TODAY.

9-2-0 **RESOLVED ITEMS**

8-2-1 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

As of February 20, 1992: HCCO explained they did get two (2) medallions removed without breaking them. HCCO reported Allied was not planning on charging for the medallion removal.

3-2-7 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.

As of February 20, 1992: HCCO and Metro reported all the freon has been removed from the project.

4-2-3 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.

As of February 20, 1992: Metro agreed the wood floor on the 1st floor which is S. of grid P should be left in place and carpet placed over it. The other wood floor area on the 1st floor will be removed. TVA issued a drawing to HCCO which showed the wood area floor they would like refinished on the 2nd floor. The remaining 2nd floor area with wood floor was approved to receive carpet.

6-2-2

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.

As of February 20, 1992: Metro explained they reviewed the playground equipment issue and found there would be significant regulations to meet so they dropped the playground issue.

- 7-2-1 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.

As of February 20, 1992: HCCO reported receiving the Hazcon letter certifying the 2nd and 3rd floor are clear of asbestos. HCCO is proceeding with demolition in those areas.

- 7-2-2 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.

As of February 20, 1992: Metro gave HCCO authorization to proceed with PCB ballast removal through Precision Construction on a "Not-to-Exceed" basis.

9-3-0 **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 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. As of February 20, 1992: HCCO reported they are still proceeding with encouragement of utilizing minority workers. Presently, HCCO and Allied both have one black worker onsite. HCCO is continuing to pursue design and construction of the information booth.

FRI - 3 MINORITIES
1 FEMALE
TOTAL 19 NOT INCL. HOBSON
HOBSON 3 MINORITIES

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 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.
As of February 20, 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

See previous meeting minutes for prior status.
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.
As of February 20, 1992: Metro explained they are receiving a

great deal of pressure to hire another consultant to complete a more thorough energy review. HCCO issued all pricing to Glumac on 2/14/92 except for the roof insulation upgrading. HCCO will expedite the roofing insulation pricing. The 2/26/92 meeting was finalized to occur at 2:00.

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 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.

As of February 20, 1992: HCCO, TVA, and Metro met on 2/18/92 and reviewed the budget. The preliminary budget came in at approximately \$2,150,000 which is about \$350,000 over the original \$1,800,000 allowance. All parties agreed a meeting should be held as soon as possible to review major cost issues and how to proceed with cutting costs.

68 @ GRAND LEVEL
151 PARKING TOTAL

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 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.

As of February 20, 1992: Same as above.

✓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.

As of February 20, 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.
As of February 20, 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.
As of February 13, 1992: Same as above.
As of February 20, 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.

As of February 20, 1992: TVA explained kpff is working on the anchorage design for the garage screen and they expect it early next week. TVA also explained they are reviewing options for finishing the garage screen with a local metal fab shop.

✓ 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.

As of February 20, 1992: Same as above.

8-3-2

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

As of February 20, 1992: Metro requested the phone company do the reconnection work and the paperwork is in the process.

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CALL A/L STACY

9-4-0 **INFORMATION ITEMS**

9-4-1 Next Meeting: The next Project Review meeting is scheduled for
February 25, 1992 at 8:00 a.m. at the jobsite office.

Submitted by:

Cade Lawrence

Cade Lawrence
Assistant Operations Manager

CL:mcc

cc: Attendees

BRICK MOCKUP REV. SCOTT

SCHEDULE

DEMO S. ELEV. W/BIG CRANE
W. SIDE 2 TO 8 DAYS

CONCRETE CORING

