



**HOFFMAN CONSTRUCTION COMPANY
OF OREGON**

METRO HEADQUARTERS

PROJECT MEETING MINUTES

Our Job No. 9214

Meeting No: 10
Date: February 25, 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

10-1-0 ACTION ITEMS

10-1-1 Brick Mockup: TVA explained they expect samples of brick from Klamath Falls and would like a mockup put together. TVA will get the bricks over to HCCO and HCCO will get a local mason to put the mockup together. TVA will also issue a sketch on how the mockup is to look.

Action: TVA/HCCO
Date: 2/27/92

10-1-2 New Demolition Drawings: TVA explained they issued new drawings of the demolition scope for HCCO's use. HCCO will get the drawings to Allied for pricing and their use.

R.

Action: HCCO
Date: 3/3/92

10-2-0 **RESOLVED ITEMS**

3-2-6 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.

As of February 25, 1992: TVA explained they are designing to allow US West the same access prior to the Daycare work. All parties agreed this issue could be resolved and TVA will be sure US West gets to review the final Daycare design.

4-2-4 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.

As of February 25, 1992: HCCO issued Change Order #1 to Metro for review and approval.

9-2-1 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

As of February 25, 1992: Metro reported the Metro dumpsite will take the 2nd and 3rd floor materials as they are presently demolished. HCCO will separate the metal studs from the drywall on future work.

9-2-2 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

As of February 25, 1992: HCCO submitted the safety plan to Metro for their use.

10-3-0 **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 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.

As of February 25, 1992: HCCO explained they presently have 1 Indian (Allied), 2 Blacks (HCCO and Allied), and 1 female (HCCO) out of a total of 19 employees. HCCO explained they will be issuing monthly utilization reports. Metro requested a letter from HCCO each month giving a count on the quantity of minority workers being utilized.

✓ 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.

As of February 25, 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 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.

As of February 25, 1992: Same as above. The Energy Review meeting will be held at TVA on 2/26/92.

BLINDS/DRAPES

BLINDS - \$25,000 FOR STATE OFFICE BLOC

SHADES. \$4.50/ft \$9.00 w/MOTORS

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 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.

As of February 25, 1992: Metro explained a meeting had been held on 2/21/92 between Metro (Neil Saling), TVA and HCCO to review the project T.I. budget. During that meeting, Metro announced deletion of two departments and a decision not to finish the Grand Avenue additional 5,000 SF. Overall, the present T.I. design was approved to proceed and TVA is continuing development of the design.

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.
As of February 25, 1992: Same as above.

RAILINGS

- 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.
As of February 25, 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 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.

As of February 25, 1992: TVA explained they expect the garage screen and lower ramp drawings from kpff by 2/26/92. HCCO can expect them by 2/27/92. TVA also explained they have Weldcraft pricing some miscellaneous iron artwork.

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.

As of February 25, 1992: Metro explained there are 700 plus lights in the parking garage with single bulb fixtures. Metro will get HCCO an accurate count and HCCO will review what type of fixture is in place.

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.

RESOLVED
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.

As of February 25, 1992: Same as above.

9-3-3 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

As of February 25, 1992: HCCO explained they expect to receive preliminary pricing on the various rooftop A.C. units at the next meeting.

* NEED DATA ON COMPUTERS - & LEIBERT FOR COOLING

10-4-0 INFORMATION ITEMS

10-4-1 Next Meeting: The next Project Review meeting is scheduled for March 3, 1992 at 8:00 a.m. at the jobsite office.

Submitted by:

Cade Lawrence

Cade Lawrence
Assistant Operations Manager

CL:mcc

cc: Attendees
Wayne Drinkward

ELEVATORS NEED TO BE ORDERED BY 3/26
NEED SHOP DRAWINGS APPROVED.

DAY CARE CONSULTANT MEETING NEXT WEEK.

PA SYSTEM ?

BRICK ON E. SIDE OF BUILDING ?