



**HOFFMAN CONSTRUCTION COMPANY
OF OREGON**

METRO HEADQUARTERS

PROJECT MEETING MINUTES

Our Job No. 9214

REVIEW RECYCLING SHAFT
EXISTING CONDITIONS w/
GRADE.

DISCUSS HVAC UPSIZE

Meeting No: 11
Date: March 3, 1992
Location: HCCO Field 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
Bill Stotts Hoffman Construction Company

11-1-0 ACTION ITEMS

11-1-1 Paging System: HCCO questioned the status of a paging system for the project. Metro explained they do want a paging system included in the T.I. design. TVA will review what is necessary to provide a paging system.

Action: TVA
Date: 3/10/92

11-1-2 East Brick Face: HCCO explained they would like to leave the existing brick in place on the East wall above the Daycare Center. Metro explained they expected new brick at that area but are willing to review design options on how to reuse the existing brick. TVA and HCCO will put together a proposal on how the E. wall brick can be reused.

Action: TVA/HCCO
Date: 3/10/92

- ✓ 11-1-3 Tenant Area Lockoff: HCCO questioned the status of designing the tenant areas to be locked off. Metro reinforced the design (T.I.) must incorporate some means of locking off the tenant areas. TVA will review design options and present them to Metro for review.

Action: TVA
Date: 3/10/92

11-2-0 **RESOLVED ITEMS**

- ✓ 8-2-2 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.

As of February 25, 1992: Same as above.

As of March 3, 1992: HCCO reported the telephone lines were reconnected and working.

- ✓ 10-2-2 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.

Action: HCCO
Date: 3/3/92

As of March 3, 1992: HCCO received the new demolition drawings and worked with TVA in several areas to reduce the size and quantity of vertical wall cuts.

11-3-0 **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 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.

As of March 3, 1992: HCCO explained they are having a shack delivered from their yard for use as the informational job shack. HCCO is also getting set up to have the employee counts completed monthly. Metro requested they be completed weekly.

✓ 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.

As of March 3, 1992: HCCO explained they had reviewed the recycling chute proposal and there was a question about whether the bidder had the chute installation included. HCCO will clarify that issue and get the pricing submitted to Metro.

✓ 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 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.

As of March 3, 1992: HCCO explained they had issued pricing to Glumac on the window shading proposal. TVA will get the data over to Glumac so they can complete the final energy study report.

✓ 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 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.

As of March 3, 1992: TVA and Metro will get back together this week to continue the space planning process.

✓ 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.
As of March 3, 1992: Metro explained they are working with PDI to get the building up to code. Metro will get a scope description issued which requests the minimal code issues to be addressed.

PDI
ELEVATOR - \$14,000
CHRISTIANSON ADD LIGHTS \$20,000

GET KPFF COPY OF WADE'S STRUCTURAL REPORT.

✓ 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.
As of March 3, 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 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.

As of March 3, 1992: TVA is still working on pricing for a special finish at the parking garage screen. HCCO explained they received the initial screen attachment design and would be installing it during the next two weeks on a temporary basis.

WELDCRAFT PRICING SCREEN \$45,000 INSTALLED

✓ 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.

As of March 3, 1992: HCCO tabled preliminary calculations by the HCCO electrical engineer (Millard) which indicated the cost would be approximately \$2,600. HCCO will issue a formal set of the calculations to Metro for review and discussion.

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.

As of March 3, 1992: Metro will get product data to HCCO on the self-contained air conditioning unit they want to use at the computer room. HCCO explained they are presently putting together a proposal on the various rooftop unit sizes vs. cost. A letter will be issued by tomorrow.

10-3-1 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

As of March 3, 1992: TVA explained they have the brick at their office. HCCO will pick up the brick and have the mock-up put together with a local minority mason. TVA will expedite issuing a sketch of the mock-up requirements.

11-4-0 **INFORMATION ITEMS**

11-4-1 Next Meeting: The next Project Review meeting is scheduled for March 10, 1992 at 8:00 a.m. at the jobsite office.

11-4-2 Pre-wiring Consultant: Metro reported they hired Pacific Netcon (Harry Green) to complete their voice/data design and specifications.

Submitted by:

Cade Lawrence

Cade Lawrence
Assistant Operations Manager

CL:mcc

cc: Attendees
Wayne Drinkward

PRINT SHOP CRITERIA FOR DESIGN
HAVE GLUMAC TOUR EXISTING.

FREIGHT ELEVATOR

DEMO

EXTERIOR	15%	}	TOTAL 20% COMPLETE.
INTERIOR	40%		