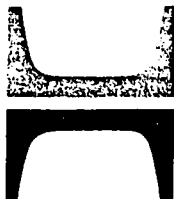


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MAR 23 1992



**HOFFMAN CONSTRUCTION COMPANY
OF OREGON**

METRO HEADQUARTERS

PROJECT MEETING MINUTES

MAR 2 1992

FILE NO.

Our Job No. 9214

Meeting No: 13
Date: March 17, 1992
Location: HCCO Field Office
Attendees: Glenn Taylor
Sandy Stallcup
Bob Thompson
Paul Thimm
Cade Lawrence
Wayne Drinkward
Don Nail
Bill Stotts

Metro
Metro
Thompson Vaivoda & Associates
Thompson Vaivoda & Associates
Hoffman Construction Company
Hoffman Construction Company
Hoffman Construction Company
Hoffman Construction Company

13-1-0 ACTION ITEMS

13-1-1 Elevator Review Meeting: HCCO explained they had issued another letter which described how the 4500 lb. freight elevator, (class #C) worked out against the added traction. Metro reported they did not see a problem with using the 4500 lb. freight elevator. HCCO explained to TVA they need approval of the elevator submittals prior to 3/28/92 in order to avoid a price increase. HCCO will set up a submittal review meeting this week to expedite the approval process.

Action: HCCO
Date: 3/20/92

- ✓ 13-1-2 Lower Level Parking Usage: HCCO questioned whether construction workers could park on the lower level of the adjacent parking garage. Metro will check on it and get back with HCCO.

Action: Metro
Date: 3/24/92

NO

- ✓ 13-1-3 Security Analysis: TVA questioned whether the elevators should have a special security system or should the elevator be tied into the main building security system. HCCO will obtain several proposals for the security scope which meets the RFP and try to interface those proposals with the elevator so the separate elevator system can be deleted.

Action: HCCO
Date: 3/24/92

SELECTRON PROPOSAL COMING

13-2-0 **RESOLVED ITEMS**

- 9-2-3 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.

As of March 10, 1992: HCCO issued a letter which addressed the costs of upsizing the units and Metro hopes to respond with a decision by 3/13/92. Metro also requested HCCO price cutting in capping the 1st floor, North mechanical shaft.

As of March 17, 1992: Metro authorized the D/B team to upsize the S. rooftop unit to 125 ton and leave the N. unit at 80 ton. Metro also approved cutting in the future opening and capping it with drywall. HCCO will formalize with submittal of a change order.

- 11-2-3 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

As of March 10, 1991: Same as above

As of March 17, 1992: TVA acknowledged they are incorporating tenant lock off capabilities at the lobby area.

13-3-0 **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 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.

As of March 10, 1992: HCCO explained the shack was now delivered to the jobsite. HCCO will continue to work with the trades to get the information booth manned and to initiate submittal of a minority report on a weekly basis.

As of March 17, 1992: HCCO explained the booth was ready to be occupied and they were presently working with the Trade Unions to get it occupied. HCCO expects to start issuing the minority letter this week.

- ✓ 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 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.

As of March 10, 1992: HCCO submitted pricing to Metro and Metro was questioning whether shaft walls would be required on three sides or not. HCCO and Metro will review the actual conditions and get back together on any revisions necessary to the pricing.

As of March 17, 1992: HCCO and Metro confirmed there is a concrete wall around the chute location. HCCO will revise the pricing to reflect the asbuilt conditions.

✓ 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 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.

As of March 10, 1992: HCCO issued the shading pricing to Glumac and Glumac is in the process of finalizing the energy study. Metro questioned whether a review was going to be made at the Seattle lighting center. TVA will discuss the issue with Glumac and also review the present lighting design and how it interacts with computer users.

As of March 17, 1992: Same as above. TVA will prompt Glumac to expedite the final report. TVA also explained Glumac will be issuing a narrative which describes the light system and how it interfaces with computers.

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

As of March 10, 1992: Metro and TVA explained they will be meeting again on 3/11/92 to start the redesign process at the tenant areas. The Daycare initial design will be included in the process.

As of March 17, 1992: TVA explained they have met with Metro and are in the process of revising the space plans to reflect the latest Metro program. TVA reported they expect to have the next generation of space plans ready for issue by 3/27/92. TVA will issue to HCCO prior to Metro for pricing review.

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

See previous meeting minutes for prior status.

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.

As of March 10, 1992: Metro explained they had started discussions with PDI on the code issues and will be pursuing lighting and elevator upgrades. TVA will expedite design of the retaining wall between the Daycare and garage so HCCO can proceed with the fill work. Metro to get TVA a copy of the garage structural report so kpff can review.

As of March 17, 1992: Metro issued the initial structural report to HCCO and HCCO forwarded it to TVA and kpff for review. TVA will have kpff (structural) review and comment on the report. Metro explained they were receiving pressure from the City

Transportation Department to complete the entire perimeter of sidewalk. TVA will have kpff (civil) check on the City requirements and submit a fee proposal for completing design work around the garage.

- 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

See previous meeting minutes for prior status.

As of March 3, 1992: Same as above.

As of March 10, 1992: Same as above.

As of March 17, 1992: HCCO received the project sign design from Metro and is in the process of having the sign made up and installed.

- R 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

See previous meeting minutes for prior status.

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.

As of March 10, 1992: TVA explained they had received pricing from Weldcraft on a proposed design enhancement at the garage screen. TVA will get HCCO a copy of the proposed design and the submitted pricing. HCCO is proceeding with the screen relocation on 3/18/92.

As of March 17, 1992: HCCO reported they are relocating the garage screen framing on 3/18/92 and will be leaving the present mesh in place. TVA will get a copy of the latest screen drawings over to HCCO for review and comments.

✓ 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

See previous meeting minutes for prior status.

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.

As of March 10, 1992: Metro explained they had confirmed the actual power bill KW charge rate and would be adjusting the preliminary cost estimate from HCCO to show the lower rate. The new cost would be + \$2,200. Metro explained they now want to verify the light power usage and then they will formally respond.

As of March 17, 1992: Same as above.

✓ 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 mockup put together with a local minority mason. TVA will expedite issuing a sketch of the mockup requirements.

R
As of March 10, 1992: TVA will get HCCO the mockup sketch this week and reported a second brick sample set is to be delivered on 3/12/92. HCCO will have Scott Masonry pick up the sketch and brick on 3/12/92 so they can start the mockup.

As of March 17, 1992: TVA reported the brick was picked up and Scott Masonry is putting the mockup together. HCCO reported receiving the mockup design sketch and forwarded it to Scott Masonry. HCCO will inform TVA when the mockup is ready for review. A final decision on the brick type is critical to the schedule.

✓ 11-3-1

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

As of March 10, 1991: Same as above

As of March 17, 1992: Metro explained they are internally reviewing their needs today. TVA will request Glumac review the paging system at Metro at the same time they review the print shop.

✓ 11-3-2

R
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

As of March 10, 1991: Same as above

As of March 17, 1992: HCCO explained that they had reviewed the design options with TVA and TVA could only see painting the brick or covering it with another material like Dryvit. HCCO acknowledged Metro would not approve either of those options and will review the next action internally.

✓ 12-3-1

Design Review Planning Meeting: TVA reported the design-review meeting is still scheduled to occur on 4/9/92. All parties agreed a preliminary planning meeting should be held by the team prior to attending the actual design-review meeting. TVA will continue to communicate with the City and will set up a planning meeting time.

Action: TVA

Date: 3/17/92

As of March 17, 1992: Same as above.

✓ 12-3-2

Print Shop Review: TVA explained Glumac is requesting additional information on the Print Shop equipment, fumes, etc., in order to proceed with mechanical design in that area. Metro requested Glumac come visit the existing print shop this week and gather whatever information they need. TVA will coordinate with Glumac.

Action: TVA

Date: 3/13/92

As of March 17, 1992: Glumac was requested to review the Metro existing print shop requirements and they expect to do the review this week.

13-4-0 INFORMATION ITEMS

13-4-1 Next Meeting: The next Project Review meeting is scheduled for March 17, 1992 at 8:00 a.m. at the jobsite office.

13-4-2 Security Service³⁴: HCCO reported they have hired World Security to watch the project during off hours.

Submitted by:

Cade Lawrence

Cade Lawrence
Assistant Operations Manager

CL:mcc

cc: Attendees
Berit Stevenson, Metro

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