



**HOFFMAN CONSTRUCTION COMPANY
OF OREGON**

METRO HEADQUARTERS

PROJECT MEETING MINUTES

Our Job No. 9214

COST / SPACE @
MECHANICAL PENTHOUSE

Meeting No:	14	
Date:	March 24, 1992	
Location:	HCCO Field Office	
Attendees:	Glenn Taylor	Metro
	Larry Shapirro	Metro
	Paul Thimm	Thompson Vaivoda & Associates
	Cade Lawrence	Hoffman Construction Company
	Don Nail	Hoffman Construction Company
	Bill Stotts	Hoffman Construction Company

14-1-0 ACTION ITEMS

✓ 14-1-1 Certified Payroll: Metro questioned the status of HCCO submitting certified payroll on the project. HCCO explained the Certified Payroll was coming in and was being gathered for submittal to Metro. Metro will get with HCCO (Beverly) to set up a submittal procedure.

Action: Metro/HCCO
Date: 3/31/92

14-1-2 Coffered Ceiling Design: HCCO issued budget pricing (+ \$95,000) to Metro on the coffered ceiling design and explained it could extend the schedule by three weeks. Metro will review the design with TVA and internally to determine whether they want to proceed with the coffered ceiling design.

Action: Metro/TVA
Date: 3/31/92

- 14-1-3 Construction Schedule: HCCO explained the asbestos removal work was just completed last week so HCCO will now review/finalize the construction schedule and finalize the completion date with Metro.

Action: HCCO
Date: 4/7/92

PRELIMINARY SCHEDULE - FINALIZE WHEN PROGRESS
DRAWINGS ARE SUBMITTED.

COST ESTIMATE ON TI - 2 WEEKS

14-2-0 RESOLVED ITEMS

- 6-2-1 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.

As of March 24, 1992: HCCO explained the plaza screen had been relocated with the screen intact. HCCO reported receiving TVA's proposed design finish for the screen and they will budget price for future use if the budget will allow.

- 11-2-2 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

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.

As of March 24, 1992: HCCO reviewed the East brick design issue and decided to have the E. brick removed above the Daycare.

- 12-2-2 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.

As of March 24, 1992: Metro reported Glumac had come by and reviewed the asbuilt print shop exhaust needs.

- 13-2-2 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

As of March 24, 1992: Metro explained the construction employees can only use the lower level parking if they pay for it.

14-3-0 **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 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.

As of March 24, 1992: HCCO explained they issued a new letter to Metro which gave the count on the quantity of minorities and women. HCCO explained the information booth is still in the process of being manned by the trade unions.

✓ 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 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.

As of March 24, 1992: Same as above. HCCO is to also check on whether the chutes need to be vented.

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 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.

As of March 24, 1992: Metro confirmed they did receive a spread sheet on the latest energy study cost payback period and they will try to get a decision by the end of the week. Glumac will issue the final report once they receive Metro's decision on which energy items are to be implemented.

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 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.

As of March 24, 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

See previous meeting minutes for prior status.

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.

✓ As of March 24, 1992: Metro, TVA and kpff (civil) met last week and reviewed the future scope of civil around the parking garage. kpff (civil) and the landscaper to issue a fee for including the parking garage design. Metro requested kpff (structural) also submit a fee proposal for structural analysis of the parking garage. TVA will pursue the structural analysis fee issue with kpff.

CITY REQUIREMENTS

- 1. STREET / SIDEWALK / LANDSCAPE } SET UP MEETING W/CITY
- 2. FACADE

* ——— MAINTENANCE / STRUCTURAL UPGRADE ——— GET STRINGFIELD'S EST & GET W/QUOTE
 STRUCTURAL

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 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.

As of March 24, 1992: Same as above.

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.

As of March 24, 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

See previous meeting minutes for prior status.

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.

As of March 24, 1992: HCCO reported they have the brick mockup ready for review. TVA will have Bob review the mockup on 3/26/92 and expedite a decision. HCCO will move the mockup outside.

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.

As of March 24, 1992: Metro explained they decided to have a paging subcontractor submit a proposal for providing various paging systems. Metro will analyze the proposals and decide how to proceed with the paging system. TVA will have Glumac hold on any paging design until the proposals are submitted.

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.

As of March 24, 1992: TVA explained they hope to receive the City report by 3/27/92 so a strategy review can be reviewed at the next project meeting.

✓ 13-3-1

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

As of March 24, 1992: Metro approved the elevator scope revisions and HCCO issued C.O. #2 to document the revision. TVA, HCCO and Sound scheduled an elevator review meeting to occur on 3/25/92.

✓ 13-3-3

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

As of March 24, 1992: HCCO explained they are in the process of obtaining security proposals and will review the results with Metro once they are obtained.

SELECTRON

14-4-0 **INFORMATION ITEMS**

14-4-1 Next Meeting: The next Project Review meeting is scheduled for March 31, 1992 at 8:00 a.m. at the jobsite office.

13-4-2 Schedule: HCCO reviewed the project 3 week schedule (Attachment, Fig. #1) with all parties.

Submitted by:

Cade Lawrence

Cade Lawrence
Assistant Operations Manager

CL:mcc

cc: Attendees
 Berit Stevenson, Metro
 Bob Thompson, TVA
 Wayne Drinkward, HCCO

PRICE

Attachment,
Fig. # 1

Hoffman Construction Job # 9214
Short Interval Schedule

METRO HEADQUARTERS MARCH April Page 1

ACTIVITY DESCRIPTION	Subcont.	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	
Misc Mech/Elect Demo	HSI	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	
BASEMENT AND 1ST FLOOR DEMO	HSI	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	REMOVE WATERAIL FROM FLOOR AND LOADOUT
REMOVE BRICK AT EAST ELEVATION ABOVE DAYCARE	ALLIED	-	-	-	-	-			X	X	X	X	X			-	-	-	-	-	
WALL SAWING	ALLIED	X	X	X	X	X			X	X	X	X	X	-	-	-	-	-	-	-	
ROOF AND FLOOR SLAB SAWING	CONCRETE CORING	-	-	-	-	-			-	-	-	X	X	-	X	X	X	X	X	X	Dwgs. to be issued by 4/1/92
BASEMENT VAT AND BOILER BRICK REMOVAL	HOBSON	X	X	X	X	X	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
SMOKE STACK REMOVAL ADDITIONAL SCOPE	ALLIED	X	X	X	X	X	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
REMOVE BOILER	ALLIED	-	-	-	-	-			-	-	-	X	X			X	X	X	X	X	
DEMO EXISTING FREIGHT ELEVATOR	SOUND	-	-	-	-	-			X	X	X	X	X			X	X	X	X	X	
INSTALL HYDRO ELEVATOR CASINGS	SOUND	-	-	-	-	-			X	X	X	X	X			X	X	X	X	X	
MODIFY SPRINKLER SYSTEM	BASIC FIRE	-	-	-	-	-			X	X	X	X	X			X	X	X	X	X	
TRACING EXISTING UTILITIES	HCCO	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	
DEMO RESTARAUNT AREA	ALLIED	X	X	X	X	X			X	X	X	X	X			-	-	-	-	-	

Hoffman Construction Job # 9214

Short Interval Schedule

METRO HEADQUARTERS

MAR

April

ACTIVITY DESCRIPTION	Subcont.	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Misc Mech/Elect Demo	HSI	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X

BASEMENT AND 1ST FLOOR DEMO	HSI	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	REMOVE MATERAIL FROM FLOOR AND LOADOUT
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REMOVE BRICK AT EAST ELEVATION ABOVE DAYCARE	ALLIED	X	X	X	X	X			X	X	X	X	X			-	-	-	-	-	
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WALL SAWING	ALLIED	X	X	X	X	X			-	-	-	-	-			-	-	-	-	-	
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ROOF AND FLOOR SLAB SAWING	CONCRETE CORING	-	-	-	-	-			X	X	X	X	X	-		X	X	X	X	X	
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REMOVE BOILER	ALLIED	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	
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DEMO EXISTING FREIGHT ELEVATOR	SOUND	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	
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INSTALL HYDRO ELEVATOR CASINGS	?	-	-	-	-	-			X	X	X	X	X			X	X	X	X	X	
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MODIFY SPRINKLER SYSTEM	BASIC PIRE	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	
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TRACING EXISTING UTILITIES	HCCO	X	X	X	X	X			-	-	-	-	-			-	-	-	-	-	
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DEMO RESTARAUNT AREA	ALLIED	X	X	X	X	X			X	X	X	X	X			-	-	-	-	-	
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FRP SHEAR WALLS	HSI	-	-	-	-	-			-	-	-	X	X			X	X	X	X	X	START ON 1ST FLOOR
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