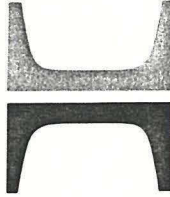


APR 02 RECD



HOFFMAN CONSTRUCTION COMPANY  
OF OREGON

METRO HEADQUARTERS

PROJECT MEETING MINUTES

Our Job No. 9214

Meeting No: 15  
Date: March 31, 1992  
Location: HCCO Field Office  
Attendees: Glenn Taylor Metro  
Berit Stevenson Metro  
Sandy Stallcup Metro  
Paul Thimm Thompson Vaivoda & Associates  
Cade Lawrence Hoffman Construction Company  
Wayne Drinkward Hoffman Construction Company  
Don Nail Hoffman Construction Company  
Bill Stotts Hoffman Construction Company

15-1-0 ACTION ITEMS

15-1-1 Parking Garage Sub-Metering: Metro requested the D/B team have the adjacent parking garage set up on a sub-meter so they can isolate the parking structure power costs. TVA will coordinate with Glumac.

Action: TVA  
Date: 4/7/92

15-1-2 Rooftop Mechanical Space: Metro explained they would like HCCO to submit a budget price for finishing out the rooftop mechanical space like other tenant spaces. TVA will get HCCO rough sketches on how they would finish the space and HCCO will check on the cost to add (1) more stop to the freight elevator.

Action: TVA/HCCO  
Date: 4/7/92

SOUND ELEVATOR \$6,300

**15-2-0 RESOLVED ITEMS**

- 13-2-1 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.

As of March 31, 1992: Metro approved and returned C.O. to HCCO. The elevator submittals were reviewed and approved on 3/25/92.

- 14-2-1 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

As of March 31, 1992: HCCO gathered up the latest set of certified payroll and issued them to Metro. Metro acknowledged receiving the certified payroll.

**15-3-0 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.

AUDREY PARSONS

Action: HCCO  
Date: January 2, 1992

BOLI RETIRED

4 HRS/DAY FOR 6 MO.

See previous minutes for prior status.

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.

As of March 31, 1992: Same as above.

- 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 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.

As of March 31, 1992:    HCCO explained the recycle chute subcontractor had requested a chance to review the existing conditions now that the chute area has been exposed. HCCO hoped to receive that pricing by 4/2/92 and get the final estimate submitted by 4/6/92.

- 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 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.

As of March 31, 1992:    Metro explained they would get the energy study spreadsheet back to Glumac this week. Metro explained they plan to stay with their previous decisions at this point in time.

SEND CADE FINANSWER UPDATE

- 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 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.

As of March 31, 1992:      TVA explained they issued the new tenant drawings to Metro for review on 3/27/92. HCCO requested several copies of the drawings so they can price the latest design and compare it to the budget. TVA will get the T.I. drawings over to HCCO.

✓ 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 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.

As of March 31, 1992: TVA tabled a fee proposal from kpff (structural) for analysis of the parking garage structural upgrading. Metro explained they need to prioritize the parking garage upgrades as follows:

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1. City requirements to revise streets and facade. (TVA to get design fees.) CIVIL
  2. Basic garage repairs such as lighting, elevator, etc. (Metro to send HCCO previous estimate.)
  3. Structural upgrade to seismic zone 3. (Metro to review what they want as far as structural analysis.)

✓ 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.

As of March 31, 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 17, 1992: Same as above.  
As of March 24, 1992: Same as above.  
As of March 31, 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 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.

As of March 31, 1992: HCCO explained the previous mockup had been broken when they tried to move it outside. HCCO reported the new mockup will now be ready for TVA to review on 4/1/92. TVA will review on 4/1/92.

DAVIDSON MASONRY - LOW BIDDER

WHITE BRICK

GREY & BROWN ?

- 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.

As of March 31, 1992: Metro explained they have a preliminary proposal on the paging system. All parties agreed the paging system could be efficiently set up as a design-build system. Metro will get HCCO a narrative on their paging requirements so they can obtain several paging proposals. Metro would also like the council chambers audio-visual system set up as a proposal. Metro recommended Spectrum, AA Tronics and Mark Gatwig for the proposals.

MEETING @ METRO ON A/W TODAY.

✓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.

As of March 31, 1992: TVA tabled the City conditional use report and explained there were no major issues at this point. TVA reported the "Conditional Use" review meeting will occur on 4/6/92. The "design-review" meeting will occur on 4/9/92. Further discussions on how to approach the design-review meeting will be held at the next meeting.

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.

As of March 31, 1992: Same as above.

## 2 PROPOSALS

- 14-3-2 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

As of March 31, 1992: TVA will get Metro a copy of the coffered ceiling drawings. TVA and Metro will meet on 4/2/92 afternoon to review the coffered ceiling and new space plan. Metro explained they need the new T.I. pricing from HCCO prior to making a decision.

- 14-3-3 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

As of March 31, 1992: HCCO explained they have the updated schedule partially completed but are waiting for TVA to issue progress prints and the latest T.I. documents. HCCO will finalize the construction schedule and completion date once the latest documents can be incorporated.

**15-4-0      INFORMATION ITEMS**

15-4-1      Next Meeting:    The next Project Review meeting is scheduled for April 7, 1992 at 8:00 a.m. at the jobsite office.

15-4-2      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

Attachment,  
Fig. #1

Hoffman Construction Job # 9214

Short Interval Schedule

METRO HEADQUARTERS

MAR

April

Page 1

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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 FIRE	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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PRP SHEAR WALLS	HSI	-	-	-	-	-			-	-	-	X	X			X	X	X	X	X	START ON 1ST FLOOR
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