



**HOFFMAN CONSTRUCTION COMPANY
OF OREGON**

METRO HEADQUARTERS

PROJECT MEETING MINUTES

Our Job No. 9214

Meeting No: 16
Date: April 7, 1992
Location: HCCO Field Office
Attendees: Glenn Taylor Metro
Berit Stevenson 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

16-1-0 ACTION ITEMS

None.

16-2-0 RESOLVED ITEMS

15-2-1 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

As of April 7, 1992: TVA explained they have Glumac adding sub-metering for the adjacent parking structure and HCCO will isolate any extra costs. Metro acknowledged this could be an extra cost to the design-build team.

16-3-0 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 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.

As of April 7, 1992: HCCO explained the use of trade union apprentices was not working out so they proposed hiring a retired employee from BOLI (Audrey Parsons) at an hourly rate of \$10 for six months. The estimated cost would be approximately \$5,000. Metro will review internally whether they want to pay for the trade union representative.

✓ 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 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.

As of April 7, 1992: HCCO explained the original recycle chute bidder had backed out of the early bid once they reviewed the existing conditions. HCCO will pursue additional pricing on the recycle chute so a proposal can be submitted to Metro for review.

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 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.

As of April 7, 1992: Metro explained they will be meeting with the Seattle lighting group on 4/16/92 at TVA to further review lighting options. Metro explained they are presently planning on approving all energy study measures except for the roofing insulation, ground water heat exchanger and high efficiency motor. Metro will send HCCO a copy of the latest pricing proposed on the energy study for HCCO to review and verify.

✓ 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 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.

As of April 7, 1992: HCCO received the new T.I. drawings and have their estimating department reviewing the costs. HCCO hopes to get the pricing by the middle of the week.

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 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:

1. City requirements to revise streets and facade. (TVA to get design fees.)
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.)

As of April 7, 1992:

1. TVA is still getting the fee proposals together for Metro.
2. HCCO and Metro will walk the parking garage following the meeting.
- ✓ 3. Metro explained they are reviewing having the parking garage structural analysis done outside kpff.

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.
As of April 7, 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.
As of April 7, 1992: Metro explained they are going to have their convention center electrician take readings on the parking garage power usage and finalize the split from those results.

✓ 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 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.

✓
As of April 7, 1992: HCCO explained the brick mockup subcontractor had installed the top gray brick with the wrong face exposed. HCCO will have the main masonry subcontractor lay up a new brick mockup from which TVA can review the brick.

✓ 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

See previous meeting minutes for prior status.

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.

As of April 7, 1992: Metro explained they have an internal meeting this afternoon to review their paging and audio-visual needs. Metro will issue a narrative once the meeting is completed.

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.

As of April 7, 1992: TVA reported the design-review meeting is still scheduled to occur on 4/9/92. The "conditional use" meeting was held on 4/6/92 and Metro reported most of the City requested issues were accepted by Metro including the addition of retail space at the west side of the 1st floor.

✓ 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.

As of April 7, 1992: HCCO explained they have received two security proposals and expect a final proposal by 4/8/92. Once the various pricing is in place, HCCO will put together a security proposal for Metro to review.

✓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.

As of April 7, 1992: Same as above.

✓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.

As of April 7, 1992: Same as above.

✓15-3-2

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

As of April 7, 1992: TVA will get HCCO a preliminary sketch on the potential rooftop tenant space this afternoon for rough

pricing. HCCO will budget price the rooftop area with just addition of windows and adding a stop to the elevator. HCCO will also price completing the tenant space out similar to the other tenant spaces.

16-4-0 INFORMATION ITEMS

- 16-4-1 Next Meeting: The next Project Review meeting is scheduled for April 14, 1992 at 8:00 a.m. at the jobsite office.
- 16-4-2 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
Attachments

cc: Attendees
Bob Thompson, TVA

Attachment,
Fig. # 1

Hoffman Construction Job # 9214
Short Interval Schedule
METRO HEADQUARTERS

April

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ACTIVITY DESCRIPTION	Subcont.	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
Misc Mech/Elect Demo	HSI	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	START 3RD FLOOR AND WORK DOWN
BASEMENT AND DEMO	HSI	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	
PREP FOR SHEAR WALL	HSI	-	-	X	X	X			X	X	X	X	X			X	X	X	X	X	
REMOVE BRICK AT EAST ELEVATION ABOVE DAYCARE	ALLIED	X	X	X	-	-			-	-	-	-	-			-	-	-	-	-	
WALL SAWING	ALLIED	X	X	X	X	X			-	-	-	-	-			-	-	-	-	-	
ROOF AND FLOOR SLAB OPENING DEMO	CONCRETE CORING	-	-	X	X	X			X	X	X	X	X			X	X	X	X	X	PERMIT BY APRIL 8, 92
REMOVE BOILER	ALLIED	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	FILL IN WORK
INSTALL HYDRO ELEVATOR CASINGS	?	-	-	-	-	-			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	X	X	X	X	
DEMO RESTARAUNT AREA	ALLIED	X	X	X	X	X			X	X	X	X	X			-	-	-	-	-	