



**HOFFMAN CONSTRUCTION COMPANY  
OF OREGON**

**METRO HEADQUARTERS**

**PROJECT MEETING MINUTES**

**Our Job No. 9214**

Meeting No: 18  
Date: April 21, 1992  
Location: HCCO Field Office  
Attendees: Berit Stevenson Metro  
Bob Thompson Thompson Vaivoda & Associates  
Cade Lawrence Hoffman Construction Company  
Don Nail Hoffman Construction Company  
Bill Stotts Hoffman Construction Company

**18-1-0 ACTION ITEMS**

- ✓ 18-1-1 Daycare Design Status: HCCO questioned the status of the Daycare area design work. Metro and TVA will get together to start the design process up again. *START SOON - PART OF TI*
- Action: Metro/TVA  
Date: 4/28/92

**18-2-0 RESOLVED ITEMS**

- 1-2-6 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 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.

As of April 14, 1992: Metro is reviewing the pricing and is going to meet with the trade representative and Wayne Thomas to work out a solution on how to get the information booth attended.

As of April 21, 1992: Metro explained they are going to utilize existing Metro employees at the information booth. All parties agreed this issue was resolved.

18-3-0 UNRESOLVED ITEMS

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 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.

As of April 14, 1992: Same as above.

As of April 21, 1992: Same as above

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 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.

As of April 14, 1992: Metro and TVA are still scheduled to meet on 4/16/92 with the Seattle lighting group. HCCO will obtain

pricing on miscellaneous window blind options and will review why PP & L is going to fund the motorized blind costs.

As of April 21, 1992: Metro agreed to issue a letter which documented approval of all energy measures except the roof insulation, ground water injection and computer equipment heat recovery. HCCO will continue to proceed along those lines. The window blind issue was discussed further and HCCO will submit the alternate window blind sample/data to TVA for review. These window blinds would be manual. Berit explained the meeting was held with the Seattle lighting group and Glumac is to forward additional electrical design information to the Seattle group for review.

NO ON  
+ HIGH EFF  
A/C PKG

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 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.

As of April 14, 1992: HCCO hopes to have the updated T.I. costs ready for submittal to Metro by 4/15/92.

As of April 21, 1992: TVA explained they have worked out the final space planning revisions with Metro and they can have them ready for issuance with the core and shell documents. HCCO submitted the latest T.I. estimate to Metro for their review. The overall price came in at ± \$2,117,000.00

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 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.

As of April 14, 1992:

1. TVA sent the fee proposal to Metro for their review. TVA will forward a copy to HCCO. (Resolved)
2. HCCO and Metro reviewed the parking structure and agreed to just look at recoating the roof area/ramps. HCCO will get some pricing proposals.
3. Metro approved using kpff for the parking garage structural analysis. (Resolved)

As of April 21, 1992:

2. HCCO reported they are looking at costs to overlay the roof area or remove the asphalt and put down a traffic topping membrane.

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 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.

As of April 14, 1992: HCCO explained they will have a new brick mockup ready for review on 4/15/92 with a grey and white mortar. TVA will review and give HCCO a decision by 4/16/92. HCCO explained this is a critical schedule issue and approval on some brick must be given by 4/17/92.

As of April 21, 1992: HCCO explained the Klamath brick mockup (white and gray) was ready for review. The Mutual brick mockup (white and off-white) would be ready this afternoon. TVA assured

HCCO a decision would be made by 4/22/92 morning to avoid any schedule delays.

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 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.

As of April 14, 1992: Metro explained they held their meeting and clarified the paging/audio-visual scope. Metro requested a meeting with Glumac (Elec.) to explain the scope so Glumac can write a proposal narrative. HCCO will arrange a conference call.

As of April 21, 1992: TVA and Metro reviewed the issue again and decided to have Spectrum work with TVA to create a design for final bidding. TVA and Metro will review this week to discuss the paging and audio/visual scope Spectrum should design.

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

See previous meeting minutes for prior status.

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.

As of April 14, 1992: TVA explained the City Council reviewed the design on 4/9/92 and gave approval on the building portion only. The Council put a hold on the north and south plaza until the plazas are redesigned to energize the plaza area more. HCCO, TVA and Metro agreed to push forward on the plaza redesign for the 4/20/92 special council meeting and discuss cost issues at a later date.

As of April 21, 1992: TVA tabled a preliminary design for the N. plaza retail area and explained they were going to meet with George Crandale to get his approval on the concept. TVA will request a written approval prior to the 4/30/92 meeting to prevent another design-review situation. TVA will send HCCO a preliminary drawing of the design for HCCO to budget price.

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.

As of April 14, 1992: Same as above.

As of April 21, 1992: Same as above.

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

See previous meeting minutes for prior status.

As of April 7, 1992: Same as above.

As of April 14, 1992: Same as above. HCCO hopes to get the new T.I. costs to Metro on 4/15/92.

As of April 21, 1992: HCCO submitted the new T.I. design estimate to Metro on 4/16/92. Metro requested the coffered ceiling be included in the core and shell documents as an alternate. TVA will set the alternate documents for issue on 4/27/92.

✓ 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

See previous meeting minutes for prior status.

As of April 7, 1992: Same as above.

As of April 14, 1992: Same as above.

As of April 21, 1992: HCCO explained 3/4 weeks would be the time frame needed to cover delays incurred due to asbestos removal delays. HCCO will issue a formal letter to Metro.

METRO WANTS BASELINE SCHEDULE.

✓ 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.

As of April 14, 1992: Same as above.

As of April 21, 1992: HCCO submitted the pricing for the penthouse to Metro on 4/17/92. The price came in at + \$179,000 for the entire space buildout. Metro explained they want to proceed with the core and shell type of work. Metro will return the itemized price breakdown to HCCO indicating which portions they want to proceed with.

18-4-0 INFORMATION ITEMS

18-4-1 Next Meeting: The next Project Review meeting is scheduled for April 28, 1992 at 8:00 a.m. at the jobsite office.

18-4-2 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

Paul Thimm, TVA

Wayne Drinkward, HCCO



Attachment,  
Fig. # 1

Hoffman Construction Job # 9214

Short Interval Schedule

METRO HEADQUARTERS

APRIL

MAY

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ACTIVITY DESCRIPTION	Subcont.	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	
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
ESCALATOR DEMO	HSI	X	X	X	X	X		X	X	X	X	X				-	-	-	-	-	
PREP FOR SHEER WALLS	HSI	X	X	X	X	X		X	X	X	X	X				X	X	X	X	X	
WALL SAWING	ALLIED	X	X	-	-	-		-	-	-	-	-				-	-	-	-	-	
ROOF AND FLOOR SLAB OPENING DEMO	CONCRETE CORING	X	X	X	X	X		X	X	X	X	X				X	X	X	X	X	
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	INFO DRILLING	X	X	X	X	X		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	X	
DEMO RESTARAUNT AREA	ALLIED	X	X	X	X	X		X	X	X	X	X				-	-	-	-	-	
SHORE FLOORS FOR STRUCTURAL DEMO	HSI	X	X	X	-	-		-	-	-	-	-				-	-	-	-	-	
BUILD CMU BEARING WALLS	DAVIDSON	-	-	-	-	-		X	X	X	X	X				X	X	X	X	X	
BUILD CMU WALLS FOR DRIVE RAMP	DAVIDSON	-	-	-	-	-		X	X	X	X	X				X	X	X	X	X	
FRP SKIN FOOTINGS	HSI	-	-	-	-	-		-	-	-	-	-				X	X	X	X	X	
FRP ELEVATOR PIT	HSI	-	-	-	-	-		-	-	-	-	-				X	X	X	X	X	
FRP FOOTINGS FOR STAIR TOWERS	HSI	-	-	-	-	-		-	-	-	-	-				X	X	X	X	X	