



**HOFFMAN CONSTRUCTION COMPANY
OF OREGON**

METRO HEADQUARTERS

PROJECT MEETING MINUTES

Our Job No. 9214

Meeting No: 19
Date: April 28, 1992
Location: HCCO Field Office
Attendees: Berit Stevenson Metro
Sandy Stallcup Metro
Bob Thompson Thompson Vaivoda & Associates
Paul Thimm Thompson Vaivoda & Associates
Cade Lawrence Hoffman Construction Company
Don Nail Hoffman Construction Company
Bill Stotts Hoffman Construction Company

19-1-0 ACTION ITEMS

- ✓ 19-1-1 Tower Tank Cutouts: HCCO requested the Tower Tank cutout locations so the demolition can be completed prior to the demolition subcontractor leaving the site. TVA will get with kpff and define the scope of tank cutouts so the work can be completed. TVA will get the layout issued this week.

Action: TVA
Date: 5/1/92

- ✓ 19-1-2 Wood Floor Demolition: All parties reviewed the existing wood floor status and agreed a majority of the wood floor should be replaced with a concrete-type fill material. Metro did explain they would like to save 2,000-3,000 s.f. of the floor and would be willing to cover a reasonable premium cost for the recycling.

HCCO will have their wood floor expert put a budget price together and will proceed with overall demo.

Action: HCCO
Date: 5/5/92

WATER STAINS RUINED FLOORING
UNACCEPTABLE

✓ 19-1-3

Carpet Buyout: HCCO explained they planned to obtain unit prices on miscellaneous T.I. finishes including carpet during the Core & Shell buyout. TVA questioned if it would be acceptable to work with one carpet supplier only if they could meet the unit costs. HCCO will review and get back with TVA.

Action: HCCO
Date: 5/5/92

\$14 - 15 / SQ.YD.

19-2-0 RESOLVED ITEMS

10-2-1

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.

As of April 28, 1992: TVA approved the Mutual brick (white and off-white) last week and HCCO has the materials on order.

19-3-0 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 14, 1992: Same as above.

As of April 21, 1992: Same as above

As of April 28, 1992: Same as above. HCCO explained it will be included as an alternate in the core and shell bid package.

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 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.

As of April 28, 1992: Metro acknowledged receiving the Glumac letter (Attachment, Fig. #2) which summarized the energy measures included in the core and shell documents. Metro explained they are still looking at the solar water heater vs. unit water heaters

(Glumac) and the occupancy sensors. They hope to have resolution on all issues by 5/1/92.

SEATTLE LIGHTING LAB

✓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 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

As of April 28, 1992: TVA explained the "Core & Shell" documents are at the printer and delivery to HCCO should occur on 4/29/92. TVA committed to delivering the latest T.I. documents to HCCO by 5/1/92 for use and gathering unit prices for future T.I. work. TVA will also include the new Fitness Center design in the package.

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 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.

As of April 28, 1992: HCCO explained they hope to receive the asphalt overlay proposal price by 4/29/92. The proposal will be forwarded to Metro once it is received and compiled.

PARDUE RESTORATION PROPOSAL COMING.

NEED DESIGN PROPOSALS FROM KPFF CIVIL & MAYEK REED
LANDSCAPING.

- 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 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.

As of April 28, 1992: Same as above.

- R 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 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.

As of April 28, 1992: TVA explained they had presented the new N.W. retail corner design to the City planning personnel and the AIA committee. Both groups had endorsed the revised N. Plaza design and TVA expects to obtain final approval on 4/30/92. HCCO received the drawings on 4/24/92 and is putting together a 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

See previous meeting minutes for prior status.

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.

As of April 28, 1992: HCCO explained they had completed a preliminary review of the security requirements for the building and would present a summary of the preliminary design after this meeting.

- 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 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.

As of April 28, 1992: TVA explained they will include the alternate ceiling design in the latest T.I. drawings which are to be issued to HCCO on 5/1/92. HCCO will issue those drawings as an addenda to the core and shell documents.

- 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 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.

As of April 28, 1992: HCCO issued a draft letter to Metro requesting a four week extension due to asbestos delays. Metro requested a copy of the latest construction schedule prior to completing their review of the requested extension.

✓ 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

See previous meeting minutes for prior status.

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.

As of April 28, 1992: Metro requested Glumac look at running HVAC into the space from the existing N. rooftop unit in lieu of adding another unit. Metro again approved proceeding with the general base building work and they will send HCCO a formal response.

✓ 18-3-1

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.

Action: Metro/TVA
Date: 4/28/92

As of April 28, 1992: TVA explained they have been completing the core and shell documents and have not been working on the Daycare area. TVA and Metro will start working on the Daycare area next week.

19-4-0 INFORMATION ITEMS

19-4-1 Next Meeting: The next Project Review meeting is scheduled for May 5, 1992 at 8:00 a.m. at the jobsite office.

- 19-4-2 Schedule: HCCO reviewed the project 3 week schedule (Attachment, Fig. #1) with all parties.
- 19-4-3 Daycare Roof: Metro approved utilizing 1/8" slope at the Daycare roof in lieu of 1/4" slope in order to allow roofing over the existing roof. HCCO confirmed the roof sub will still warranty the roof as originally required.
- 19-4-4 Wood Floor Demolition: All parties reviewed the status of the existing wood floor and agreed a majority of the wood floor should be removed.

Submitted by:

Cade Lawrence

Cade Lawrence
Assistant Operations Manager

CL:mcc
Attachments

cc: Attendees
Wayne Drinkward, HCCO

REJUVENATION ^{HOUSEPARTS}
WANTS FLOORING

MAY 15 PARKING GARAGE WILL BE RENTED TO BPA

PARKING GARAGE/ROOF SECURITY BREACH.

TRANE HVAC UNITS ORDERED.

LOADING DOCK DOOR - SPECIFIED AS MANUAL ROLL UP

Attachment,
Fig. # 1.

Hoffman Construction Job # 9214

Short Interval Schedule

METRO HEADQUARTERS

APRIL

MAY

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ACTIVITY DESCRIPTION

Subcont.

27 28 29 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

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										
FRP SLAB OPENINGS	HSI							X	X	X	X	X		X	X	X	X	X	
PREP AND FRP SHEAR WALLS	HSI	X	X	X	X	X		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	X	X	X	
FRP FOOTINGS FOR STAIR TOWERS	HSI							X	X	X				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	X	X	TO COMPLETE NO LATER THAN MAY 15 EXCEPT FOR AREA ON HOLD
REMOVE BOILER	ALLIED	X	X	X	X	X		X	X	X	X	X							FILL IN WORK
DEMO RESTAURANT AREA	ALLIED																		AREA ON HOLD
INSTALL HYDRO ELEVATOR CASINGS	INFO DRILLING																		START MAY 18 POSSIBLY MAY 11
MODIFY SPRINKLER SYSTEM	BASIC FIRE	X	X	X	X	X		X	X	X	X	X		X	X	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	

GLUMAC

GLUMAC & ASSOCIATES, INC.
 Consulting Engineers
 920 S.W. Third Avenue
 Suite 100
 Portland, Oregon 97204
 503/227-5280

Attachment,
 Fig. # 2

April 27, 1992

Paul Thimm
 Thompson/Vaivoda & Associates
 1010 SW 11th
 Portland, OR 97204

SUBJECT: Energy Conservation Design Work Impact

Dear Paul:

I understand from Lee Kuhl of PPL that METRO has just about arrived at a final configuration of ECMs for incorporation in the Finanswer Program. Unfortunately, the Shell and Core design package is being issued today and any measures which METRO wishes to incorporate in the project over and above those already included will have to be dealt with in the T.I. or by addendum. At this time based on direction from Hoffman we have included the following in our Base Building Construction Drawings.

1. T-8 with electronic ballasts
2. Sweep Lighting Control: Basic provisions have been made. Further work will follow in T.I.
3. High Efficiency Exit Signs
4. Daylight Controls: Basic provisions have been made. Further work will follow in T.I.
5. EMS System.
6. Variable Frequency Drives.

The following measures have not been provided for in any manner at this point:

- | | | |
|----------------|----|--|
| To be included | 1. | Solar Domestic hot water. (A gas system is specified) |
| Not being | 2. | Well Water Cooling |
| Not being | 3. | High Efficiency Rooftop Package |
| Added | 4. | Occupancy Sensors. \longrightarrow Not included in T.I. budget |
| Added | 5. | 80 C Temp Rise Transformers |

I have not addressed the conservation measures which impact architectural documents but I assume your situation is similar. At such time as METRO makes a final decision on measures we will assess the impact on the design schedule and fee.

Post-It[®] brand fax transmittal memo 7671 # of pages 2

To	Cade Lawrence	From	Darryl Drobka
Co.	HCC	Co.	GLUMAC
Dept.		Phone #	
Fax #		Fax #	

CADE LAWRENCE
 APR 27 1992

Paul Thimm
4/27/92
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Please call if you have any questions or would like to discuss this issue further.

Sincerely,

GLUMAC & ASSOCIATES

Darryl Droba PE
Associate

cc:
Paul Thimm TVA
James Thomas Glumac
Cade Lawrence HCC
Steve Straus Glumac
Berit Stephenson METRO
Glenn Taylor METRO