



**HOFFMAN CONSTRUCTION COMPANY
OF OREGON**

METRO HEADQUARTERS

PROJECT MEETING MINUTES

Our Job No. 9214

Meeting No: 20
 Date: May 5, 1992
 Location: HCCO Field Office
 Attendees: Berit Stevenson Metro
 Sandy Stallcup Metro
 Glenn Taylor 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

20-1-0 ACTION ITEMS

20-1-1 Space Planning Sign-off: HCCO questioned when Metro could obtain sign-offs from miscellaneous Metro departments. Metro said they would possibly have some sign-offs by 5/11/92. Once the sign-offs are completed, TVA would start work on the "CD" documents. Metro also explained they will be issuing a phone and data specification to TVA for incorporation into the T.I. documents.

S/B TODAY

Action: Metro
 Date: 5/11/92

TVA 6 WEEKS TO COMPLETE DESIGN

20-1-2

RESOLVED

Wood Floor Recycling: HCCO explained a company (Rejuvenation House Parts) wanted to recycle the wood floor but HCCO needs help getting them onsite legally. Metro will have Jim Goddard (Metro) look into the situation and set it up like they did Hippo Hardware.

Action: Metro/HCCO
Date: 5/12/92

- ✓ 20-1-3 Security at Parking Garage/Building: Metro voiced concern about a person being able to jump from the parking garage to the building roof. Metro requested TVA look into creating a barrier between the two structures to prevent any person from jumping onto the building roof.

Action: TVA
Date: 5/12/92

20-2-0 **RESOLVED ITEMS**

- 2-2-4 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.

As of May 5, 1992: HCCO explained the trash chute is included as an alternate in the latest bid package and pricing can be expected by 5/21/92. HCCO will then submit pricing once the bids are received.

- 3-2-3 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.

As of May 5, 1992: TVA issued the core and shell documents on 4/27/92 and HCCO received them on 4/29/92. HCCO received the preliminary T.I. document from TVA on 5/4/92 and will review to determine if it can be issued.

- 14-2-2 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.

As of May 5, 1992: TVA issued the alternate ceiling design to HCCO and HCCO has the drawings out for bid.

- 19-2-2 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

As of May 5, 1992: HCCO explained the wood floor refinish expert

tried to correct the wood floor but did not feel it would be acceptable due to water stains. Metro acknowledged, and all parties agreed the wood floor would not be refinished.

- 19-2-3 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

As of May 5, 1992: HCCO authorized TVA to proceed with a special design carpet through a single source if the costs can be kept in the \$14/SY range. TVA will see what they can come up with.

20-3-0 **UNRESOLVED ITEMS**

- 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 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.

As of May 5, 1992: Metro explained they are going to proceed with occupancy sensors and they would do any exterior screen improvements outside this contract. They are still working on a decision about the solar water heater equipment. Metro issued a letter to HCCO confirming which design items are to be taken from the energy study. HCCO will get a change order submitted on the issue.

- 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 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.

As of May 5, 1992: Same as above. TVA will get the fee proposals submitted to HCCO and they will be forwarded to Metro.

TOTAL FEE FROM TVA DUE MONDAY 5/18/92

- 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 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.

As of May 5, 1992: Same as above.

- 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 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.

As of May 5, 1992: TVA explained they received approval from the City on "design review" and TVA will now fine tune the Plaza design. Metro requested pricing on the additional Plaza work. HCCO will expedite pricing of the retail space and submit to Metro.

NEED COST

TVA TO GET HCCO PLAZA PLANS

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 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.

As of May 5, 1992: Metro and HCCO reviewed the security scope following the last meeting. Metro took the scope of security presented by HCCO and will review their needs with HCCO following this meeting.

HCCO / METRO HAD MTG. HCCO MET W/SELECTRON

CARD READERS \$1,000 EACH - 3 ON COMPUTER ROOM

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 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.

As of May 5, 1992: HCCO issued the preliminary construction schedule to Metro for review. Metro is reviewing the schedule and will get back with HCCO on approving a schedule extension due to asbestos delays.

HCCO TO SET UP MEETING.

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 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.

As of May 5, 1992: Metro again confirmed they do want to proceed with the penthouse core and shell additional work. Metro requested HCCO revise their pricing to reflect serving the new area with the S. mechanical unit. TVA will expedite the

additional window demolition drawings so HCCO can get the window openings cut.

GO

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.

As of May 5, 1992: Same as above.

STARTING TODAY.

2 WEEKS TO GET PLAN COMPLETED 5/26/92

19-3-1 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 @ KPFF S/B TODAY
Date: 5/1/92 HCCO TO MEASURE.

As of May 5, 1992: Same as above.

20-4-0 INFORMATION ITEMS

20-4-1 Next Meeting: The next Project Review meeting is scheduled for May 12, 1992 at 8:00 a.m. at the jobsite office.

- 20-4-2 Schedule: HCCO reviewed the project 3 week schedule (Attachment, Fig. #1) with all parties.
- 20-4-3 Parking Garage: Metro reported the adjacent parking garage will be 100% leased out by the end of the month so no construction workers should park in that area.

Submitted by:

Cade Lawrence

Cade Lawrence
Assistant Operations Manager

CL:mcc
Attachments

cc: Attendees

Bob Thompson, TVA

BILL STOTTS

MORTAR COLORS - THURSDAY @ LUNCH

BOB THOMPSON
CARPET

GLASS - SPANDREL GLASS FRIT - 2 COATS .
MOCKUP DUE END OF NEXT WEEK - ON GLASS.
FRAME MOCKUP

VENDING MACHINES

6' TALL 3' DEEP
55"
2 @ 38"
1 @ 40"

REFRIGERATOR 64" TALL

CADE

ACTIVITY DESCRIPTION Subcont. 4 5 6 7 8 10 11 12 13 14 15 16 18 19 20 21 22 23 24
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 AND REBAR

FRP ELEVATOR PIT HSI X X X X X X X X X X X X X X X NEED PERMIT, EXCAVATOR
 AND REBAR

FRP FOOTINGS FOR STAIR TOWERS HSI X X X X X X X X X X X X X X X NEED PERMIT, EXCAVATOR
 AND REBAR

INSTALL METAL DECKING AND POUR DRIVE RAMP HSI X X X X X X X X X X

DRILL SHEAR WALL DOWELS BROTHERS X X X X X X X X X X X X X X X

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 EXCEPT FOR AREA THAT WAS ON HOLD
 AND MECH. PENETRATIONS ON HOLD

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DEMO RESTARAUNT AREA ALLIED X X X X X

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BUILD CMU WALLS FOR DRIVE RAMP DAVIDSON X X X X X X X

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FRP ELEVATOR PIT HSI X X X H X X X X NEED PERMIT AND REBAR

FRP FOOTINGS FOR STAIR TOWERS HSI X X X H X X X X NEED PERMIT AND REBAR

INSTALL METAL DECKING AND POUR DRIVE RAMP HSI X X X

DRILL SHEAR WALL DOWELS BROTHERS X X X X X X X X X X H X X X X

INSTALL EAST ELEVATION BRICK LEDGES (MISC IRON) HSI X X X X X H X X X X *NEED PERMIT, 177, SUB.*

ROOF AND FLOOR SLAB OPENING DEMO CONCRETE CORING X X X X X X X X X X H *TO COMPLETE NO LATER THAN MAY 18 EXCEPT FOR AREA THAT WAS ON HOLD AND MECH. PENETRATIONS ON HOLD*

DEMO AND EXCAVATE FOR SKIN FOOTINGS ALLIED X X X X X X X X X X H X X X X

DEMO RESTAURANT AREA ALLIED X X X X X

INSTALL HYDRO ELEVATOR CASINGS INFO DRILLING X X X X X H X X X X *START IN EXIST SHAFT*

MODIFY SPRINKLER SYSTEM BASIC FIRE X X X X X X X X X X H X X X X INTERMITTENT

BUILD CHU BEARING WALLS DAVIDSON X

BUILD CHU WALLS FOR DRIVE RAMP DAVIDSON X X X X X

INSTALL BRICK DAVIDSON BRICK DUE JUNE 2

LAYOUT AND ASBUILT FOR SKIN HARMON H X X X X START MAY 26