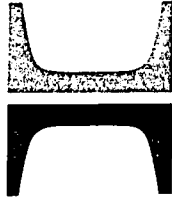


MAY 15 Recd



HOFFMAN CONSTRUCTION COMPANY  
OF OREGON

**METRO HEADQUARTERS**

**PROJECT MEETING MINUTES**

Our Job No. 9214

Meeting No: 21  
Date: May 12, 1992  
Location: HCCO Field Office  
Attendees: Berit Stevenson Metro  
Glenn Taylor Metro  
Maurice Neyman Metro  
Paul Thimm Thompson Vaivoda & Associates  
Bob Thompson Thompson Vaivoda & Associates  
Cade Lawrence Hoffman Construction Company  
Don Nail Hoffman Construction Company  
Fill Stotts Hoffman Construction Company

**21-1-0 ACTION ITEMS**

✓ 21-1-1 Rooftop T.I. Noise: TVA again explained the existing rooftop mechanical unit will cause noise and they will incorporate sound insulation on adjacent walls but the mechanical unit will probably be detectable in the penthouse area. TVA will take Metro to another jobsite which utilizes a rooftop unit so they can get a feel for the noise from the rooftop unit.

Action: TVA/Metro  
Date: 5/13/92

21-1-2 Mortar Color Selection: HCCO questioned the status of the masonry mortar selection. TVA is still working on finalizing the mortar selection. TVA will expedite.

Action: TVA  
Date: 5/19/92

- ✓ 21-1-3 Spandrel Glass Color: TVA and HCCO explained the glass supplier had issued a letter which voiced concern about a light-colored frit on the spandrel glass allowing shadows to read at the exterior. HCCO will get with Harmon about a sample project which utilized the light frit. HCCO will also get the cost impact to TVA.

Action: HCCO  
Date: 5/14/92 CLASS SAMPLE DUE <sup>NEXT</sup> THURSDAY.

9/1/92 EARLIEST START

- ✓ 21-1-4 Carpet Selection: HCCO (again) approved TVA going to a carpet factory to select a carpet in the \$14/SY range. TVA committed to have a carpet selected within four weeks from this date (6/12/92). Metro and TVA approved having the carpet installed after miscellaneous demountable partitions are installed.

Action: TVA  
Date: 6/12/92

SAMPLES MID → THIS WEEK

5/20/92

21-2-0 **RESOLVED ITEMS**

- 20-2-2 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

As of May 12, 1992: Metro reviewed internally and decided not to pursue the wood floor recycling issue any further.

- 20-2-3 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

As of May 12, 1992: TVA explained there is a large screen wall at the N.E. corner which should prevent any person from jumping between the garage and main building. Metro okayed that as a solution but reserved the right to review the situation after the work is completed.

21-3-0 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 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.

As of May 12, 1992: Same as above

✓ 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:

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.  
As of May 12, 1992: TVA will get the fee proposal to HCCO by 5/18/92 so HCCO can issue them to Metro.

✓ 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 28, 1992: Same as above.

As of May 5, 1992: Same as above.

As of May 12, 1992: TVA and Metro are going to meet with Spectrum on 5/13/92 to review the paging and audio/visual scope.

GETTING FEE PROPOSALS BY END OF WEEK.

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 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.

As of May 12, 1992: TVA is working on the Plaza design and will forward to HCCO the latest documents for HCCO to include in their pricing.

HCCO ESTIMATING

CONSTRUCTION DOCUMENTS ON TI/PLAZA DUE IN 6 WEEKS.

- 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 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.

As of May 12, 1992: HCCO and Metro reviewed the security scope following the last meeting and HCCO is having Selectron re-price the security system according to the new scope. See attachment (Fig. #2) for TVA minutes on the previous security meeting.

- 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 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.

As of May 12, 1992: HCCO explained Metro had unofficially approved the four week extension based on the asbestos delay. HCCO will revise the schedule to reflect the 3/11/93 completion date. HCCO will meet with Metro (Neal Saling) on 5/22/92 at 8:00 at the jobsite to go over the schedule in detail.

- 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 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.

As of May 12, 1992: TVA issued demolition drawings to HCCO for the additional exterior windows. HCCO is still working on the revised pricing.

- 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.

As of May 12, 1992: TVA and Metro are meeting this afternoon on the Daycare issues. TVA will get HCCO initial space plans in two weeks, 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  
Date: 5/1/92

As of May 5, 1992: Same as above.

As of May 12, 1992: TVA will get the cutout information to HCCO today. HCCO will get TVA asbuilt dimensions on the rivet locations.

HCCO HAS LAYOUT

20-3-1 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.

RESOLVED

Action: Metro  
Date: 5/11/92

As of May 12, 1992: Metro explained they expect to have final signoff of the space plans by tomorrow so TVA can proceed with construction documents. TVA committed to producing "CD" documents for the T.I. work in six weeks (6/24/92) from the time of Metro final signoff.

21-4-0 INFORMATION ITEMS

- 21-4-1 Next Meeting: The next Project Review meeting is scheduled for May 19, 1992 at 8:00 a.m. at the jobsite office.
- 21-4-2 Schedule: HCCO reviewed the project 3 week schedule (Attachment, Fig. #1) with all parties.
- 21-4-3 Vending Machines: Metro informed TVA the following vending machines will be utilized at the building: (1) 6'H x 3'D x 55"W; (2) 6'H x 3'D x 38" W; (1) 6'H x 3' x 40 W; and (1) 65"H x 31"W x 3'D.

Submitted by:

*Cade Lawrence*

Cade Lawrence  
Assistant Operations Manager

CL:mcc  
Attachments

cc: Attendees  
Wayne Drinkward, HCCO

ACTION ITEMS:

PAUL - LIGHTING LAB DESIGN RECOMMENDATIONS.

BERIT - ART PROPOSALS IN. 2 MONTHS  
BAD PRESS.

PLAZA ART - HCCO/TVA NEED TO ESTABLISH CRITERIA.

BOB. EDGAR @ CITY WANTS PERMITTED NOT INCL. PLAZA



| ACTIVITY DESCRIPTION                                  | Subcont.           | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 |  |
|---|--------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|
| <b>DAMP PROOF<br/>EXT. OF BLDG.</b>                   | ?                  |    |    |    |    |    |    |    | X  | X  | X  | X  | X  |    | H  | X  | X  | X  | X  |    | NEED SUB   |
| Misc Mech/Elect Demo                                  | HSI                | X  | X  | X  | X  | X  |    | X  | X  | X  | X  | X  |    | H  | X  | X  | X  | X  |    |    | 2ND FLOOR<br>AND WORK DOWN   |
| FILL IN ESCALATOR<br>PITS                             | HSI                |    |    | X  | X  | X  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| FRP SLAB OPENINGS                                     | HSI                |    |    |    |    |    |    | X  | X  | X  | X  | X  |    | H  | X  | X  | X  | X  |    |    | NEED PERMIT<br>& MATERAIL  |
| PREP AND FRP SHEAR<br>WALLS                           | HSI                | X  | X  | X  | X  | X  |    | X  | X  | X  | X  | X  |    | H  | X  | X  | X  | X  |    |    |  |
| FRP SKIN FOOTINGS                                     | HSI                |    |    |    |    |    |    | X  | X  | X  | X  | X  |    | H  | X  | X  | X  | X  |    |    | NEED PERMIT, EXCAVATOR<br>AND REBAR  |
| FRP ELEVATOR PIT                                      | HSI                |    |    |    |    |    |    | X  | X  | X  |    |    |    | H  | X  | X  | X  | X  |    |    | NEED PERMIT<br>AND REBAR   |
| FRP FOOTINGS FOR<br>STAIR TOWERS                      | HSI                |    |    |    |    |    |    | X  | X  | X  |    |    |    | H  | X  | X  | X  | X  |    |    | NEED PERMIT<br>AND REBAR   |
| INSTALL METAL DECKING<br>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<br>BRICK LEDGES<br>(MISC IRON) |                    |    |    |    |    |    |    | X  | X  | X  | X  | X  |    | H  | X  | X  | X  | X  |    |    | NEED PERMIT,<br>ITL, SUB.  |
| ROOF AND FLOOR SLAB<br>OPENING DEMO                   | CONCRETE<br>CORING | X  | X  | X  | X  | X  |    | X  | X  | X  | X  | X  |    | H  |    |    |    |    |    |    | TO COMPLETE NO LATER THAN MAY 18<br>EXCEPT FOR AREA THAT WAS ON HOLD<br>AND MECH. PENETRATIONS ON HOLD |
| DEMO AND EXCAVATE<br>FOR SKIN FOOTINGS                | ALLIED             | X  | X  | X  | X  |    |    | X  | X  | X  | X  | X  |    | H  | X  | X  | X  | X  |    |    |  |
| DEMO RESTARAUNT AREA                                  | ALLIED             | X  | X  | X  | X  | X  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| INSTALL HYDRO ELEVATOR<br>CASINGS                     | INFO<br>DRILLING   |    |    |    |    |    |    | X  | X  | X  | X  | X  |    | H  | X  | X  | X  | X  |    |    | START IN<br>EXIST SHAFT  |
| MODIFY SPRINKLER<br>SYSTEM                            | BASIC FIRE         | X  | X  | X  | X  | X  |    | X  | X  | X  | X  | X  |    | H  | X  | X  | X  | X  |    |    | INTERMITTENT   |
| BUILD CMU<br>BEARING WALLS                            | DAVIDSON           |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | X  |
| BUILD CMU WALLS FOR<br>DRIVE RAMP                     | DAVIDSON           | X  | X  | X  | X  | X  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| INSTALL BRICK   | DAVIDSON           |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | BRICK DUE JUNE 2   |
| LAYOUT AND ASBUILT<br>FOR SKIN                        | HARMON             |    |    |    |    |    |    |    |    |    |    |    |    | H  | X  | X  | X  | X  |    |    | START MAY 26   |

Attachment,  
Fig. #2



MEMO 5/12/92

RE: METRO HEADQUARTERS - SECURITY COORDINATION

TO: Cade Lawrence  
Berit Stevenson

FROM : Paul Thimm

Sheet A3.1:

STAIR 1, door B05 has latchset only, no lock.

Delete the 1-hour infill at Elevator #1.

Sheet A3.2:

LOBBY: door B02 has latchset only, no lock.

Q. will a card reader be needed?

Q. ELEVATORS 4 & 5 may have a card reader - METRO is to decide how this will function.

STAIR 2: door has latchset only, no lock.

Q. should lockset be added to allow entry to stair but not allow access back into the basement area?

STAIR 4: has latchset only, no lock.

TVA will study a way of adding a door/gate located just north of exit door #112A to keep people from accessing the 2nd and 3rd floors from the garage.

STAIR 5: This is open to First floor above, no doors.

Sheet A3.3:

STAIR 1: door 105 has latchset only, no lock.

Delete the 1-hour infill at Elevator #1.

Sheet A3.4:

LOBBY: door 102 has latchset only, no lock.

Q. ELEVATORS 4 & 5 may have a card reader - METRO is to decide how this may function.

Q. STAIR 5: door 108A is exit to landing at grade, this is also open to the grand staircase up to the second floor and therefore may be a security problem METRO & TVA need to work out a solution.

Q. STAIR 2: door has latchset only, no lock. This is a required exit from the parking area at this level. It could be made into a exit only/no entry by changing to a lockset here. The exit to grade is through the 2nd floor.

Q. STAIR 3: door 113 has no lock and is on a hold-open. Is this a security problem?

STAIR 4: door 112 should become an exit lockset to keep people out of the unprogrammed area. Door 112A (exit to exterior) will have a security sensor, (no card reader).

DOOR 117 - South entrance under tower: Cardreader and sensor.

DOOR 118 - West entrance at retail area: No cardreader here, but add a security sensor.

DOOR 108 - West entrance at bottom of Grand stair: No cardreader here, but add a security sensor. (The Core & Shell hardware schedule will need modification for deletion of electrified panic hardware).

Sheet A3.5:

LOADING DOCK COILING DOOR: door 107A is a manual operated door, it has a inside locking mechanism. This should have a security sensor on it.

AUTOMOBILE COILING GRILLES: Entrance door #101 will have a card reader for access. Exit door #102 will need to be changed to have a detector coil cut into slab to activate the coiling door. Both doors should have a security sensor on them.

Q. NIGHT BELL: GLUMAC will add a doorbell at the loading dock which will ring at the main reception desk. Will an intercom be needed instead?

Sheet A3.6:

Q. STAIR 1: door 218 is an exit only, people will not be able to reenter from plaza. Will this work for the night rentals of the garage?

Sheet A3.7:

LOBBY: door 201 (main entrance) will have a cardreader, sensor and this also has power operation available to the handicapped.

- Q. ELEVATORS 4 & 5: Metro to determine if cardreader and/or what limitations on access there will be.

EAST ENTRANCE: door 211A will have a cardreader/sensor. This door will always be locked but has panic hardware from inside.

STAIR 2: Door 209 currently is not locked. This floor has the exit to the exterior through corridor 211.

- Q. Should this be changed to a lockset so people cannot get into the stair?

DOOR 211: This is a hold-open door. It's function is to help make the rated exit corridor for stair 2 exit to exterior.

- Q. How to make this secure so people exiting from the garage levels cannot get into the office areas?

STAIR 3: Door 213 is on hold-open and is not locked.

STAIR 4: Door 212 is on hold-open and is not locked.

Sheet A3.8:

DAYCARE ENTRANCE: Door 217 will have security sensor only. Door 217G will also have security sensor only.

OVERHEAD DOORS: Doors 217A - 217F are lockable from interior only.

- Q. Will these doors need a security sensor?

Sheet A3.9:

STAIR 2: Door 309 has latchset only, no lock.

- Q. Should this be changed to a lockset only

STAIR 4: Door 312 is a hold-open with no lock.