



HOFFMAN CONSTRUCTION COMPANY
OF OREGON

MAY 21 1992

METRO HEADQUARTERS

PROJECT MEETING MINUTES

Our Job No. 9214

Meeting No: 22
Date: May 19, 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
Wayne Drinkward Hoffman Construction Company
Cade Lawrence Hoffman Construction Company
Don Nail Hoffman Construction Company
Bill Stotts Hoffman Construction Company

22-1-0 ACTION ITEMS

22-1-1 Seattle Lighting Lab: Metro issued the Seattle Lighting Lab analysis of the building to TVA and Glumac for comments. TVA will have Glumac review and make comments.

Action: TVA/Glumac
Date: 5/26/92

22-1-2 Rooftop Unit Approval: HCCO explained they have received Metro's comments about the Trane rooftop unit and have Trane working on a response. Glumac reviewed the rooftop unit submittal and they returned it as "revise and resubmit."

Action: HCCO
Date: 5/25/92

21-1-3 1% Art Selection: Metro explained they had received the art submissions and the committee is in the process of making a selection. Metro explained one of the favored art options would be special brick pavers at the Plaza level. TVA and HCCO voiced concern about how the art brick work would interface with the base brick at the Plaza. Metro and TVA will continue to expedite the artwork selection.

Action: Metro/TVA
Date: 5/26/92

21-1-4 T.I. Drawings: Metro received the T.I. final signoffs on 5/13/92 so TVA started work on the T.I. construction documents. TVA committed to delivering the T.I. construction documents by 6/24/92.

Action: TVA
Date: 6/24/92

22-2-0 **RESOLVED ITEMS**

19-2-1 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.

As of May 19, 1992: TVA issued the tower tank cutout information to HCCO last week.

- 20-2-1 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.

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.

As of May 19, 1992: Metro reported they received final signoff from all departments on 5/13/92 and TVA is proceeding with the T.I. construction documents. TVA will deliver the T.I. drawings by 6/24/92.

- 21-2-2 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

As of May 19, 1992: TVA reviewed and approved the white mortar color. HCCO is proceeding accordingly.

22-3-0 **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 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

As of May 19, 1992: Metro reported the solar hot water heater option will not be taken. HCCO explained they are in the process of writing a C.O. for submission to Metro. Metro requested Glumac complete their review of the individual hot water heater design option. TVA will pursue this issue with Glumac.

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 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.

As of May 19, 1992: TVA promised the fee proposal submission to HCCO this afternoon (5/19/92). HCCO is still working on the top deck proposal with a subcontractor. Once HCCO receives TVA's fee proposal, they will get it submitted to Metro for approval.

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 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.

As of May 19, 1992: TVA and Metro met with Spectrum on 5/13/92 and found Spectrum's fee was more than Metro wanted to spend. TVA and Metro are both pursuing additional fee proposals from different paging/audio/visual companies. Metro explained they will be adding this to the T.I. costs.

- 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 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.

As of May 19, 1992: HCCO received the latest design documents from TVA and will develop budget costs from those drawings.

- 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 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.

As of May 19, 1992: HCCO submitted the security analysis breakdown to Metro for review and comment. Metro and HCCO reviewed the security proposal following the meeting and Metro approved proceeding with Selectron for the security work. HCCO

will set up a meeting with Selectron and Metro to fine-tune the security scope.

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 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 (Neil Saling) on 5/22/92 at 8:00 at the jobsite to go over the schedule in detail.

As of May 19, 1992: HCCO explained they are still in the process of revising the schedule to reflect the latest window schedule. HCCO still expects to do the review on 5/22/92 morning at 8:00. Metro will confirm whether Neil is available on 5/22/92.

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 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.

As of May 19, 1992: HCCO submitted a new budget price to Metro for review. Metro received the pricing and is reviewing.

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

See previous meeting minutes for prior status.

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.

As of May 19, 1992: TVA and Metro are working on the Daycare area and TVA is still on schedule to issue initial space plans by 5/26/92.

21-3-1 Rooftop T.I. Noise: TVA 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

As of May 19, 1992: Same as above.

21-3-3 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

As of May 19, 1992: HCCO reported the spandrel glass sample is expected by 5/28/92 and they are still looking for a building which has a similar light-colored spandrel frit. HCCO is also checking on the cost impact.

21-3-4 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

As of May 19, 1992: TVA met with Shaw Carpets and selected three potential carpet colors and patterns which might work for the project. TVA expects samples on the three carpet selections by 5/20/92 for review by Metro.

22-4-0 **INFORMATION ITEMS**

22-4-1 Next Meeting: The next Project Review meeting is scheduled for May 26, 1992 at 8:00 a.m. at the jobsite office.

22-4-2 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