



HOFFMAN CONSTRUCTION COMPANY
OF OREGON

SET UP MEETING
ON MECHANICAL HVAC
w/GLUMAC & HCCO + TVA.

METRO HEADQUARTERS

PROJECT MEETING MINUTES

Our Job No. 9214

Meeting No: 23
Date: May 26, 1992
Location: HCCO Field Office
Attendees: Berit Stevenson Metro
Glenn Taylor Metro
Paul Thimm Thompson Vaivoda & Associates
Bob Thompson Thompson Vaivoda & Associates
Cade Lawrence Hoffman Construction Company
Don Nail Hoffman Construction Company
Bill Stotts Hoffman Construction Company

23-1-0 ACTION ITEMS

- ✓ 23-1-1 Telephone/Data Review: Metro will issue a preliminary telephone/data specification for the Design/Build team to review and incorporate into the T.I. documents.

Action: Metro
Date: 5/27/92

- 23-1-2 Parking Barrier Gate Roughin: Metro requested electric roughin for a parking entry lane barrier gate be included in the base building electrical subcontractor bid. TVA will have Glumac review how best to place the barrier gate roughin.

Action: Glumac/TVA
Date: 5/2/92

23-2-0 RESOLVED ITEMS

- 15-2-2 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.

As of May 26, 1992: Metro gave verbal approval of the latest pricing submitted on the added penthouse T.I. work. HCCO will get a C.O. issued on the added tenant work.

CORE & SHELL ?

23-3-0 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 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.

As of May 26, 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 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.

As of May 26, 1992: HCCO received TVA's fee proposal on 5/21/92 and will review with Metro following this meeting.

- ✓ 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 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.

As of May 26, 1992: Same as above. HCCO voiced concern about the construction schedule being delayed if the T.I. drawings do not have the paging system included. TVA and Metro will get a paging consultant selected as soon as possible.

TVA TO CALL CLIFF SAROKA.

A/V TO BE ISOLATED FROM T.I. NEED IN 3 WEEKS

- ✓ 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 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.

As of May 26, 1992: Same as above.

DISCUSS BUDGET

- 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 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.

As of May 26, 1992: HCCO set up the security meeting between Selectron, Metro, TVA, Glumac and HCCO to occur on 5/29/92 at 9:00 a.m. at HCCO's office.

- 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 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.

As of May 26, 1992: The schedule review meeting with Metro (Neil Saling) was held on 5/22/92 and Metro gave a tentative approval. Metro will get any further schedule comments to HCCO this week if they have concerns. HCCO will issue the revised schedule if no comments are received from Metro.

- 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 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.

As of May 26, 1992: Metro issued preliminary Daycare design drawings to HCCO for pricing review. HCCO will try to get budget pricing on the Daycare area by next week and TVA will continue with their design work.

- 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.

As of May 26, 1992: Metro and TVA will meet on 5/27/92 at 11:00 at the Nike campus to review a rooftop unit installation and the noise factor.

- 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.

As of May 26, 1992: HCCO sent a Harmon memo on pricing and existing building location to TVA for review. TVA will check on receipt of Harmon memo and schedule a time to review an existing installation.

SAMPLES DUE 6/3/92

- 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.

As of May 26, 1992: TVA received the carpet samples on 5/22/92 and will continue to push for a carpet selection by 6/12/92.

- ✓ 22-3-1 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

As of May 26, 1992: TVA explained they had issued the Seattle Lighting Lab report to Glumac for their review.

GLUMAC

- 22-3-2 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

As of May 26, 1992: HCCO explained they have issued the Metro and Glumac comments to Trane and hope to receive Trane's response yet today. HCCO will forward to Metro and TVA once they receive Trane's information.

MEETING W/GLUMAC

- 21-3-3 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

As of May 26, 1992: TVA and Metro explained they will be meeting with the Art Committee this evening to make a decision on which artists will work on the project. HCCO explained the Plaza level slab construction design should be left open for another week until the artist design selection is completed.

ARTIST INTERVIEWS 6/26/92

- ✓ 21-3-4 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

As of May 26, 1992: TVA confirmed they are still on schedule to issue T.I. documents for construction by 6/24/92.

23-4-0 **QUALITY/SAFETY ITEMS**

- 23-4-1 Exterior Skin Meeting: HCCO reported they had scheduled an exterior skin meeting to occur on 5/29/92 at 11:00 a.m. at the jobsite. This meeting will include Harmon, Davidson, HCCO and TVA. Metro will attend if they feel necessary.

23-4-0 **INFORMATION ITEMS**

- 23-4-1 Next Meeting: The next Project Review meeting is scheduled for June 2, 1992 at 8:00 a.m. at the jobsite office.

- 23-4-2 Schedule: HCCO reviewed the project 3 week schedule (Attachment, Fig. #1) with all parties.
- 23-4-3 Parking Garage Exterior Lights: Metro reported they want the exterior fluorescent fixtures on the building S. face to be saved.

Submitted by:

Cade Lawrence

Cade Lawrence
Assistant Operations Manager

CL:mcc

Attachments

cc: Attendees
Maurice Neyman, Metro
Wayne Drinkward, HCCO