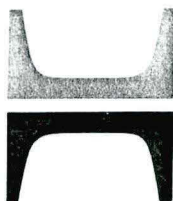


JUN 11 REC'D



HOFFMAN CONSTRUCTION COMPANY  
OF OREGON

**METRO HEADQUARTERS**

**PROJECT MEETING MINUTES**

**Our Job No. 9214**

Meeting No: 25  
Date: June 9, 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

**25-1-0 ACTION ITEMS**

25-1-1 Permit Status: HCCO explained the City had stopped any further brick work due to the lack of the main building permit. HCCO reported only four parties (Jerry Englehart, Art Atchison, Terry Beck and Bob Reslock) remained to sign off. HCCO is still hopeful the permit can be obtained by 6/15/92.

Action: HCCO  
Date: 6/15/92

25-1-2 Print Shop Sound/Air Design: Metro questioned whether the Print Shop design included a separate air supply system and extra sound insulation to control noise. TVA will check with Glumac on the air supply issue and double check the wall construction.

Action: TVA  
Date: 6/15/92

- 25-1-3     Audio-Visual Proposal: All parties discussed the outstanding audio-visual design issues and agreed a design-build proposal should be pursued by HCCO. HCCO will utilize the Metro A/V description and obtain proposals. Metro requested HCCO have AA Tronics be allowed to submit a proposal.

Action:     HCCO  
Date:        6/15/92

25-2-0     **RESOLVED ITEMS**

- 14-2-3     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 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.

As of June 2, 1992: Metro issued several comments to HCCO on the schedule. Metro and HCCO will meet at 7:00 a.m. on 6/9/92 to review the schedule further.

As of June 9, 1992: HCCO and Metro met at 7:00 a.m. and discussed the comments issued by Metro. Metro accepted the construction schedule as a baseline until the T.I. documents were issued and could be incorporated into the schedule.

- 22-2-1     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.

As of June 2, 1992: Same as above.

As of June 9, 1992: TVA tabled a Glumac letter which confirmed

the approved Daylight design approach will meet the Seattle Lighting design findings.

- 24-2-1 Window Shop Drawings: HCCO requested a quick review by TVA and Metro on the window shop drawings being submitted this afternoon. Both TVA and Metro agreed to expedite their review so the extrusions can be released.

Action: TVA/Metro  
Date: 6/8/92

As of June 9, 1992: TVA completed their window review and approved the window shop drawings as noted. HCCO distributed the drawings to Harmon.

25-3-0 **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 26, 1992: Same as above.

As of June 2, 1992: HCCO has all the "ECM" pricing together except the Daylighting and they hope to have the overall pricing submitted to Metro by the end of the week. Metro explained they hope to have the final "ECM" report from Glumac by this week.

As of June 9, 1992: HCCO explained they are still working on the "ECM" costs for the project. Metro explained Glumac is to issue the final "ECM" report this week which will include the parking garage light fixture revision. HCCO will price the final "ECM" study and submit the final pricing once the report is issued.

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

As of June 2, 1992: HCCO explained they submitted the design fee pricing to Metro for review and approval. Metro will review and get back with HCCO if they have any concerns.

As of June 9, 1992: Metro voiced great concern about the cost of kpff's design fee on the parking garage shear walls. The kpff fee would take the design from schematic drawings to construction documents. TVA will get with kpff and have them clarify why their fee is so high.

- 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 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.

As of June 2, 1992: Metro decided to have "paging" designed by Glumac. Metro will issue a description on the paging system to HCCO so Glumac can design and submit a fee proposal. Metro and TVA will get together this week to address the audio/visual issues.

As of June 9, 1992: HCCO received Metro's paging description and forwarded it to Glumac for their design fee proposal. Glumac will include the design in the 6/24/92 drawings.

- 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 26, 1992: Same as above.

As of June 2, 1992: HCCO will review preliminary Plaza retail pricing with Metro following this meeting.

As of June 9, 1992: HCCO reviewed the preliminary Plaza retail pricing (+\$264,000) with Metro following the previous meeting. Metro requested HCCO look at VE ideas to reduce the overall costs. HCCO will get with TVA and Harmon following this meeting to review modifying the storefront system down to a more affordable cost.

- 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 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.

As of June 2, 1992: A meeting with all parties and Selectron was held on 5/29/92 and the overall security scope was finalized. HCCO is waiting for any pricing impact due to the meeting. TVA tabled a security meeting summary (Attachment, Fig. #2) for all parties to review.

As of June 9, 1992: HCCO issued Selectron's new security scope description to Glumac, Metro and TVA for final review and TVA noted they believed Selectron should be showing a double-faced card reader at the S. entry sidelite. HCCO will contact Selectron about the S. card reader issue. HCCO explained they are still pursuing any 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

See previous meeting minutes for prior status.

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.

As of June 2, 1992: TVA confirmed they are on schedule for a 6/24/92 issuance of Daycare construction documents. HCCO explained they are still doing their pricing review. TVA and Metro will meet again on 6/4/92 at 1:00 to continue the Daycare design.

As of June 9, 1992: Metro reported they had their last design meeting with TVA on the Daycare area so TVA can now work toward finishing the construction documents. TVA committed to having the Daycare drawings issued by 6/24/92 for bidding.

- 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

See previous meeting minutes for prior status.

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.

As of June 2, 1992: HCCO informed TVA they expect to receive the latest spandrel glass samples on 6/3/92. TVA will review the existing Seattle building only if the samples do not work out.

As of June 9, 1992: HCCO explained that Viracon was discontinuing production of Guardian colored glass so they hope to have an alternate green glass color sample for TVA review by this afternoon. TVA will expedite their review of the glass.

- 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

See previous meeting minutes for prior status.

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.

As of June 2, 1992:    Same as above.

As of June 9, 1992:    TVA explained they were close on the carpet selection but they need until 6/24/92 to make the selection. HCCO emphasized the selection is critical by 6/24/92 so the carpet selection can be included in the 6/24/92 bid package.

- 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.

As of June 2, 1992:    Metro explained they are very concerned about the Trane unit meeting the specifications and they requested a meeting with Glumac to review their concerns. A tentative meeting was set up for 6/3/92 at 2:00 p.m. at Glumac's office.

As of June 9, 1992:    A meeting was held on 6/3/92 at Glumac's office with HCCO, Metro, HMC and Glumac attending. During the meeting, Metro authorized HCCO to purchase the McQuay unit and they would pay for the cost premium. Metro will issue a letter to HCCO requesting the McQuay unit and HCCO will firm up the cost variation.

- 22-3-3     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.

As of June 2, 1992: Metro explained they had reviewed the various art proposals and narrowed it down to six (6) art designs. All parties discussed the Plaza issues and HCCO will review the concrete vs. paver issues to determine which design best serves the project.

As of June 9, 1992: Metro explained they are still in the process of selecting the art design: artist interviews are to occur on 6/26/92. HCCO informed Metro and TVA they would like the Plaza design to utilize a concrete topping slab in lieu of sand bed.

- 22-3-4     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.

As of June 2, 1992: Same as above.

As of June 9, 1992: Same as above.



- 23-3-1 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

As of June 2, 1992: Metro issued the preliminary telephone/data specifications to HCCO and HCCO forwarded to Glumac. Metro explained they talked to Glumac about the requirements and Metro will issue a drawing by 6/5/92 which indicates where they need data/telephone outlets. Glumac will work from that drawing to create the design documents.

As of June 9, 1992: Metro issued drawings to Glumac on 6/4/92 which indicated where the phone and data outlets would be required. TVA confirmed Glumac had received the drawings and they would have the design incorporated into the 6/24/92 T.I. documents. HCCO emphasized it is important Metro increase the T.I. allowance if the scope of work is increased. Metro agreed and requested a change order submittal.

- 24-3-2 Handicap Ramp at NE Corner: HCCO questioned whether the Plaza NE ramp was still to be provided as it was not shown on the latest drawings. TVA will get the ramp shown on the next set of Plaza drawings.

Action: TVA  
Date: 6/9/92

As of June 9, 1992: Same as above.

25-4-0 **QUALITY/SAFETY ITEMS**

- 24-4-1 Quality Circle Meetings: No quality issues were brought up at this meeting.

25-4-0 **INFORMATION ITEMS**

- 25-4-1 Next Meeting: The next Project Review meeting is scheduled for June 16, 1992 at 8:00 a.m. at the jobsite office.

25-4-2     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

Attachment,  
Fig. # 1

Hoffman Construction Job # 9214

Short Interval Schedule

METRO HEADQUARTERS

Page 1

ACTIVITY DESCRIPTION		Subcont.	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
DAMPROOF BUILDING EXTERIOR		MCKINSEY	X	X	X	X	X		X	X	X	X	X				X	X	X	X	X	INTERMITTENT
Misc Mech/Elect Demo BASEMENT		HSI	X	X	X	X	X		X	X	X	X	X				X	X	X	X	X	INTERMITTENT
FRP SLAB OPENINGS		HSI	X	X	X	X	X		X	X	X	X	X				X	X	X	X	X	INTERMITTENT
PREP AND FRP SHEAR WALLS		HSI	X	X	X	X	X		X	X	X	X	X				X	X	X	X	X	SHOTCRETE BY JOHNSON WESTERN START 6-10-92
FRP SKIN FOOTINGS		HSI	X	X	X	X	X		X	X	X	X	X				X	X	X	X	X	NEED FOR BRICK
DEMO CONCRETE WALLS IN 1ST FLOOR		HSI	X	X	X	X	X		X	X	X	X	X									
INSTALL EAST ELEVATION BRICK LEDGES (MISC IRON)		HARMON	X	X	X	X	X		X	X	X	X	X									NEED PERMIT
INSTALL EAST ELEVATION STRUCTURAL STUDS		????																				NEED FOR BRICK URGENT
DRILL SHEAR WALL DOWELS		BROTHERS	X	X	X	X	X		X	X	X	X	X				X	X				
WELD SHEARWALL DOWELS		CWI	X	X	X	X	X															
DEMO AT MECHANICAL PENTHOUSE ELEV. SHAFT		ALLIED	X	X																		
INSTALL HYDRO ELEVATOR CASINGS CRITICAL		INFO DRILLING	X	X	X	X	X		X	X	X	X	X				X	X	X	X	X	START IN EXISTING SHAFT SUB WAS DUE 5-18-92
MODIFY SPRINKLER SYSTEM		BASIC FIRE	X	X	X	X	X		X	X	X	X	X				X	X	X	X	X	INTERMITTENT

Hoffman Construction Job # 9214  
Short Interval Schedule  
METRO HEADQUARTERS

Page 1

ACTIVITY DESCRIPTION	Subcont.	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
BUILD CMU BEARING WALLS	DAVIDSON	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	INTERMITTENT
INSTALL BRICK ON SOUTH, EAST ELEVATION	DAVIDSON	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	NEED STRUCT STUDS AND MISC IRON
LAYOUT AND ASBUILT FOR SKIN	HARMON	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	INSTALL BRICK LEDGER ANGLES
INSTALL STRUCT STEEL AT ELEV. SHAFTS	???	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	'URGENT', NEED SUB AND PERMIT
INSTALL DRYWALL ON BACK AND 2 SIDES OF ELEV. SHAFT	??????								X	X	X	X	X			X	X	X	X	X	'URGENT', NEED SUB AND PERMIT
INSTALL 3 PHASE POWER TO ELEVATOR MACHINE ROOM									X	X	X	X	X								
INSTALL BLOCKOUTS AND ROUGHIN FOR SHOTCRETE	JWP GRASLE	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	FOR SHOTCRETE, CMU AND BRICK WALLS
INSTALL BLOCKOUTS AND ROUGHIN FOR SHOTCRETE	PEN NOR	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	FOR SHOTCRETE, CMU AND BRICK WALLS
INSTALL BLOCKOUTS AND ROUGHIN FOR SHOTCRETE	MCKINSTRY	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	FOR SHOTCRETE, CMU AND BRICK WALLS