



**HOFFMAN CONSTRUCTION COMPANY
OF OREGON**

METRO HEADQUARTERS

PROJECT MEETING MINUTES

Our Job No. 9214

Meeting No: 29
Date: July 7, 1992
Location: HCCO Field Office
Attendees: Berit Stevenson Metro
Glenn Taylor Metro
Pat Merkle Metro
Sandy Stallcup Metro
Bob Thompson Thompson Vaivoda & Associates
Paul Thimm Thompson Vaivoda & Associates
Cade Lawrence Hoffman Construction Company
Don Nail Hoffman Construction Company
Bill Stotts Hoffman Construction Company

29-1-0 ACTION ITEMS

✓ 29-1-1 Police Space Planning: Metro explained they are presently working on having a local police department lease a portion of the 5,000 s.f. of tenant space at the 1st floor level. Metro explained they would like TVA and HCCO to do the work if the lease proposal works out.

Action: Metro
Date: 7/14/92

ADD CARDKEY ACCESS AT GRAND AVE ENTRANCE.

✓ 29-1-2 CPM Schedule of Values: Metro questioned the status of HCCO getting the construction activities allocated with costs for future cash flow purposes. HCCO explained they thought Metro had waived doing the schedule of values so they had not done any further work on it. Metro clarified they do want the schedule of values so HCCO will expedite a response.

90%
complete

Action: HCCO
Date: 7/14/92

29-1-3 Job Shack Removal: HCCO questioned the status of having the job training booth removed from the site since the shack was seeing very little activity. Metro explained they are documenting the shack activities and will then authorize HCCO to remove the shack.

* Check w/AMKA
on report.

Action: Metro
Date: 7/14/92

29-2-0 **RESOLVED ITEMS**

21-2-4 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 June 16, 1992: Same as above.

As of June 23, 1992: TVA reported they will have a carpet selection by 6/26/92.

As of June 30, 1992: TVA explained they will have a carpet selection called out in the documents to be issued on 7/1/92. TVA assured HCCO the carpet material would come in at approximately \$14-15/SY.

As of July 7, 1992: TVA reported two (2) carpets were selected and specified in the latest T.I. documents for bid. TVA confirmed the specified carpet should be in the \$14-15/SY range.

29-3-0 **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 June 23, 1992: HCCO explained they found a majority of the daylighting costs are covered under the RFP. There was an increase in the quantity of dimmable fixtures which is beyond the RFP and HCCO will get Metro that pricing. Metro will get HCCO a copy of the final "ECM" study.

As of June 30, 1992: Metro tabled a copy of the final "ECM" report for HCCO's review and pricing. HCCO explained they had checked with Harmon on the building glass quantity and were informed there is +15,200 S.F. of vision glass on the job. Metro requested HCCO work the glass quantity issue out with Glumac. Metro explained the new report includes the parking garage lighting information for HCCO to price.

As of July 7, 1992: HCCO explained they received the "ECM" final report and had reviewed the report with Glumac. HCCO will expedite their submittal of costs to Metro for review and approval.

V
G

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 June 23, 1992: TVA explained they have a preliminary design review meeting with the City (Edgar Waehrer) to discuss the parking garage design. The tentative time is 2:00 on 6/29/92. Metro and HCCO will get together with kpff to review the engineering fees.

As of June 30, 1992: Metro and kpff met last week and came to an agreement on the parking garage structural design. kpff will resubmit their pricing proposal and HCCO will resubmit the overall proposal to Metro for approval. Metro explained the Parking Garage meeting with the City (Edgar Waehrer) will now occur on 7/2/92.

As of July 7, 1992: TVA explained they met with the City (Edgar) on 7/2/92 and the City agreed to run the garage through as an administrative hearing case. TVA reported the City was recommending painting and some design option which

would hide the cars. TVA committed to having a preliminary design issued for the garage in the next two weeks (7/21/92).

SAME

✓ 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 June 23, 1992: Metro is getting a proposal from Alta for the paging and the audio/visual work. Metro will expedite the pricing and award to the appropriate consultant. HCCO agreed the paging documents could follow after the T.I. ✓ document issuance.

As of June 30, 1992: Same as above.

As of July 7, 1992: Same as above.

REC'D PROPOSAL
GAVE COPIES TO TVA

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 June 23, 1992: HCCO explained they hope to receive VE pricing from Harmon today. TVA explained they are still looking at how the glass retail building will meet the State energy code.

As of June 30, 1992: HCCO explained they received the so-called "VE" pricing from Harmon on the Plaza storefront building but the savings were minimal. HCCO now has them looking at utilizing bigger pieces of glass with less

aluminum. Also, they are to look at an offset glazing system in lieu of the butt glaze system. TVA explained Glumac had reviewed the energy aspect of the building and found it could meet energy code requirements if additional roof and floor insulation are utilized.

As of July 7, 1992: HCCO received VE pricing from Harmon and forwarded the pricing to Metro for review and comments. HCCO explained the overall costs are now at +\$240,000 with the Harmon VE items taken. HCCO and TVA will meet this afternoon to review the N. Plaza and T.I. overall design and the plan of action.

BERIT & TVA TO SET UP A MEETING WITH COUNCIL ON TI REVIEW. -

✓ 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 June 23, 1992: Same as above.

As of June 30, 1992: HCCO promised the security analysis to Metro by 7/1/92. HCCO will check on why the security cards are more expensive than Metro expected.

As of July 7, 1992: HCCO finalized the security proposal and submitted to Metro for their review and approval. Metro will review and get back with HCCO on how to proceed. Metro and HCCO reviewed the security card issue again and Metro decided to utilize the proposed security cards. Metro agreed the card issue was resolved for now.

✓ 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

See previous meeting minutes for prior status.

As of June 23, 1992: Metro confirmed the artist interviews are still scheduled to occur on 6/26/92.

As of June 30, 1992: Metro explained they selected two art proposals on 6/26/92. One proposal utilizes glass and mirrors hung in the 2nd and 3rd floor main corridors. The other artist would install pavers at miscellaneous locations of the Plaza area. HCCO voiced concern about the paver work becoming very complicated and driving the Plaza costs over budget. Metro will bring the proposals to the next meeting.

As of July 7, 1992: All parties discussed the Plaza artist design and agreed that a meeting with the artist should occur next week if possible to help control the design. Metro will arrange to have him attend the meeting next week.

MEETING @ 9:00

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

See previous meeting minutes for prior status.

As of June 23, 1992: TVA requested an extension of one week so drawings would be issued on 7/1/92. HCCO countered and requested the drawings by 6/29/92.

As of June 30, 1992: TVA confirmed they will be issuing the T.I. documents to HCCO tomorrow (7/1/92).

As of July 7, 1992: HCCO reported the T.I. drawings were received from TVA on 7/2/92 and they had just completed their own review of them. TVA and HCCO will meet this afternoon to review T.I. design issues vs. the budget. Once that meeting is complete and issues are settled, HCCO will get the T.I. drawings to Metro.

25-3-1 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

See previous meeting minutes for prior status.

As of June 23, 1992: HCCO explained they need only the "structural" signoff from the City in order to get the exterior skin permit. HCCO hopes to get the permit this afternoon.

As of June 30, 1992: HCCO reported they obtained the exterior skin permit on 6/25/92 and masonry work is proceeding. HCCO also reported all City plan checkers have signed off except the structural plan checker (Bob Reslock).

As of July 7, 1992: Same as above. HCCO hopes to get the permit this week.

READY TO PICK UP.

✓ 25-3-3 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.

R/ Action: HCCO
Date: 6/15/92

See previous meeting minutes for prior status.

As of June 23, 1992: Metro explained they are going to hire Alta to complete the audio/visual design from which HCCO can obtain bids. HCCO will terminate the design-build proposal work.

As of June 30, 1992: Same as above.

As of July 7, 1992: Same as above.

27-3-1 Recycle Meeting: Metro explained there is a meeting scheduled for 9:00 a.m. at Metro's jobsite conference room to discuss

recycled material options and how to obtain pricing. Metro requested HCCO and TVA attend the meeting.

Action: HCCO/TVA
Date: 6/23/92

As of June 30, 1992: The meeting was held with the recycle group and all parties agreed special recycle materials should be listed as mandatory alternates in the T.I. specifications. TVA acknowledged the request and will be sure alternates are shown for the items brought up at the 6/23/92 meeting.

As of July 7, 1992: HCCO sent the TVA specifications on the recycling alternates to Metro for review. Metro will get back to HCCO by next week if they have any concerns.

R ✓

✓ 28-3-1 Telephone Main Feed: HCCO questioned where the main telephone connections would be located for the building. Metro explained they are still working with the Phone Company to determine whether the vault located in the Daycare would be used or whether a new service would be brought in from Irving. Metro will expedite a resolution from the Phone Company.

Action: Metro
Date: 7/7/92

As of July 7, 1992: Metro explained they are working with Alta on various telephone feed scenarios and hope to make a decision on using Alta by next week. Metro stated that the final feed design decision will be made in about 2-3 weeks.

✓ 28-3-2 Water Meter Replacement: Metro explained the City was informing them that an existing 4" water meter would need to be replaced. Metro will research further with the City and give the information to HCCO for their action.

Action: Metro
Date: 7/7/92

As of July 7, 1992: Same as above.

HCCO

29-4-0 **QUALITY/SAFETY ITEMS**

29-4-1 Quality Circle Meetings: No quality issues were brought up at this meeting.

27-4-2 Safety Manhours: HCCO reported they had presently worked approximately 37,000 manhours without a lost time accident.

29-5-0 **INFORMATION ITEMS**

29-5-1 Next Meeting: The next Project Review meeting is scheduled for July 14, 1992 at 8:00 a.m. at the jobsite office.

29-5-2 Schedule: See attachment, Fig. #1 for a copy of the HCCO three-week schedule.

28-5-3 RFI & Submittal Review: See attachment, Fig. #2 and #3 for a copy of the HCCO outstanding RFI's and submittals.

Submitted by:

Cade Lawrence

Cade Lawrence
Assistant Operations Manager

CL:mcc

Attachments

cc: Attendees
Wayne Drinkward, HCCO

+ PP & L POWER FEED

HPS LIGHT FIXTURES

BERIT LANDSCAPE - ZERISCAPING

Attachment,
Fig. #1

Hoffman Construction Job # 9214

Short Interval Schedule

METRO HEADQUARTERS

Page 1

| ACTIVITY DESCRIPTION | Subcont. | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
|----------------------|----------|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| ===== | | | | | | | | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | | | | | | | |
|--|---------------|---|---|---|---|---|--|--|---|---|---|---|---|--|---|---|---|---|---|---|--|---|
| DAMPROOF BUILDING EXTERIOR | MCKENZIE | | | | | | | | | | | | | | | | | | | | | NORTH SIDE |
| Misc Mech/Elect Demo BASEMENT | HSI | X | X | X | X | X | | | X | X | X | X | X | | | X | X | X | X | X | | INTERMITTENT |
| STRIP SHEAR WALL FORMS | HSI | | | X | X | X | | | X | | | | | | | | | | | | | SHOTCRETE BY JOHNSON WESTERN |
| FRP SKIN FOOTINGS | HSI | X | X | X | X | X | | | | | | | | | | | | | | | | |
| DEMO CONCRETE WALLS IN 1ST FLOOR AT RAMP | HSI | X | X | X | X | X | | | | | | | | | | | | | | | | |
| POUR NEW SLABS IN EXIST FRT ELEVATOR SHAFT | HSI | | | | | | | | X | X | X | X | X | | | | | | | | | |
| POUR TOPPING SLABS 2ND FLOOR | HSI | | X | | | | | | | | | | | | | | | | | | | START ON 1ST FLOOR |
| INSTALL FREIGHT ELEVATOR SOUND | | | | | | | | | | | | | X | | X | X | 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 |
| BUILD CMU RETAINING WALLS | DAVIDSON | X | X | | | | | | | | | | | | | | | | | | | AT DAYCARE |
| INSTALL BRICK ON SOUTH, EAST ELEVATION | DAVIDSON | X | X | X | X | X | | | X | X | X | X | X | | | X | X | X | X | X | | |
| LAYOUT AND ASBUILT FOR SKIN | HARMON | X | X | X | X | X | | | | | | | | | | | | | | | | INSTALL BRICK LEDGER ANGLES EAST ELEVATION |
| FAB AND INSTALL WIND LOAD SUPPORTS | HARMON | | | | | | | | | | | | | | | | | | X | | | START ON EAST ELEVATION |

| ACTIVITY DESCRIPTION | Subcont. | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 5 | |
|---|---------------|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---------------------------------------|
| INSTALL STRUCT STEEL AT ELEV. SHAFTS | CWI | | | | X | X | | X | | | | | | | | | | | | | | | |
| INSTALL STRUCTURAL SKIN SUPPORTS | CWI | | | | | | | | X | X | | | | | | X | X | X | X | X | | | |
| INSTALL DRYWALL AT ELEVATOR #2 | PERFORMANCE | | | | | | | | | | | | X | | | X | X | X | X | X | | | "URGENT", NEED PERMIT |
| INSTALL EAST ELEVATION STRUCTURAL STUDS | PERFORMANCE | X | X | X | X | X | | | X | X | X | X | X | | | X | X | X | X | X | | | URGENT |
| CORE AND SHELL FRAMING | PERFORMANCE | X | X | X | X | X | | | X | X | X | X | X | | | X | X | X | X | X | | | 3RD FLOOR AND ROOF |
| CORE AND SHELL FRAMING | PERFORMANCE | X | X | X | X | X | | | X | X | X | X | X | | | X | X | X | X | X | | | 2ND FLOOR AND ROOF |
| INSTALL 3 PHASE POWER TO ELEVATOR MACHINE ROOM | | | | | | | | | 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 |
| ELECTRICAL ROUGHIN | JWP GRASLE | X | X | X | X | X | | | X | X | X | X | X | | | X | X | X | X | X | | | BASEMENT |
| 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 |
| PLUMBING ROUGHIN | PEN NOR | X | X | X | X | X | | | X | X | X | X | X | | | X | X | X | X | X | | | BASEMENT |
| 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 |
| INSTALL DUCT | MCKINSTRY | | | | | | | | X | X | X | X | X | | | X | X | X | X | X | | | START IN BASEMENT |

Attachment,
Fig. #2

OUTSTANDING RFIS'
Date: July 7, 1992

| RFI | Description |
|-----|---|
| 111 | Expansion Joint at Brick Screen Wall East Elevation |
| 110 | Substitution for Spot Lights |
| 109 | Seismic on Electrical Equipment |
| 107 | Parking Feeders |
| 100 | Toilet Accessories in 2 hour wall |
| 97 | Column Framing |
| 96 | Incoming Telephone Service |
| 95 | Main Electrical Feeds for Building |
| 93 | Roof Reglet |
| 92 | Skylight Height |
| 91 | Plaza Plaza |
| 84 | Stair Elevation Mechanical room 106 |
| 31 | Rooftop Unit #4 Feed |
| 80 | Stairway Pressurization Fan |
| 78 | FAn Power Box Feeds |
| 77 | Panel and Switchgear Clarification |
| 76 | Floor Penetrations for Mechanical and Electrical |

Attachment
Fig. #3

METRO HEADQUARTERS
SUBMITTAL LOG
HCCO JOB # HCCO JOB # 9214

| DATE | SUBMITTAL | SUBMITTAL | SUB | SPEC | ITEM | DATE |
|----------|-------------|-----------|------------|------------|--|-----------|
| RETURNED | | | | SECTION | | SUBMITTED |
| | 15600-2C | 15600-2C | OREGON AIR | | MCQUAY VARIABLE FREQUENCY DRIVES | 6-21-92 |
| | 10522-1 | 10522-1 | CO2 | 10522-1.3A | FEC PRODUCT DATA | 6-25-92 |
| | * 09270-1 | 09270-1 | PCI | 09270-1.5A | SHAFTWALL PRODUCT DATA | 6-27-92 |
| | 08410-6 | 08410-6 | HARMON | | PARTIAL CURTAIN WALL STRUCTURAL CALCS | 6-27-92 |
| | 10300-1 | 10300-1 | CRESS | 10300-1.4B | TOILET ACCESSORY PRODUCT DATA | 6-27-92 |
| | 07700-1 | 07700-1 | CRESS | 07700-1.1 | ROOF HATCH PRODUCT DATA | 6-27-92 |
| | 08410-5 | 08410-5 | HARMON | | METAL PANEL LAYOUTS | 6-27-92 |
| | 16010-4.1 | 16010-4.1 | JWP | | LIGHT FIXTURE SHOPDRAWINGS | 7-1-92 |
| | 7900-1A | 7900-1A | HARMON | | JOINT SEALER RESUBMITTAL | 7-2-92 |
| | 5500-2.3 | 5500-2.3 | CARR | | S. ELEVATION CANOPY | 7-3-92 |
| | * 08410-3.1 | 08410-3.1 | HARMON | 08410-1.4C | ALUMINUM ENTRANCE STRUCTURAL CALCULATION | 7-3-92 |
| | 11161-1 | 11161-1 | CRESS | 11164-1.3A | PARKING WHEELSTOP PRODUCT DATA | 7-3-92 |
| | 11160-1 | 11160-1 | PACE | 11160-1.4A | LOADING DOCK EQUIPMENT SHOPDRAWINGS | 7-3-92 |
| | 5500-2.4 | 5500-2.4 | CARR | | PRELIMINARY STAIR #3 DRAWINGS | 7-6-92 |
| | 5500-2.5 | 5500-2.5 | CARR | | SCREEN WALL AT EAST ELEVATION | 7-6-92 |