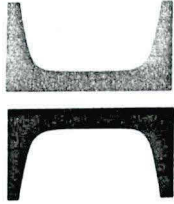


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**HOFFMAN CONSTRUCTION COMPANY
OF OREGON**

METRO HEADQUARTERS

PROJECT MEETING MINUTES

Our Job No. 9214

Meeting No: 30
Date: July 14, 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

30-1-0 ACTION ITEMS

✓ 30-1-1 Window Mockup: TVA explained they need the latest window mockup completed immediately with the appropriate color finish. HCCO reported they had received the mockup but it was not painted. HCCO will expedite getting the mockup painted so TVA can review.

Action: HCCO
Date: 7/17/92

90% COMPL.

✓ 30-1-2 T.I. Drawing Review: HCCO issued the T.I. documents to Metro for review and Metro confirmed they are in the process of reviewing. Metro did agree to issue all their review comments to HCCO by 7/27/92 or sooner.

Action: Metro
Date: 7/27/92

- ✓ 30-1-3 Council Chamber Review: Metro explained the Council Chamber members are very concerned about the Council Chamber's design and they will need to meet with TVA to review the present design. Metro will arrange a meeting between TVA and the Council members.

R

Action: Metro
Date: 7/17/92

- ✓ 30-1-4 Basement Lighting: Metro explained they would like to see the "high-pressure sodium" lights utilized at the parking areas in lieu of "metal halide." TVA will issue an ASI to get the light revision in process and will check with Glumac on what options are available for light spacing.

Action: TVA
Date: 7/21/92

- 30-1-5 Landscape Review: Metro explained there are some very serious concerns by several Metro personnel in regards to the landscape design. Metro discussed the concerns and decided a meeting with the concerned personnel and the landscape architect are in order. TVA will have Mayor Reed available for discussions of the landscaping with Metro.

Action: TVA/Metro
Date: 7/21/92

MTG OCCURRED

✓ 30-1-6 Window Structural Package: HCCO explained they just received the Harmon structural calculations for the windows and they will need the review expedited. TVA will have kpff expedite their review.

Action: TVA
Date: 7/17/92

✓ 30-1-7 Building Main Feed: Metro explained they are presently researching whether existing N. feed conduits can be utilized for the building main feed in lieu of bringing service in from across Lloyd Blvd. HCCO emphasized it is critical this issue be resolved. Metro will continue to push PP&L for approval of reusing existing North conduits.

CALL PP&L
OK

Action: Metro
Date: 7/21/92

30-2-0 **RESOLVED ITEMS**

13-2-3 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.

As of July 14, 1992: Metro approved the HCCO security proposal and requested HCCO submit a Change Order for the work.

22-2-4

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.

As of July 14, 1992: HCCO explained they met with TVA last week and created a list of VE items which will be covered in the 7/17/92 T.I. addenda. HCCO issued T.I. documents to Metro for review and Metro will respond with comments by 7/27/92.

25-2-1

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.

As of July 14, 1992: HCCO reported the permit was ready to be picked up this morning.

25-2-3

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

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.

As of July 14, 1992: Metro reported they are going to award the audio/visual design to Alta and the design is proceeding.

27-2-1

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.

As of July 14, 1992: Metro acknowledged receiving the recycling specifications and they would let HCCO know if they

have any concerns. HCCO explained the T.I. drawings were now going out to bid so any comments will have to be included in an addenda. All parties agreed this issue was resolved unless Metro decided to raise it again.

28-2-2 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.

As of July 14, 1992: HCCO acknowledged receiving the City memo concerning the 4" water meter and explained they have Glumac reviewing whether an existing 3" meter could be used in its place. HCCO will coordinate any meter changes directly with the City.

30-3-0 **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 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.

As of July 14, 1992: HCCO revised the Energy Study proposal to show the "Core & Shell" portion of Daylighting and Sweep Control work as part of the base costs. HCCO resubmitted the cost summary to Metro for their information. Metro will get the Parking Garage lighting scope clarified so HCCO can finalize the cost of that work.

- 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 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).

As of July 14, 1992: Same as above.

ONE WEEK POC DESIGN

- ✓ 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 30, 1992: Same as above.

As of July 7, 1992: Same as above.

As of July 14, 1992: Metro explained they have received the ALTA proposal and will be finalizing the contract with them so the design work can proceed.

12-3-1

T.I.
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 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.

As of July 14, 1992: HCCO and TVA met and reviewed the T.I. scope of work. HCCO explained TVA will be issuing an addenda on 7/17/92 to adjust the T.I. design in certain areas to reduce costs. HCCO forwarded the T.I. drawings to Metro for review and approval. Metro committed to issuing their comments by 7/27/92. HCCO also explained they met with TVA and Metro last week to review costs for miscellaneous "base" work which is beyond the RFP. Metro will review the summary of additional costs and let HCCO know which design issues they will approve as a change order. HCCO requested a decision by next week at the latest.

ASAP

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 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.

As of July 14, 1992: A meeting with the Plaza area artists was held and the following action items were created:

- a) TVA to get the Artists a copy of the Plaza and grade drawings.
- b) The Artists will get HCCO a preliminary paver layout by 7/28/92.
- c) The next paver meeting was tentatively set up to occur on 7/28/92 at 10:00.

MEETING NEXT TUESDAY.

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.

As of July 14, 1992: Same as above.

ECT-1
POUR DATE.

ALL CLUMAC

29-3-1 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

As of July 14, 1992: Metro explained they are still working with the ~~Police Department on setting up a lease.~~ Metro requested HCCO add a card reader at the SW entry door. TVA will issue an ASI which adds the card reader.

No.

29-3-2 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.

B/

Action: HCCO
Date: 7/14/92

As of July 14, 1992: HCCO reported they are 90% complete with the schedule of values and hope to get it issued to Metro by tomorrow.

29-3-3 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.

B/

Action: Metro
Date: 7/14/92

As of July 14, 1992: Metro requested HCCO wait a couple more days prior to removing the information booth.

30-4-0 **QUALITY/SAFETY ITEMS**

30-4-1 Quality Circle Meetings: No quality issues were brought up at this meeting.

30-4-2 Safety Manhours: HCCO reported they had presently worked approximately 41,000 manhours without a lost time accident.

30-5-0 **INFORMATION ITEMS**

30-5-1 Next Meeting: The next Project Review meeting is scheduled for July 21, 1992 at 8:00 a.m. at the jobsite office.

30-5-2 Schedule: See attachment, Fig. #1 for a copy of the HCCO three-week schedule.

Submitted by:

Cade Lawrence

Cade Lawrence
Assistant Operations Manager

CL:mcc

Attachments

cc: Attendees
Wayne Drinkward, HCCO

