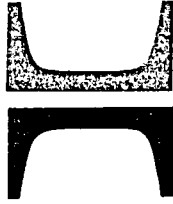


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HOFFMAN CONSTRUCTION COMPANY
OF OREGON

METRO HEADQUARTERS

PROJECT MEETING MINUTES

Our Job No. 9214

Meeting No: 31
Date: July 21, 1992
Location: HCCO Field Office
Attendees: Berit Stevenson Metro
Glenn Taylor Metro
Bob Thompson Thompson Vaivoda & Associates
Cade Lawrence Hoffman Construction Company
Don Nail Hoffman Construction Company
Bill Stotts Hoffman Construction Company

31-1-0 ACTION ITEMS

None.

31-2-0 RESOLVED ITEMS

29-2-2 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.

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.

As of July 21, 1992: Metro has received the Schedule of Values.

29-2-3 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.

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.

As of July 21, 1992: The job shack has been removed.

- 30-2-3 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.

Action: Metro
Date: 7/17/92

As of July 21, 1992: The meeting with the Council has occurred and TVA will incorporate the minor revisions.

- 30-2-7 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.

Action: Metro
Date: 7/21/92

As of July 21, 1992: Glumac has verbally advised HCCO that the electrical feeds are to be installed as designed.

31-3-0 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 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.

As of July 21, 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 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.

As of July 21, 1992: Same as above.

HCCO REC'D FINAL STRUCTURAL DRAWINGS - WAITING ON
CALCS

- 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 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.

As of July 21, 1992: A meeting is scheduled with ALTA on Wednesday 7/22/92 to review the scope of work. Then a meeting will be scheduled with the Council.

NOW HAVE CONTRACT w/ALTA

MEETING NEXT WEEK - TUESDAY AT 10:00 AM 8/4/92

- 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 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.

As of July 21, 1992: Metro questioned when they needed to provide answers on the miscellaneous base items. Metro advised they will have a response by 8/4/92.

NEED TO DISCUSS
W/NEIL SALINE

ROOF IS CRITICAL - 6 WKS. START.

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 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.

As of July 21, 1992: TVA is to contact the artist and coordinate the art with the Plaza design.

MTG TODAY @ 10:00 AM 7/28/92 TO REVIEW PLAZA DESIGN.

PICTURES REQUIRE BACKING

- ✓ 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.

As of July 21, 1992: Metro to render a decision by 8/4/92.

- 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.

As of July 21, 1992: No card reader is required. Metro and TVA to meet with the police at 2 p.m. on Friday.

TVA WILL DO SPACE PLAN FOR METRO
1,250 # +

30-3-1 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

As of July 21, 1992: HCCO stated the mockup should be complete today.

METAL PANELS HAVE BEEN CHANGED
CAULKING APPROVED.

30-3-2 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

As of July 21, 1992: Same as above.

NEED WRITTEN RESPONSE BY FRIDAY.

- ✓ 30-3-4 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

As of July 21, 1992: TVA to review with Glumac.

NEED TO SET UP MTG W/HCCO & METRO

- 30-3-5 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

As of July 21, 1992: Metro may revise plant material to more native material.

COST COMING FROM MAYOR REED

DRIP IRRIGATION DEMONSTRATION ?

PLANT CHANGE OUTS

LAWN CHANGE

- 30-3-6 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.

RESOLVED

Action: TVA
Date: 7/17/92

As of July 21, 1992: TVA is reviewing the drawings.

31-4-0 **QUALITY/SAFETY ITEMS**

31-4-1 Quality Circle Meetings: No quality issues were brought up at this meeting.

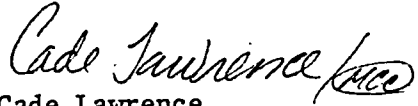
31-4-2 Safety Manhours: HCCO reported they had presently worked approximately 41,000 manhours without a lost time accident.

31-5-0 **INFORMATION ITEMS**

31-5-1 Next Meeting: The next Project Review meeting is scheduled for July 28, 1992 at 8:00 a.m. at the jobsite office.

31-5-2 Schedule: See attachment, Fig. #1 for a copy of the HCCO three-week schedule.

Submitted by:


Cade Lawrence
Assistant Operations Manager

CL:mcc

Attachments

cc: Attendees
Wayne Drinkward, HCCO
Paul Thimm, TVA

ASI =

