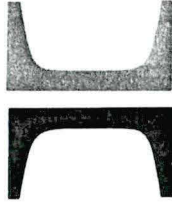


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**HOFFMAN CONSTRUCTION COMPANY  
OF OREGON**

**METRO HEADQUARTERS**

**PROJECT MEETING MINUTES**

**Our Job No. 9214**

Meeting No: 33  
Date: August 4, 1992  
Location: HCCO Field Office  
Attendees: Berit Stevenson Metro  
Glenn Taylor Metro  
Pat Merkle 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

**33-1-0 ACTION ITEMS**

- ✓ 33-1-1 Daycare Range Venting: Metro questioned whether the present Daycare kitchen will allow full cooking processes as they had heard the State office Daycare kitchen could not have full cooking. TVA will check with Glumac on the Daycare kitchen capabilities and report back.

Action: TVA  
Date: 8/11/92

- 33-1-2 Site Sidewalk Bump: Metro voiced concern that kpff had allowed the City to add a road modification at the corner of 7th and Lloyd which would increase the site costs. Metro explained they had never been informed that the City was requiring the modification. TVA will check with the City to determine exactly why the road revision was occurring.

125

Action: TVA  
Date: 8/7/92

✓ 33-1-3 N. Plaza Paver Selection: HCCO requested that TVA expedite their selection of the Plaza area pavers so the order could be placed. TVA confirmed they are looking at samples and hope to have a selection in the next week or so.

Action: TVA  
Date: 8/11/92 No CHANGE

/ 33-1-4 Mezzanine T.I. Review: TVA tabled a copy of the latest mezzanine tenant drawings for Metro to review and comment on. Metro will expedite their review and comments so the drawings can be issued to HCCO for pricing.

Action: Metro  
Date: 8/11/92

33-2-0 RESOLVED ITEMS

4-2-5 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 14, 1992: Same as above.

As of July 21, 1992: Same as above.

As of July 28, 1992: HCCO sent the final structural drawings to Metro for review and comment prior to issuing to the City. HCCO will wait one week for Metro to comment prior to City submittal.

As of August 4, 1992: Metro reviewed and approved the seismic wall design. HCCO will get the drawings submitted for permit so the work can proceed. HCCO will also get a separate change order issued to Metro for this work.

- 30-2-1 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.

As of July 28, 1992: TVA reviewed and gave general approval of the mockup with some revisions. TVA explained they were deleting the canted metal panel detail and would be issuing an ASI to document the revised design.

As of August 4, 1992: TVA reviewed and approved the mockup last week.

- 32-2-1 Special Inspections Contract: HCCO requested a copy of the PSI contract to review the minimum project time for each inspection. Metro will send over a copy of the PSI contract.

Action: Metro  
Date: 7/31/92

As of August 4, 1992: HCCO received a copy of the PSI contract from Metro and confirmed there is a two-hour minimum. HCCO will schedule inspections to utilize the two-hour minimum inspection time.

33-3-0 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 21, 1992: Same as above.

As of July 28, 1992: Metro explained they will receive a light array study by 7/31/92 on the HPS type lighting. HCCO and Metro agreed to review the cost vs. design early next week once the light study has been distributed.

As of August 4, 1992: Metro distributed the Gradco light array study to HCCO for Glumac to review and for pricing. HCCO will have Glumac review the light array study against the present design to insure the RFP requirements can still be met.

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 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.

As of July 28, 1992: Metro reported they awarded the paging and A/V design to ALTA. A tentative meeting with ALTA and Metro was scheduled to occur on 8/4/92 at 10:00 to interface the preliminary design with Glumac and TVA.

As of August 4, 1992: A meeting was held on 8/3/92 with ALTA and ALTA voiced concern about the Council Chamber acoustics. ALTA will review the mechanical unit sound issues and respond by 8/11/92 on acoustical issues. ALTA will have the schematic design by 8/24/92 for the A/V system and paging system. The construction documents will be issued four weeks after Metro approves the schematic design submittal.

- 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 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.

As of July 28, 1992: HCCO and Metro will review the validity of the mechanical screens being an extra following this meeting. Metro committed to issuing their T.I. comments to HCCO in writing by 7/31/92. HCCO explained a decision on the roof screens is critical to prevent any roofing delays.

As of August 4, 1992: Metro approved keeping the Plaza screen, the "L"-shaped screen the "U"-shaped (modified), and the raised skylight. The tower trellis will be deleted and a mechanical screen will be added to cover the mechanical unit near the tower. TVA committed to having the new mechanical screen drawing issued by 8/7/92. HCCO will get revised pricing to Metro for review and approval.

RESOLVED

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

As of July 28, 1992: Metro explained there is a follow-up meeting scheduled with the Plaza artwork team. All parties

agreed the final design review meeting between TVA and the artist would be held on 8/17/92 with the Art Committee meeting to be held on 8/18/92. HCCO explained they need the artist to place all the metal forms (Attachment, Fig. #3) by 9/21/92 in order to stay with the present schedule.

As of August 4, 1992: Metro explained TVA and the Plaza artists will meet again on 8/6/92 to fine-tune the location of the Plaza area art. Metro reported the artist was concerned about the 9/21/92 date being very tight for having their forms in place. HCCO will continue to monitor the status of Plaza work and let Metro know if the 9/21/92 date is a problem.

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

See previous meeting minutes for prior status.

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

As of July 28, 1992: Metro decided they want the phone system to feed the building per the route selected by U.S. West in lieu of the Convention Center. TVA tabled a letter (Attachment Fig. #2) from U.S. West which stated Metro would be responsible to reroute the phone system from the existing Daycare area vault. Metro received the letter and will issue a formal response to HCCO and U.S. West.

As of August 4, 1992: Metro issued a letter of response to the U.S. West letter which gave the new U.S. West representative the history of occurrences and decisions surrounding the Daycare vault. HCCO forwarded the letter to U.S. West for review and resolution. All parties discussed the issue further and it was decided TVA will schedule a meeting next Tuesday at 9:30 with U.S. West to resolve the vault issue. TVA will also prod Glumac to respond to the U.S. West letter.

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.

As of July 28, 1992: TVA confirmed they are presently working on a space plan for the 1st floor police area. Metro requested a fee proposal from TVA for the space planning work.  
As of August 4, 1992: Same as above. TVA will issue a fee by 8/6/92.

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.

As of July 28, 1992: Metro will get HCCO a written list of their concerns and comments by 7/31/92.

As of August 4, 1992: Metro will get their review comments to HCCO by 8/5/92.

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.  
As of July 28, 1992: Metro explained they do want to utilize "HPS" fixtures at the basement. HCCO and Metro will discuss the cost implications following this meeting. Metro expects the light study information for the "HPS" lights by 7/31/92.  
As of August 4, 1992: Metro issued HCCO a light array study from Gradco lights and HCCO will have Glumac review it against the present design. Metro also requested Glumac revise the 1st floor parking circuiting to accommodate the added 1st floor tenant work.

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.  
As of July 28, 1992: Carol Reed met with the landscaper and agreed on which landscape revisions are to be made. TVA will have Carol Reed expedite issuance of the landscape addenda so HCCO can get it out prior to bid.  
As of August 4, 1992: TVA explained they are waiting for Metro to approve the design costs for making the revisions prior to distributing drawings to HCCO.



32-3-2 Spire Lighting: TVA explained they are still looking at options to light the tower spires and delete the large spot lights. TVA will continue to push on Glumac for lighting options.

Action: TVA  
Date: 8/4/92

GLUMAC

As of August 4, 1992: TVA reported they are waiting for additional light fixture data from Glumac prior to revising the spire lighting. TVA hopes to have spire lighting redesign complete by next week.

33-4-0 **QUALITY/SAFETY ITEMS**

33-4-1 Quality Circle Meetings: No quality issues were brought up at this meeting. HCCO reported a picture was taken by the Oregonian of the scaffold erection process which caused OSHA to visit the site. OSHA did not find any violations.

33-4-2 Safety Manhours: HCCO reported they had presently worked approximately 50,000 manhours without a lost time accident.

33-5-0 **INFORMATION ITEMS**

33-5-1 Next Meeting: The next Project Review meeting is scheduled for August 11, 1992 at 8:00 a.m. at the jobsite office.

33-5-2 Schedule: See attachment, Fig. #1 for a copy of the HCCO three-week schedule.

33-5-3 Proposals: See Attachment, Fig. #2 for a copy of the  
HCCO/Metro proposal log.

Submitted by:

*Cade Lawrence*

Cade Lawrence  
Assistant Operations Manager

CL:mcc

Attachments

cc: Attendees  
Wayne Drinkward, HCCO

TI BID ANALYSIS

DRYWALL REVEALS



ACTIVITY DESCRIPTION	Subcont.	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
INSTALL EXTERIOR SOUTH ELEVATION STRUCT STUDS	PERFORMANCE															X	X	X	X	X	WAITING ON STRUCT STEEL
CORE AND SHELL FRAMING	PERFORMANCE	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	3RD FLOOR AND ROOF INCLUDES TOILET ROOMS
CORE AND SHELL FRAMING	PERFORMANCE	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	1ST FL AND 2ND FLOOR INCLUDES TOILET ROOMS
PARAPET FRT PLYWOOD	PERFORMANCE	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	
ELECTRICAL ROUGHIN	JWP GRASLE	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	FIRST FLOOR CEILING INTERMITTENT
INTALL MAIN UNDERGROUND FEEDS.	JWP GRASLE	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	PRIMARY AND SECONDARY AND TELEPHONE
PLUMBING ROUGHIN TOILET ROOMS	PEN NOR	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	2ND AND 3RD FLOOR TOILET ROOMS
INSTALL DUCT	MCKINSTRY	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	3RD FLOOR TOILET ROOM 2ND FLOOR TOILET ROOM
MISC DEMOLITION	CONCRETE CORING				X																HOLES AT BASE OF TOWER
INSTALL TOWER STEEL FOR CURTAIN WALL	CARR	X	X	X	X	X															
INSTALL STEEL FOR ROTUNDA	CARR				X	X	X														
INSTALL STAIR #3 STEEL	CARR								X	X	X	X	X			X	X	X	X	X	
INSTALL STRUCT STEEL AT ELEV. SHAFTS	CARR	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	
INSTALL STRUCTURAL SKIN SUPPORTS/AWNINGS	CARR	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	SOUTH SIDE THEN WEST, INCLUES TOWER

Attachment,  
Fig. #2

H O F F M A N   C O N S T R U C T I O N   C O M P A N Y

BLDG: METRO  
LOCATION: PORTLAND, OR  
ARCHITECT: TVA ARCHITECTS

PROJECT PROPOSAL LOG

JOB NO: 9214  
ESTIMATOR: CADE  
DATE: 31-Jul-92

PR#	CR #	DESCRIPTION OF WORK	DATE SUBMT	DATE APPRV	PROPOSAL AMOUNT	C.O.#	ACTION STATUS	APPRVD AMOUNT	C.O.	REMARKS
1	N/A	ADD 1ST FLOOR "CORE/SHELL" WORK, ADD TRAFFIC STUDY WORK, REMOVE PENTHOUSE EQUIPMENT	2/92	2/92	\$122,515	1	A	\$122,515		
2	8	PROVIDE N. MECH. SHAFT SLAB CUT & CAP FOR FUTURE SERVICE TO FIRST FLOOR	N.A.	N.A.	\$1,883	2	A	\$1,883		
3	12	PARKING GARAGE STRUCTURAL ANALYSIS			\$8,774	5	C			SUBMIT W/ C.O. 5
4	9	TVA DWGS A3.4, A3.6, A8.9, & A8.10 (3/9/92) CONCERNING PLAZA CLERESTORY & FITNESS CENTER	3/13	VOID	\$115,549	VOID	V	VOID		
5	11	ADD PENTHOUSE CORE & SHELL WORK	3/92	3/92	\$111,904	3	A	\$111,904		
6	15	PARKING GARAGE ARCH., MECH, & ELEC DESIGN FEES	6/16		\$55,909	4	O			
7	40	DEMO & RESURFACE PARKING GARAGE UPPER DECK	7/8		\$130,311		O			METRO IS REVIEWING
8	32	ENERGY STUDY UPGRADE & DESIGN COSTS					O			METRO IS REVIEWING
9	41	BASE BLDG DESIGN OPTIONS	7/8		\$125,382		O			METRO IS REVIEWING
10	19	PLAZA DESIGN BUILD ISSUES					C			HCCO TO "VE" DESIGN
11	55	PARKING GARAGE OVERALL IMPROVEMENTS					O			METRO REVIEWING LIGHTING
12	56	PENTHOUSE AREA T.I. DESIGN WORK					C			TVA TO SUBMIT PRICE

HOFFMAN CONSTRUCTION COMPANY

BLDG: METRO  
 LOCATION: PORTLAND, OR  
 ARCHITECT: TVA ARCHITECTS

PROJECT PROPOSAL LOG

JOB NO: 9214  
 ESTIMATOR: CADE  
 DATE: 31-Jul-92

PR#	CR #	DESCRIPTION OF WORK	DATE SUBMT	DATE APPRV	PROPOSAL AMOUNT	C.O.#	ACTION STATUS	APPRVD C.O. AMOUNT	REMARKS
13	57	POLICE STATION DESIGN & CONSTRUCTION WORK					0		TVA TO SUBMIT FEE
14									
		TOTALS			\$556,678			\$236,302	