

**HOFFMAN CONSTRUCTION COMPANY  
OF OREGON**

HVAC UNITS 10/8

**METRO HEADQUARTERS**

**PROJECT MEETING MINUTES**

**Our Job No. 9214**

Meeting No: 34  
Date: August 11, 1992  
Location: HCCO Field Office  
Attendees: Berit Stevenson Metro  
Glenn Taylor Metro  
Pat Merkle Metro  
Maurice Neyman Metro  
Paul Thimm Thompson Vaivoda & Associates  
Cade Lawrence Hoffman Construction Company  
Don Nail Hoffman Construction Company  
Bill Stotts Hoffman Construction Company

**34-1-0 ACTION ITEMS**

✓ 34-1-1 Roof Redesign: TVA tabled a preliminary drawing of the roof screen and trellis redesign. HCCO explained that schedule is of paramount importance so TVA should issue final ~~for~~ for-construction drawings by Thursday. TVA will expedite.

Action: TVA  
Date: 8/13/92 ISSUED WED 8/12

34-1-2 T.I. Bid Analysis: HCCO explained they did receive the T.I. bids on 8/6/92 and are in the process of analyzing the bids to come up with the correct low bidders. HCCO did report the initial bid review indicated the T.I. work is substantially over budget. HCCO will attempt to have bid and budget information ready for review by next week.

THURSDAY MORNING  
MONDAY 8/24 @ 1:30 PM

Action: HCCO  
Date: 8/18/92

✓ 34-1-3 W. Elevation Brick Ledge: HCCO voiced concern about how the W. elevation brick sill/concrete stub walls interface to create a leak proof detail. HCCO and TVA will review following the meeting to insure the correct detail is being utilized.

Action: HCCO/TVA  
Date: 8/14/92

34-1-4 Precision Bid: Metro requested HCCO get bids from Precision Construction for removing PCB's from the parking garage lights. HCCO will expedite a price.

Action: HCCO  
Date: 8/18/92

34-1-5 Drywall Reveals: HCCO explained the present T.I. drawings show recessed reveals at many locations. HCCO voiced concern about the existing structure having unlevel floor slabs which will create visual problems with the reveals, relites and door frames installation. All parties agreed to review this issue further once the T.I. buyout was revealed.

COST OF TI

Action: All  
Date: 8/18/92

34-1-6 Recycle Verbiage: Metro requested TVA and HCCO submit a letter about the recycle verbiage they helped develop. Metro will be using them at a recycle meeting in November.

Action: HCCO/TVA  
Date: 9/15/92

34-1-7 Reception Desk Design: HCCO questioned the status of the reception desk design by TVA. TVA explained they are working on it this week and hope to have it issued by next week. HCCO informed TVA that the reception desk design is showing negative on the schedule.

Action: TVA  
Date: 8/18/92 8/20/92

34-1-8 Future Mechanical Unit Curb: HCCO requested TVA get a design out for installation of the future mechanical unit curbs. TVA will have Glumac review and issue a design on the future curb.

Action: TVA  
Date: 8/18/92

34-2-0 RESOLVED ITEMS

- 12-2-1 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.  
As of August 11, 1992: HCCO and Metro worked out the design costs and HCCO issued C.O. #4 for Metro approval.

- 30-2-2 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.  
As of August 11, 1992: HCCO received the comments and forwarded to TVA for issuance on an ASI.

- 30-2-5 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.

As of August 11, 1992: Metro approved the landscape design fees and TVA is having the landscape architect proceed. TVA will get HCCO a copy of the fee proposal.

How MUCH?

34-3-0 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 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.

As of August 11, 1992: HCCO tabled a copy of a submittal by Grasle Electric for a "HPS" fixture which they could install at no additional cost. Metro and TVA will review the submittal to determine if the proposed fixture is acceptable. Glumac will get the Metro layout drawings back to HCCO so they can have Grasle price the Gradco fixture.

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 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.

As of August 11, 1992: Metro received ALTA's meeting minutes and will forward to HCCO for their review and information. TVA and HCCO will push on Glumac to give ALTA data on the Council Chambers rooftop unit so ALTA can complete their acoustical review.

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 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.

As of August 11, 1992: Metro explained they will meet with the Art Committee and the Artists tomorrow to finalize the layout. Metro further explained the Artist's plan to utilize foam blockouts for the pavers due to the tight schedule. HCCO requested Metro check with the Artist to determine if quality will be sacrificed due to the foam-type forms. HCCO could allow more time to complete the forms if quality is at stake. Metro will check with the Artist on this issue and will get HCCO a copy of the final approved layout.

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 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.

As of August 11, 1992: A meeting was held with U.S. West at

9:30 to discuss past design criteria and future options. During the meeting, U.S. West offered to eliminate the vault at no cost if Metro would provide them with a long-term lease on a room located onsite. All parties agreed it was a viable option and should be pursued. Metro will issue a letter of understanding from which TVA can design the added room.

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

See previous meeting minutes for prior status.

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.

As of August 11, 1992: Same as above.

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.

As of August 11, 1992: HCCO received a Glumac memo concerning the low footcandle output with the Metro "HPS" fixture and layout. Glumac will return the Metro layout drawings to HCCO and HCCO will have Grasle price. HCCO tabled a Grasle proposal to revise the existing lights to "HPS" lights at no additional cost. Metro will review the proposal.

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

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.

As of August 11, 1992: Same as above. 8/31/92

2 WEEKS

✓ 33-3-1

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

As of August 11, 1992: Same as above.

TVA TO GET OPTIONAL  
BERIT TO CALL

33-3-2

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.

Action: TVA  
Date: 8/7/92

As of August 11, 1992: Same as above.

33-3-3

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 8/20/92 FRIDAY.

As of August 11, 1992: HCCO tabled a sample of the Factory Mutual paver. TVA will review other options and get a selection made.

33-3-4 **ANNEX**  
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

As of August 11, 1992: Metro will review and issue their comments to HCCO by 8/13/92.

34-4-0 **QUALITY/SAFETY ITEMS**

34-4-1 Quality Circle Meetings: HCCO voiced a little concern about the flashing detail at the West brick-to-concrete connection. TVA and HCCO will review the present design detail following the meeting.

34-4-2 Safety Manhours: HCCO reported they had presently worked approximately 55,000 manhours without a lost time accident.

34-5-0 **INFORMATION ITEMS**

34-5-1 Next Meeting: The next Project Review meeting is scheduled for August 18, 1992 at 8:00 a.m. at the jobsite office.

34-5-2 Schedule: See attachment, Fig. #1 for a copy of the HCCO three-week schedule.

34-5-3 Proposals: See Attachment, Fig. #2 for a copy of the HCCO/Metro proposal log.

34-5-4 Metro Submittals: All parties agreed Metro should return any submittals on which they commented to TVA for distribution.

Submitted by:

*Cade Lawrence*

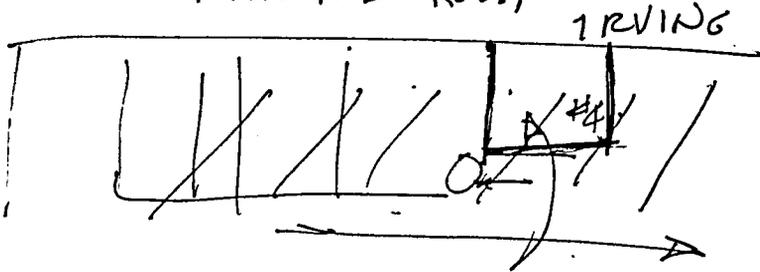
Cade Lawrence  
Assistant Operations Manager

CL:mcc

Attachments

cc: Attendees  
Wayne Drinkward, HCCO  
Bob Thompson, TVA

US WEST  
TELEPHONE - FIBER HUB ROOM





\*\*\*\*\*  
 ACTIVITY DESCRIPTION    Subcont.    10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29  
 =====

ELEVATOR #4 AND 5

INSTALL EXTERIOR STRUCT PERFORMANCE X X X X X  
 STUDS ON TOWER

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

ROTUNDA FRAMING PERFORMANCE X X X X X    X X X X X    X X X X X

ELECTRICAL ROUGHIN JWP X X X X X    X X X X X    X X X X X    FIRST FLOOR CEILING  
 GRASLE INTERMITTENT

INTALL MAIN JWP PRIMARY AND SECONDARY  
 UNDERGROUND FEEDS. GRASLE X X X X X    AND TELEPHONE

PLUMBING ROUGHIN 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 X X X    TI WORK MAIN ROOF  
 CORING

INSTALL TOWER STEEL CARR X X X X X  
 FOR CURTAIN WALL

INSTALL STEEL FOR CARR X  
 ROTUNDA

INSTALL STAIR #3 STEEL CARR X X X X X    X X X X X

INSTALL STRUCT STEEL CARR X X X X X  
 AT ELEV. SHAFTS 4 AND 5

\*\*\*\*\*

ACTIVITY DESCRIPTION    Subcont.    10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29

=====

INSTALL STRUCTURAL  
 SKIN SUPPORTS/ANWINGS    CARR    X X X X X    X X X    INCLUDES SLAB EXTENSION  
 AT WEST SIDE    BRACKETS

INSTALL TRELLIS ON MAIN CARR  
 ROOF    X X

ERECT STRUCTURAL STEEL  
 AT MAIN ENTRY    CARR    X X X

E.I.P.S. SCREEN WALLS    CARR    X X X X X

INSTALL BEAMS AT ROOF    CARR    X X X X X  
 AND FLOOR SLAB OPENINGS

Attachment,  
Fig. #2

HOFFMAN CONSTRUCTION COMPANY

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

PROJECT PROPOSAL LOG

JOB NO: 9214  
ESTIMATOR: CADE  
DATE: 07-Aug-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		SEE C.O. 1
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		SEE C.O. 2
3	12	PARKING GARAGE STRUCTURAL ANALYSIS			\$8,774	4	A	\$8,774		SEE C.O. 4
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		DESIGN WAS REVISED.
5	11	ADD PENTHOUSE CORE & SHELL WORK	3/92	3/92	\$111,904	3	A	\$111,904		SEE C.O. 3
6	15	PARKING GARAGE ARCH., MECH, & ELEC DESIGN FEES	6/16		\$55,909	4	O	\$55,989		SEE C.O. 4
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	41A	BASE BLDG DESIGN OPTIONS	8/4		\$123,613	4	A	\$123,613		SEE C.O. 4
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

COPY 2/12/92

HOFFMAN CONSTRUCTION COMPANY

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

PROJECT PROPOSAL LOG

JOB NO: 9214  
 ESTIMATOR: CADE  
 DATE: 07-Aug-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					O		TVA TO SUBMIT FEE
14		UPGRADE TO MCQUAY ROOFTOP MECHANICAL UNIT					C		
15									
		TOTALS			\$554,909			\$424,678	