

HOFFMAN CONSTRUCTION COMPANY OF OREGON

## METRO HEADQUARTERS

AUG 2 O REC'D

# PROJECT MEETING MINUTES

Our Job No. 9214

Meeting No: Date: Location:	35 August 18, 1992 HCCO Field Office	
Attendees:	Berit Stevenson	Metro
	Glenn Taylor	Metro
	Pat Merkle	Metro
	Maurice Neyman	Metro
	Sandy Stallcup	Metro
	Bob Thompson	Thompson Vaivoda & Associates
	Paul Thimm	Thompson Vaivoda & Associates
	Ed Carlisle	Glumac (Partial)
	Darryl Droba	Glumac (Partial)
	Cade Lawrence	Hoffman Construction Company
	Don Nail	Hoffman Construction Company
	Bill Stotts	Hoffman Construction Company

# 35-1-0 ACTION ITEMS

35-1-1 <u>Elevator Pressurization Redesign</u>: HCCO authorized Glumac to proceed with redesign of the elevator pressurization system and they will work any Glumac fee proposals with Steve Strauss. The new design will eliminate another slab cut.

Action:	Glumac
Date:	8/21/92

35-1-2 <u>Annex Parapet Re-Use.</u>: HCCO questioned whether the existing annex roof parapet could remain as built. If not, HCCO requested a new detail.

Action:	HCCO
Date:	8/21/92

✓ 35-1-3 <u>Blind Selection</u>: HCCO questioned the status of TVA and Metro reviewing options for the window blinds. TVA will get Metro some window blind samples they were looking at.

Action: HCCO Date: 8/25/92

### 35-2-0 RESOLVED ITEMS

28-2-1 <u>Telephone Main Feed</u>: 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. <u>As of July 28, 1992</u>: 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. <u>As of August 4, 1992</u>: 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 TVA will also prod Glumac to respond to the U.S. vault issue. 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. As of August 18, 1992: Metro issued a letter of understanding and is working out a long-term lease with U.S. West. TVA will design the new room in the Parking Garage as requested by Metro.

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 8/11/92 Date:

As of August 11, 1992: Metro will review and issue their comments to HCCO by 8/13/92. As of August 18, 1992: Metro issued their comments to HCCO and HCCO sent to TVA for incorporation into the documents.

Roof Redesign: TVA tabled a preliminary drawing of the roof 34-2-1 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 8/13/92 Date:

As of August 18, 1992: TVA reported they issued the revised roof layout drawings on 8/12/92 and HCCO is proceeding with the steel framing.

W. Elevation Brick Ledge: HCCO voiced concern about how the 34-2-3 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 8/14/92 Date:

As of August 18, 1992: HCCO and TVA (Kurt) reviewed the design last week and decided the present design was fine for the application.

Precision Bid: Metro requested HCCO get bids from Precision 34-2-4

33-2-4

Construction for removing PCB's from the parking garage lights. HCCO will expedite a price.

Action: HCCO Date: 8/18/92

As of August 18, 1992: HCCO received the Precision Construction bid and sent it to Metro for review. HCCO explained the price was "NTE" and had an option for doing weekend work. Metro will review and let HCCO know how they want to proceed.

34-2-6 <u>Recycle Verbiage</u>: 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

As of August 18, 1992: HCCO and TVA informed Metro they would not be able to get a letter out quickly due to the time being spent on the T.I. cost issues. Metro decided they could proceed with their recycle presentation without HCCO or TVA's letter.

# 35-3-0 UNRESOLVED ITEMS

2-3-5 <u>PP&L Energy Analysis</u>: 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. <u>As of August 4, 1992</u>: Metro distributed the Gardco 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 Gardco fixture.

As of August 18, 1992: HCCO reported Grasle had priced using Gardco fixtures at the lower level parking area and the premium cost came in at just less than \$2,000. HCCO will forward a copy of Grasle pricing to Metro for review. Metro requested Glumac revise the energy study to reflect using "HPS" fixtures at the parking garage.

11-3-1 <u>Paging System</u>: 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. <u>As of August 4, 1992</u>: 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.

As of August 18, 1992: Glumac issued the Council Chamber mechanical unit sound data to ALTA for their review. Metro reported they received the ALTA preliminary report for audio/visual and acoustical needs at the Council Chamber's area. Metro will distribute the report to all parties for comments. Glumac will confirm the present Council Chambers mechanical design would give Metro an NC-30 in the room.

✓ 22-3-3

<u>1% Art Selection</u>: 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

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See previous meeting minutes for prior status. <u>As of August 4, 1992</u>: 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

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> 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. <u>As of August 11, 1992</u>: 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.

As of August 18, 1992: Metro reported the Art Committee had approved the latest Plaza art layout and the artist is presently working on shop drawings from which the pavers can be installed accurately. Metro reported they had given the Artists until  $\pm$  10/15/92 to complete since the HCCO work schedule had lost several days.

29-3-1

<u>Police Space Planning</u>: 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 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.

As of August 18, 1992: Metro tabled a preliminary space plan for the Police Station from which HCCO can budget price. TVA will also get their fee proposal over to HCCO for submittal to Metro.

PRICING DUE

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: HCCO/Glumac Date: 8/25/92

See previous meeting minutes for prior status.

As of August 4, 1992: Metro issued HCCO a light array study from Gardco lights and HCCO will have Glumac review it against the present design. Metro also requested Glumac revise the lst floor parking circuiting to accommodate the added lst 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. As of August 18, 1992: Glumac is reviewing the Grasle proposed alternate "HPS" light fixture data. HCCO issued Grasle pricing to Metro on the basement light revision work for their use.

32-3-2 <u>Spire Lighting</u>: 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.

As of August 18, 1992: TVA explained they are working with Glumac to get the revised fixture costs and TVA committed to issuing a preliminary design by 8/31/92.

P# 80LV60

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.

MULTNOMACH COUNTY HENEY ROOGERS As of August 18, 1992: All parties reviewed the Daycare kitchen present design and confirmed the range hood is vented to the outside. Metro questioned whether the specified Daycare equipment could be upgraded to a more commercial grade. TVA will check with the Health Department to determine if commercial equipment could be utilized. TVA will send Glumac a copy of the range data.

PRODUCE WASHING SINK REP'D. NEEDS FLOOR SINK.

/ 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. As of August 18, 1992: All parties discussed the 7th/Lloyd concrete sidewalk and it was decided Metro would contact the City to determine why the intersection had to be modified.

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

As of August 11, 1992: HCCO tabled a sample of the Factory Mutual paver. TVA will review other options and get a selection made. As of August 18, 1992: TVA committed to having a preliminary paver selection by 8/21/92. HCCO emphasized the paver selection is critical to the schedule at this time.

DARK IRON SPOT

√34-3-2 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.

> Action: HCCO Date: 8/18/92

As of August 18, 1992: HCCO explained they are still in the process of analyzing and separating the bids. Metro requested the main T.I. review meeting be moved to 8/24/92 at 1:30 if possible. All parties agreed to the new date.

34-3-5 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.

> Action: All Date: 8/18/92

As of August 18, 1992: The issue of deleting the miscellaneous T.I. drywall reveals will be discussed in detail at the 8/24/92 T.I. review meeting.



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

As of August 18, 1992: TVA explained they were working on the reception desk and council chambers casework but would not have it available until 8/21/92. HCCO emphasized it is a critical schedule issue so the design needed to be issued by 8/21/92.

34-3-8 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

As of August 18, 1992: Glumac issued a preliminary buyout for the future rooftop unit and TVA has kpff reviewing the structural implications. TVA reported a description is coming to HCCO from which HCCO can budget price. Metro requested Glumac issue a narrative which describes the positive and negative aspects of installing the mechanical curb now instead of at the time when it is needed.

METRO WILL NOT INSTALL AT THIS TIME

## 35-4-0 QUALITY/SAFETY ITEMS

- 35-4-1 <u>Quality Circle Meetings</u>: No quality issues were raised at this time.
- 35-4-2 <u>Safety Manhours</u>: HCCO reported they had presently worked approximately 42,000 manhours without a lost time accident as of 7/31/92.
- 35-5-0 INFORMATION ITEMS
- 35-5-1 <u>Next Meeting</u>: The next Project Review meeting is scheduled for August 25, 1992 at 8:00 a.m. at the jobsite office.
- 35-5-2 <u>Schedule</u>: See attachment, Fig. #1 for a copy of the HCCO three-week schedule.
- 35-5-3 <u>Proposals</u>: 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

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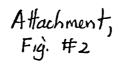
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19-Aug-92

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#### HOFFMAN CONSTRUCTION COMPANY

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3	1	12	PARKING GARAGE STRUCTURAL ANALYSIS			\$8,774	4	^	\$8,774	SEE C.O. 4
4			   TVA DWGS A3.4, A3.6, A8.9, & A8.10 (3/9/92)      CONCERNING PLAZA CLERESTORY & FITNESS CENTER		VOID 	\$115,549	VOID 	V   	VOID	DESIGN WAS REVISED. 
5	1	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	0	\$55,989	SEE C.O. 4
7	1	40	   DEMO & RESURFACE PARKING GARAGE UPPER DECK	7/8		\$130,311		0		METRO IS REVIEWING
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10	1	19	   PLAZA DESIGN BUILD ISSUES					C		HCCO TO "VE" DESIGN
11		55	PARKING GARAGE OVERALL IMPROVEMENTS					0		METRO REVIEWING LIGHTING
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