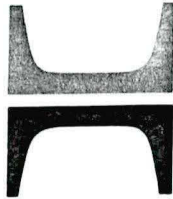


\$25/YD² CONCRETE
SIDEWALK



**HOFFMAN CONSTRUCTION COMPANY
OF OREGON**

METRO HEADQUARTERS

PROJECT MEETING MINUTES

Our Job No. 9214

Meeting No:	42	
Date:	October 6, 1992	
Location:	HCCO Field Office	
Attendees:	Berit Stevenson	Metro
	Glenn Taylor	Metro
	Maurice Neyma	Metro
	Paul Thimm	Thompson Vaivoda & Associates
	Cade Lawrence	Hoffman Construction Company
	Bill Stotts	Hoffman Construction Company
	Don Nail	Hoffman Construction Company
	Darryl Droba	Glumac

ACTION SUMMARY

HCCO

11-3-1 Expedite Fire Sprinkler calculations/layout
35-3-3 Obtain pricing on fabric window blinds
36-3-4 Obtain a new plaza concrete sample
41-3-2 Provide wood finish sample
41-3-3 Price Parking Garage lighting
42-3-3 Get certified payroll issued to Metro
42-3-5 Get the overall schedule updated for extension review

TVA

11-3-1 Review and respond to ACSI letter
33-3-1 Finalize and issue new Daycare kitchen design
39-3-2 Obtain a decision from Mayer Reed on recycled soil
39-3-2 Work out a final design for Plaza drainage
40-3-1 Finalize the media connection design
40-3-3 Finalize the Police and Greenspace space planning
41-3-1 Provide color chart/carpet by 10/13/92
41-3-4 Survey Parking Garage "ADA" and provide fee
41-3-7 Issue an ASI to document tenant VE approvals
42-3-1 Reduce paneling scope at miscellaneous T.I. rooms
42-3-2 Issue ASI on added irrigation sleeves for Parking Garage
42-3-6 Issue T.I. base sheets to Metro
42-3-7 Review perimeter diffuser problems

METRO

- 39-3-3 Make a decision on the Parking Garage resurfacing
- 42-3-4 Obtain city approval on glass fill at sidewalk

GLUMAC

- 2-3-5 Issue a document with added occupancy sensors
- 11-3-1 Coordinate with ACSI on paging system
- 33-3-1 Expedite redesign of Daycare kitchen
- 36-3-1 Issue new electrical lighting drawings with circuitry by 10/16/92
- 40-3-1 Finalize the A/V room electrical design
- 41-3-5 Issue a letter on variable frequency drives
- 42-3-7 Review perimeter diffuser problems

42-1-0 ACTION ITEMS

- ✓ 42-1-1 Council Chambers Conference Room: Metro requested TVA delete paneling or special wood finishes at Rooms 347 and 347 A-F to prevent another Archives issue. TVA will review the present design and propose a scope of reductions to Metro.

Action: TVA
Date: 10/13/92

TVA TO ISSUE ASI NEXT WEEK.

- 42-1-2 Parking Garage Irrigation Sleeves: TVA questioned why Metro had directed Mayer Reed to add sleeving at various driveways. Metro explained they need the sleeves added to allow installation of irrigation at the Parking Garage perimeter for future landscaping. TVA will issue an ASI to HCCO for the added scope of work.

Action: TVA
Date: 10/9/92

ASI TO BE ISSUED TODAY BY TVA.

✓ 42-1-3 Certified Payroll: Metro requested HCCO get the latest certified payroll information submitted so they can do their review. HCCO will get the certified payroll sent to Metro.

R

Action: HCCO
Date: 10/9/92

✓ 42-1-4 Glass Fill at Sidewalk: Metro explained they have the city reviewing the use of crushed glass at the site sidewalks. Metro will expedite approval by the city since HCCO is proceeding with the sitework. HCCO emphasized they would proceed with standard rock fill if there is no approval on glass when they start.

Action: Metro
Date: 10/9/92

✓ 42-1-5 Overall Schedule Review: HCCO explained they are concerned about meeting the schedule deadline since the tenant square footage and dollar value had increased greatly without any schedule extension. All parties agreed the issue should be reviewed further, once the latest schedule is updated.

Action: HCCO/TVA
Date: 10/13/92

✓ 42-1-6 T.I. Base Sheet: Metro requested a base sheet from TVA on the various tenant areas so they can start their detailed space planning work and labeling of spaces. TVA will get a copy of the latest base sheets over to Metro.

R.

Action: TVA
Date: 10/13/92

✓ 42-1-7

Perimeter Diffuser Layout: HCCO requested Glumac and TVA do another review of the perimeter diffuser installation requirements as there is some confusion on whether the diffuser should be in the ceiling grid or drywall soffit. TVA and Glumac will review following the meeting.

Action: TVA/Glumac
Date: 10/9/92

ASI 48 BASELINE CEILING
PLAN ISSUED.

42-2-0 RESOLVED ITEMS

34-2-2 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 September 15, 1992: HCCO tabled a new T.I. cost breakdown which reduced T.I. costs another \$42,000 to a total for approximately \$2,687,000. See Attachment, Figure No. 2. Metro will get HCCO the list of casework which should be charged against the furniture budget.

As of September 22, 1992: Same as above.

As of September 29, 1992: See Attachment, Figure #2 for the latest T.I. cost breakdown. The breakdown was reviewed with Metro after the meeting.

As of October 6, 1992: HCCO explained there were no changes to the T.I. expenditures and the costs were within the Metro target so all parties agreed to resolve this item.

40-2-3 ASI 25: HCCO questioned the status of issuing a final ASI 25 which incorporates all of Metro's final T.I. comments. TVA committed to having the final ASI 25 issued to HCCO by September 29, 1992. HCCO emphasized stud framing and drywall will start next week so any revisions need to be issued immediately.

Action: TVA
Date: 9/29/92

As of September 29, 1992: TVA committed to having ASI 25 issued on 9/30/92. TVA will then review and address how best to document the "VE" design revisions approved by Metro.

As of October 6, 1992: TVA issued ASI 25 to HCCO on 10/1/92, and HCCO distributed to all the subcontractors for integration into the work.

41-2-6 Sidewalk Joint Layout: HCCO questioned the status of TVA laying out sidewalk control joints so they align with the light poles, planters, and building columns. HCCO explained they will be laying out the sidewalk in accordance with the city requirements if TVA has not resolved the layout issue.

Action: TVA
Date: 10/2/92

As of October 6, 1992: HCCO informed TVA they would be proceeding with the sidewalk work in accordance with the city requirements unless they issued a joint layout drawing is issued. TVA (Bob) acknowledged and said he would get a layout drawing issued to resolve this issue.

42-3-0 **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 September 22, 1992: HCCO submitted a Change Order to Metro for resolution of several of the energy study costs and Metro is reviewing. Metro again requested a copy of Grasle's lighting proposal.

As of September 29, 1992: Glumac will get the initial parking garage construction documents issued to HCCO and TVA by 10/2/92. HCCO will have Grasle price the final documents while Metro reviews the design. Metro decided the light controls are to be either on or off. Metro will get Glumac a list of rooms which should have occupancy sensors so Glumac can finalize their locations. Metro agreed no switches should be in bathrooms or conference rooms unless the conference room had lights which could be dimmed.

As of October 6, 1992: Metro issued a memo clarifying which rooms should have occupancy sensors. TVA and Glumac will issue an ASI addressing the issue so HCCO can finalize pricing and get rough-in started. Glumac issued preliminary lighting drawings for the Parking Garage and HCCO has them being priced.

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 September 22, 1992: Metro explained ACSI needs a copy of the new ceiling layout before they can finalize the paging construction documents. TVA will expedite the new ceiling layout and get it issued as soon as possible. A meeting was set up to occur on September 23, 1992, at 1:00 at Glumac's with Metro, Glumac, HCCO and TVA to expedite a resolution of the lighting layout.

As of September 29, 1992: TVA issued the latest revised reflected ceiling plan to ACSI so they can proceed with their paging design. HCCO also sent the drawings to Basic Fire for final layout of the sprinkler heads. A meeting was scheduled for 10/1/92, at 4:00 p.m. with TVA and Basic Fire to finalize the head layout. Metro confirmed ACSI should have their paging out in 3 to 4 weeks (10/29/92).

As of October 6, 1992: A meeting was held on 10/1/92, and the sprinkler head and speaker layout were coordinated. Metro had ACSI review TVA's preliminary speaker layout and will issue the comments by ACSI to TVA. TVA will respond to the ACSI comments. HCCO will expedite submittal of fire sprinkler final head layout and calculations for final review. Glumac will get with ACSI and respond to the questions by ACSI.

MEDIA PANEL DETAIL ISSUED - TVA TO SEND TO
ACSI - MARK ROGERS
CALL MARK TODAY.

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

See previous meeting minutes for prior status.

As of September 22, 1992: TVA explained they are working on the revised light layout so the Daycare kitchen layout will now be issued on September 25, 1992.

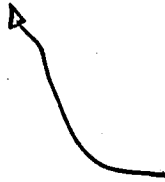
As of September 29, 1992: TVA explained they are appealing the Daycare range exhaust which would allow the existing ductwork to stay the same. TVA expects the appeal decision on

GLUMAC

9/30/92. TVA will get the revised sink design issued by the middle of next week.

As of October 6, 1992: TVA explained the appeal was approved so the hood ductwork can remain as designed. TVA will issue an ASI to document the appeal. Metro requested TVA delete the Daycare compactor. TVA tabled two (2) options for the new kitchen layout and Metro approved the option with the range at the island. Metro will have the Health Dept. review it. TVA will get Glumac designing on the new sink.

GLUMAC



HEALTH DEPT. REVIEWED & APPROVED

TODAY

ROOF LAYOUT

BY FRIDAY

GAS HOOD/CHANGE

TOTAL KITCHEN LAYOUT

35-3-3

Blind Selection: 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

See previous meeting minutes for prior status.

As of September 22, 1992: Same as above.

As of September 29, 1992: TVA expects a price from Peter Hall on 10/1/92.

As of October 6, 1992: TVA tabled pricing and samples from Peter Hall on various blind fabrics. HCCO explained the pricing was for material only and no installation. HCCO will get a complete furnish and install price based on the Peter Hall quote. Metro selected Herringbone #3010 for the material to be priced.

SELECTED ROLLER SHADES

36-3-1

T.I. Lighting: Glumac explained the present design utilizes three lamp fixtures which can have the middle light fixtures turned off. Metro will get with PP&L to discuss affects to the energy study since the three lamp fixtures will use more than one watt/s.f. but the three lamp fixture is necessary to meet the RFP footcandle requirements. Glumac will review how many light fixtures should be required as part of the core and shell vs. T.I. area.

Action: Metro/Glumac
Date: 9/1/92

As of September 22, 1992: TVA tabled the new proposed

lighting layout which would delete a portion of the standard 2 x 4 fixtures and the can lights. HCCO emphasized resolution to the new layout is critical due to delay of the light fixture order. A meeting was set to occur between HCCO, TVA, Glumac and Metro on September 23, 1992, at 1:00 p.m. at Glumac to expedite a resolution.

As of September 29, 1992: A meeting was held and the final ceiling layout was approved with Metro agreeing to pay for the redesign. Glumac committed to issuing a light fixture list with quantities by 10/2/92, from which HCCO could order fixtures. Glumac also committed to reissuing the ceiling electrical design by 10/16/92. Glumac will attend the 10/6/92, meeting at 10:00 a.m. to finalize the sprinkler and light layout.

As of October 6, 1992: Glumac issued a new light layout drawing on 10/2/92, from which HCCO could order the fixtures. A meeting between HCCO, Grasle, TVA, and Glumac was scheduled to follow this meeting for review of the latest light submittals so that the fixtures could be ordered. Glumac is still scheduled to issue the final lighting drawings with the new circuitry shown by 10/16/92.

36-3-4 Plaza Concrete Mockup: Metro explained the Plaza area artist would like to see a sample of the Plaza exposed aggregate finish and color. HCCO will get a sample together but warned the color could vary due to the concrete being supplied by Lone Star.

Action: HCCO
Date: 9/1/92

As of September 22, 1992: HCCO gave TVA a map of a parking garage which had an exposed aggregate finish with a pea gravel mix. TVA will go over and look at it.

As of September 29, 1992: Same as above.

As of October 6, 1992: HCCO requested Goldie Gentle put together an exposed aggregate mock-up specifically for this job since the aggregate mix could be different from the other job. Goldie Gentle will expedite a concrete mock-up.

ART COORDINATION. 3-4 WKS LEAD TIME
TVA

39-3-2 Plaza Planter Drains & Soil: Mayer Reed questioned whether the planters will drain properly. TVA, HCCO and Mayer Reed will review the drainage issues following the meeting. Metro also proposed using a recycled soil mix at the planters, if possible. Mayer Reed voiced concern about the recycled soil being compatible with the planting, drainage rock and waterproofing. Metro will issue a proposal and sample to TVA on the proposed recycled soils from which Mayer Reed can run compatibility tests.

Action: Metro/Mayer Reed
Date: 9/22/92

As of September 22, 1992: Metro reported they had submitted a sample of the Mt. McFarlen top soil to Mayer Reed for review. Mayer Reed has the Metro proposed soil being tested and will report back. All parties agreed the broken glass drainage materials would not be appropriate with the waterproof membrane. HCCO and TVA are still in the process of reviewing the planter drainage issue. HCCO proposed using some of the broken glass and material at the retaining wall backfill area.

As of September 29, 1992: Same as above.

✓ As of October 6, 1992: HCCO did utilize crushed glass at the retaining wall for backfill. TVA and HCCO will review the Plaza drainage situation to insure proper drainage is achieved. Mayer Reed is still reviewing the use of McFarlen top soil due to its percentage of recycled material.

GRIMM'S APPROVED.
HCCO PRICING.

✓ 39-3-3 Parking Garage Upper Deck: Metro explained they had found the proposed Conideck system for the parking garage top deck had only been installed for several weeks at the latest project references. Metro requested proposals using 3M or Sonneborn products. HCCO will obtain the pricing.

R.
Action: HCCO
Date: 9/22/92

As of September 22, 1992: HCCO expects Pardue's proposal on using Sonneborn yet today and will submit to Metro for review.

As of September 29, 1992: Same as above.

As of October 6, 1992: HCCO submitted the Pardue proposal to Metro and they will make a decision on whether to use Pardue Restoration or Pioneer Waterproofing.

40-3-1

Council A/V Room: Metro requested Glumac proceed with the A/V room mechanical and electrical design work in accordance with ACSI meeting minutes recently issued. TVA will contact Glumac about proceeding with the design. TVA will also address where adding of conduits should be routed to accommodate the press when they are filming the council chambers' meetings.

Action: TVA
Date: 9/29/92

As of September 29, 1992: TVA explained they had been working with ACSI on the street conduit panel box location as the panelbox is very large. TVA will get the design resolved by 10/6/92, on the panelbox. Glumac has started the A/V design and will complete the design by 10/6/92.

As of October 6, 1992: TVA will issue a sketch this week which shows the media panel at the opposite wall of the Stair #5 vestibule. TVA will investigate placing the media connection at the north elevation in the northwest planter, but will not delay issuing a design resolution. Glumac will continue to finalize the A/V room design.

GLUMAC

40-3-2

Greenspace T.I. Area: Metro explained they will need to add T.I. space down in the Southeast corner by the Fitness Area for a future "Greenspaces" group. Metro will finalize their program needs and get them issued to HCCO. HCCO emphasized it is critical that existing tenant and core design be left unchanged so the construction work is not delayed.

Action: Metro
Date: 9/29/92

As of September 29, 1992: Metro and TVA reviewed the programming needs and TVA tabled a new rough design. Metro authorized putting a hold on Fitness Area work between grids P & S. TVA will issue "For Construction" drawings to HCCO on the Police Station no later than 10/13/92.

As of October 6, 1992: TVA tabled a preliminary layout for the Fitness/Police area and Metro gave approval of the general layout. TVA will now proceed with their final documents and have Glumac proceed with their documents. Metro clarified that no plumbing at the Fitness should be on hold. TVA hopes to get the construction documents out in the next couple of weeks.

METRO APPROVED - TVA TO FINALIZE

GLUMAC - WED - NEXT WK 10/21

41-3-1 Color Charts/Carpet: HCCO tabled a Shaw carpet sample and questioned when TVA would have a selection on the carpets, paint, millwork finish, etc. TVA committed to having a complete color chart/material selection by October 13, 1992. TVA assured HCCO the carpet they are selecting will only take six (6) weeks for delivery.

Action: TVA

Date: 10/13/92

FRIDAY — CARPET PRICE,

As of October 6, 1992: Same as above.

✓ 41-3-2 Wood Finish Sample: TVA requested a sample of the maple paneling finish being proposed by Desch. HCCO will try to get a wood finish sample by the next meeting.

Action: HCCO

Date: 10/6/92

As of October 6, 1992: HCCO explained they hope to receive the preliminary wood paneling finish sample by this afternoon.

TVA REJECTED
RESOLVE & RESUBMIT

41-3-3 Parking Garage Electrical: HCCO questioned when Glumac would be issuing "For Construction" electrical drawings for the Parking Garage. Glumac committed to having the construction documents issued by 10/2/92, if TVA gave approval.

Action: TVA/Glumac

Date: 10/2/92

As of October 6, 1992: Glumac issued electrical drawings on the Parking Garage and HCCO is obtaining pricing for the work noted. HCCO anticipates to have the pricing by early next week.

TOMORROW

41-3-4 Parking Garage ADA: Metro questioned whether TVA was doing an "ADA" review of the Parking Garage. TVA explained they were not doing an "ADA" review at this time. Metro commented they

thought TVA would cover an "ADA" review for the value of their fee. TVA will review internally what their scope included for the Parking Garage.

Action: TVA
Date: 10/6/92

As of October 6, 1992: TVA explained they did not have an "ADA" redesign of the Parking Garage included in their original fee. TVA will do a survey of the Parking Garage against the "ADA" and submit a list of "ADA" issues with a fee to provide construction documents for those "ADA" issues.

NOV. 11

41-3-5

Variable Frequency Drives: HCCO questioned if there was a problem with the distance between the mechanical units and variable frequency drives. Glumac explained the manufacturer had voiced some concern about the distance issue but could not identify any particular area of design flaw. Glumac will issue a letter of response to close the issue or force the manufacturer to explain their concerns.

R

Action: Glumac
Date: 10/6/92

As of October 6, 1992: Same as above.

41-3-7

T.I. "VE" Documentation: HCCO questioned when TVA would be issuing a clarification showing which "VE" items had been acceptable by Metro. TVA will get the VE issues addressed and hopes to issue an ASI by next week.

Action: TVA
Date: 10/6/92

As of October 6, 1992: HCCO again requested TVA issue documentation on the miscellaneous "VE" items for the tenant work. HCCO gave such examples as: (1) delete low wall face paneling; (2) approve using Shaw carpet; (3) simplify spine decorative guardrail; (4) delete spine tube steel; (5) revise wood frames/relites to H.M.; (6) reduce quantity of drywall reveals; (7) utilize "GTE" recycled ceramic tile; (8) delete

room 284 special ceiling; (9) delete coffered ceiling option; (10) delete Factory Mutual requirement; (11) utilize recycled gym floor and fitness; (12) utilize recycled style toilet partitions at Fitness; (13) delete sandblasting at Annex; and (14) revise miscellaneous tenant light fixtures.

(15) REDESIGN PANELS @ 347 A THRU F ~~(16) REDESIGN~~

42-4-0 QUALITY/SAFETY ITEMS

42-4-1 Safety Manhours: HCCO reported they had presently worked approximately 60,000 manhours without a lost time accident as of 9/21/92.

42-5-0 INFORMATION ITEMS

42-5-1 Next Meeting: The next Project Review meeting is scheduled for October 13, 1992, at 8:00 a.m. at the jobsite office.

42-5-2 Schedule: See attachment, Fig. #1 for a copy of the HCCO three-week schedule.

42-5-3 Recycled De-Mountable Partitions: Metro informed HCCO their potential de-mountable partition supplier may need five (5) weeks for installation of the partitions. HCCO and Metro will review the issue further once the supplier is selected.

Submitted by:

Cade Lawrence

Cade Lawrence
Assistant Operations Manager

CL:gac
Attachments

CREDIT

cc: Attendees
Bob Thompson, TVA
Wayne Drinkward, HCCO

METRO HEADQUARTERS SEPTEMBER

 ACTIVITY DESCRIPTION Subcont. 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

GRADING AND PAVING GENTLE

S. WALK DEMO ALLIED X X X X X X X X X X

EXTERIOR WINDOW AND BRICK CAULKING HARMON FARDUE X X X X X X X X X X X X X X X

TI WORK TI WORK TI WORK TI TI

LAYOUT AND FRAME WALLS AND SOFFITS WESTERN X X X X X X X X X X X X X X X START ON 3RD FLOOR THEN 2ND

SET H.M. FRAMES WESTERN X X CRITICAL

INSTALL LOW WALL TUBE SUPPORTS WESTERN X X X X X X X X X X X X X X X START ON 3RD FLOOR

POKE THRU HOLE DRILLING FLOOR GRASLE X X X X X X X X X X X X X X X 3RD FLOOR

POKE THRU HOLE DRILLIGN GRASLE ~~X X X X X X X X X X X X X X X~~ X X X X X X X X X 2ND FLOOR

ELECTRIC ROUGHIN WALLS AND CEILINGS GRASLE X X X X X X X X X X X X X X X 3RD FLOOR

ELECTRIC ROUGHIN WALLS AND CEILINGS GRASLE X X X X X X X X X X X X X X X 2ND FLOOR

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