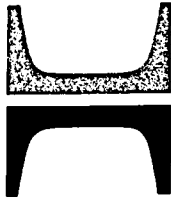


DEC 17 1992



**HOFFMAN CONSTRUCTION COMPANY  
OF OREGON**

**METRO HEADQUARTERS  
Our Job No. 9214**

**PROJECT MEETING MINUTES**

Meeting No:	52	
Date:	December 15, 1992	
Location:	HCCO Field Office	
Attendees:	Berit Stevenson	Metro
	Glenn Taylor	Metro
	Maurice Neyma	Metro
	Bob Thompson	Thompson Vaivoda & Associates
	Paul Thimm	Thompson Vaivoda & Associates
	Cade Lawrence	Hoffman Construction Company
	Bill Stotts	Hoffman Construction Company
	Don Nail	Hoffman Construction Company

**ACTION SUMMARY**

**TVA**

- 48-3-2 Design a brochure rack into Reception desk from 12/9/92, meeting.
- 48-3-5 Issue an ASI to clarify electrical revisions for ADA.
- 48-3-6 Get with a signage subcontractor and setup a design/build proposal for signage.
- 49-3-2 Follow-up with the City on approval of the Parking Garage Design.
- 51-3-3 Select a final Daycare gym floor mat product.

**METRO**

- 48-3-4 Get with the city on Parking Garage backflow device.
- 48-3-6 Start on signage design.
- 50-3-1 Get with U.S. West on filling manhole.
- 50-3-7 Issue an RFP on the Parking Garage elevator proposals.
- 51-3-2 Get with the No. Plaza artist on starting the formwork on 1/15/93.

52-1-0 ACTION ITEMS

52-1-1 RAC VIBRATION: Metro voiced concern about vibration he observed at RAC 2 last week. HCCO will have the mechanical subcontractor review the mechanical unit bearings.

Action: HCCO  
Date: 12/22/92

52-1-2 FURNITURE MEETING: TVA recommended a meeting occur between HCCO, Metro, and the furniture subcontractor to review the furniture installation schedule. HCCO agreed and a meeting will be scheduled for next year.

Action: HCCO  
Date: 1/12/93

52-1-3 PARTITION ANCHORAGE: Metro explained the potential demountable partition subcontractor (Smith) was requesting an additional \$30,000 to anchor a portion of the demountable partitions to the round concrete columns. Metro will get the anchorage information to HCCO so HCCO can give Metro a price for installing the anchors.

Action: Metro  
Date: 12/22/92

\$ 7,000

52-2-0 RESOLVED ITEMS

42-2-5 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

As of November 17, 1992: Metro approved awarding the Reception desk and Council Chambers' casework to John Earp. All parties discussed the N. Plaza design status and agreed to the following action items:

- a) TVA to issue an ASI simplifying the design and deleting the Plaza screen work.
- b) HCCO will obtain additional bids on the retail/trellis structural work.
- c) Metro approved the curtainwall design and HCCO will award to Harmon.
- d) TVA and HCCO will get with KPFF and try to reduce any special structural steel work.
- e) TVA will continue to pursue city (Edgar) approval.

As of November 24, 1992:

- a) Same as above.
- b) HCCO received bids over the Carr initial bid. HCCO awarded to Carr.
- c) HCCO awarded the work to Harmon.
- d) Same as above.
- e) Same as above.

As of December 1, 1992:

- a) TVA is to issue ASI on simplified trellis and Plaza screen.
- d) A meeting will be held at 9:30 today to finalize Plaza steel work.
- e) TVA will expedite city (Edgar) approval. Critical to small retail glass deletion.

As of December 8, 1992:

- a) TVA submitted for design review on 12/4/92. TVA issued ASI #86 to delete portions of the trellis tube steel.
- b) A meeting was held with the steel subcontractor and Metro decided to leave all the steel in place.
- c) TVA will get with Edgar today and try to expedite a decision on deletion of the small retail space glass.

As of December 15, 1992:

- c) TVA received verbal approval from the city (Edgar) to delete the window system at the small retail space. TVA, also, informed Edgar the Parking Garage lights have been ordered as submitted.

43-2-2 COUNCIL CHAMBERS DESK: TVA submitted the latest Council Chambers desk design to Metro for final approval. Metro will try to obtain approvals by 10/15/92, so TVA can issue "For Construction" drawings by 10/16/92. HCCO voiced concern this activity was going to be driving the schedule again if the work is not awarded by 10/16/92.

Action: Metro/TVA  
Date: 10/16/92

As of November 24, 1992: HCCO explained John Earp could not get the casework completed as necessary to meet the schedule. HCCO obtained an updated bid from Desch, but their new bid was \$28,000 over the budget. All parties agreed HCCO would need to go out for more bids. HCCO will try to get more bids by 12/4/92. Metro to issued an RFP if they want Syndecrete.

As of December 1, 1992: HCCO explained they expect four (4) bids on 12/4/92, for the Reception desk and Council Chambers desk.

As of December 8, 1992: HCCO explained they received four (4) bids and have one (1) bidder (Alexander) which is below budget, but does not have the ironwork included. HCCO will get the bid updated with the ironwork. All parties agreed a meeting with Alexander should be held to review the quality of their work. HCCO set the meeting for 12/9/92, at 12:00 at TVA.

As of December 15, 1992: A meeting was held with the casework low bidder (Alexander) and Metro approved awarding the work to them. HCCO issued the subcontract and shop drawings are in process.

47-2-4 TACKABLE SURFACES: Metro reported that Homosote did not need to be used on the job. HCCO tabled pricing from Desch and Western Partitions in regards to the fabric panels and reviewed them with Metro. Metro will review the added work and decide if there are areas which can be cut.

Action: Metro  
Date: 11/16/92

As of November 24, 1992: TVA issued ASI #77 to delete fabric panels at the conference rooms and No. Council Chambers' room. In regards to the original T.I. fabric, HCCO and Metro agreed to try for a less expensive fabric to reduce the dollar value of the claim by Western Partitions. HCCO will have new fabric samples sent over to TVA. TVA to work out sliding fabric door design with Desch.

As of December 1, 1992: HCCO had Maheram fabric submitted to TVA for review. TVA will review the fabric and settle with Desch on the sliding fabric door design.

As of December 8, 1992: HCCO explained Desch could get the sliding doors cost down to ±\$7,800 without the hardware and fabric included. TVA requested a meeting with Desch and HCCO

set it up to occur on 12/9/92, at 11:00 at TVA. Metro will also attend. TVA will issue an ASI on the less expensive Knoll fabric selected by McCarter.

As of December 15, 1992: TVA issued ASI #93 last week which revised the fabric to a less expensive product due to "VE" ideas discussed at the 12/9/92, meeting. Desch was able to reduce the sliding door costs to ±\$9,500 with the hardware and fabric included. Metro approved proceeding with the "VE" sliding door design.

- 50-2-4 ADA CASEWORK HEIGHT: Metro voiced concern regarding the Lounge and miscellaneous office coffee bars not being the proper "ADA" height. TVA explained they were in compliance with the basic intent of the ADA, but there were areas not totally accessible to handicap people. Metro requested all the basic coffee bars be totally accessible and will issue an RFP requesting such action.

Action: Metro  
Date: 12/3/92

As of December 8, 1992: HCCO explained the second, third, and fourth floors casework are all fabricated at this time with the Daycare and Tower areas going into production this week. Metro requested TVA issue an ASI to lower the fourth floor break room and Daycare room casework which had sinks. TVA will expedite to prevent Desch from misfabricating.

As of December 15, 1992: TVA issued ASI #93 to lower the Daycare and Tower coffee sink casework.

- 51-2-1 FLUORESCENT FIXTURE BALLASTS: Glumac explained they had been contacted by the standard fluorescent fixture supplier requesting approval to revise the fixture ballast in order to meet the schedule. HCCO will check if there is a problem with the main 2 x 4 fixture delivery date.

Action: HCCO  
Date: 12/11/92

As of December 15, 1992: HCCO reported the electrical subcontractor had verified the tenant improvement 2 x 4 fixtures would be delivered to the site by the end of the month. HCCO, also, informed all parties that light fixtures from the core order were being installed.

- 52-3-0 UNRESOLVED ITEMS

- 48-3-2 BROCHURE RACK: Metro requested TVA add a small brochure rack to the Reception desk design so Metro pamphlets can be stored in that area. TVA will review the design and get a brochure rack added.

Action: TVA  
Date: 11/24/92

As of December 1, 1992: Same as above.  
As of December 8, 1992: TVA explained they are waiting for the reception desk to be awarded so they can work with the subcontractor on the brochure rack design. TVA will review this issue with the apparent low bidder on 12/9/92, at 12:00 at TVA.  
As of December 15, 1992: TVA will incorporate the rack into the casework shop drawings.

48-3-4 GARAGE BACKFLOW: HCCO issued budget pricing to Metro on the new backflow device required by the city at the Parking Garage. Metro will review and call the city if they have any concerns about why it is being required.

Action: Metro  
Date: 11/24/92

As of December 1, 1992: Same as above.  
As of December 8, 1992: Same as above.  
As of December 15, 1992: Metro explained they had reviewed the existing conditions and would be meeting with the city (Dave Berigan) on 12/16/92, to review the scope and reasons for doing the work.

48-3-5 ADA REVIEW: HCCO issued the Professional Dynamics report concerning "ADA" to TVA for review and comment. TVA and Glumac will try to have a response ready by next week.

Action: TVA  
Date: 11/24/92

As of December 1, 1992: Same as above. TVA will check on the Daycare drinking fountain meeting ADA requirements.  
As of December 8, 1992: TVA reviewed the issue with Glumac and Glumac issued a memo dated 12/3/92, confirming the Daycare drinking fountain is accessible. Glumac did issue a response dated 12/1/92, concerning the overall "ADA" comments by Professional Dynamics. The electrical ADA issues were reviewed and TVA/Glumac will issue an ASI revising the strobes

to 75 candella, adding an audio alarm at Council, adding an alarm at Fitness, etc.

As of December 15, 1992: Same as above. HCCO requested TVA expedite issuance of an ASI to Glumac on all revisions since drywall is being installed.

48-3-6

SIGNAGE DESIGN: HCCO issued a fax requesting TVA and Metro start on the project signage design. Metro and TVA will get the process going.

Action: TVA/Metro  
Date: 12/15/92

As of December 1, 1992: Same as above with the exception of the main building sign to be issued to HCCO on 12/2/92.

As of December 8, 1992: TVA will review the signage design proposal with Metro and HCCO on 12/9/92, at 1:00 at TVA.

As of December 15, 1992: TVA explained they now recommended getting with a design/building type signage contractor and having them submit a proposal for the interior and exterior signage. TVA and Metro will review the signage scope following this meeting so an RFP for signage can be drafted.

49-3-2

PARKING GARAGE DESIGN SUBMITTAL: TVA will meet with Edgar of the city on 11/25/92, and review the Parking Garage design so the overall design review can be completed. HCCO explained the electrical permit cannot be issued until design review is complete.

Action: TVA  
Date: 11/25/92

As of December 1, 1992: Same as above. HCCO emphasized this issue is critical since the light fixtures were ordered and it would be prudent to confirm city approval.

As of December 8, 1992: TVA will inform Edgar (city) the Gardco fixture has been ordered, and he would need to inform Metro immediately if he still had any concerns. TVA will contact the city (Edgar) today, if possible.

As of December 15, 1992: TVA explained they submitted the garage documents (2) weeks ago and are now trying to gain

approval by the city (Edgar). TVA did inform Edgar that the light fixtures had been ordered in accordance with the design documents. TVA will continue to track the approval process.

50-3-1 DAYCARE VAULT/MANHOLE: Metro will get with U.S. West regarding their schedule for filling the telephone vault with sand.

Action: Metro  
Date: 12/8/92

As of December 8, 1992: Metro contacted U.S. West but has not received a response on when they can do the fill work.

As of December 15, 1992: Same as above. Russ Brown had promised to do it this week.

50-3-7 PARKING GARAGE ELEVATOR: HCCO questioned the status of the Parking Garage elevator issue. Metro will review the old Parking Garage elevator proposals and get back with HCCO on how they want to proceed.

Action: Metro  
Date: 12/8/92

As of 12/8/92: Same as above.

As of December 15, 1992: Metro decided they want to proceed with awarding of the Parking Garage elevator renovation. Metro will issue an RFP directing HCCO to proceed and HCCO will check on whether the elevator still has a power feed or if it was removed during demolition.



51-3-2 ARTIST SCHEDULE: HCCO questioned the status of the artist schedule and contract. HCCO explained they are meeting with the artist on 12/9/92, to attempt finding a resolution to the cost and schedule issues.

Action: Metro  
Date: 12/9/92

As of December 15, 1992: Metro met and informed the artist last week that they need to be complete by 3/25/93. Metro explained the artist now wants to start installation of the Plaza foam forms on 2/15/93. HCCO requested the foam forms installation start on 1/15/93, as originally discussed. Metro will get with the artist and review the start dates.

51-3-3 DAYCARE GYM FLOOR: Metro tabled samples of alternate Daycare gym floor materials which HCCO had submitted to them. TVA took the samples and will inform HCCO on 12/9/92, as to which material and color they select.

Action: TVA  
Date: 12/9/92

As of December 15, 1992: TVA issued ASI #92 last week to clarify the revision of sheet vinyl to VCT. TVA is now in the process of obtaining samples of a mat which Metro could have installed at a later date.

52-4-0 QUALITY/SAFETY ITEMS

52-4-1 SAFETY MANHOURS: HCCO reported they had presently worked approximately 102,000 manhours without a lost time accident as of 12/8/92. A 100,000 manhour award ceremony is scheduled to occur on 12/18/92.

52-4-2 QUALITY ISSUES: No quality issues were brought up at the meeting.

52-5-0      **INFORMATION ITEMS**

52-5-1      NEXT MEETING: The next Project Review meeting is scheduled for 12/22/92, at 8:00 a.m. at the jobsite office.

52-5-2      SCHEDULE: See attachment, Figure #1 for a copy of the HCCO three-week schedule.

Submitted by:

*Cade Lawrence*

Cade Lawrence  
Assistant Operations Manager

CL:gac

**Attachments**

cc: Attendees  
Wayne Drinkward, HCCO  
Paul Thimm, TVA

Attachment,  
Fig. #

Hoffman Construction Job # 9214  
Short Interval Schedule  
METRO HEADQUARTERS

ACTIVITY DESCRIPTION	Subcont.	DECEMBER												REMARKS						
		14	15	16	17	18	19	21	22	23	24	25	26		27	28	29	30	31	
FRP SLAB ON DECK AT N.W. STAIR	GOLDIE OR HSI														X	X	X	X	H	WAITING ON STRUCT STEEL
FLOOR REPAIR AND MISC. DEMOLITION	HSI		X	X	X	X	X		X	X	X	X							H	FOR NEW STEEL BEAMS
DEMO OLD FRT ELEV WALLS AND BOILER ROOM	HSI		X	X	X	X	X												H	AS NEW BEAMS ARE INSTALLED
DEMO OLD LIGHTS BSMT, 1ST FLOOR	HSI		X	X	X	X	X		X	X	X								H	
FRP PEN FOR CONCRETE	HSI		X	X	X	X	X		X	X	X	X			X	X	X	X	H	AS AREAS ARE AVAILABLE
FRP FOUNDATION WALL AT N.W. CORNER	HSI		X	X															H	
FOUR MISC INFILLS	HSI		X	X	X	X	X		X	X	X	X							H	
CERAMIC TILE AT TOILET ROOMS 2ND AND 3RD FLOORS	PCI		X	X	X	X	X												H	
INSTALL ELEVATOR #3	SOUND		X	X	X	X	X		X	X	X	X			X	X	X	X	H	
INSTALL BRICK NEAR LOADING DOCK	DAVIDSON			X	X	X			X	X	X	X			X	X	X	X	H	
CMU AND BRICK AT PLANTERS	DAVIDSONS		X	X	X	X	X		X	X	X	X							H	NORTH AND SOUTH PLAZA
INSTALL WEST ELEVATION BRICK	DAVIDSON		X	X	X	X	X		X	X	X	X							H	WAITING ON STRUCT STEEL
INSTALL NORTH ELEVATION BRICK	DAVIDSON		X	X	X	X	X		X	X	X	X							H	WALL AT N.E STAIRWELL
COPE FLASHING AND STANDING SEAM METAL ROOF	MERIDE		X	X	X	X	X												H	CRITICAL
INSTALL CAULKING AT TOWER & N. ELEVATION	HARMON		X	X	X	X	X												H	
INSTALL NORTH ENTRY FRAMES AND GLAZING	HARMON		X	X	X	X	X		X	X	X	X							H	AND PUNCHED OPENINGS
INSTALL OTHER ENTRIES	HARMON		X	X	X	X	X		X	X	X	X							H	AND ANNEX WINDOW
FIREPROOFING 1ST FLOOR AND BSMT	PERFORMANCE		X	X	X	X	X		X	X	X	X							H	INTERMITTENT

Hoffman Construction Job # 9214  
 Short Interval Schedule  
 METRO HEADQUARTERS

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DECEMBER

ACTIVITY DESCRIPTION	Subcont.	14	15	16	17	18	19	21	21	22	23	24	25	26	27	28	29	30	31	1
INSULATION AND DRYWALL AND TAPE CORE AND SHELL NORTH SIDE AND STAIR #4	PERFORMANCE	X	X	X	X	X				X	X	X	X	H	H	H	H	H	H	H
																				H START 3RD FLOOR H 2ND FLOOR AND 1ST FLOOR
SCREENWALL AND DRYVIT	PERFORMANCE	X	X	X	X	X				X	X	X	X	H	H	H	H	H	H	H WEATHER PERMITTING
STAIR #3 FRAME AND DRYVIT AND SHAFTWALL	PERFORMANCE	X	X	X	X	X				X	X	X	X	H	H	H	H	H	H	H WEATHER PERMITTING
SITE ELECTRICAL	GRASLE	X	X	X	X	X								H	H	H	H	H	H	H LIGHT POLE BASES
ELECTRICAL ROUGHIN	JWP GRASLE	X	X	X	X	X				X	X	X	X	H	H	X	X	X	X	H BRANCH CONDUIT AND WIRING
PLUMBING ROUGHIN AND TESTING	PEN NOR	X	X	X	X	X								H	H					H FIRST FLOOR
INSTALL AND INSULATE DUCT WORKMCKINSTRY		X	X	X	X	X								H	H					H
STARTUP HVAC UNIT #1	MCKINSTRY					X								H	H					H AND DAYCARE UNIT
LOADING DOCK FRAMES	CARR	X	X	X										H	H					H
CNU DEPLECTION HEADS	CARR													H	H					H FILL IN
TRELLIS F TO C.5	CARR	X	X	X	X	X								H	H					H
UPPER RETAIL	CARR									X	X	X	X	H	H					H
ELEVATOR PIT LADDER	CARR					X	X							H	H					H AND ELEV MACHINE ROOM
SITE CONCRETE GRADING AND PAVING AND SOUTH PLAZA	GOLDIE GENTLE	X	X	X	X	X				X	X	X	X	H	H					H WEATHER PERMITTING
GRADE AND POUR SIDEWALK AT PARKING GARAGE	VAN LOW	X	X	X	X	X								H	H					H NEED POWER POLES REMOVED
BRICK AND WINDOW FRAME CAULKING	HARMON PARDUE	X	X	X	X	X				X	X	X	X	H	H					H AS WEATHER ALLOWS

Hoffman Construction Job # 9214

Short Interval Schedule

METRO HEADQUARTERS

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DECEMBER

ACTIVITY DESCRIPTION	Subcont.	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1
													H							H
													H							H
													H							H
	TI WORK												H				TI			H
													H							H
FRAME, DRYWALL AND TAPE WALLS AND SOFFITS	WESTERN	X	X	X	X	X			X	X	X	X	H			X	X	X	X	H
													H							H
													H							H
SET H.M. FRAMES	WESTERN	X	X	X	X	X							H							H
													H							H
COUNCIL CHAMBERS WALL FRAMING AND SOFFIT	WESTERN	X	X	X	X	X			X	X	X	X	H			X	X	X	X	H
													H							H
													H							H
DAYCARE DRYWALL/TAPING	WESTERN								X	X	X	X	H			X	X	X	X	H
													H							H
													H							H
COUNCIL CHAMBERS SPRINKLER RI BASIC		<del>X</del>	<del>X</del>	<del>X</del>									H							H
													H							H
COUNCIL CHAMBERS CEILING ROUGHIN	GRASLE	X	X	X	X	X							H							H
													H							H
													H							H
ELECTRIC ROUGHIN CEILINGS/INSTALL LIGHT FIXTURES	GRASLE	X	X	X	X	X			X	X	X	X	H			X	X	X	X	H
													H							H
													H							H
ELECTRIC ROUGHIN WALLS AND CEILINGS	GRASLE	X	X	X	X	X			X	X	X	X	H							H
													H							H
													H							H
TI DUCT AND INSULATE	MCKINSTRY	X	X	X	X	X			X	X	X	X	H			X	X	X	X	H
													H							H
													H							H
PRIME COAT PAINT DRYWALL	REICHEL	X	X	X	X	X			X	X	X	X	H			X	X	X	X	H
													H							H
													H							H
COMMUNICATION ROUGHIN	BROADWAY	X	X	X	X	X			X	X	X	X	H			X	X	X	X	H
													H							H
													H							H
DAYCARE PLUMBING AND TESTING	PEN MOR	X	X	X	X	X			X	X	X	X	H			<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	H
													H							H
													H							H
CEILING GRID	PCI	X	X	X	X	X			X	X	X	X	H			X	X	X	X	H
													H							H
													H							H
INSTALL SPINE GUARDRAILS	WELDCRAFT	X	X	X	X	X			X	X	X	X	H							H
													H							H
													H							H
INTERIOR CASEWORK	DESCH								X	X	X	X	H			X	X	X	X	H

START 3rd fl.