



**HOFFMAN CONSTRUCTION COMPANY
OF OREGON**

**METRO HEADQUARTERS
Our Job No. 9214**

PROJECT MEETING MINUTES

Meeting No:	53	
Date:	December 22, 1992	
Location:	HCCO Field Office	
Attendees:	Berit Stevenson	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

HCCO

- 50-3-7 Verify there is power to the Parking Garage elevator.
- 52-3-1 Review RAC-2 unit vibration.

TVA

- 48-3-2 Design a brochure rack into Reception desk from 12/9/92, meeting.
- 48-3-4 Submit a Parking Garage backflow design fee and proceed with design.
- 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.
- 50-3-7 Review the Parking Garage elevator work.
- 51-3-3 Select a final Daycare gym floor mat product.

METRO

- 48-3-6 Start on signage design.
- 50-3-1 Get with U.S. West on filling manhole.
- 51-3-2 Get with the No. Plaza artist on starting the formwork on 1/15/93, at outer areas. Squeeze the large layout of pavers down.
- 52-3-2 Award furniture contract so HCCO can set up coordination meeting.

53-1-0 **ACTION ITEMS**

53-1-1 FITNESS AREA RFP: HCCO questioned whether the Fitness area portion of work was to proceed or be delayed until approval of the Police Station. Metro authorized HCCO with the Fitness area work only and will issue an RFP directing HCCO accordingly. HCCO will get the work going.

Action: Metro/HCCO
Date: 12/29/92

53-1-2 BICYCLE RACK LOCATION: Metro, again, requested the proposed location of miscellaneous bicycle racks for the project. TVA and Metro will review options on locations this week.

Action: TVA/Metro
Date: 12/29/92

53-1-3 KEYING SCHEDULE: HCCO questioned Metro on the status of the project overall/final keying schedule. Metro explained they are getting started on the keying schedule.

Action: Metro
Date: 12/29/92

53-1-4 6" VINYL BASE: HCCO explained the wood base had been revised only to a 6" height to help adjust for area with unlevel floors. TVA explained the 6" base should be required and the rubber base, too. HCCO will verify the cost implications of using 6" rubber base and get back with TVA.

Action: HCCO
Date: 12/22/92

53-2-0 **RESOLVED ITEMS**

48-2-5 **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 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.

As of December 22, 1992: TVA will issue ASI #94 today to clarify all ADA electrical revisions as discussed at the last meeting.

52-2-3 **PARTITION ANCHORAGE:** Metro explained the potential demountable partition subcontractor (Smith) was requesting an additional \$7,000 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

As of December 22, 1992: Metro explained they found the actual cost was \pm \$3,000 so they are just telling the furniture subs to bid the concrete column attachment work.

53-3-0 **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 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.

As of December 22, 1992: HCCO explained they had received the casework shop drawings and would be submitting to TVA today. TVA will incorporate a brochure rack into the casework during the shop drawing review.

- 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 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.

As of December 22, 1992: Metro issued RFP #26 requesting the design/build team to proceed with design of the backflow room and construction if it is within the budget. TVA will get a fee proposal issued to HCCO upon receipt of the RFP.

- 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 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. As of December 22, 1992: TVA met with Metro's graphic designer and went over interior signage options. Metro will issue a document today on interior signage they would expect, and TVA will then meet with a signage subcontractor (Sign Wizards) to review signage options and budget pricing. TVA committed to having a signage package resolved by 1/5/93. TVA said they would have a preliminary design concept ready by 12/31/92, on the exterior sign.

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 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.

As of December 22, 1992: TVA explained they talked to the City of Portland (Edgar), and they hope to have city approval by 1/5/93.

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.
As of December 22, 1992: Same as above.

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.
As of December 22, 1992: Same as above. Metro did issue RFP #25 directing HCCO to proceed with the new elevator design work. TVA and Glumac will review the elevator's existing conditions.

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.

As of December 22, 1992: Metro explained the artist was going to be paid additional funds to expedite the N. Plaza paver work, but can still only start on 2/15/93. HCCO issued a small sketch to Metro showing how the artwork location would need to be tightened up so large portions of the Plaza slab could be poured. Metro will review HCCO's drawing proposal with the artist to determine whether a layout revision is possible. HCCO emphasized there would be no way to open the building on 3/11/93, if the Plaza main deck is poured.

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.

As of December 22, 1992: Same as above.

52-3-1 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

As of December 22, 1992: HCCO explained they had the mechanical subcontractor reviewing the RAC-2 unit and will let Metro know what they find.

52-3-2 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

As of December 22, 1992: Same as above. Metro expects bids from various furniture suppliers by 12/22/92, afternoon. Once bids are received, they will award the furniture and a meeting can be set up.

53-4-0 QUALITY/SAFETY ITEMS

53-4-1 SAFETY MANHOURS: HCCO reported they had presently worked approximately 107,000 manhours without a lost time accident as of 12/15/92.

53-4-2 QUALITY ISSUES: TVA will be meeting with the painter following this meeting to discuss quality expectations on the paint work.

53-5-0 INFORMATION ITEMS

53-5-1 NEXT MEETING: The next Project Review meeting is scheduled for 12/29/92, at 8:00 a.m. at the jobsite office.

53-5-2 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
Glenn Taylor, Metro

Attachment,
Fig. # 1

Hoffman Construction Job # 9214
Short Interval Schedule
METRO HEADQUARTERS

		DECEMBER																				
ACTIVITY DESCRIPTION	Subcont.	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8		
FRP SLAB ON DECK AT N.W. STAIR	GOLDIE OR HSI			X	X	H			X	X	X	X	H									WAITING ON STRUCT STEEL
FLOOR REPAIR AND MISC. DEMOLITION	HSI					H			X	X	X	X	H									FOR NEW STEEL BEAMS
DEMO OLD FRT ELEV WALLS AND BOILER ROOM	HSI			X	X	X	X	H					H									AS NEW BEAMS ARE INSTALLED
DEMO OLD LIGHTS BSMT, 1ST FLOOR	HSI			X	X	X	X	H					H									
FRP PEN NOR CONCRETE	HSI			X	X	X	X	H			X	X	X	X	H		X	X	X	X	X	X AS AREAS ARE AVAILABLE
POUR MISC INFILLS	HSI			X	X	X	X	H					H									
INSTALL ELEVATOR #3	SOUND			X	X	X	X	H			X	X	X	X	H		X	X	X	X	X	
INSTALL BRICK NEAR LOADING DOCK	DAVIDSON			X	X	X	X	H			X	X	X	X	H		X	X	X	X	X	
CMU AND BRICK AT PLANTERS	DAVIDSONS			X	X	X	X	H			X	X	X	X	H							NORTH AND SOUTH PLAZA
INSTALL WEST ELEVATION BRICK	DAVIDSON			X	X	X	X	H			X	X	X	X	H							WAITING ON STRUCT STEEL
INSTALL NORTH ELEVATION BRICK	DAVIDSON			X	X	X	X	H			X	X	X	X	H							WALL AT N.E STAIRWELL
COPE FLASHING	MCBRIDE			X	X	X	X	H			X	X	X	X	H							CRITICAL
RECYCLING CHUTES	MCBRIDE							H			X	X	X	X	H		X	X	X	X	X	
INSTALL CAULKING AT TOWER & N. ELEVATION	HARMON			X	X	X	X	H					H									
INSTALL NORTH ENTRY FRAMES AND GLAZING	HARMON			X	X	X	X	H			X	X	X	X	H							AND PUNCHED OPENINGS
INSTALL OTHER ENTRYS	HARMON			X	X	X	X	H			X	X	X	X	H							
FIREPROOFING 1ST FLOOR AND BSMT	PERFORMANCE			X	X	X	X	H					H									INTERMITTENT
INSTALL UNDERSLAB INSULATION				X	X	X		H			X	X	X	X	H		X	X	X	X	X	START BASEMENT
INSULATION AND DRYWALL AND TAPE CORE AND SHELL NORTH SIDE AND STAIR #4	PERFORMANCE			X	X	X	X	H			X	X	X	X	H							START 3RD FLOOR 2ND FLOOR AND 1ST FLOOR

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DECEMBER

ACTIVITY DESCRIPTION	Subcont.	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	
SCREENWALL DRYVIT FINISH COAT	PERFORMANCE	X	X	X	X	H			X	X	X	X	H			X	X	X	X	X	WEATHER PERMITTING
STAIR #3 FRAME AND DRYVIT AND SHAFTWALL	PERFORMANCE	X	X	X	X	H			X	X	X	X	H			X	X	X	X	X	
SITE ELECTRICAL	GRASLE	X	X	X	X	H							H								POUR LIGHT POLE BASES AND SET POLES
ELECTRICAL ROUGHIN	JWP GRASLE	X	X	X	X	H			X	X	X	X	H			X	X	X	X	X	BRANCH CONDUIT AND WIRING
PLUMBING ROUGHIN AND TESTING	PEN NOR	X	X			H							H								FIRST FLGOR
INSTALL AND INSULATE DUCT WORKHCKINSTRY		X	X			H							H								
STARTUP HVAC UNIT #1	MCKINSTRY	X				H							H								AND DAYCARE UNIT
CMU DEFLECTION HEADS	CARR					H							H								FILL IN
N. PLAZA STRUCT STEEL	CARR	X	X	X	X	H			X	X	X	X	H								
ELEVATOR PIT LADDER	CARR	X				H							H								AND ELEV MACHINE ROOM
SITE CONCRETE GRADING AND PAVING AND SOUTH PLAZA	GOLDIE GENTLE	X	X	X	X	H			X	X	X	X	H								
FRP SIDEWALK AT RAMP TO NORTH PLAZA	GOLDIE GENTLE			X	X	H							H								NO ACCESS TO PLAZA WED AND THUR
GRADE AND POUR SIDEWALK AT PARKING GARAGE	VAN LOM	X	X	X	X	H			X				H								NEED POWER POLES REMOVED
BRICK AND WINDOW FRAME CAULKING	HARMON PARDUE	X	X	X	X	H			X	X	X	X	H								AS WEATHER ALLOWS

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Short Interval Schedule

METRO HEADQUARTERS

DECEMBER

ACTIVITY DESCRIPTION	Subcont.	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8
	TI WORK	TI			H			TI				H			TI					
FRAME, DRYWALL AND TAPE WALLS AND SOFFITS	WESTERN	X	X	X	X	H		X	X	X	X	H			X	X	X	X	X	X
						H						H								
SET H.M. FRAMES	WESTERN	X	X			H						H								
						H						H								
COUNCIL CHAMBERS WALL FRAMING AND SOFFIT	WESTERN	X	X	X	X	H		X	X	X	X	H			X	X	X	X	X	X
						H						H								
DAYCARE DRYWALL/TAPING	WESTERN					H		X	X	X	X	H			X	X	X	X	X	X
						H						H								
COUNCIL CHAMBERS SPRINKLER RI	BASIC	X	X	X		H						H								
						H						H								
COUNCIL CHAMBERS CEILING ROUGHIN	GRASLE	X	X	X	X	H						H								
						H						H								
ELECTRIC ROUGHIN CEILINGS/INSTALL LIGHT FIXTURES	GRASLE	X	X	X	X	H		X	X	X	X	H			X	X	X	X		
						H						H								
ELECTRIC ROUGHIN WALLS AND CEILINGS	GRASLE	X	X	X	X	H		X	X	X	X	H								
						H						H								
TI DUCT AND INSULATE	MCKINSTRY	X	X	X	X	H		X	X	X	X	H								
						H						H								
PRIME COAT PAINT DRYWALL	REICHLER	X	X	X	X	H		X	X	X	X	H			X	X	X	X	X	X
						H						H								
COMMUNICATION ROUGHIN	BROADWAY	X	X	X	X	H						H								
						H						H								
DAYCARE PLUMBING AND TESTING	PEN NOR	X	X	X	X	H						H								
						H						H								
INSTALL SPINE GUARDRAILS	WELDCRAFT	X	X			H						H								
						H						H								
INTERIOR CASEWORK	DESCH	X	X	X	X	H		X	X	X	X	H			X	X	X	X	X	X
						H						H								

START ON 3RD FLOOR THEN
2ND THEN 1ST AND ANNEX
2ND FLOOR AND SPINE

AND GYP AND TAPING

AND ANNEX

1ST, 2ND 3RD

2ND FLOOR AND
FIRST FLOOR AND DAYCARE

2ND FLOOR, 1ST FLOOR
AND DAYCARE

3RD FLOOR THEN 2ND

2ND FLOOR, 1ST, DAYCARE

START 3RD FLOOR