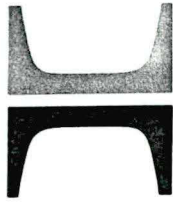


JAN 07 1993



**HOFFMAN CONSTRUCTION COMPANY  
OF OREGON**

**METRO HEADQUARTERS  
Our Job No. 9214**

**PROJECT MEETING MINUTES**

|             |                   |                               |
|-------------|-------------------|-------------------------------|
| Meeting No: | 55                |                               |
| Date:       | January 5, 1993   |                               |
| Location:   | HCCO Field Office |                               |
| Attendees:  | Berit Stevenson   | Metro                         |
|             | Glenn Taylor      | 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 Obtain an elevator renovation bid from Otis.  
55-1-1 Review the N. entry design for waterproofing.  
55-1-3 Setup and attend a coordination meeting for the Council/  
Reception desks.

TVA

48-3-2 Design a brochure rack into Reception desk at the 1/5/93,  
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.  
55-1-1 Review the N. entry design which may require new  
waterproofing.  
55-1-2 Review spine light/speaker alignment with HCCO and Metro.  
55-1-4 Review the stair #5 ceiling design.

**ACTION SUMMARY - Continued**

METRO

- 48-3-6 Create a list of necessary signage for T.I. areas.
- 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 Finalize the furniture fabric and award the furniture contract.
- 53-3-1 Issue a RFP authorizing the new fitness work to proceed.
- 53-3-3 Finalize a keying schedule and issue to the hardware supplier.

**55-1-0 ACTION ITEMS**

- ✓ 55-1-1 N. ENTRY WATERPROOFING: HCCO voiced concern about the N. Plaza membrane letting water in near the N. entry. HCCO, TVA and Metro will review following the meeting to get a better idea of whether there is a real problem.

Action: HCCO/Metro/TVA  
Date: 1/5/93

HCCO CALL PARQUE RESTORATION

- ✓ 55-1-2 SPINE LIGHT/SPEAKER ALIGNMENT: TVA voiced concern about several of the main spine speakers and can lights not being aligned as requested during early coordination meetings. TVA, HCCO and Metro will review following the meeting to determine whether the lights and speakers need to be relocated.

Action: HCCO/TVA/Metro  
Date: 1/5/93

COUNCIL CHAMBERS LIGHTS - MOVE  
SPINE

- ✓ 55-1-3 COUNCIL/RECEPTION DESKS COORDINATION MEETING: TVA returned the Council/Reception desks shop drawings "approved as noted" so a meeting was set up to occur on 1/8/93, at the jobsite to coordinate both security and A/V equipment with the millwork. HCCO will inform the other subcontractors.

Action: TVA/HCCO  
Date: 1/8/93

- 55-1-4 STAIR #5 CEILING: HCCO requested TVA review the stair #5 finish design against the existing structure since two (2) column capitals will not work with the present ceiling design. TVA will expedite their review.

*B*  
Action: TVA  
Date: 1/6/93

- ✓ 55-1-5 COUNCIL DIMMING SUBMITTAL: HCCO requested that TVA expedite review and approval of the Council Chambers' light dimming submittal so work can proceed. TVA will expedite the review.

*R*  
Action: TVA  
Date: 1/8/93

55-2-0 **RESOLVED ITEMS**

- 51-2-3 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.

As of December 29, 1992: Same as above.

As of January 5, 1993: TVA issued ASI 100 which revised the Daycare gym floor from VCT to carpet as requested by Metro.

- 52-2-1 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.

As of December 29, 1992: Same as above.

As of January 5, 1993: HCCO reported they found the vibration noise was coming from loose access doors and the problem was being remedied.

- 53-2-2 **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

As of December 29, 1992: The bike racks are on site. Metro and TVA to verify location.

As of January 5, 1993: TVA and Metro reviewed and decided four (4) racks should go up near the Plaza and eight (8) racks should go at the Grand level parking near the showers. TVA will issue an ASI.

- 53-2-4 **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

As of December 29, 1992: The cost to go to 6" vinyl base is \$.40 to \$.50 per foot and there is approximately 8,000 l.f. of base.

As of January 5, 1993: Since the cost to revise all rubber base to a 6" height was approximately \$4,000, Metro approved revising the open T.I. areas to 6" base, but leaving the offices and conference rooms with 4" base. TVA will issue an ASI.

55-3-0 **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 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.

As of December 29, 1992: The drawings are submitted and need to be returned as soon as possible.

As of January 5, 1993: TVA will meet with Alexander at 9:30 this morning and work out a preliminary design for the brochure rack.

✓ 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 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.

As of December 29, 1992: Same as above.

As of January 5, 1993: Same as above except TVA explained they will try to get the drawings issue by next week.

HCCO TO GET BASIC TO LOCATE LINE.

✓ 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 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.

As of December 29, 1992: Same as above.

As of January 5, 1993: Same as above.

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

As of December 29, 1992: Same as above.

As of January 5, 1993: Same as above.

TVA TO CALL EDGAR

- ✓ 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 22, 1992: Same as above.

As of December 29, 1992: Same as above.

As of January 5, 1993: Same as above except Metro expects the work to be done this week.

US WEST IN PROGRESS -

ELECTRICAL VAULT TO HAVE ELBOW PUT IN  
EMPTY CONDUIT, INSTALL PULL STRING, FILL WITH  
SAND & TOP WITH CONCRETE.

- ✓ 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 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.

As of December 29, 1992: Same as above.

As of January 5, 1993: TVA issued a memo stating they did not believe their involvement would be required. HCCO will continue to pursue a bid from Otis and will review the other elevator maintenance bid. HCCO confirmed Grasse will be bringing new power to the old elevator room.

HCCO TO GET MORE BIDS

- 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 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 not poured.

As of December 29, 1992: Same as above.

As of January 5, 1993: Metro explained they are still trying to work with the artist to squeeze the main field of art pavers in a certain blackout area. HCCO explained they are going to proceed with pouring of the Plaza slab as if the art layout would be modified and would pour the outer areas of the Plaza slab even if the formwork was not in place. Metro agreed this action was acceptable.

NEED ARTIST SCHEDULE UPDATE.

-  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.

As of December 29, 1992: HCCO expressed concern about hanging the binder bins on the low walls and suggested that Metro have KPFF review for structural stability.

As of January 5, 1993: Metro reported they were awarding the furniture work to Hermon Miller and a meeting was scheduled for 1/6/93, at 3:00 at Metro to finalize the fabric. Metro also explained a furniture mock-up was in place at the 3rd

floor. All parties will review the mock-up and decide if the wall shelf anchorage was a real structural concern. Metro voiced concern about the Maherum fabric possibly causing a schedule delay.

- ✓ 53-3-1 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

As of December 29, 1992: The Fitness area door frames have been ordered.

As of January 5, 1993: Metro will get a RFP issued which requests the Fitness area work to begin.

RFP ISSUED

- 53-3-3 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

As of December 29, 1992: Same as above.

As of January 5, 1993: HCCO confirmed Chown has the lock cylinders in the contract. Metro will expedite getting a keying schedule issued.

CHOWN  
METRO BY 1/19/93  
KEYING SCHEDULE

- 55-4-0 QUALITY/SAFETY ITEMS

- 55-4-1 SAFETY MANHOURS: HCCO reported they had presently worked approximately 113,000 manhours without a lost time accident as of 1/5/93.



55-4-2 QUALITY ISSUES: TVA voiced concern about the spine speakers and lights not being aligned as requested. HCCO, TVA and Metro will review following the meeting.

55-5-0 INFORMATION ITEMS

55-5-1 NEXT MEETING: The next Project Review meeting is scheduled for 1/12/93, at 8:00 a.m. at the jobsite office.

55-5-2 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

*C.O. ISSUES*

cc: Attendees  
Wayne Drinkward, HCCO  
Maurice Neyma, Metro

**MANPOWER**  
100 - 120

CONDUIT FOR MEDIA FEED.

GARAGE LIGHT FIXTURES

C.

Attachment,  
Fig. #1



[illegible]

Hoffman Construction Job # 9214  
Short Interval Schedule  
METRO HEADQUARTERS

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JANUARY

| ACTIVITY DESCRIPTION  | Subcont.         | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |   |
|---|------------------|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|---|
| STAIR #3 FRAME AND<br>AND SHAFTWALL                           | PERFORMANCE      | X | X | X | X | X |   |    | X  | X  | X  | X  | X  |    |    | X  | X  | X  | X  | X  |   |
| SITE ELECTRICAL   | GRASLE           | X | X | X | X | X |   |    |    |    |    |    |    |    |    |    |    |    |    |    | POUR LIGHT POLE<br>BASES AND SET POLES              |
| ELECTRICAL ROUGHIN  | JWP<br>GRASLE    | X | X | X | X | X |   |    | X  | X  | X  | X  | X  |    |    | X  | X  | X  | X  | X  | INSTALL LIGHT FIXTURES<br>BRANCH CONDUIT AND WIRING |
| INSTALL STAIR HANDRAILS                                       | CARR             | X | X | X | X | X |   |    | X  | X  | X  | X  | X  |    |    |    |    |    |    |    | FILL IN   |
| N. PLAZA STRUCT STEEL   | CARR             | X | X | X | X | X |   |    | X  | X  | X  | X  | X  |    |    |    |    |    |    |    |   |
| ELEVATOR PIT LADDERS  | CARR             | X |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    | AND ELEV MACHINE ROOM                               |
| SITE CONCRETE<br>AT SOUTH PLAZA                               | GOLDIE<br>GENTLE | X | X | X | X | X |   |    | X  | X  | X  | X  | X  |    |    |    |    |    |    |    |   |
| PRP SIDEWALK AT RAMP TO<br>NORTH PLAZA                        | GOLDIE<br>GENTLE |   |   |   | X | X | X |    |    |    |    |    |    |    |    |    |    |    |    |    | NO ACCESS TO PLAZA<br>WED AND THUR                  |
| GRADE AND POUR SIDEWALK<br>AT PARKING GARAGE                  | VAN LCM          |   |   |   |   |   |   |    | X  |    |    |    |    |    |    |    |    |    |    |    | NEED POWER POLES REMOVED                            |
| BRICK AND WINDOW<br>FRAME CAULKING                            | HARMON<br>PARDUE | X | X | X | X | X |   |    | X  | X  | X  | X  | X  |    |    |    |    |    |    |    | AS WEATHER ALLOWS                                   |
| FRAME, DRYWALL AND TAPE<br>WALLS AND SOFFITS                  | WESTERN          | X | X | X | X | X |   |    | X  | X  | X  | X  | X  |    |    | X  | X  | X  | X  | X  | START ON 3RD FLOOR THEN<br>2ND THEN 1ST AND ANNEX   |
| SET H.M. FRAMES   | WESTERN          | X | X |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    | 2ND FLOOR AND SPINE                                 |
| COUNCIL CHAMBERS WALL FRAMING<br>AND SOFFIT                   | WESTERN          | X | X | X | X | X |   |    | X  | X  | X  | X  | X  |    |    | X  | X  | X  | X  | X  | AND GYP AND TAPING                                  |
| DAYCARE DRYWALL/TAPING  | WESTERN          | X | X | X | X | X |   |    | X  | X  | X  | X  | X  |    |    | X  | X  | X  | X  | X  | AND ANNEX   |
| INSTALL CLG DROPS   | BASIC            | X | X | X | X | X |   |    | X  | X  | X  | X  | X  |    |    | X  | X  | X  | X  | X  | 2ND FLOOR   |
| COUNCIL CHAMBERS CEILING<br>AND WALL ROUGHIN                  | GRASLE           | X | X | X | X | X |   |    |    |    |    |    |    |    |    |    |    |    |    |    | AWAITING EMERG. FIXTURES                            |
| ELECTRIC ROUGHIN WALLS AND<br>CEILINGS/INSTALL LIGHT PIXTURES | GRASLE           | X | X | X | X | X |   |    | X  | X  | X  | X  | X  |    |    | X  | X  | X  | X  |    | 1ST, 2ND 3RD  |
| WIRE AND TERM. PLUGS<br>AND SWITCHES                          | GRASLE           | X | X | X | X | X |   |    | X  | X  | X  | X  | X  |    |    | X  | X  | X  | X  | X  | 3RD THEN 2ND  |
| INSTALL FLEX AND DIFFUSERS                                    | MCKINSTRY        | X | X | X | X | X |   |    | X  | X  | X  | X  | X  |    |    | X  | X  | X  | X  | X  | 3RD FLOOR THEN 2ND                                  |



Hoffman Construction Job # 9214  
Short Interval Schedule  
METRO HEADQUARTERS

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JANUARY

| ACTIVITY DESCRIPTION            | Subcont.  | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |                                     |
|---------------------------------|-----------|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|-------------------------------------|
| TI DUCT AND INSULATE            | MCKINSTRY | X | X | X | X | X |   |    | X  | X  | X  | X  | X  |    |    |    |    |    |    |    | 2ND FLOOR, 1ST FLOOR<br>AND DAYCARE |
| PRIME COAT PAINT DRYWALL        | REICHEL   | X | X | X | X | X |   |    | X  | X  | X  | X  | X  |    |    | X  | X  | X  | X  | X  | 3RD FLOOR THEN 2ND                  |
| COMMUNICATION ROUGHIN           | BROADWAY  | X | X | X | X | X |   |    |    |    |    |    |    |    |    |    |    |    |    |    | 2ND FLOOR, 1ST, DAYCARE             |
| PULL WIRE AND TERMINATE         | BROADWAY  | X | X | X | X | X |   |    | X  | X  | X  | X  | X  |    |    | X  | X  | X  | X  | X  |                                     |
| DAYCARE PLUMBING<br>AND TESTING | PEN NOR   | X | X |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |                                     |
| INSTALL SPINE GUARDRAILS        | WELDCRAFT | X | X |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |                                     |
| STAIR #6 GUARDRAILS             | WELDCRAFT |   |   |   | X | X | X |    | X  | X  | X  | X  | X  |    |    |    |    |    |    |    |                                     |
| INTERIOR CASEWORK               | DESCH     | X | X | X | X | X |   |    | X  | X  | X  | X  | X  |    |    | X  | X  | X  | X  | X  | START 3RD FLOOR<br>THEN 2ND         |
| INSTALL A/V SYSTEMS             | SPECTRUM  | X | X | X | X | X |   |    | X  | X  | X  | X  | X  |    |    | X  | X  | X  | X  | X  | START 3RD FLOOR                     |
| FLOOR PREP                      | LANDRYS   |   |   | X | X | X |   |    | X  | X  | X  | X  | X  |    |    | X  | X  | X  | X  | X  | START 3RD FLOOR<br>CLEANUP REQ      |
| INSTALL CARPET                  | LANDRYS   |   |   |   |   |   |   |    | X  | X  | X  | X  | X  |    |    | X  | X  | X  | X  | X  | START 3RD FLOOR<br>SOUTH            |