



**HOFFMAN CONSTRUCTION COMPANY
OF OREGON**

METRO HEADQUARTERS

Our Job No. 9214

PROJECT MEETING MINUTES

Meeting No: 60
Date: February 9, 1993
Location: HCCO Field Office
Attendees: Glenn Taylor Metro
Sandy Stallcup Metro
Paul Thimm Thompson Vaivoda & Associates
Cade Lawrence Hoffman Construction Company
Bill Stotts Hoffman Construction Company
Don Nail Hoffman Construction Company

ACTION SUMMARY

HCCO

48-3-4 Obtain final pricing on the backflow room.
48-3-6 Obtaining pricing to provide temporary signage for
"Certificate of Occupancy". Obtain T.I. mechanical permit.
56-3-4 Track the "Certificate of Occupancy" issues.
59-3-6 Get Metro addresses of past employees.

TVA

48-3-6 Meet with signage subcontractor on 2/11/93, at 9:30 at jobsite
to review Metro preliminary signage program.
58-3-1 Attend Police tenant meeting on 2/16/93.
60-1-1 Clarify finish at Stair #4 center handrail.

METRO

48-3-6 Attend signage meeting on 2/11/93, at 9:30 at jobsite.
57-3-7 Issue a RFP on decision to go with roller shades.
58-3-1 Attend police tenant meeting on 2/16/93.
59-1-3 Clarify the phone room UPS requirements.
59-1-5 Issue an overall project move-in schedule by 2/25/93.

60-1-0 ACTION ITEMS

✓ 60-1-1 STAIR #4 HANDRAIL FINISH: HCCO questioned Thompson Vaivoda on how the stair #4 center handrails were to be finished. TVA will review and let HCCO know how the handrail wood runner is to be finished.

Action: TVA
Date: 2/16/93

BONDED &
PAINTED TO MOCKUP.

60-2-0 RESOLVED ITEMS

49-2-2 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 January 26, 1993: TVA reported the City (Edgar) had given verbal approval of the Parking Garage without any changes. TVA will get HCCO three (3) complete sets of the Parking Garage documents so they can be submitted to the City.
As of February 2, 1993: HCCO received three (3) sets of the Parking Garage documents and will get them submitted to the City. TVA issued a letter to the City concerning Edgar Waehrer's verbal approval of the Parking Garage.
As of February 9, 1993: HCCO received the Parking Garage drawings/calculations last week and submitted them to the City under the old plan check number, 20180B. HCCO will track the approval process over the next couple of weeks.

51-2-2 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 January 26, 1993: HCCO explained they do expect to have the first pour occur on 2/1/93, as scheduled. HCCO will issue a letter to Metro which formally informs all parties the pour will occur on that date. HCCO also explained the art blackout cannot be totally enclosed by the exposed concrete since the

subcontractor cannot wash over the new concrete pours. HCCO and Metro will review the sequence.

As of February 2, 1993: HCCO explained they were ready to pour today yet no art had been installed. HCCO will get with Metro (Neil) to find out the status of the artist formwork installation.

As of February 9, 1993: The artist did get the forms installed on 2/3/93, and HCCO made the first terrace pour. HCCO had the artist and plaza concrete subcontractor meet on 2/8/93, to interface the remaining concrete pours. The artist hopes to have all their art forms installed by 2/10/93.

56-2-1 DESCH WOOD PANELING: HCCO explained TVA (Bob) had rejected approximately 30-35% of the wood flitches which created a paneling shortage. HCCO will review the schedule status further with Desch and will set up a meeting with TVA and Desch if there is still a schedule problem.

Action: HCCO
Date: 1/19/93

As of January 26, 1993: HCCO reported the 2nd shipment of maple veneers had arrived and TVA would review them this afternoon. HCCO explained they had scheduled a delivery of these veneers to Alexander first so the desks could proceed without delay. A review of the Desch veneers will occur early next week.

As of February 2, 1993: TVA reviewed and approved all the maple flitches for Alexander Manufacturing. HCCO explained the Desch maple flitches are ready for review this afternoon. TVA will review by 2/3/93, morning at the latest.

As of February 9, 1993: HCCO explained they were not sure if Bob (TVA) had reviewed the miscellaneous flitches, but the schedule required Desch to move ahead with wood paneling production.

59-2-2 LANDSCAPE REVIEW: Mayer Reed (Chris) explained they had several issues of concern in regards to the landscaping:
1) Tree calipers; 2) Electrical point of connection;
3) Backflow point of connection and; 4) Drip irrigation shop drawings. Mayer Reed will review the jobsite and issue an observation report from which HCCO can proceed with any corrective work.

Action: Mayer Reed
Date: 2/9/93

As of February 9, 1993: Thompson Vaivoda did receive a memo from Mayer Reed which addressed the landscape concerns. TVA will issue a copy of the Mayer Reed memo to HCCO for distribution to Landscape West.

- 59-2-4 LOCKER BACK ENTRY: Metro explained they may not want to proceed with revising the Fitness Area walls and requested HCCO hold off on any work in those areas for a day or so. HCCO explained the hollow metal frames are coming in on 2/4/93, and they would start work early next week. Metro will get HCCO a definite decision this week.

Action: Metro
Date: 2/8/93

As of February 9, 1993: Metro issued a RFP requesting the fitness north entry doors be deleted. TVA issued an ASI of clarification and HCCO has distributed to miscellaneous subcontractors.

- 59-2-7 PRINT SHOP WALLS: TVA explained they were presently reviewing the print shop wall design to insure the sound requirements from Metro were met. TVA explained they think the wall height may need to be extended to the structure.

Action: TVA
Date: 2/9/93

As of February 9, 1993: HCCO reported the print shop wall in question was being extended to the structure as required by the Thompson Vaivoda tenant documents.

60-3-0 UNRESOLVED ITEMS

- 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 January 26, 1993: Basic Fire located the fire piping connection point and is in the process of issuing a drawing from which TVA can layout the room. HCCO will expedite the submittal of the Basic Fire drawing.

As of February 2, 1993: HCCO received ASI #105 from TVA and will issue to obtain final pricing.

As of February 9, 1993: Same as above.

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 January 26, 1993: Metro tabled a preliminary signage program for all areas except the lower level and exterior signs. TVA will review the preliminary programming and set up a time to review the signage with a local signage subcontractor, such as Sign Wizard. TVA will try to have the meeting this week. TVA will also issue a clarification on which signage is required to obtain occupancy.

As of February 2, 1993: TVA set up a meeting with Sign Wizards for 2/5/93, at 1:00 p.m. at TVA to review options for signage systems. TVA, also, issued a clarification on which signs are required by code. HCCO is obtaining pricing for temporary signage necessary to obtain the Certificate of Occupancy.

As of February 9, 1993: Thompson Vaivoda rescheduled the signage meeting to occur on 2/11/93, at 1:00 p.m. at the jobsite with Sign Wizards. TVA did get with Sign Wizards about temporary signage requirements and will finalize those requirements at the 2/11/93, meeting. TVA will also discuss the monument signage scope.

56-3-4 CERTIFICATE OF OCCUPANCY: HCCO just noted they would start tracking "Certificate of Occupancy" issue on a weekly basis from this point forward. HCCO already has the building inspector reviewing the job and giving criteria on areas which need to be completed for the "Certificate of Occupancy".

Action: HCCO
Date: 1/19/93

As of January 26, 1993: See previous meeting minutes.

As of February 2, 1993: Same as above. HCCO reported they will be meeting with the City Fire Marshall and Building Inspector on 2/4/93, to review the FLS check-out in detail.

As of February 9, 1993: Metro assigned the fire alarm auto-dialer calls to the Honeywell monitoring firm. HCCO explained the mechanical subcontractor had not obtained the tenant improvement mechanical permit and were now in the process of obtaining it. HCCO will continue to pursue the building phone line pricing for the FLS system.

- 57-3-7 BLINDS: HCCO explained they had not heard from Metro by 1/15/93, on which blinds to proceed with so Metro should realize the blinds will not be installed until after the date of substantial completion. Metro acknowledged the schedule issue and will try to expedite a decision.

Action: Metro
Date: 1/26/93

As of January 26, 1993: Metro acknowledged the blinds will not be installed by the date of "Substantial Completion". Metro will try to make a decision by 1/29/93.

As of February 2, 1993: Metro authorized HCCO to proceed with having roller shades installed in lieu of blinds. Metro will issue a RFP.

As of February 9, 1993: Thompson Vaivoda and Metro will review the past history to confirm which roller blinds they really want. Metro will issue a RFP clarifying the type of shades they want HCCO to proceed with ordering.

- 58-3-1 POLICE STATION VS. HVAC: Metro explained the Police Station construction was being set up to be done directly by the police. Metro questioned how the existing HVAC system would serve the Police Station during late working hours. Metro will issue an RFP and TVA will have Glumac review.

Action: Metro/TVA
Date: 2/2/93

As of February 2, 1993: Metro set up a meeting between HCCO, TVA, Glumac, and the Police tenant to occur on 2/16/93 at the jobsite. The meeting will be held to review how the existing mechanical/electrical systems would work with the Police tenant space.

As of February 9, 1993: Same as above.

- 59-3-1 ELEVATOR FINISHES: TVA questioned the status of the elevator interiors finish work. HCCO explained Desch was doing the wood paneling, but they would check on who is set to supply the elevator handrails and mirror.

Action: HCCO
Date: 2/9/93

As of February 9, 1993: Same as above.

59-3-3 UPS POWER REQUIREMENTS: HCCO explained they need the UPS power requirements clarified for the main phone room. Metro explained they are working on the UPS clarification and hope to have it this week.

✓
Action: Metro
Date: 2/5/93

As of February 9, 1993: Same as above.

✓ 59-3-5 MOVE-IN SCHEDULE: Metro explained they expect to start actual move-in of Metro people during the week of 4/12/93. HCCO requested a copy of Metro's move-in schedule so punchlist work can be scheduled accordingly. Metro will try to get their "move-in" schedule issued by 2/9/93.

Action: Metro
Date: 2/9/93

As of February 9, 1993: Metro will try to get the "move in" schedule issued in the next two (2) weeks. HCCO emphasized it is critical the schedule be submitted in the next week so final punchlist work can be coordinated with the move in.

59-3-6 CONSTRUCTION PARTY: Metro explained they would like to have a construction party for all people who have worked on the project. Metro stated they had tentatively set the party date to occur during the week of 5/3/93. HCCO will get a list of the workers together for Metro.

Action: HCCO
Date: 2/16/93

As of February 9, 1993: HCCO tabled a list of names of all people who have worked on site over the past twelve (12) months. Metro requested their addresses. HCCO will attempt to obtain the miscellaneous workers' addresses.

60-4-0 **QUALITY/SAFETY ITEMS**

60-4-1 SAFETY MANHOURS: HCCO reported they had presently worked approximately 132,000 manhours without a lost time accident as of 2/9/93.

60-4-2 QUALITY ISSUES: No quality issues were brought up by Thompson Vaivoda or Metro at the meeting. Metro did state the job cleanliness still looked good this week.

60-5-0 **INFORMATION ITEMS**

60-5-1 NEXT MEETING: The next Project Review meeting is scheduled for 2/16/93, at 8:00 a.m. at the jobsite office.

60-5-2 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

pc: Attendees
Wayne Drinkward, HCCO
Berit Stevenson, Metro
Bob Thompson, Thompson Vaivoda

RFP ON MOVING BIKE PARKING

Hoffman Construction Job # 9214
Short Interval Schedule
METRO HEADQUARTERS

FEBRUARY

ACTIVITY DESCRIPTION	Subcont.	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
FRP FINISH SLAB AT NW RETAIL AREA	GOLDIE	X	X	X	X	X															
FLOOR LEVELING 2ND FLOOR	HSI		X	X	X	X	X														
FLOOR REPAIR 1ST FLOOR AND BASEMENT	HSI								X	X	X	X	X								
SLAB REPAIR AND MISC. DEMOLITION AT NORTH PLAZA	HSI		X	X	X	X	X														
INSTALL TOILET ACCESSORIES	HSI												X	X							FITNESS AREA
POUR PEN NOR CONCRETE IN PLANTERS AND BASEMENT	HSI				X																
DEMO OLD ELECTRIC SERVICE	HSI		X	X	X	X	X														
FINAL ADJUST ALL ELEVATORS	SOUND		X	X																	
WATERPROOF PLANTERS NORTH PLAZA	BUCKAROO		X	X	X	X	X		X	X	X										WEATHER PERMITTING
CNU AND BRICK AT PLANTERS	DAVIDSONS		X	X																	NORTH PLAZA
SOUTH PLAZA BRICK PAVERS	DAVIDSON				X																
INSTALL NORTH ELEVATION BRICK	DAVIDSON		X																		WALL AT N.E STAIRWELL WEATHER PERMITTING
INSTALL WEST ELEVATION BRICK	DAVIDSONS					X	X		X	X											AT N.W. STAIR
INSTALL BRICK PAVERS AT NORTH PLAZA	DAVIDSONS					X	X		X	X	X	X	X			X	X	X	X	X	AS WEATHER ALLOWS
RECYCLING CHUTES	MCCBRIDE		X	X																	
INSTALL CAULKING N. ELEVATION	HARMON		X																		WEATHER PERMITTING
INSTALL ENTRY CLADDING	HARMON		X	X	X	X	X														ALL ENTRIES
INSTALL OTHER ENTRIES AND DOORS	HARMON		X	X	X				X	X	X	X	X								GLASS DUE 15TH

Hoffman Construction Job # 9214

Short Interval Schedule

METRO HEADQUARTERS

FEBRUARY

ACTIVITY DESCRIPTION Subcont. 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26

=====

DRYWALL AND TAPE STAIR #3 PERFORMANCE X X X X X
LOBBY SOFFITS, STAIR 1, STAIR 2

SCREENWALL DRYVIT FINISH PERFORMANCE X X X X X
COAT

WEATHER PERMITTING

CEILING GRID PERFORMANCE X X X X X

DAYCARE THEN COMPLETE
2ND FLOOR

INSTALL STAIR HANDRAILS CARR X X

COMPLETE 3RD FLOOR
THEN 2ND

N. PLAZA STRUCT STEEL CARR X X X X X

WELDOUT

FORM AND POUR N PLAZA
EXP AGGREGATE SLAB GOLDIE X X X X X X X X X X X X X X X

WEATHER PERMITTING
X FOR POUR

WATERPROOF PARDUE X
AT SOUTH PLAZA

WEATHER PERMITTING

FRP SIDEWALK AT RAMP TO
NORTH PLAZA GOLDIE X X X X X
GENTLE

GRADE AND POUR SIDEWALK
AT PARKING GARAGE VAN LOK X

DRYWALL AND TAPE WESTERN X
WALLS AND SOFFITS AT SPINE

ON 3RD FLOOR AND 2ND FLOOR

COUNCIL CHAMBERS DRYWALL AND WESTERN X X X X X
TAPE SOFFITS

INSTALL CLG DROPS BASIC X X X X X X X X X X

2ND FLOOR THEN DAYCARE

SPINE CEILING GRASLE X X X X X
AND WALL TRIMOUT

2ND FLOOR INSTALL LIGHT
FIXTURES IN GRID GRASLE X X X

WAITING ON 2 X 4 LIGHTS
DUE ON FEB 8

WIRE AND TERM. PLUGS GRASLE X X X X
AND SWITCHES AND TRIMOUT

2ND FLOOR

INSTALL EXIT LIGHT FIXTURES GRASLE X X

INSTALL DIFFUSERS MCKINSTRY X X X

Hoffman Construction Job # 9214

Short Interval Schedule

METRO HEADQUARTERS

		FEBRUARY																												
ACTIVITY DESCRIPTION	Subcont.	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26										
INSTALL LINEAR DIFFUSERS AT SPINE	MCKINSTRY								X	X	X	X	X																	
COMPLETE GARAGE EXHAUST SYSTEM	MCKINSTRY		X	X	X	X	X																							
FINISH COAT DRYWALL	REICHLE		X																									3RD FLE SOUTH TO NORTH		
PRIME COAT PAINT DRYWALL	REICHLE		X	X																								2ND FLOOR AND DAYCARE		
FINISH COAT DRYWALL 2ND FLOOR	REICHLE		X	X	X	X	X																					AND DAYCARE		
FINISH PAINT SPINE	REICHLE		X	X	X	X	X																							
COMPLETE EXTERIOR PAINTING	REICHLE		X	X	X	X	X			X	X	X	X	X														AS WEATHER ALLOWS		
HANG TI DOORS	GIBSON		X	X	X					X	X	X																3RD FLOOR THEN 2ND		
PULL WIRE AND TERMINATE	BROADWAY		X	X	X	X	X			X	X	X	X	X														COUNCIL CHAMBERS		
TRIM OUT	BROADWAY		X	X	X	X	X																					2ND FLOOR		
INSTALL TI FINISH	PEN NOR		X	X	X	X	X			X	X	X	X	X														DAYCARE, 1ST FLOOR TOILET		
STAIR 5 AND 6 RAILS	WELDCRAFT		X	X	X																									
COUNCIL CHAMBERS PANELS SLIDING DOORS	DESCH																X	X	X	X	X							START 3RD FLOOR		
PANELS AT SPINE	DESCH		X	X	X	X	X			X	X	X	X	X			X	X	X	X	X							3RD FLOOR SOUTH END		
PANELS AT SPINE AND STAIR #5	DESCH																X	X	X	X	X							START 2ND FLOOR SOUTH END		
DAYCARE CASEWORK	DESCH		X	X	X	X	X			X	X																			
INSTALL EQUIP/TERMINATE	SPECTRUM		X	X	X	X	X			X	X	X	X	X																
ANNEX CARPET	LANDRYS				X	X	X																							
2ND FLOOR CARPET	LANDRYS		X	X	X	X	X			X	X	X	X	X														START SOUTH AND WORK NORTH		
DAYCARE CARPET	LANDRYS									X	X	X					X	X	X	X										

Hoffman Construction Job # 9214
Short Interval Schedule
METRO HEADQUARTERS

		FEBRUARY																											
ACTIVITY DESCRIPTION	Subcont.	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26									
SLATE TILE	PCI	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	X MAY DO WEST HALF THEN EAST HALF								
INSTALL SECURITY ELECTRONICS	SELECTION	X	X	X	X	X															INTERMITTENT								
PLANT TREES AND SHRUBS	LANDSCAPE	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X	X WEATHER ALLOWING								
FINAL CLEAN INTERIOR AND EXT. ?									X	X	X	X	X			X	X	X	X	X	X START 3RD FLOOR								
FINAL CLEAN BASEMENT AND 1ST FLOOR AND STRIPE PARKING	?				X	X			X	X	X	X	X			X	X												
COMPLETION/PUNCHLIST	HCCO	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X									
LOCKERS	CASCADE				X	X																							
FIRE LIFE SAFETY PRELIM TEST ALL SUBS												X							X		WITH CITY ON 2-24								