



**HOFFMAN CONSTRUCTION COMPANY
OF OREGON**

**METRO HEADQUARTERS
Our Job No. 9214**

PROJECT MEETING MINUTES

Meeting No:	61	
Date:	February 16, 1993	
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

HCCO

48-3-4 Obtain final pricing on the backflow room.
 48-3-6 Attend signage meeting on 2/17/93, at 9:00 at Metro. Obtain T.I. mechanical permit.
 56-3-4 Track the "Certificate of Occupancy" issues.
 57-3-7 Have a mock-up completed of the fabric shades.
 59-3-6 Get Metro addresses of past employees.
 61-1-2 Get the wood paneling at the spine installed flush. Align exit light.
 61-1-3 Get the Annex rain drains insulated.

TVA

48-3-6 Meet with signage subcontractor on 2/17/93, at 9:00 at Metro.
 61-1-1 Clarify the Parking Garage handicap stalls with the City.

METRO

48-3-6 Attend signage meeting on 2/17/93, at 9:00 at Metro.
 ✓ 57-3-7 Issue a RFP on decision to go with roller shades.
 59-1-3 Clarify the phone room UPS requirements.
 59-1-5 Issue an overall project move-in schedule by 2/25/93.
 61-1-4 Review the energy study outstanding cost issues.

61-1-0 ACTION ITEMS

- 61-1-1 PARKING GARAGE STRIPING: HCCO issued a permit checklist to Thompson Vaivoda for review and comment. TVA explained the City was questioning the quantity of handicap parking stalls available at the Parking Garage. TVA issued a letter of response to the City on 2/12/93, and they will check with the City to insure their questions are answered.

Action: TVA
Date: 2/19/93

- 61-1-2 SPINE ALIGNMENT AND PANELING: Thompson Vaivoda voiced concern about one section of the spine drywall and how the paneling will not install flush. TVA also voiced concern about an exit light in Stair #5 not being centered. All parties reviewed following the meeting and it was decided gypboard would be pulled from the wall so the paneling could be flush. HCCO will check with the electrical subcontractor to insure the exit light is centered.

Action: HCCO
Date: 2/17/93

PANELING

- 61-1-3 ANNEX RAIN DRAIN: HCCO explained the present Annex design has roof rain drains exposed and the concrete does have some spalling. Metro requested the rain drains be insulated to cover most of the spalling and to prevent roof drain condensation. HCCO will get them insulated if the cost is reasonable.

Action: HCCO
Date: 2/19/93

SAME.

61-1-4

ENERGY STUDY LETTER: HCCO tabled the old energy study cost breakdown and questioned when Metro would make a decision on the Glumac design costs and the additional dimming ballast costs. Metro will review the cost issues again.

Action: Metro
Date: 2/23/93

61-2-0

RESOLVED ITEMS

58-2-1

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.

As of February 16, 1993: A meeting was held with the Police representatives and the core mechanical/electrical designs were explained. Metro and the Police personnel will work out any further details outside the Metro building contract.

59-2-1

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.

As of February 16, 1993: HCCO explained they had not purchased the elevator cab mirrors or aluminum fabrications. HCCO will obtain pricing and get the work awarded.

- 60-2-1 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

As of February 16, 1993: Thompson Vaivoda reviewed the Stair #4 handrail and decided it would be fine to just have the wood top rail filled, sanded, and painted.

61-3-0 **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 February 2, 1993: HCCO received ASI #105 from TVA and will issue to obtain final pricing.

As of February 9, 1993: Same as above.

As of February 16, 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 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.

As of February 16, 1993: Thompson Vaivoda, Metro and HCCO met on 2/11/93, and reviewed the present signage programming with Sign Wizards. Another meeting was scheduled with Sign Wizards for 2/17/93, at 9:00 at Metro to finalize the signage design. TVA will also bring a preliminary design concept for the main Metro monument sign. All parties agreed the temporary signage would be awarded this week if the permanent sign design was not finalized.

TEMPORARY SIGNS COMING FRIDAY

- 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 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.

As of February 16, 1993: HCCO stated they are scheduled to have the FLS test with the City on 2/24/93. The FLS telephone lines were installed to the elevator rooms. HCCO reported they will be tracking the Daycare stair rails to insure they are in place for the Certificate of Occupancy.

MOVED PRELIMINARY TEST TO FRIDAY 2/26

- 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 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.

As of February 16, 1993: Lynn's Draperies came in and showed the various types of material for the roller shades. Metro decided to go with Levelor, black, Basketweave 7000 material at the roller blinds. Lynn's will do a mock-up for the interior relites with both roller blinds and mini-blinds. HCCO will get the main blinds subcontract issued this week so the blinds can be ordered. Metro will issue a RFP.

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: See previous meeting minutes.
As of February 16, 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

PANELS START MARCH 26 FIRST SHIPMENT
APRIL 2 FINAL "
PEOPLE - APRIL 16

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.

As of February 16, 1993: Metro is on schedule to issue the "move in" schedule to HCCO and Thompson Vaivoda by 2/23/93.

- 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.

As of February 16, 1993: Same as above.

61-4-0 QUALITY/SAFETY ITEMS :

- 61-4-1 SAFETY MANHOURS: HCCO reported they had presently worked approximately 136,000 manhours without a lost time accident as of 2/16/93.

- 61-4-2 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.

61-5-0 INFORMATION ITEMS

- 61-5-1 NEXT MEETING: The next Project Review meeting is scheduled for 2/23/93, at 8:00 a.m. at the jobsite office.

61-5-2 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

Attachment,
Fig. # 1

Hoffman Construction Job # 9214
Short Interval Schedule
METRO HEADQUARTERS

		FEBRUARY														MARCH				
ACTIVITY DESCRIPTION	Subcont.	15	16	17	18	19	20	21	22	23	24	25	26	27	28	1	2	3	4	5
FRP FINISH SLAB AT NW RETAIL AREA	GOLDIE	X	X	X	X	X														
FLOOR LEVELING 2ND FLOOR	HSI	X	X																	
FLOOR REPAIR 1ST FLOOR AND BASEMENT	HSI								X	X	X	X	X							
FLOOR REPAIR AT TOWER	HSI				X	X	X		X	X										
SLAB REPAIR AND MISC. DEMOLITION AT NORTH PLAZA	HSI		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																
FINAL ADJUST ALL ELEVATORS	SOUND		X																	
WATERPROOF PLANTERS NORTH PLAZA	BUCKAROO		X	X	X	X	X		X	X	X									WEATHER PERMITTING
CMU AND BRICK AT PLANTERS	DAVIDSONS		X	X																NORTH PLAZA
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							AS WEATHER ALLOWS
MISC GRILLES AND FLASHING	MCBRIDE			X	X															
INSTALL CAULKING N. ELEVATION	HARMON		X																	WEATHER PERMITTING
INSTALL ENTRY CLADDING	HARMON		X	X	X															ALL ENTRIES
INSTALL OTHER ENTRYS AND DOORS	HARMON		X	X	X															
INSTALL UNDERSLAB INSULATION	PCI		X	X	X	X	X		X	X	X	X	X							START BASEMENT

METRO HEADQUARTERS

RECEIVED: 1997-01-14

[illegible]

METRO HEADQUARTERS

[illegible]

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Short Interval Schedule

METRO HEADQUARTERS

		FEBRUARY														MARCH						
ACTIVITY DESCRIPTION	Subcont.	15	16	17	18	19	20	21	22	23	24	25	26	27	28	1	2	3	4	5		
ANNEX CARPET	LANDRYS	X	X																			
2ND FLOOR CARPET AND VCT	LANDRYS	X	X	X	X	X		X	X												START SOUTH AND WORK NORTH	
DAYCARE CARPET	LANDRYS										X	X	X			X	X	X				
SLATE TILE	PCI	X	X	X	X	X		X	X												MAY DO WEST HALF THEN EAST HALF	
INSTALL SECURITY ELECTRONICS	SELECTRON	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 WEATHER ALLOWING	
FINAL CLEAN INTERIOR AND EXT. ?		X	X	X	X	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	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	