



**HOFFMAN CONSTRUCTION COMPANY
OF OREGON**

**METRO HEADQUARTERS
Our Job No. 9214**

PROJECT MEETING MINUTES

Meeting No:	62	
Date:	February 23, 1993	
Location:	HCCO Field Office	
Attendees:	Berit Stevenson	Metro
	Glenn Taylor	Metro
	Sandy Stallcup	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.
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.
61-1-3	Get the Annex rain drains insulated.
62-1-1	Get with Metro on schedule vs. Certificate of Occupancy.
62-1-4	Issue a tentative training schedule.
62-1-5	Check on reroofing of garage stair #1 tower.

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.
62-1-3	Review and design council credenzas.
62-1-6	Issue a final design on the N. Plaza screen.

METRO

48-3-6	Finalize project signage with Thompson Vaivoda.
57-3-7	Issue a RFP on decision to go with roller shades.
59-1-3	Clarify the phone room UPS requirements.
62-1-2	Issue a RFP on melamine window sills.

62-1-0 ACTION ITEMS

- 62-1-1 SCHEDULE VS. LIQUIDATED DAMAGES: HCCO explained they had lost several days in January and February and would recommend moving the date of "Substantial Completion" to 3/25/93, in lieu of 3/18/93. HCCO and Metro will review further after the meeting.

Action: HCCO/Metro
Date: 3/2/93

- ✓ 62-1-2 PLASTIC LAMINATE SILLS: Metro requested HCCO proceed with adding melamine panels at the perimeter window sills. HCCO will proceed and Metro will issue a RFP.

R.
Action: Metro
Date: 3/2/93

- ✓ 62-1-3 COUNCIL CONFERENCE CREDENZAS: Metro explained they were looking at various credenzas to be used at the main Council Chambers' room and conference room. TVA will review the various credenza options and let Metro know what TVA could design for them.

Action: TVA
Date: 3/2/93

TVA TO DESIGN BY 3/9

- ✓ 62-1-4 METRO TRAINING SCHEDULE: HCCO will issue a tentative training schedule to Metro for review and approval.

Action: HCCO
Date: 2/26/93

- ✓ 62-1-5 STAIR #1 ROOFING: HCCO will get pricing from Buckaroo on reroofing the Parking Garage northwest stair tower since water is leaking in. HCCO will review the RFP to determine if the stair #1 tower work is part of the core work.

Action: HCCO
Date: 3/2/93

- ✓ 62-1-6 NORTH PLAZA SCREEN: HCCO questioned the status of the North Plaza screen final design. TVA will get a preliminary design issued by 2/24/93, for review and pricing.

Action: TVA
Date: ~~2/24/93~~
 3/3

62-2-0 **RESOLVED ITEMS**

- 59-2-5 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.

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

As of February 23, 1993: Metro explained the move-in schedule will occur as follows:

- a) Furniture panel deliveries on 3/26/93, and 4/2/93.
- b) Tables/loose furniture deliveries during 4/29/93, meeting.
- c) First half of Metro employees to move over 4/16/93 weekend.
- d) Building initial opening on 4/19/93.
- e) Remaining Metro employees move over 4/23/93, weekend.
- f) Phone switch to be installed during 3/29/93, week.
- g) Lobby art to be installed during 3/22/93, week.
- h) Plaza art to be installed during 3/8/93, week.

- 61-2-2 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

As of February 23, 1993: HCCO revised the wall framing to allow the paneling to be flush. HCCO explained the stair #5 exit light alignment will need to occur during the punchlist phase since they do not want to endanger the building "Certificate of Occupancy".

- 61-2-4 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

As of February 23, 1993: Metro reviewed the outstanding energy study issues and approved the costs. HCCO will get a change order issued.

62-3-0 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.

As of February 23, 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 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.

As of February 23, 1993: Metro explained they were presently finalizing the garage signage, individual signage and directory. Metro expects to complete the design by next week. Sign Wizards will issue temporary signage by 2/26/93, which deals with all the "Certificate of Occupancy" concerns. Sign Wizards will also do a mock-up on the exterior Metro sign at the Northwest corner.

THURSDAY

- 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 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.

As of February 23, 1993: HCCO will be having Carr do the Daycare stair/ramp handrails to insure the schedule is met. HCCO will also schedule the Health Inspector to review the Daycare kitchen area. HCCO rescheduled the "FLS" preliminary test to occur on 2/26/93, due to some dampers not being installed.

✓ 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 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.

As of February 23, 1993: HCCO expects the window shades mock-up to be ready by 2/25/93. HCCO issued a subcontract to Lynn's Draperies and Metro will get an RFP issued.

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.
As of February 23, 1993: Same as above. Metro hopes to have the information by the end of the week.

- 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.
As of February 23, 1993: Metro explained the construction party is tentatively set to occur on 4/15/93. HCCO will work to give Metro the addresses of all employees by 3/3/93.

- 61-3-1 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

As of February 23, 1993: Same as above.

- 61-3-3 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

As of February 23, 1993: Same as above.

62-4-0 **QUALITY/SAFETY ITEMS**

62-4-1 SAFETY MANHOURS: HCCO reported they had presently worked approximately 140,000 manhours without a lost time accident as of 2/23/93. 146,000

62-4-2 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.

62-5-0 **INFORMATION ITEMS**

62-5-1 NEXT MEETING: The next Project Review meeting is scheduled for 3/2/93, at 8:00 a.m. at the jobsite office.

62-5-2 SCHEDULE: See attachment, Figure #1 for a copy of the HCCO three-week schedule.

62-5-3 BUILDING BURN-IN: Metro decided they did not want to go with a building "burn-in" since recent studies showed that process could actually cause more problems. Metro requested the building be purged by running the building on 100% outside air for a couple of days. Metro and HCCO will coordinate the purge process.

Submitted by,

Cade Lawrence

Cade Lawrence
Assistant Operations Manager

CL:gac
Attachments
pc: Attendees
Wayne Drinkward, HCCO

Hoffman Construction Job # 9214

Short Interval Schedule

METRO HEADQUARTERS

		FEB											MARCH										
ACTIVITY DESCRIPTION	Subcont.	22	23	24	25	26	27	28	1	2	3	4	5	6	7	8	9	10	11				

SCREENWALL DRYVIT FINISH COAT	PERFORMANCE	X	X	X	X															WEATHER PERMITTING			
CEILING GRID FITNESS AREA	PERFORMANCE											X	X							2ND FLOOR			
INSTALL STAIR HANDRAILS INTERIOR AND EXTERIOR	CARR	X																		COMPLETE 3RD FLOOR THEN 2ND			
FORM AND POUR N PLAZA EXP AGGREGATE SLAB, NW RETAIL GOLDIE AND IRVING SIDEWALK		X	X	X	X	X			X	X	X	X	X							WEATHER PERMITTING FOR POUR			
FRAME @ N PLAZA	WESTERN	X	X	X	X	X			X	X	X												
TAPE TOWER 4, 5 AND 6	WESTERN	X	X	X	X	X														1ST PRIORITY			
TAPE DAYCARE	WESTERN	X	X																	2ND PRIORITY			
COUNCIL CHAMBERS DRYWALL AND TAPE SOFFITS	WESTERN	X	X	X	X	X														3RD PRIORITY			
FRAME, DRYWALL, TAPE FITNESS	WESTERN	X	X	X	X	X																	
INSTALL CLG DROPS	BASIC																X	X	X	FITNESS			
SPINE CEILING AND WALL TRIMOUT	GRASLE	X	X	X																			
FITNESS ROUGHIN	GRASLE	X	X																				
WIRE AND TERM. PLUGS AND SWITCHES AND TRIMOUT	GRASLE	X	X	X																2ND FLOOR			
INSTALL STAIR 3 LIGHT FIXTURES	GRASLE	X																					
INSTALL DIFFUSERS	MCKINSTRY	X	X	X																2ND FLOOR AND DAYCARE			
INSTALL LINEAR DIFFUSERS AT SPINE	MCKINSTRY	X	X								X	X	X							AFTER WALL PANELS			
COMPLETE GARAGE EXHAUST SYSTEM	MCKINSTRY	X																					
FINISH COAT DRYWALL AND DOORS	REICHLE	X	X																	3RD FLR SOUTH TO NORTH			
PRIME COAT PAINT DRYWALL	REICHLE	X	X																	2ND FLOOR AND DAYCARE			

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ACTIVITY DESCRIPTION	Subcont.	FEB											MARCH										
		22	23	24	25	26	27	28	1	2	3	4	5	6	7	8	9	10	11				
=====																							
FINISH COAT DRYWALL 2ND FLOOR REICHLE		X	X	X	X	X													AND DAYCARE				
FINISH PAINT SPINE	REICHLE	X	X																				
COMPLETE EXTERIOR PAINTING	REICHLE	X	X	X	X	X													AS WEATHER ALLOWS				
HANG TI DOORS	GIBSON	X	X	X															3RD FLOOR THEN 2ND				
TRIM OUT	BROADWAY	X	X																2ND FLOOR				
INSTALL PARKING GARAGE LIGHTS	BROADWAY	X	X	X	X	X			X	X	X	X	X			X	X	X	X NIGHT WORK				
INSTALL TI FINISH, DAYCARE CHLORINATE LINES	PEN NOR	X	X	X	X	X													ROUGHIN FITNESS				
STAIR 5 AND 6 RAILS	WELDCRAFT	X																					
COUNCIL CHAMBERS PANELS SLIDING DOORS	DESCH								X	X	X	X	X										
PANELS AT SPINE	DESCH	X	X	X	X	X			X	X	X	X	X						START 3RD FLOOR SOUTH END				
PANELS AT SPINE AND STAIR #5	DESCH								X	X	X	X	X			X	X	X	X START 2ND FLOOR SOUTH END				
DAYCARE CASEWORK	DESCH	X	X																				
INSTALL EQUIP/TERMINATE AND TEST	SPECTRUM	X	X	X	X	X			X	X	X	X	X										
ANNEX CARPET	LANDRYS	X	X																				
2ND FLOOR CARPET AND VCT	LANDRYS	X	X	X															START SOUTH AND WORK NORTH				
DAYCARE CARPET	LANDRYS											X	X	X			X	X	X				
SLATE TILE	PCI	X	X	X																			
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 WEATHER ALLOWING				

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ACTIVITY DESCRIPTION	Subcont.	FEB														MARCH					
		22	23	24	25	26	27	28	1	2	3	4	5	6	7	8	9	10	11		
FINAL CLEAN INTERIOR AND EXT.	JBM	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	JBM	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	CRESS	X																			INSTALL BENCHES
FIRE LIFE SAFETY PRELIM TEST	ALL SUBS																				TEST POSTPONED DUE TO FIRE DAMPER ISSUES