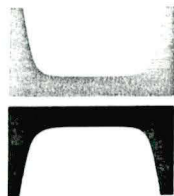


MAR 05 1993



**HOFFMAN CONSTRUCTION COMPANY
OF OREGON**

**METRO HEADQUARTERS
Our Job No. 9214**

PROJECT MEETING MINUTES

Meeting No: 63
Date: March 2, 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
Ed Carlisle Glumac & Associates
Steve Strauss Glumac & Associates
Cade Lawrence Hoffman Construction Company
Bill Stotts Hoffman Construction Company
Don Nail Hoffman Construction Company

ACTION SUMMARY

HCCO

56-3-4 Track the "Certificate of Occupancy" issues.
59-3-6 Get Metro addresses of past employees.
62-1-5 Check on reroofing of garage stair #1 tower.
63-1-1 Have Glumac clarify stair #1 lighting.
63-1-2 Have Glumac respond to RFP on print shop.

TVA

48-3-6 Meet with signage subcontractor on 3/4/93, at jobsite.
57-3-7 Meet with Levelor representative on 3/8/93, to review fabric shades.
61-1-1 Clarify the Parking Garage handicap stalls with the City.
62-1-3 Review and design council credenzas.
62-1-5 Review parking structure stairs for compliance with codes.
62-1-6 Issue a final design on the N. Plaza screen by 3/3/93.

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.

63-1-0 ACTION ITEMS

63-1-1 STAIR #1 LIGHTING: HCCO explained there was no lighting on floors 2 through 4 of stair #1. Glumac will review the old documents and issue a clarification if the lights were missed.

Action: Glumac
Date: 3/4/93

63-1-2 PRINT ROOM VERIFICATION: Metro questioned if Glumac had verified the Print Shop mechanical/electrical and if it would meet the programming requirements. Glumac will review and respond to the Metro RFP.

Action: Glumac
Date: 3/5/93

63-2-0 RESOLVED ITEMS

48-2-4 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.

As of March 2, 1993: HCCO had the backflow/room pricing faxed over on 3/1/93, for review. Metro authorized HCCO to proceed with the work since it could become a "Certificate of Occupancy" issue. HCCO will proceed with the work.

61-2-3 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.

As of March 2, 1993: HCCO explained the drain insulation work is in process and will be completed during the next week.

62-2-1 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

As of March 2, 1993: HCCO submitted a proposal to Metro requesting an extension of three (3) working days for weather delays incurred during January and February. Metro gave verbal approval of the schedule extension so HCCO will get a change order submitted. The new date of "Substantial Completion" is now 3/23/93.

62-2-2 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.

Action: Metro
Date: 3/2/93

As of March 2, 1993: TVA issued ASI 119 to direct addition of the melamine window sill panels. HCCO has Desch issuing a drawing to Metro to clarify the scope of the sill panels. Metro issued RFP 43 to cover addition of the melamine sills.

62-2-4 METRO TRAINING SCHEDULE: HCCO will issue a tentative training schedule to Metro for review and approval.

Action: HCCO
Date: 2/26/93

As of March 2, 1993: HCCO issued a tentative schedule for training and Metro approved it. HCCO has all subcontractors informed of the training schedule.

63-3-0 UNRESOLVED ITEMS

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 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.

As of March 2, 1993: HCCO received the temporary code signage and will install by 3/5/93. TVA and Metro will meet again on 3/4/93, at the jobsite. TVA will finalize the time.

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 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.

As of March 2, 1993: HCCO explained they talked to the Health Inspector, and they will not review the area until the Daycare operator starts moving in. The following issues were identified:

- a) Obtain mechanical tenant improvement permit (HCCO);
- b) Clarify stair #4 door hold opens (TVA);
- c) Obtain approved "traffic demand mgt." plan (Metro).

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 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.

As of March 2, 1993: HCCO explained the one 1" blind and fabric roller blinds mock-ups are set up and ready for review. All parties will review following the meeting to determine how the blinds will be attached. From mock-up review, TVA will meet with the Levelor representative on 3/8/93.

MOCK UP ON WEDNESDAY 3/10/

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 16, 1993: See previous meeting minutes.

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

As of March 2, 1993: Metro explained they are meeting with GTE on 3/3/93, to clarify the requirements. Metro will then get a list of the UPS equipment to HCCO and Glumac for design purposes.

- 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 16, 1993: See previous meeting minutes.

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.

As of March 2, 1993: Metro finalized the ceremony date for 4/15/93. Metro requested addresses of all employees be submitted by 3/15/93. HCCO will expedite.

~~ADDRESSES~~ COMING FRIDAY

- 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.

As of March 2, 1993: TVA will issue an ASI on the parking structure visitor striping so there are seven (7) handicap spaces in that area. HCCO explained that Jerry (City of Portland) had verbally said they would sign off and make it a condition of occupancy. HCCO will continue to pursue the permit approval.

62-3-3 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

As of March 2, 1993: Metro found a special order credenza would cost approximately \$3,000.00 which is more than they wanted to spend. TVA agreed to design a credenza which could be fabricated for less money. TVA will issue a design by 3/9/93.

62-3-5 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

As of March 2, 1993: HCCO explained they reviewed the RFP and agreed the stair #1 tower exterior cladding was clearly part of their scope. However, the interior finishes were a gray area. HCCO explained they were proceeding with the stair #1 interior finishes but reserved the right to discuss those costs. TVA agreed to review all the parking structure stairs to determine what design revisions would be required to meet code.

✓ 62-3-6 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

As of March 2, 1993: TVA explained they had started on the Plaza screen minor enhancement design and would have it issued by 3/3/93, for pricing.

63-4-0 **QUALITY/SAFETY ITEMS**

63-4-1 SAFETY MANHOURS: HCCO reported they had presently worked approximately ~~146,000~~ manhours without a lost time accident as of 3/2/93. *152,000*

63-4-2 QUALITY ISSUES: TVA requested HCCO check on the roof drains being plugged since they witnessed water running from the overflow scuppers.

ROOF DRAINS

CLEAN EXTERIOR/INTERIOR

63-5-0 **INFORMATION ITEMS**

63-5-1 NEXT MEETING: The next Project Review meeting is scheduled for 3/9/93, at 8:00 a.m. at the jobsite office.

63-5-2 SCHEDULE: See attachment, Figure #1 for a copy of the HCCO three-week schedule.

Submitted by,

Cade Lawrence/gac

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

		MARCH																		
ACTIVITY DESCRIPTION	Subcont.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
FLOOR LEVELING 2ND FLOOR	HSI	X																		
FLOOR REPAIR 1ST FLOOR AND BASEMENT	HSI	X	X	X																
FLOOR REPAIR AT TOWER	HSI	X	X	X																
SLAB REPAIR AND MISC. DEMOLITION AT NORTH PLAZA	HSI	X																		
INSTALL TOILET ACCESSORIES	HSI	X		X	X															FITNESS AREA AND DAYCARE
POUR PEN NOR CONCRETE IN PLANTERS AND BASEMENT	HSI	X																		
DEMO OLD ELECTRIC SERVICE	HSI	X	X																	
FINAL ADJUST ALL ELEVATORS	SOUND	X																		HOOK UP ELEVATOR RECALLS
WATERPROOF PLANTERS NORTH PLAZA	BUCKAROO	X	X	X	X	X														WEATHER PERMITTING
CNU AND BRICK AT PLANTERS	DAVIDSONS	X	X																	NORTH PLAZA
INSTALL WEST ELEVATION BRICK	DAVIDSONS	X	X	X	X	X														AT N.W. STAIR
INSTALL BRICK PAVERS AT NORTH PLAZA	DAVIDSONS	X	X	X	X	X														AS WEATHER ALLOWS
MISC GRILLES AND FLASHING	MCBRIDE		X	X																
INSTALL CAULKING	HARMON	X																		WEATHER PERMITTING
INSTALL WINDOW FRAMES	HARMON	X	X	X	X	X			X	X	X									NORTH PLAZA
GLAZE RELITES	HARMON	X	X																	
GLAZE ENTRY DOORS	HARMON	X	X																	
INSTALL UNDERSLAB INSULATION	PCI	X	X	X	X	X			X	X										START BASEMENT
DRYWALL AND TAPE FITNESS AREA	PERFORMANCE				X	X			X	X	X	X	X							

Hoffman Construction Job # 9214
 Short Interval Schedule
 METRO HEADQUARTERS

		MARCH																			
ACTIVITY DESCRIPTION	Subcont.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
SCREENWALL DRYVIT FINISH COAT	PERFORMANCE	X	X	X	X																WEATHER PERMITTING
CEILING GRID DAYCARE THEN FITNESS AREA	PERFORMANCE	X																			
INSTALL STAIR HANDRAILS INTERIOR AND EXTERIOR	CARR	X																			COMPLETE 3RD FLOOR THEN 2ND
FORM AND POUR IRVING SIDEWALK	GOLDIE	X	X																		WEATHER PERMITTING FOR POUR
FRAME @ N PLAZA	WESTERN	X	X	X	X	X															
TAPE 6TH FLOOR	WESTERN	X	X																		1ST PRIORITY
COUNCIL CHAMBERS TAPE SOFFITS	WESTERN	X																			3RD PRIORITY
FRAME, DRYWALL, TAPE FITNESS	WESTERN	X	X	X	X	X															
INSTALL CLG DROPS	BASIC										X	X									FITNESS
SPINE CEILING AND WALL TRIMOUT	GRASLE	X																			
FITNESS ROUGHIN	GRASLE	X																			
WIRE AND TERM. PLUGS AND SWITCHES AND TRIMOUT	GRASLE	X																			2ND FLOOR
INSTALL DIFFUSERS	MCKINSTRY	X																			2ND FLOOR AND DAYCARE
INSTALL LINEAR DIFFUSERS AT SPINE	MCKINSTRY	X	X								X	X									AFTER WALL PANELS
COMPLETE GARAGE EXHAUST SYSTEM	MCKINSTRY	X																			AND START TEST
FINISH COAT DRYWALL AND DOORS	REICHLE	X	X																		
FINISH COAT DRYWALL 2ND FLOOR	REICHLE	X	X																		AND DAYCARE
COMPLETE EXTERIOR PAINTING	REICHLE	X	X	X	X	X															AS WEATHER ALLOWS

Hoffman Construction Job # 9214
 Short Interval Schedule
 METRO HEADQUARTERS

		***** MARCH *****																			
ACTIVITY DESCRIPTION	Subcont.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
TRIM OUT	BROADWAY	X																			2ND FLOOR
INSTALL PARKING GARAGE LIGHTS	BROADWAY	X	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																	ROUGHIN FITNESS
STAIR 5 AND 6 RAILS	WELDCRAFT	X																			
COUNCIL CHAMBERS PANELS SLIDING DOORS	DESCH	X	X	X	X																
PANELS AT SPINE	DESCH	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								START 2ND FLOOR SOUTH END
DAYCARE CASEWORK	DESCH	X																			
INSTALL EQUIP/TERMINATE AND TEST	SPECTRUM	X	X	X	X	X			X	X											
ANNEX CARPET	LANDRYS	X																			
2ND FLOOR CARPET AND VCT	LANDRYS	X	X	X																	START SOUTH AND WORK NORTH
DAYCARE CARPET AND VCT	LANDRYS		X	X	X	X			X												
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.	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															
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