



**HOFFMAN CONSTRUCTION COMPANY
OF OREGON**

**METRO HEADQUARTERS
Our Job No. 9214**

PROJECT MEETING MINUTES

Meeting No: 64
Date: March 9, 1993
Location: HCCO Field Office
Attendees: Berit Stevenson Metro
Glenn Taylor Metro
Sandy Stallcup Metro
Maurice Neyma Metro
Bob Thompson Thompson Vaivoda & Associates
Cade Lawrence 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.
62-3-5 Check on reroofing of garage stair #1 tower.
64-1-1 Price using 3" high ring at overflows.
64-1-2 Check on bicycle striping installation vs. latest drawings.

TVA

48-3-6 Meet with signage subcontractor on 3/16/93, at jobsite.
57-3-7 Review new fabric mock-up on 3/10/93, vs. perforated blinds.
62-3-3 Review and design council credenzas.
62-3-5 Review parking structure stairs for compliance with codes.
63-3-1 Have Glumac clarify stair #1 lighting.
63-3-2 Have Glumac respond to RFP on print shop.

METRO

48-3-6 Finalize project signage with Sign Wizards.

64-1-0 ACTION ITEMS

64-1-1 ROOF OVERFLOW DRAINS: HCCO explained they had reviewed the roof drains and had not found any which were plugged. HCCO will check on the cost to have a 3" high ring installed at the roof in lieu of the 2" ring.

Action: HCCO
Date: 3/16/93

64-1-2 BICYCLE STRIPING: Metro questioned whether the basement striping had been completed in accordance with the revised bicycle striping layout. HCCO will review following the meeting.

Action: HCCO
Date: 3/12/93

64-2-0 RESOLVED ITEMS

59-2-3 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.

As of March 9, 1993: Metro issued RFP #45 to clarify the UPS requirements at the phone room.

- 61-2-1 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.

As of March 9, 1993: HCCO had the parking area striped over the weekend.

- 62-2-6 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.

As of March 9, 1993: TVA tabled a preliminary design for enhancement of the Plaza screen. HCCO will have Weldcraft price the additional work.

- 64-3-0 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 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.

As of March 9, 1993: HCCO awarded the permanent code signage to Sign Wizards this week and is in the process of hanging the temporary code signage. Metro, TVA and Sign Wizards met again on 3/4/93, and agreed on the basic exterior signage layout. TVA will finalize the exterior signage design by tomorrow for HCCO to review. Metro will meet with Sign Wizards on 3/16/93, to finalize the interior signage wording.

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 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).

As of March 9, 1993:

- a) HCCO reported the mechanical tenant improvement permit had been obtained.
- b) TVA will add electrical for stair #4 door hold opens after Certificate of Occupancy is issued.
- c) Metro will write a letter to the City explaining their "TDM" program and that it will not be approved by Council until June. HCCO reported they were going to walk the City through on a FLS test today.

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 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.

As of March 9, 1993: TVA met with the Levelor representative on 3/8/93, and requested a new mock-up of the fabric blinds which shows better quality. The mock-up will be installed by 3/10/93, for comparison of the perforated window blinds and the fabric. TVA will make a decision on 3/10/93. Metro approved having the interior window blinds awarded to Lynn's Draperies.

PERF

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 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.

As of March 9, 1993: Same as above.

ADD NAMES

✓ 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.

As of March 9, 1993: TVA will issue a design clarification to HCCO by 3/10/93, on the credenzas and HCCO will obtain pricing.

CR 214

✓ 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.

As of March 9, 1993: Same as above.

✓ 63-3-1 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

As of March 9, 1993: Glumac checked the documents and found lighting was missed at stair #1, floors 2-4. Glumac will issue a memo of clarification on the stair #1 lighting. HCCO explained the lighting would be an add to the Broadway/Cochran subcontract.

- 63-3-2 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

As of March 9, 1993: HCCO explained that Glumac reviewed the Print Shop program requirements and found they were missing two (2) outlets. Glumac will issue a memo of clarification on this issue by the end of the week.

64-4-0 QUALITY/SAFETY ITEMS

64-4-1 SAFETY MANHOURS: HCCO reported they had presently worked approximately 149,000 manhours without a lost time accident as of 3/9/93.

64-4-2 QUALITY ISSUES: No new quality issues were raised at the meeting.

64-5-0 INFORMATION ITEMS

64-5-1 NEXT MEETING: The next Project Review meeting is scheduled for 3/16/93, at 8:00 a.m. at the jobsite office.

N. PLAZA SCREEN WALL

PARKING GARAGE PERMIT

* EAST EXIT PDI

64-5-2 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
Bill Stotts, HCCO
Paul Thimm, TVA

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 | |
| COMPLETE SECURITY ELECTRONICS SELECTION | | X | X | X | X | X | | | | | | | | | | | | | | | INTERMITTENT |
| PLANT TREES AND SHRUBS NORTH PLAZA | LANDSCAPE | 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 | | | | | | | | | | | | | | | | | | |
| 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 | X | | | | | | | | | | | | | | | | | | | WITH CITY 1 P.M. |