



**HOFFMAN CONSTRUCTION COMPANY  
OF OREGON**

**METRO HEADQUARTERS  
Our Job No. 9214**

**PROJECT MEETING MINUTES**

Meeting No: 65  
Date: March 16, 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  
Bill Stotts Hoffman Construction Company

**ACTION SUMMARY**

HCCO

62-3-5 Check on re-roofing of garage stair #1 tower. Also, interior painting.  
64-3-1 Price using 3" high ring at overflows.  
65-1-5 Review scope of as-builts and propose to Metro.  
65-1-6 Check on phone/data testing.

TVA

48-3-6 Get exterior sign design to HCCO.  
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.  
65-1-2 Clarify whether the fitness corridor should be one hour rated.  
65-1-3 Issue the initial punchlist.  
65-1-5 Review scope of as-builts and propose to Metro.

ACTION SUMMARY (Continued)

METRO

- 48-3-6 Finalize project signage with Sign Wizards on 3/16/93.  
62-3-3 Issue RFP on credenza revisions to be implemented.  
65-1-1 Issue RFP which summarizes all revisions they would like implemented.  
65-1-4 Approve Council microphone location.

65-1-0 **ACTION ITEMS**

- ✓ 65-1-1 METRO WISH LIST: HCCO explained they have obtained the "Temporary Certificate of Occupancy" and are now ready for Metro and TVA to issue an ASI clarifying all the revisions/additions they would like. Metro will issue a list of their desired revisions by 3/19/93. Thompson Vaivoda will follow up with an ASI.

Action: Metro  
Date: 3/18/93

ISSUED

- ✓ 65-1-2 FITNESS CORRIDOR: HCCO questioned if the corridor outside the Fitness room needs to be one hour rated. Thompson Vaivoda will review the layout vs. the code and get back with HCCO so they can address it with the City Inspector.

Action: TVA  
Date: 3/18/93

~~HCCO~~ TVA - WRITE LETTER ON WALL RATING -  
REVIEW RATING @ ~~TI~~ TI

- ✓ 65-1-3 PUNCHLIST ISSUANCE: Thompson Vaivoda is in the process of working on the punchlist issuance at this time. TVA will have the 3rd floor interior office punchlist issued by 3/17/93.

Action: TVA  
Date: 3/17/93

- ✓ 65-1-4 COUNCIL MICROPHONE LOCATION: Metro and TVA will approve the Council Chamber microphone location once the microphone push button switch is in town. HCCO expects the push buttons by next week.

Action: HCCO  
Date: 3/23/93

- ✓ 65-1-5 AS-BUILT SCOPE: Metro questioned what scope of as-builts TVA and HCCO would be providing at job closeout. HCCO and TVA will review and submit a proposal on the scope of as-builts for Metro to review and approve.

Action: HCCO/TVA  
Date: 3/23/93

- ✓ 65-1-6 TELEPHONE/DATA TESTING: Metro questioned the status of Cochran's testing on the telephone and data lines at this time. ACSI is waiting to review the test results. HCCO will check with Cochran.

Action: HCCO  
Date: 3/23/93

65-2-0 **RESOLVED ITEMS**

- 56-2-4 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 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.

As of March 16, 1993: HCCO reported they obtained a "Temporary Certificate of Occupancy" on 3/11/93, from the City of Portland. Two areas (No. Plaza and Fitness) prevented the City from issuing the permanent certificate. The temporary certificate is good until 4/11/93. Metro will continue to expediate formal approval of the "TDM" program.

57-2-7

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 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.

As of March 16, 1993: Metro and Thompson Vaivoda decided to now go with the perforated blinds in lieu of fabric shades. Metro will issue a RFP to document their revised decision.

59-2-6

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.

As of March 16, 1993: Metro confirmed they received a large quantity of employee addresses and will be sending out invitations next week.

64-2-2 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

As of March 16, 1993: HCCO and Metro reviewed the striping and found that work had just not been completed. HCCO will have it striped during the punchlist phase.

65-3-0 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 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.

As of March 16, 1993: TVA will get a final proposed design issued to HCCO by 3/17/93, for the exterior signage design. Metro will meet with Sign Wizards this afternoon to continue the interior tenant improvement signage programming.

✓ 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.

As of March 16, 1993: Thompson Vaivoda issued credenza drawings and HCCO issued them out for pricing. Metro explained they had reviewed the TVA drawings and would like to have several revisions made. Metro will issue a RFP which documents the revisions they would like made.

✓ 62-3-5

STAIR #1 ROOFING: HCCO will get pricing from Buckaroo on re-roofing 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.

As of March 16, 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.

As of March 16, 1993: Same as above.

CHECK

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.

As of March 16, 1993: Metro reported they had seen a Glumac memo which clarified the print shop final requirements. TVA will check on receiving the Glumac memo and get an ASI issued.

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CHECK E. WALL 208V OUTLET

64-3-1

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

As of March 16, 1993: Same as above. HCCO recently found one (1) roof drain plugged and will have it cleaned out.

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65-4-0 **QUALITY/SAFETY ITEMS**

65-4-1 SAFETY MANHOURS: HCCO reported they had presently worked approximately 152,000 manhours without a lost time accident as of 3/16/93.

65-4-2 QUALITY ISSUES: Metro requested HCCO check into having the interior of the large rooftop units cleaned out and to check if the small windows above the Daycare have ever been caulked.

65-5-0 **INFORMATION ITEMS**

65-5-1 NEXT MEETING: The next Project Review meeting is scheduled for 3/23/93, at 8:00 a.m. at the jobsite office.

Submitted by,

*Cade Lawrence*

Cade Lawrence  
Assistant Operations Manager

CL:gac

Attachments

pc: Attendees  
Wayne Drinkward, HCCO  
Paul Thimm, TVA

BARK MULCH