



**HOFFMAN CONSTRUCTION COMPANY
OF OREGON**

METRO HEADQUARTERS

Our Job No. 9214

PROJECT MEETING MINUTES

Meeting No:	66	
Date:	March 23, 1993	
Location:	HCCO Field Office	
Attendees:	Berit Stevenson	Metro
	Glenn Taylor	Metro
	Maurice Neyma	Metro
	Paul Thimm	Thompson Vaivoda & Associates
	Cade Lawrence	Hoffman Construction Company
	Don Nail	Hoffman Construction Company
	Bill Stotts	Hoffman Construction Company

ACTION SUMMARY

HCCO

62-3-3 Obtain pricing on credenzas.
 62-3-5 Check on re-roofing of garage stair #1 tower. Also, interior painting.
 65-3-5 Review scope of as-builts and propose to Metro.
 65-3-6 Check on phone/data testing.
 66-1-2 Mock-up thermostat with lowered switch.
 66-1-3 Write a narrative on Police Station core scope.

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.
 64-3-1 Have kpff review using 3" ring at roof overflow.
 65-3-1 Issue ASI on Metro "wish" list.
 65-3-2 Clarify whether the fitness corridor should be one hour rated. Issue letter on corridor outside Fitness area.
 65-3-3 Complete punchlist review and issuance.
 65-3-5 Review scope of as-builts and propose to Metro.
 66-1-1 Clarify use of "yard debris compost" at So. Plaza landscaping.

ACTION SUMMARY (Continued)

METRO

48-3-6 Finalize project signage with Sign Wizards on 3/23/93.
65-3-4 Approve Council microphone location.

66-1-0 ACTION ITEMS

- ✓ 66-1-1 Yard Debris Compost: Metro voiced concern about the south plaza final soil coverage not being "yard debris compost" as required. TVA and Mayer Reed will review the specifications and get the issue clarified. Metro will issue a RFP if they find the initial proposal did not require the "yard debris compost".
- Action: TVA/Metro
Date: 3/30/93
- ✓ 66-1-2 Thermostat Heights: HCC explained the present thermostats were installed at 5' AFF in lieu of 4' AFF as required by ADA. HCCO proposed installing an additional switch at 4'0" to allow after-hour use of the sweep lighting and temperature controls. HCCO will get a mock-up done on adding the switch for Metro and TVA review/approval.
- Action: HCCO
Date: 3/26/93
- ✓ 66-1-3 Police Station Core Scope: Metro requested a written description from HCCO which describes the level of finishes to be provided at the Police Station tenant area. HCCO will get Metro a description by 3/26/93.
- Action: HCCO
Date: 3/26/93

66-2-0 RESOLVED ITEMS

NONE NOTED

66-3-0 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 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.

As of March 23, 1993: Thompson Vaivoda is still in the process of getting the final exterior signage proposal issued. Metro met with Sign Wizards on 3/17/93 and completed their programming of the overall interior signage. Metro explained TVA also needs to finalize design of the eight (8) interior department name signs as well as the building address sign.

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.

As of March 23, 1993: Metro issued a RFP on the additional casework at the meeting and HCCO expects pricing on the additional casework by 3/24/94.

ASI 122

✓ 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.

As of March 23, 1993: Same as above. HCCO will meet with Buckaroo this afternoon and try to expedite pricing.

✓ 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.

As of March 23, 1993: Same as above. HCCO again explained they have not received a clarification on the Stair #1 lighting. TVA will get with Glumac.

ASZ 125

- 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.

As of March 23, 1993: Same as above. HCCO will check on one (1) outlet not being installed which is indicated on the tenant drawings. TVA will get an ASI issued to finalize the Print Shop.

- 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.

PRICE 3" DRAINS

As of March 23, 1993: HCCO explained one (1) roof drain had been unplugged late last week. TVA will get with KPFF about the structural implications of revising the roof overflow drain rings to a 3" height in lieu of a 2" height.

- 65-3-1 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

As of March 23, 1993: Metro issued a list of revisions they would like implemented to HCCO on 3/19/93. HCCO distributed to Thompson Vaivoda and they will try to get an overall ASI clarifying the new/revised work issued by 3/26/93.

- 65-3-2 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

As of March 23, 1993: All parties discussed and Thompson Vaivoda will write a letter which states the 1st floor use is going to be open space similar to the 2nd and 3rd floor tenant areas. HCCO will run that letter by the City for final approval.

- 65-3-3 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

As of March 23, 1993: HCCO reported the 3rd floor offices had been punched out last week and they were completing their work. Thompson Vaivoda will continue the 3rd floor punchlist this week since the furniture subcontractor will be starting installation this week.

TVA BASEMENT
ANNEX

TO DO

EXTERIOR
2ND FLOOR
1ST FLOOR
DAY CARE
TOWER
SPINE & COUNCIL - BOB
PAUL

- 65-3-4 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

SHIPPED S/B IN THIS WK.

As of March 23, 1993: Same as above.

- 65-3-5 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

As of March 23, 1993: Same as above.

- 65-3-6 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

As of March 23, 1993: HCCO explained they expect to receive the Cochran telephone/data this afternoon. Upon receiving, HCCO will forward to Metro and ACSI.

PHONE SWITCH 10:00 AM TODAY

66-4-0 QUALITY/SAFETY ITEMS

66-4-1 SAFETY MANHOURS: HCCO reported they had presently worked approximately 154,000 manhours without a lost time accident as of 3/16/93.

66-4-2 QUALITY ISSUES: HCCO had the rooftop units put on the punch list to be cleaned out and the Daycare windows will be caulked as the weather allows.

66-5-0 INFORMATION ITEMS

66-5-1 NEXT MEETING: The next Project Review meeting is scheduled for 3/30/93, at 8:00 a.m. at the jobsite office.

66-5-2 Building Purge: HCCO informed Metro the building was presently being run with 100% outside air to purge the building of any construction material odors or offgassing as requested by Metro. Several weeks earlier, Metro requested the building be purged with outside air in lieu of increasing the building temperature to create a "bake-in" process.

Submitted by,

Cade Lawrence

Cade Lawrence
Assistant Operations Manager

CL:gac

Attachments

pc: Attendees
Wayne Drinkward, HCCO
Bob Thompson, TVA

EXPOSED WASTE LINE IN FITNESS ROOM
LIGHT IN STORAGE ROOM OLD TRANSFORMER VAULT.
ELBOW ON EXHAUST FAN @ PLAZA
STORAGE ROOM VCT (OLD 2ND FLOOR PHONE RM)
PAINT DAYCARE EXTERIOR WHITE.