



**HOFFMAN CONSTRUCTION COMPANY
OF OREGON**

**METRO HEADQUARTERS
Our Job No. 9214**

PROJECT MEETING MINUTES

Meeting No: 68
Date: April 6, 1993
Location: HCCO Field Office
Attendees: Berit Stevenson Metro
Glenn Taylor Metro
Sandy Stallcup Metro
Maurice Neyma Metro
Paul Thimm Thompson Vaiivoda & Associates
Cade Lawrence Hoffman Construction Company
Bill Stotts Hoffman Construction Company

ACTION SUMMARY

HCCO

48-3-6 Price interior directional signage.
62-3-5 Check on re-roofing of garage stair #1 tower.
65-3-5 Review scope of as-builts and propose to Metro.
68-1-3 Get with painter to review areas of canopies which have rust spots.

TVA

62-3-3 Redesign literature table to \$2,500 cost.
62-3-5 Review parking structure stairs for compliance with codes.
65-3-3 Issue spine and Council Chamber punchlist by 4/7/93.
65-3-5 Review scope of as-builts and propose to Metro.
68-1-1 Review Daycare garage doors with HCCO.
68-1-2 Get with painter and work out a deal on additional accent paint colors.
68-1-4 Review parking structure exterior light/decorative metal conflict. Issue solution.

METRO

48-3-6 Finalize interior signage scope so Sign Wizards can price.

68-1-0 ACTION ITEMS

- ✓ 68-1-1 DAYCARE GARAGE DOORS: TVA voiced concern about the Daycare garage door rails having several sharp areas which a child could cut themselves on. Metro voiced concern about cool air coming in around the Daycare garage doors. HCCO, Metro, and TVA will review the as-built conditions and decide if any action is necessary.

Action: Metro, TVA, HCCO
Date: 4/13/93

- ✓ 68-1-2 ADDITIONAL PAINT COLORS: TVA will get with Reichle about trading some additional paint color accents for not having to repaint the gypboard walls just below the skylights. Metro emphasized they do not want to incur any additional costs due to the additional accent colors.

Action: TVA
Date: 4/7/93

- ✓ 68-1-3 CANOPY RUST: TVA voiced concern about small areas of rust occurring at the exterior canopies. HCCO will review with Reichle and determine what additional painting and caulking needs to occur.

Action: HCCO
Date: 4/9/93

- ✓ 68-1-4 PARKING GARAGE LIGHTS vs. METAL WORK: HCCO explained they had obtained the Parking Garage permit and would be proceeding with the exterior metal work. TVA will review the new exterior lighting vs. decorative metal conflict and get a clarification issued.

Action: TVA
Date: 4/13/93

68-2-0 **RESOLVED ITEMS**

64-2-1 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.

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.

As of March 30, 1993: TVA confirmed through KPFF that 3" high overflow rings could be used without affecting the structure. HCCO will get pricing with the 3" overflow rings.

As of April 6, 1993: HCCO will get the rings revised to 3" overflow rings in lieu of 2" overflow rings. HCCO will discuss the cost issue with Metro if the costs are major.

65-2-4 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

As of March 23, 1993: Same as above.

As of March 30, 1993: HCCO expects the microphone pushbutton switches by tomorrow so the microphones can be located the end of this week.

As of April 6, 1993: TVA and Metro will locate the microphones at the Council Chambers' desk following this meeting.

66-2-1 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

As of March 30, 1993: Metro issued an RFP requesting the use of the Metro "yard debris compost" at the So. Plaza area. TVA issued ASI #123 in regards to the compost issue. Metro explained they want the RFP put on hold for now until they

decide if yard compost is proper to use since it will increase the quantity of weeds.

As of April 6, 1993: Metro decided not to proceed with the compost yard debris revision at the So. Plaza. This decision voided Metro RFP 46 issued earlier.

- 66-2-2 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

As of March 30, 1993: Same as above.

As of April 6, 1993: Metro reviewed the corrective action design and approved adding the switch mounted at ADA height.

68-3-0 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 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.

As of March 30, 1993: Metro explained they had finalized the interior tenant signage but were waiting for Thompson Vaivoda to finalize the eight (8) interior directional signage. HCCO will push on TVA to expedite the eight (8) interior directional signage design.

As of April 6, 1993: HCCO received and sent over a preliminary exterior METRO sign design to Metro for review. Metro hopes to respond this week. Metro and Sign Wizards have worked out a final interior design concept and will make decisions on the signage this week. TVA tabled a new design for the eight (8) interior directional signs. HCCO will have Sign Wizards price the new proposed design.

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 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.

As of March 30, 1993: HCCO received ASI #122 and sent them out for pricing. HCCO tabled pricing from Alexander and Desch on the added casework. Metro approved going with the new personnel reception desk now but requested further information on the paneling, credenza, and literature table. All parties reviewed ASI #122 and Metro gave direction to "Proceed" or "Price" as noted on attached ASI #122. (See attachment, Figure #1) Metro requested the artwork not be installed on the wood paneling.

As of April 6, 1993: HCCO tabled the paneling and credenza price breakdown for Metro review. Metro decided to proceed with the credenza and void out the additional paneling work. TVA and Alexander are going to meet this week to redesign the literature to a cost of \$2,500. HCCO issued ASI #122 with the miscellaneous items labeled as "Proceed" or "Not Proceed". Metro explained they need the literature table on-site by 5/6/93. HCCO to obtain pricing on the brochure rack and graphic layout desk.

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

As of March 30, 1993: Same as above. Metro requested HCCO have Buckaroo price re-roofing all of the garage roofs.

As of April 6, 1993: Same as above.

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.

As of March 30, 1993: TVA has issued the Annex, basement, and remaining 3rd floor area punchlist. TVA will get the 2nd floor punchlist issued today. HCCO and TVA will create a punchlist schedule for the remaining building areas.

As of April 6, 1993: TVA reported they did issue all the interior punchlists on 4/2/93. TVA will get the exterior punchlists issued by 4/8/93. TVA (Bob) will issue the spine and Council Chamber punchlists by 4/7/93.

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.

As of March 30, 1993: Same as above. HCCO will deliver a portion of the as-builts to Metro on 4/5/93.

As of April 6, 1993: HCCO turned the bulk of as-builts over to Metro this last week. HCCO reported they hope to receive the mechanical as-builts by the end of the week.

68-4-0 QUALITY/SAFETY ITEMS

68-4-1 SAFETY MANHOURS: HCCO reported they had presently worked approximately 156,000 manhours without a lost time accident as of 4/6/93.

68-4-2 QUALITY ISSUES: No quality issues were raised at the meeting. Both Metro and TVA will cover any of their concerns in the punchlist.

68-5-0 INFORMATION ITEMS

68-5-1 NEXT MEETING: The next Project Review meeting is scheduled for 4/13/93, at 8:00 a.m. at the jobsite office.

68-5-2 ENERGY CONSERVATION CERTIFICATION: HCCO, Glumac, Metro, and NIAC will meet on 4/8/93, to review the building energy conservation measures and certify the building.

68-5-3 LOADING DOCK DOOR: Metro decided not to proceed with having the loading dock door motorized at this time due to the high cost. HCCO will inform Crawford Door.

Submitted by,

Cade Lawrence

Cade Lawrence
Assistant Operations Manager

CL:gac

Attachments

pc: Attendees
Wayne Drinkward, HCCO
Bob Thompson, TVA