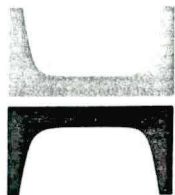


APR 15 1993



**HOFFMAN CONSTRUCTION COMPANY
OF OREGON**

**METRO HEADQUARTERS
Our Job No. 9214**

PROJECT MEETING MINUTES

Meeting No: 69
Date: April 13, 1993
Location: HCCO Field Office
Attendees: Berit Stevenson Metro
Glenn Taylor Metro
Sandy Stallcup Metro
Bob Thompson Thompson Vaivoda
Ed Carlisle Glumac
Cade Lawrence Hoffman Construction Company
Bill Stotts Hoffman Construction Company

ACTION SUMMARY

HCCO

62-3-5 Check on re-roofing of garage stair #1 tower.
65-3-5 Review scope of as-builts and propose to Metro.

TVA

48-3-6 Redesign interior directional signage.
62-3-3 Redesign literature table to \$2,500 cost.
62-3-5 Review parking structure stairs for compliance with codes.
65-3-5 Review scope of as-builts and propose to Metro.
68-3-1 Review Daycare garage doors with HCCO.
68-3-4 Review parking structure exterior light/decorative metal conflict. Issue ASI.
69-1-1 Have Glumac review RAC-1 noise issues.
69-1-2 Have Glumac review light in new backflow room.

METRO

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

69-1-0 ACTION ITEMS

- ✓ 69-1-1 RAC-1 DUCT LINING: Metro explained the RAC-1 unit was extremely noisy in the 3rd floor conference room and that Glumac was checking on whether the duct and unit should have insulated. HCCO will get with Glumac to expedite resolution of the noise issue.

Action: HCCO/Glumac
Date: 4/13/93

- ✓ 69-1-2 BACKFLOW ROOM LIGHT: HCCO explained one of the new parking structure lights was going to be located in the new backflow room. Glumac will review and determine if/where the light should be relocated.

Action: Glumac
Date: 4/15/93

69-2-0 RESOLVED ITEMS

- 65-2-3 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.

As of April 13, 1993: TVA got the remaining punchlists issued and HCCO is in the process of resolving the punchlist issues. Metro noted they have a few issues they need to add to the punchlist.

- 68-2-2 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

As of April 13, 1993: TVA explained they had talked to Reichle and obtained an agreement from them to paint the additional accent colors in exchange for not being required to repaint the spine skylight drywall perimeters.

- 68-2-3 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

As of April 13, 1993: HCCO and Metro reviewed the issue with Reichle and Reichle stated they were going to caulk (top and bottom) joint between the tube steel and angles so water could not get to areas which were not primed or painted. HCCO will track this issue through the punchlist.

- 69-3-0 **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

ADA ISSUES. NEED RESOLUTION.

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.

As of April 13, 1993: TVA will try to get the building address and North entry sign designs out late this week. Metro will try to finalize interior signage with Metro and send the cost proposal to HCCO as an add to the contract. Sign Wizards, Metro and TVA reviewed the "directional signage" design vs. actual building conditions and decided to revise the design to a flag-mount style. TVA will issue a new 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 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.

As of April 13, 1993: Metro approved Desch proceeding with the value engineered brochure rack and graphics casework. HCCO tabled a bid from Desch for modifying the security desk which was approximate half the Alexander bid. HCCO will review the scope to confirm Desch has the whole revision. Alexander and TVA are still working together to reduce the literature table costs.

- 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 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.

As of April 13, 1993: HCCO received roofing pricing and will get a proposal over to Metro.

BUCKAROO STILL PRICING - FLASHING.

- 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.

- 68-3-1 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

As of April 13, 1993: HCCO explained the roller edges are not very sharp and that grinding would not really alleviate any concerns. HCCO, Metro, and TVA will review following the meeting.

- 68-3-4 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

As of April 13, 1993: TVA recommended just having the vertical metal stop above the lights and then start again below the lights. TVA will issue an ASI.

69-4-0 **QUALITY/SAFETY ITEMS**

- 69-4-1 SAFETY MANHOURS: HCCO reported they had presently worked approximately 156,500 manhours without a lost time accident as of 4/13/93.

- 69-4-2 QUALITY ISSUES: All quality issues at this point will be handled through the punchlist.

69-5-0 **INFORMATION ITEMS**

- 69-5-1 NEXT MEETING: The next Project Review meeting is scheduled for 4/20/93, at 8:00 a.m. at the jobsite office.

- 69-5-2 VCT AT ROOM 329: Metro requested that VCT be added at Room 329 prior to building occupancy.

69-5-3 LOADING DOCK DOOR: Metro (Glenn) explained they will have the loading dock door motorized on their own. HCCO to credit back the electric lock.

Submitted by,

Cade Lawrence

Cade Lawrence
Assistant Operations Manager

CL:gac

pc: Attendees
Wayne Drinkward, HCCO
Paul Thimm, TVA

STAIR 3 LIGHTING IN PARKING GARAGE (LOWER)

BLINDS . SHIP MAY 5

PARKING GARAGE SCHEDULE
SCREEN WALL