



**HOFFMAN CONSTRUCTION COMPANY
OF OREGON**

**METRO HEADQUARTERS
Our Job No. 9214**

PROJECT MEETING MINUTES

Meeting No:	70	
Date:	April 20, 1993	
Location:	HCCO Field Office	
Attendees:	Berit Stevenson	Metro
	Glenn Taylor	Metro
	Sandy Stallcup	Metro
	Bob Thompson	Thompson Vaivoda
	Cade Lawrence	Hoffman Construction Company
	Bill Stotts	Hoffman Construction Company

ACTION SUMMARY

HCCO

62-3-5 Have re-roofing of garage stair #1 tower priced with flashing.
68-3-1 Have Daycare overhead door supplier seal perimeter.

TVA

48-3-6 Issue interior directional signage and review with City.
62-3-5 Review parking structure stairs for compliance with codes.
65-3-5 Issue CAD disks to Metro.
68-3-4 Review parking structure exterior light/decorative metal conflict. Issue ASI.
69-3-1 Have Glumac review RAC-2 noise issues.
69-3-2 Have Glumac review light in new backflow room.
70-1-2 Have Glumac review the lighting in stair #5.

METRO

70-1-1 Check on type of phone jacks to be used.

70-1-0 ACTION ITEMS

- 70-1-1 CONFERENCE PHONES: Metro requested HCCO obtain pricing from Cochran to revise miscellaneous telephone jacks so they will accept wall mount telephones. Metro said the locations are the Tower rooms and typical conference rooms. HCCO will pursue pricing from Cochran. Metro will check on the new type of jacks to be used.

Action: HCCO/Metro
Date: 4/26/93

\$ 500

- R 70-1-2 STAIR #5 DARK LIGHTING: Metro voiced concern about the lighting level in stair #5 at the lower floors. HCCO will have Glumac review the lighting levels at those locations and have lights added, if necessary.

Action: HCCO/Glumac
Date: 4/22/93

70-2-0 RESOLVED ITEMS

- 62-2-3 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 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.

As of April 20, 1993: Metro approved having Desch revise the security desk and provide the new brochure rack and graphic casework with the "VE" revisions. Metro, also, approved having Alexander provide the new literature table at the original bid price. HCCO reported the work was proceeding.

70-3-0 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 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.

As of April 20, 1993: Metro will get the final large Metro sign design blown up and sent over to HCCO today so Metro can give their final approval. HCCO will pursue final pricing from Sign Wizards on the overall interior signage so work can proceed. TVA voiced frustration about the "ADA" interpretations versus the present directional signage design.

- ✓ TVA will talk to the City about a clear clarification of what is required to meet the new "ADA" requirements.

SIGNAGE STARTING THIS WEEK

SPINE

~~STREET~~ SIGNS - NEED SIGN WIZARD PRICE

- 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.

As of April 20, 1993: HCCO explained they received Buckaroo's pricing, but it did not include any flashing so it was sent back for an update.

NEED PRICING.

- ✓ 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 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.

As of April 13, 1993: HCCO explained they will be turning over the last portion of the as-builts by end of the week.

As of April 20, 1993: HCCO tabled all the sets of as-built drawings for Metro to review. Metro questioned the status of providing a CAD disk of the drawings. The issue of CAD as-builts was discussed and Metro agreed to review, initially taking the CAD disks without the as-built updates. TVA will get CAD disks sent over of the drawings without the updates for Metro review.

- 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.

As of April 20, 1993: All parties reviewed the garage door guide rails and found they were not real sharp and that kids would just need to be kept away from the garage doors when they are being operated. Metro questioned how the doors can be sealed better since air is infiltrating around the edges. HCCO will have the door supplier look into the air infiltration problem.

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.

R

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.

As of April 20, 1993: Same as above. TVA hoped to issue an ASI yet today.

69-3-1 RAC-2 DUCT LINING: Metro explained the RAC-2 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

As of April 20, 1993: HCCO explained they had worked with Glumac to add a sound baffle at the RAC-2 unit and it had reduced the sound transmission considerably. Metro and HCCO will review the conference room further after the meeting to determine if additional action is necessary.

✓ 69-3-2

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

As of April 20, 1993: Same as above.

70-4-0 **QUALITY/SAFETY ITEMS**

70-4-1 SAFETY MANHOURS: HCCO reported they had presently worked approximately 156,900 manhours without a lost time accident as of 4/20/93.

70-4-2 QUALITY ISSUES: All quality issues at this point will be handled through the punchlist.

70-5-0 **INFORMATION ITEMS**

70-5-1 NEXT MEETING: The next Project Review meeting is scheduled for 4/27/93, at 8:00 a.m. at the jobsite office.

- ✓ 70-5-2 TRACK LIGHTING AT COUNCIL CHAMBERS: Metro and TVA reviewed Grasle pricing (CP34) concerning addition of Type S1 track lights at the Council Chambers area and acknowledged the cost would be over \$2,400 for just the lights.

Submitted by,

Wayne Buttre
for

Cade Lawrence
Assistant Operations Manager

CL:gac

pc: Attendees
Wayne Drinkward, HCCO

PERSONEL WED NIGHT