



**HOFFMAN CONSTRUCTION COMPANY
OF OREGON**

**METRO HEADQUARTERS
Our Job No. 9214**

PROJECT MEETING MINUTES

Meeting No:	71	
Date:	April 27, 1993	
Location:	HCCO Field Office	
Attendees:	Berit Stevenson	Metro
	Glenn Taylor	Metro
	Sandy Stallcup	Metro
	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.
 69-3-2 Install drywall at RAC-2 duct for noise control.
 71-1-1 Have Glumac review light zoning and occupancy sensors.
 71-1-2 Have slate sealer redone.

TVA

48-3-6 Review interior directional signage with City.
 62-3-5 Review parking structure stairs for compliance with codes.
 65-3-5 Issue CAD disks to Metro.
 71-1-3 Clarify paint finish at back of Council Chambers.
 71-1-4 Review options for tackable strips.

METRO

48-3-6 Review and approve large exterior signage design.
 70-1-1 Check on type of phone jacks to be used.

71-1-0 ACTION ITEMS

71-1-1 LIGHT ZONING/OCCUPANCY SENSORS: Metro voiced concern about the light zones not being set yet and that some of the occupancy sensors turn off while a person is just working at the desk. HCCO will get with Glumac, McKinstry, and Grasle to get the zones and occupancy sensors set. Metro will get HCCO a list of rooms which are having occupancy sensor problems.

Action: HCCO/Metro
Date: 4/30/93

71-1-2 SLATE SEALER: Metro voiced concern about the present sealer finish on the slate. HCCO explained that Performance was going to come back and correct the problem. HCCO will try to get Performance to correct the sealer finish this weekend.

Action: HCCO
Date: 4/30/93

71-1-3 COUNCIL CHAMBERS WALL COVERING: Metro voiced frustration about the paint finish called out for the Council Chamber back wall when they wanted wall covering. HCCO will have TVA research why paint in lieu of wall covering was called out on the drawings.

Action: HCCO/TVA
Date: 4/30/93

71-1-4 TACKBOARD STRIP: Metro requested help from the design team of Thompson Vaivoda on how to add tackboard strips at all workstations. HCCO will talk to TVA and Desch about options for adding a tackable strip.

Action: HCCO/TVA
Date: 4/30/93

71-2-0 RESOLVED ITEMS

68-2-1 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.

As of April 27, 1993: HCCO explained that Crawford Door had come by and installed additional gasketing to help seal the Daycare garage doors. All parties reviewed after the meeting and Metro requested HCCO obtain some backer rod material to create a very airtight seal during the winter.

68-2-4 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.

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

As of April 27, 1993: TVA issued a sketch which clarified how the new garage vertical metal would interface with the existing garage lights.

69-2-2 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.

As of April 27, 1993: Glumac issued a memo clarifying how the backflow room light should be relocated.

70-2-2 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

As of April 27, 1993: HCCO received a clarification from Glumac which added two (2) lights at stair #5. HCCO will get the new lights installed.

71-3-0 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 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.

As of April 27, 1993: TVA issued the large Metro signage design to Metro for approval and they are in the process of reviewing the design. HCCO received the interior signage pricing from Sign Wizards and Metro authorized HCCO to proceed with the interior signage work. TVA still needs to get with the City about requirements for the new "ADA" directional signage.

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 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.

As of April 27, 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 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.

As of April 27, 1993: TVA to get the present CAD disks of the project drawings sent to Metro for review.

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.

As of April 27, 1993: Metro and HCCO reviewed the conference room noise level following the last meeting and decided further action was necessary. Glumac reviewed and issued a list of possible actions which would reduce the noise level. HCCO explained they are now having drywall screwed to the ductwork above the conference room.

70-3-1 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

As of April 27, 1993: HCCO received pricing from Cochran and sent it to Metro for review. Metro still needs to confirm the type of jacks to be utilized.

71-4-0 QUALITY/SAFETY ITEMS

71-4-1 SAFETY MANHOURS: HCCO reported they had presently worked approximately 157,200 manhours without a lost time accident as of 4/27/93.

71-4-2 QUALITY ISSUES: All quality issues at this point will be handled through the punchlist.

71-5-0 **INFORMATION ITEMS**

71-5-1 NEXT MEETING: The next Project Review meeting is scheduled
for 5/3/93, at 8:00 a.m. at the jobsite office.

Submitted by,

Cade Lawrence

Cade Lawrence
Assistant Operations Manager

CL:gac

pc: Attendees
Wayne Drinkward, HCCO
Bob Thompson, TVA