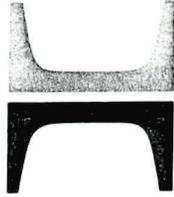


MAY 13 1993



**HOFFMAN CONSTRUCTION COMPANY  
OF OREGON**

**METRO HEADQUARTERS  
Our Job No. 9214**

**PROJECT MEETING MINUTES**

Meeting No: 73  
Date: May 11, 1993  
Location: HCCO Field Office  
Attendees: Berit Stevenson Metro  
Glenn Taylor Metro  
Bob Thompson Thompson Vaivoda  
Cade Lawrence Hoffman Construction Company  
Bill Stotts Hoffman Construction Company

**73-1-0 ACTION ITEMS**

73-1-1 **LIGHTING CONTROLS:** Metro voiced concern about the building lighting controls and questioned when Control Contractors was going to reprogram the light zones so they work. HCCO will get with CCI and McKinstry to expedite resolution of the lighting controls issue.

Action: HCCO  
Date: 5/14/93

73-1-2 **DAYCARE PLAYGROUND:** Metro requested that TVA work with them on selection of playground equipment for the Daycare outside area. Metro and TVA will meet on 5/14/93.

Action: Metro/TVA  
Date: 5/14/93

73-2-0 RESOLVED ITEMS

62-2-5 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 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.

As of May 4, 1993: Same as above.

As of May 11, 1993: Hoffman received the roof pricing and sent the pricing to Metro for review. Metro approved and requested HCCO proceed with the elevator and Southwest stair roofing. HCCO will take care of the stair #1 roofing.

73-3-0 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 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.

As of May 4, 1993: The exterior signs at the roof are required and for the Daycare range hood to obtain the Certificate of Occupancy. Metro asked for pricing on the "BOB" signs.

As of May 11, 1993: All parties reviewed the latest Sign Wizards' design (\$4,680) and discussed the ADA concerns even though the directional signage is not required. Metro requested a mock-up of the lettering on the directional sign with the most lettering prior to starting work. TVA will, also, issue a clarification drawing on the final approved exterior sign design where "Metro" is called out at three (3) locations.

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

As of May 4, 1993: Same as above.

As of May 11, 1993: Same as above.

RESOLVED

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 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.

As of May 4, 1993: The sheetrock wrap was installed. Additional steps may be required.

As of May 11, 1993: All parties discussed and HCCO will talk to a sound consultant about other construction additions which could be implemented to cut out the low frequency noise.

✓ 71-3-2 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

As of May 4, 1993: Metro stated the slate floor can not be resealed until May 14, 1993.  
As of May 11, 1993: HCCO reported the slate will be resealed during 5/16 and 5/17, 1993 week.

✓ 71-3-4

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

As of May 4, 1993: Metro stated they will discuss options directly with Desch. No action required by HCCO at this time.  
As of May 11, 1993: Metro reported they had talked to Desch direct about using Monk's cloth to keep the costs down. Metro will get with Desch to finalize the finish and costs.

73-4-0 **QUALITY/SAFETY ITEMS**

73-4-1 No safety or quality issues were discussed.

73-5-0 **INFORMATION ITEMS**

73-5-1 All parties agreed this would be the final project meeting and that HCCO would track the status of open items each week.

Submitted by,

*Cade Lawrence*

Cade Lawrence  
Assistant Operations Manager

CL:gac

pc: Attendees  
Wayne Drinkward, HCCO  
Sandy Stallcup, Metro