

Leigh

## Waste Reduction Coordination for Headquarters Renovation

February 11, 1992

### Meeting Summary

Attendees: Berit Stevenson, Glen Taylor, Joanna Karl, Pat Varley, Genya Arnold,  
Jim Goddard, Debbie Gorham, Rich Wiley, and Leigh Zimmerman

1. **Design and construction work** is continuing. Interior demolition on the third floor has begun. Hoffman is performing trial separation of demolition materials to determine what is economically practical. More asbestos has been found. Remediation will continue through next month. Exterior demolition is expected to start next week. Allied Demolition Company will do this work. Marblecrete, concrete and brick will be hauled back to Allied's yard where it will be crushed and used as aggregate.

Two types of freon have been found in the HVAC systems. One is considered a hazardous waste and the other is recyclable. Interior design is focused on space planning. Once space planning is finalized, the wall area available for painting will be known. The design team is analyzing water conservation measures. Many water conservation items do not conserve the amount of water they purport to and may, in some cases, use more water than conventional systems.

2. **Salvage operation** -- Two non-profit groups will be picking up carpeting that Hoffman salvaged. Hoffman is being extremely proactive about identifying salvage and reuse opportunities. Their attempt to reuse doors from the building for the construction offices were thwarted because the hardware was removed during the salvage operation. Hoffman generously offered to include Metro's Waste Management Planning Form in their subcontractors documents (attached). They will also include on-site recycling training for subcontractors during site orientation and safety training sessions.

An interim contract to coordinate on-site waste reduction pending EPA funding will be issued soon. Another potential waste reduction item for the new building will be incorporation of a "Complete the Cycle" recycled content material display. This is similar to a show room of the same name in Denver, Colorado. EPA would provide grant funding for this if Metro could provide space.

3. **"Buy Recycled"** contract requirements have been developed for the St. Johns Landfill Closure project. These will be reviewed and modified for the headquarters project. Craig Lewis and Todd Sadlo are continuing to investigate the extent that recycled product procurement requirements can be implemented on this project. Metro's recycled product procurement resolutions and ordinances with respect to this project ("Buy Recycled") will be reviewed to determine their authority. Hoffman's project manager indicates interior materials will be specified in about six weeks. Specifications for use of compost were included in the request for bids.

will be recycled.  
Sell back to Dupont

going to St. Johns for disposal.

4. **Public Affairs** and Waste Reduction staff still need to develop construction site signage to promote this project. Approximately 650 feet of construction site fencing will be available at the project. The project titles developed at the last meeting were reviewed but a consensus could not be reached. Attendees were asked to submit other ideas by February 14.
5. It appears that Facilities will be able to provide funding for the **recycling chute** if it does not cost more than an estimate they expect to receive in approximately two weeks. The forthcoming estimate will include the cost of additional preparation around the chute that was not included in the previous vendor's price. Space for the recycling room needs to be allocated through the space planning process.
6. **The EPA grant** application is being completed by Leigh Zimmerman. This grant will be used to hire a part-time Metro employee to coordinate all waste reduction efforts of the headquarters building. The recruitment and hiring process should begin shortly so the person can start as soon as the EPA grant is approved.
7. **Energy aspects** of the project are still being investigated. The modeling and report from the financier program has not been completed. An energy consultant was brought in to discuss performing a review of the energy aspects of the building. No money has been earmarked for this review activity. A tour of the ~~5000~~<sup>500</sup> Lloyd Building's HVAC and energy management system was conducted. The Lloyd system is very similar to the one specified in Metro's request for proposals for this project. Overall, it appears that the energy aspects of the job are headed in the right direction and there are no major omissions detected to date. Some concerns that may require further investigation include procurement of HVAC options and low energy office equipment, glazing, and lighting efficiency.
8. **Minority Business and Women Owned Business Enterprise** aspects of the job are being investigated by Rich Wiley. Plans call for a job shack or kiosk on the site that will provide information to local residents about how to enter a building trade program.

#### Action Items

- Jim Goddard
  - Define budget for fence signage -- February 14
  - Complete salvage report -- February 14
  - Write job descriptions and qualifications for EPA grant position -- March 2

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- Pat Varley
  - Investigate requirements for a "Complete the Cycle" display -- February 25
  - Obtain "Buy Recycled" resolution and ordinance -- February 14
  - Finalize "Buy Recycled" language for subcontract packages -- February 25
- Michel Gregory
  - Investigate on-site signage design -- February 25
- Genya Arnold
  - Define space requirements in the recycling room -- February 18
- Glenn Taylor
  - Provide square footage of interior walls -- March 1
  - Provide preliminary energy report -- February 18
  - Provide final energy report -- March 1
  - Obtain Hoffman's recycling chute estimate -- February 18
- Leigh Zimmerman
  - Finalize EPA grant forms -- February 18
- Rich Wiley
  - Review EPA grant forms -- February 14
  - Develop design proposal for job announcement kiosk for minority and women owned businesses
- Joanna Karl
  - Investigate Metro procurement process for energy efficient office equipment -- February 25

The next meeting will be held on February 25, 1992 at 3:30 p.m. in room 240 Metro Center



# WASTE MANAGEMENT PLAN FOR SUBCONTRACTORS

Metro is requesting that all subcontractors prepare a waste management plan by completing the following form for wastes produced as a result of work performed on the new Metro Headquarters job site. Metro requires that subcontractors recycle wastes when there is a viable recycling company available, but will not accept surcharges for compliance costs above and beyond those included in the subcontractor bids.

The "Construction Site Recycling Guide" is attached to the bid packet to assist in preparation of bids. Metro will provide technical assistance to the subcontractor to develop and implement the waste management plan. Subcontractors will be required to provide proof of proper disposal as a result of work performed on the Metro Headquarters site. This proof will be documented by an invoice or receipt from a recycling company, disposal site or disposal company that indicates the quantity (weight or volume) date and type of material recycled or disposed. This information is to be submitted with normal invoice packages.

COMPANY NAME: \_\_\_\_\_ CONTACT: \_\_\_\_\_

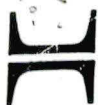
ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

\_\_\_\_\_

Please fill out the following waste management form for submittal with bid. The form will help to identify the type, estimated quantity and how the materials will be transported and disposed. If you have any questions regarding the form or recycling and disposal, please call Jim Goddard at Metro, 221-1646, Ext. 141.

Circle the materials that will be produced, estimate the quantity, list how the materials will be transported and circle where the materials will be taken.

MATERIAL	ESTIMATED QUANTITY	DISPOSAL METHOD	RECYCLING COMPANY OR DISPOSAL SITE (If self-haul)	
Concrete, Brick, Asphalt	_____ yds <sup>3</sup> _____ tons	self-haul or Hauler Name: _____	Durham Porter Yet Lakeside	Hillsboro St. Johns Landfill Other:
Clean Wood Framing Scraps	_____ yds <sup>3</sup> _____ tons	self-haul or Hauler Name: _____	American Container Bredl Durham Smurfit Wastech Wood Exchange East County Recycling Knez	McFarlane's Grimms Hillsboro Lakeside MDC Other:
Drywall	_____ yds <sup>3</sup> _____ tons	self-haul or Hauler Name: _____	Knez	United Pacific Other:
Corrugated cardboard	_____ yds <sup>3</sup> _____ tons	self-haul or Hauler Name: _____	EZ Recycling Farwest Fibers KB Recycling Wastech	East County Recycling Oregon Paper Other:
Metals (i.e., ferrous and electrical, plumbing, and HVAC scrap)	_____ yds <sup>3</sup> _____ tons	self-haul or Hauler Name: _____	Schnitzor Acme Hillsboro Mt. Hood Metals Oregon Pacific Steel	Metro Metals Calbag Other:
Other: _____	_____ yds <sup>3</sup> _____ tons	self-haul or Hauler Name: _____	Name	Name
Mixed Loads (i.e., trash, plastic, packaging, etc.)	_____ yds <sup>3</sup> _____ tons	self-haul or Hauler Name: _____	Metro Central Metro South Wastech	East County Recycling Hillsboro Lakeside Other:



HOFFMAN CONSTRUCTION COMPANY  
OF OREGON  
Contractor

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ALLIED DEMOLITION COMPANY  
Subcontractor

Subcontract No. 9214-02698S-A059

Description of Work (continued):

2. Clean-Up

Subcontractor will continually cleanup and remove from jobsite, at its expense, all waste, debris, surplus equipment and surplus materials resulting from Subcontractor's operations. If Subcontractor fails to clean up such waste, debris, surplus material and surplus equipment, such cleanup and removal will be done by others and costs for this work will be charged to Subcontractor's account.

3. Recycling

Subcontractor is aware this is a Metro project and shall make every effort to cooperate with the Metro recycling program. Subcontractor shall attend an orientation meeting with the onsite Metro recycling personnel when starting work at the jobsite. Subcontractor shall also submit an itemized weight breakdown of how many tons/cyds of material are removed from the jobsite, how many of those tons/cyds were recycled and where the materials were recycled. Subcontractor shall turn in a copy of the Metro recycling worksheet at the orientation meeting. A sample copy of the Metro worksheet has been enclosed with the Subcontract for your use.

4. Additional Insurance Requirements

In addition to the insurance and indemnity requirements set forth in this Subcontract and the Contract, Subcontractor expressly agrees to defend, indemnify and hold Owner, Hoffman Corporation, its subsidiaries, their officers, agents and employees harmless from all claims and loss (including reasonable attorney fees) arising from injuries, including death, to its employees and employees of its subcontractors. The Subcontractor hereby assumes liability for actions brought by its employees and waives its immunity under the Worker's Compensation Law (ORS 656.001 to 656.794) to the extent permitted under such law. The indemnities assumed by Subcontractor shall not, however, extend to injuries or damages caused by or resulting from the sole negligence of the Contractor. Subcontractor further agrees to add Owner, its Architects and /or Engineers, Hoffman Corporation, its subsidiaries, their officers, agents and employees as additional insureds under its general liability policies, including coverage for liability of the additional named insureds with respect to injuries, including death, to employees of the Subcontractor and its subcontractors. Such insurance shall be primary to any insurance carried by Owner, Hoffman Corporation and its subsidiaries.

4. Utilization of Contractor's Equipment

If Subcontractor uses Contractor's hoisting facilities or borrows, rents or otherwise performs any work with scaffoldings, tools or equipment owned or furnished by Contractor, by so using such facilities, scaffold, tools or equipment, Subcontractor accepts such items in an "as-is" condition. In addition, Subcontractor shall inspect such items and accept full responsibility for the safety of Subcontractor's personnel and promises that it shall to the full extent allowed by law, defend, indemnify and save Contractor harmless from all claims (including costs and reasonable attorney fees) which may be brought against Contractor arising out of Subcontractor's or its employees, agents or sub-subcontractors' use of such items. The obligations under this paragraph are in addition to all other obligations assumed by Subcontractor, including but not limited to Subcontractor's assumed liability for injury to its employees as stated in the foregoing paragraph.

SAFETY PRECAUTIONS AND PROGRAMS

Subcontractor shall comply with Contractor's Safety Program. Subcontractor, its project supervision and personnel shall attend and participate in safety meetings and programs as required by Contractor. Subcontractor shall use every device, care and precaution which it is practicable to use for the protection and safety of life and limb and without regard to the additional cost of suitable material or safety appliances and

(continued on page 4)

HOFFMAN CONSTRUCTION COMPANY  
OF OREGON  
Contractor

ALLIED DEMOLITION COMPANY  
Subcontractor

By \_\_\_\_\_

By \_\_\_\_\_

C. W. Drinkward, President

Title \_\_\_\_\_

SUBCONTRACTOR



**METRO**

2000 S.W. First Avenue  
Portland, OR 97201-5398  
503/221-1646

# Agenda

Meeting: Waste Reduction Coordination for Headquarters Renovation  
Date: March 3, 1991  
Day: Tuesday  
Time: 3:30 - 4:30 pm  
Place: Room 335

The meeting originally scheduled for February 25 will be held on March 3, instead.

## DISTRIBUTION

✓ Leigh Zimmerman  
Berit Stevenson  
Glenn Taylor  
Flor Matias  
Michel Gregory  
Vicki Kolberg  
Joanna Karl  
Pat Varley  
Andy Sloop  
Genya Arnold  
Jim Goddard  
Rich Wiley

cc: Steve Kraten  
Don Roupe  
Debbie Gorham