



CONSTRUCTION MEETING MINUTES

UNIVERSITY OF MINNESOTA - DULUTH
James I. Swenson Science Lab

U of M PROJECT NUMBER 581-65-1221
BUILDING PERMIT 111068
ARCHITECT PROJECT NO. 01023
DATE: **January 11, 2005**
PROJECT: James I. Swenson Science Lab
LOCATION: University of Minnesota – Duluth
Duluth, MN 55812
OWNER: University of Minnesota
CONTRACTOR: M.A. Mortenson
SCOPE: \$ 25,451,000
START DATE: April 1, 2003
COMPLETION DATE: **December 31, 2004**

PRESENT: Greg Ewald -UMD
Rick Stanius -STANIUS JOHNSON architects
Dan Pennington -M.A.Mortenson
Bob Braun -M.A.Mortenson
Mike Beer -M.A.Mortenson

OBSERVATIONS AND DISCUSSIONS:

A construction meeting was held at 1:30 p.m. on Tuesday, January 11, 2005. There was a review of the previous construction meeting minutes dated January 4, 2005.

The following items were discussed and observations made:

SJA Architects

Architecture Interior Design Planning
stanusjohnson.com

Principals

Kenneth D. Johnson, AIA
Rickard A. Stanius, AIA
Ronald E. Stanius, AIA

Partners

Brian D. Morse, AIA
Steven B.P. Kalkman, AIA

Associates

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ACTION

- MAM, UMD** 1. With respect to scheduling, Architect questioned the Contractor on current status. Dan reported that prior to the vandalism they were on schedule as documented in previous meeting minutes during the duration of the project. Because of the vandalism Dan is estimating at this point that they are approximately two weeks off schedule from the official substantial completion date of December 31, 2004 for the Teaching Wing only.
- Dan indicated that they should be able to complete the Contract Document work by mid January, with the exception of impacted work that either feeds from the Teaching Wing to the Research Wing or vice versa. Also, the commissioning and equipment in-service instruction items are also excluded, because again they are interfaced between the two Wings.
- MAM, SJA, AEI** 2. Relative to item no. 2 of the previous meeting minutes, Architect did conduct a Pre-Substantial Completion walk through of the Teaching Wing on December 22, 2004. Contractor is in the process of final cleaning of the Teaching Wing and stated that he will be ready for a Substantial Completion Inspection on or before January 15, 2005.
- UMD** 3. Relative to item no. 4 of the previous meeting minutes, still needed by the Owners Insurance Company is to remove the fume hoods and associated wood cabinet bases and tops.
- Since MAM did not hear back from the Insurance Company, in their statement on their last visit that they would contact Northern Door and Hardware regarding the re-use of the hardware, MAM has re-ordered all hardware impacted by the vandalism.
- MAM** 4. Relative to item no. 5 of the previous meeting minutes concerning the chilled room in the Teaching Wing, Dan reported that he has instructed the sub-contractor to order the chilled room floor. It is MAM's intention to deconstruct the sheetrock around the chilled room, dismantle the chilled room, and replace the floor.
- MAM, UMD** 5. Relative to item no. 6 of the previous meeting minutes, Dan has received written documentation from Neil Carlson concerning the Universities expectations on testing requirements. The testing is ongoing. Surface sample testing on the ground floor has exceeded Mr. Carlson's expectations. Air sample testing was done yesterday and today on the ground floor with results due Thursday and Friday, January 20th & 21st.
- MAM** 6. Relative to item no. 7 of the previous meeting minutes, MAM has built temporary dust/traffic barrier between the Teaching Wing and the Research Wing on the first and second floors. They will soon close these barriers off to prevent cross traffic since the Teaching Wing is in its final cleaning stages.
- MAM** 7. Relative to item no. 8 of the previous meeting minutes, Architects and Engineers consolidated Field Reports/Correction List (last update 09/28/04) was distributed by the Contractor on 10/05/04.
- Sebesta Blomberg's reports shall remain independent.
8. Relative to item no. 9 of the previous meeting minutes regarding proposal requests, the contractor is reminded that all proposal requests require backup by the subcontractor/supplier indicating labor, materials, and quantities. This is required for the architect's review of the proposal request prior to approvals.
- MAM** Outstanding PR's are #'s 115, 119, 120.1, 122, and 123. **Contractor is to respond to these proposal requests as soon as possible.**

9. Progress to date:

- For detail dates of work items in progress, or anticipated, see attached short term schedule. This schedule is contingent on weather conditions.
- **Area A – Deconstruction/reconstruction – Ground Level.** Deconstruction of the ground level is complete. Painting/sealing of the spray applied fire proofing will be complete this week. Redistributing of copper lines below the ductwork will be done this week. Insulation of above ceiling mechanical piping continues this week and next week. Installation of duct branches will start next week. Insulating of duct branches will start the end of next week through the following week. Air sample testing was completed yesterday and today, with samples due on January 20th and 21st. Drywall installation started yesterday and will continue for approximately the next four weeks. Sheetrock taping is scheduled to start next week. VAV's and phoenix boxes are scheduled for delivery mid-February. Delivery of cold rooms still needs ship date. Light fixture delivery, as well as air handling unit motors, still need ship dates. In wall mechanical and electrical system re-fastening and replacement is complete. Fume hood delivery still needs ship date. **First Level.** In-wall blocking repair will be done this week. Re-insulating of in-wall piping will be done by the end of next week. Re-insulating of overhead ductwork continues through next week. Installation of air transfer ductwork should be complete this week. Re-insulating of overhead piping is proceeding. Sheetrock installation is scheduled to start the first week of February. **Second Floor.** Deconstruction is complete. Hepa/floor cleaning is complete. Surface testing is complete and awaiting results. Palletizing and removal of the cold rooms is complete.

MAM

- **Area B.** Installation of fin tube on south Commons will be done this week. Installation of access covers will be done this week. Insulating of ducts and piping in Penthouse 350 continues through the end of next week. Insulation of ducts and piping in the ground floor chiller room is ongoing. Installation of carpeting, first floor, will be done this week. Final cleaning is continuing. Completion of Mortenson's punch list is ongoing and should be complete by all sub-contractors by the end of this week. Architects Substantial Completion Punch List is tentatively scheduled for sometime next week, or the very latest the last week of January.

MAM

- **Area C.** Installation of ceiling grid is nearing substantial completion. Installation of grilles, registers, and diffusers in the Commons area will be done this week. Final cleaning will continue through this week and most likely next week. Completion of Mortenson's punch list is ongoing and should be complete by all sub-contractors by the end of this week. Architects Substantial Completion Punch List is tentatively scheduled for sometime next week, or the very latest the last week of January.

Greg Ewald

10. Relative to item no. 11 of the previous meeting minutes with respect to lock core installation, it was agreed that the University will proceed with this work in the Teaching Wing after the Holiday break, approximately the end of January.

RBJ, SJA

11. Relative to item no. 12 of the previous meeting minutes, Mr. Rashid requested a letter from the Design Team on their recommendation with respect to the concrete floor finish throughout the Facility relative to recommendation on waxing.

RBJ will be onsite January 18th to review this issue and make recommendation, as well as review the panel joints as noted below.

Also included in RBJ's agenda will be reviewing the wood paneling on the walls of the Teaching Wing for possible remedial design work for the panel joints impacted by the

high humidity from the vandalism.

- MAM** 12. With respect to item no. 13 of the previous meeting minutes concerning continuing maintenance of the building systems for the Teaching Wing, the Contractor will be putting together his itemized list of maintenance items and associated estimate for this work.
- MAM** 13. With respect to item no. 14 of the previous meeting minutes regarding the x-ray photography of the steam line joints, specifically Twin Ports Testing documentation relative to weld ID W/N09 Section No. 0-1 and 1-2 as well as W/N-10 Section No. 2-0, these joints will need to be re- x-rayed according to Greg Ewald.
- SJA, MAM** 14. Relative to item no. 15 of the previous meeting minutes concerning crack repair, Contractor has completed and polished off one crack repair area. Architect has approved. This item will be noted on the Punch List where it is absolutely necessary. There are miscellaneous typical shrinkage hair-line cracks in floor concrete which are to be expected and are not to be addressed by the Contractor.
15. Relative to item no. 16 of the previous meeting minutes, the University is maintaining security presence inside the building, including, but not limited to, full-time security camera surveillance.
- Greg Ewald** 16. Relative to item no. 17 of the previous meeting minutes, in follow-up to the 1:00 pm meeting on Thursday December, 2, 2004 with Facilities Management as well as representatives from Johnson Controls and Trane, a letter from Johnson Controls dated December 6, 2004 outlines the proposed hardware points that will be retained and the proposed hardware points that are to be eliminated. These have been reviewed and approved by Facilities Management. FM is now sending it back to Johnson Controls who will then in turn send it to Jamar, and to MAM, and then back through Trane (Greg Ewald is to verify underlined items have been addressed by FM).
- Greg Ewald** 17. Relative to item no. 18 of the previous meeting minutes, Contractor stated that the card readers are ready for the University to install their equipment.
- SJA, MAM** 18. Relative to item no. 21 of the previous meeting minutes regarding the generator, Architect has issued a directive to MAM concerning inspection access to the first and second floor generator exhaust pipe bracketing.
- Also relative to item no. 23 of the previous meeting minutes concerning RFI no. 498 with respect to generator radiator bonnet with its respect to temperatures, engineers question to the contractor is the temperature rating of the louver actuators. When the generators run up this bonnet will be monitored for exhaust temperatures.
- MAM** 19. Relative to the center island waste trap access in rooms 103, 212, and 208, the contractor stated that the mechanical sub will be providing access panels as directed by the University in Don Knight's inspection report of 12/29/04.
- Architect has issued a proposal request from the contractor with regards to this issue as well as providing water supply shut off valves in the Research Wing in nine locations for peninsula future water feeds.
- SJA** 20. Architects office will issue his interpretation of Mr. Stringfields Building Codes Division write up of November 18, 2004. A copy will go to Mr. Stringfield to be sure that the interpretation is accurate.
- All Contractors** 21. Regarding the Retro-Plate concrete floor finishing system. **All contractors are advised that the concrete slabs on grade, concrete slabs on metal deck, as well as the concrete stair treads and landings, is the final floor finish for this project!**

Therefore no damage to the floor finish will be tolerated. This includes no cutting oil, no tobacco products or spitting of tobacco products, no dragging or dropping of materials, equipment, etc., etc. Damage to these slabs will be permanent and cannot be removed, therefore all contractors are to treat these slabs as if they were finished terrazzo floors!!!

All Contractors 22. The next construction meeting will be held **Tuesday, January 18th, 2005 at 1:30 p.m.**

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified to the contrary immediately.



Rickard A. Stanius, AIA, CSI
bsa

cc: John Rashid, UMD
Jim Riehl, UMD
Stephanie Goke, AEI
Michael Ross, RBJ
Tiffany Nash, RBJ
Dan Murphy, MBJ
Bob Leonard, MAM
Rick Stanius
File

Bruce Gingerich, UofM – (mail)
Scott Holm, UofM – (mail)
Ken Kornberg, KKA
Tom Oslund, O&A
Chris Rousseau, MSA
Paul Johnson, MBJ
Eric Edlund, GME
Brian Morse
Sebesta Blomberg

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UMD Science Building Project #031007
3 Week Schedule

MORTENSON[®]		Jan							Jan							Jan						
		M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Contractor Responsible	ACTIVITY	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	Area B																					
Jamar - Fitters	Install fin tube, south commons	x	x	x	x																	
AGO	Install access covers	x	x	x																		
Neuman Insul.	Insulate duct & pipe Pent#350	x	x	x	x	x			x	x	x	x	x									
Neuman Insul.	Insulate duct & pipe-chiller room	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
Contract Tile	Install carpet-1st,B&C	x	x	x	x																	
Evergreen Cleaners	Final clean areas B&C		x	x	x	x																
	Area C																					
Flement Hampshire	Install grid ground floor	x	x	x	x	x																
Jamar - Tanners	Install GRD,s commons area			x	x	x																
All Subs	Complete work for Punchlist	x	x	x	x	x																
SJA	Generate Owners Punchlist								x	x	x	x	x									

DETAILED SCHEDULE 1-17-05

ACTIVITY BREAKDOWN	week of 1-17						week 1/24						week of 1-31						week of 2-7						NOTES			
	M	Tu	W	Th	F	S	M	Tu	W	Th	F	S	M	Tu	W	Th	F	S	M	Tu	W	Th	F	S				
	10	11	12	13	14	15	17	18	19	20	21	22	24	25	26	27	28	29	31	1	2	3	4	5				
Level 0																												
Paint/ Seal Spray Fireproofing	X	X	X																									
Run Copper Lines below ducts	X	X	X																									
Insulate Copper			X	X	X		X	X	X	X	X																	
Install Duct Branches							X	X	X	X																		
Insulate Duct Branches										X	X		X	X														
Mold Testing	T1	T2								P1	P2																	
Drywall Installation - Start Jan 10	X	X	X	X	X		X	X	X	X	X		X	X	X	X	X		X	X	X	X	X					
Taping							X	X	X	X	X		X	X	X	X	X		X	X	X	X	X					
Level 0 Procurement																												
VAV & Phoenix Delivery Date?																												
Procure Cold Rooms																												
Light Fixture Delivery Date?																												
AHU Motors																												
Level 1																												
Inwall Blocking		X	X																									
Re-Install In-wall Pipe Insulation					X		X	X																				
Re-pull Elec & FA Wire																												
Re-Insulate OH duct	X	X	X	X	X		X	X																				
In stall trans. Air duct		X	X	X	X																							
Re-Insulate OH Pipe	X	X	X	X	X																							
Drywall Installation																			X	X	X	X	X					
Level 1 Procurement																												
Lights? - Ordered- When will they arrive?																												
Level 2																												