



## 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 13, 2003**  
**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  
Paul Stasiewicz -AEI  
Bret Woodland -M.A.Mortenson  
Bob Braun -M.A.Mortenson

#### OBSERVATIONS AND DISCUSSIONS:

A construction meeting was held at 1:30 p.m. on Tuesday, January 13, 2004. There was a review of the previous construction meeting minutes dated January 6, 2003.

The following items were discussed and observations made:

#### Stanisus Johnson Architects

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*Principals* Kenneth D. Johnson AIA Rickard A. Stanius AIA Ronald E. Stanius AIA  
*Partners* Brian D. Morse AIA Steven B. P. Kalkman AIA  
*Associates* Larry M. Turbes AIA Jeffrey E. La Tour AIA Deanna Schmidt CID

## ACTION

- MAM** 1. Relative to item no. 1 of the previous meeting minutes, questioned by the architect Mortenson stated that the project is approximately 2 weeks behind schedule.
- SJA** 2. Please find attached to these meeting minutes the Contractors Short Term Schedule. Architect will send Contractor his Roster for coordination with their logs.
3. 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 40, 46, 47, 51, 53, 55, 56, 57.1, 58, 60, 61, 62, 63, 64, 65, and 66. **Contractor is to respond to these proposal requests as soon as possible.**
4. Disruption avoidance issues:
- MAM**     ▪ None.
5. 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.
- MAM**     ▪ **Area A.** Installation of air-handling unit ductwork continues. Installation of exterior wall louvers is proceeding through the end of this week. Work on the heating on the ground floor continues this week and next. Interior framing, first and second floors, is proceeding through the end of this week with same starting on the ground floor next week and continuing through the end of January. Lab waste and vent, on the second floor, is proceeding through the end of next week. D-I water, on the second floor, continues. Electrical pulling of feeder lines is proceeding this week through the end of next week with electrical rough-in of conduits on all floors continuing.
- MAM**     ▪ **Area B.** Installation of air handling unit fans and ductwork is proceeding. Installation of first floor heating is also proceeding. Work on the ground floor heating is scheduled to start the last week of January. Installation of exterior wall louvers is scheduled to start next week. Lab waste, second floor, continues this week through the end of next week. Installation of roof drains will start mid-next week. Interior steel stud framing, second floor, is scheduled to start next week. Work on C line below the exterior louvers should be complete by the end of this week. Electrical pulling of feeders continues first and second floors. Installation of skylight has started. Work on installing the glass on the curtain wall one-line continues this week through the end of next week. Lowering of lintels at C-line penthouse has been completed. Installation of lower roof blocking will be complete by the end of this week with installation of the lower roofing system itself scheduled to start the last week of January.
- MAM**     ▪ **Area C.** Mechanical lab waste vent, D-I water, etc., is proceeding this week through the end of next week. Work on roof blocking on the lower roof will be complete by the end of this week. Installation of the roofing system from line 12 to 14 penthouse is proceeding and should be complete by the end of next week. Electrical conduit rough-in in the ceilings is continuing, all levels. Mechanical fitters are working on vertical pipe chases this week and will continue through January.
- MAM**     ▪ **Area D.** Erection of the ladder and steps will be complete this week. Concrete masonry unit work on the ground level continues this week through mid-next week. Brick work has started on two elevations of Area D. Electrical main switch gear has been delivered, installed and its rough-in installation is proceeding.

- MAM** 6. Relative to item no. 6 of the previous meeting minutes concerning the mechanical main passing on close parallel with the concrete block wall in Area C, Bret reported that Jamar intends to re-route the pipe so that it passes perpendicular to the concrete masonry unit wall. An RFI is to be issued by MAM on the proposed routing. This is a no cost change which would be documented on Contractors "as-built" drawings, and/or ASI.
- MAM** 7. Relative to item no. 7 of the previous meeting minutes, Contractor reviewed with Architect the revised window installation details. They are to forward this to Architects office to bring closure to this RFI.
- MAM** 8. Relative to item no. 8 of the previous meeting minutes and in follow-up to last weeks meeting minutes, General Contractors sheetrock sub-contractor did report that they would have no problem in finishing the sheetrock within the electrical closets after the main panels and conduits have been installed. Architect requested that the Contractor have the sheetrock contractor pre-finish these rooms in the future prior to the electrical roughing-in over the sheetrock walls.
- SJA** 9. Concerning item no. 9 of the previous meeting minutes, Bret and undersigned reviewed the Contractors request for off-set for a 4" mechanical line as opposed to the assumption that it was the main roof drain leader addressed in the PCO. This issue is closed and will appear in the next change order.
10. Relative to item no. 10 of the previous meeting minutes concerning submittals, architect is still awaiting the following from the contractor.
- MAM**
- Coordination drawings. Bret indicated that sets of coordination drawings were delivered to Architects office. Sets need to be distributed to AEI, Commissioning agent. Architects office will issue a set to AEI. MAM is to issue a set to Commissioning Agent. There will be one set retained in the trailer.
- Bret indicated that cable tray re-routing has also been shown on the coordination set. Not yet included on the coordination drawings is Area B/C penthouse. Also, the sprinkler shop drawings have not been included on the coordination set but will be included after approval as an attachment.
- MAM, RBJ**
- Mock-ups and color samples. Reference architects letter to Contractor of July 1, 2003.
- The Contractor indicated and has forwarded rough-in inspection request documentation through the University for the Lab rough-in mock-up for room 280. Paul will inspect today and also AEI next week on their re-inspection will also inspect. **Architect stated that he expects to have the concrete floor final polished by Retro-plate for the final Lab mock-up review.**
- MAM**
- Regarding the wood samples for the project, the casework samples as submitted are acceptable for the mock-up only. It will again be reviewed after the mock-up is in place. The door sample is approved, as submitted (this was a specified door color). The wood panel mock-up is rejected. The supplier is to match the wood door color and resubmit his sample.
- MAM**
- Regarding the spray-applied fire-proofing for the mock-up on the intumescent column paint, Architect has rejected the mock-up sample. There was a question concerning the Contractors requirement to provide the intumescent paint on all sides of the column, as well as all interior surfaces of the twin-columns at the building expansion joint.
- MAM, AEI**
- The Contractors submittal on sprinkler shop drawings has been rejected by AEI. MAM has received this rejection documentation and is awaiting a sub-contractors re-submission.

**MAM**

- Sun screens. A pre-fabricated sun-screen manufacturer has been selected by the Design Team and a revised proposal request has been forwarded, this day, to the Contractor. **It is imperative that the General Contractor respond to this proposal request immediately. It will impact the masonry contractor for brick-work for the structural fastening of the sun screens to the building. Bret indicated that he is on top of this issue and is requesting engineering design and data from the sun screen manufacturer so that it does not hold up the mason.**

**MAM**

11. Relative to item no. 11 of the previous meeting minutes, when corrective work is anticipated by MAM on Stair No. 1 stringer they are to notify MBJ for their inspection of the contemplated procedure.

**MAM**

12. Relative to item no. 12 of the previous meeting minutes concerning AEI's Field Report #4, Paul carefully reviewed not only the previous AEI Field Report #4 but also his additional observations as well as coordination with the Commission Agent report. The Contractor is to work through the Design Team to address all items on these reports. Paul stated that the items, as corrected, will be noted once on the subsequent Field report as corrected and then they will be edited out.

Particular issue came up concerning the attachment of insulation to the vertical and horizontal ductwork. Bret will be communicating immediately with their sub-contractor regarding this issue.

Paul pointed out a concern with respect to fastening of the rigid, as well as the foil-faced batt insulation system. Also, the actual attachment of the vertical duct shafts to structural support was discussed. Paul also indicated that there was a question of the size of the required duct access panels, if this is an issue MAM is to forward a RFI so that it can be routed through the proper channels.

**MAM, Sebesta Blomberg**

13. Relative to item no. 13 of the previous meeting minutes with respect to the Commissioning Agent, tentatively Greg is recommending the following procedure be implemented for individual systems.

- Pre-test
- Punch-list
- Commissioning
- Training.

Commissioning agent and MAM, with coordination of Greg Ewald, are to interface their schedules based on this proposed approach.

**MAM**

14. Relative to item no. 14 of the previous meeting minutes concerning the exterior stone veneer, Dan reported that they have worked out all issues with the new stone supplier. He will be issuing a Purchase Order/Contract immediately to the new supplier. Architect asked that Dan send to undersigned a zero cost PCO outlining the pertinent information, including the new supplier, etc., so this can be officially incorporated into the Contract Documents.

**Architect underscored the importance of bringing closure to this item. Shop drawings need to be received from the Architect, reviewed, submitted back, so that the stone can be ordered and shipped on a timely fashion for the general contractors anticipated delivery in April.**

Also, Architect is awaiting the General Contractors schedule of coordination meeting with Harbor City Masonry concerning the stone installation system.

**SJA**

15. Relative to item no. 15 of the previous meeting minutes, Bret reported that the revised Elevator Shop Drawings have been sent to SJA. Architect to send copy of these to the elevator consultant as well as Dave Mueller from UMD.

- AEI, MAM** 16. Relative to item no. 16 of the previous meeting minutes, Contractor has been authorized to proceed with the PCO for the flash tanks. Jeff, from AEI, needs to coordinate a meeting between Architects office, John Rashid, and himself regarding this issue.
- Facilities Mgmt.** 17. Concerning item no. 17 of the previous meeting minutes concerning PR #52 with respect to the compressed air and nitrogen system testing requirements. AEI has forwarded a letter to Architects office of January 5, 2004, which indicates AEI's position that they are satisfied that the testing requirements outlined in the Contract Documents match the building requirements and its anticipated use. AEI has also included a request for exception on this issue to the University. Design Team is awaiting review and response from the University.
- MAM** 18. Relative to item no. 18 of the previous meeting minutes, Architect is awaiting Contractors re-submission of CIC #15 concerning the CD-7 diffusers in lieu of CD-6 diffusers.
- MAM** 19. Relative to item no. 19 of the previous meeting minutes concerning CIC #16 for the additional 6" DI water main in the RHDC tunnel. Architect is awaiting Contractors submission of credit in the reduction 6" DI water main indicated on the civil drawings which equals 165.65 lineal feet, down to 30 lineal feet.
- MAM** 20. Relative to item no. 20 of the previous meeting minutes concerning Johnson Controls discussion in direct communication with Doug McKurcher regarding the control system for the building. Johnson Control is recommending an update, "state of the art" technology at a "no cost" benefit to the Owner. Again, this is a non-proposal request issue and Johnson Controls is moving through MAM with a recommendation. They are to make their proposal and backup with product data according to Bret next week. This has tentatively been set for Wednesday, January 21, 2004 at 3:00 p.m.
- MAM** 21. Relative to item no. 21 of the previous meeting minutes, exterior landscape design DD submittal. Architect delivered to MAM the DD set for their preliminary cost analysis on Monday, January 12, 2004.
- MAM** 22. Relative to item no. 22 of the previous meeting minutes, the Owner questioned when Kirby Drive can be opened up to normal vehicular/pedestrian traffic. This will be taken under consideration by Mortenson. It probably will be necessary to revise the location of the construction fencing to accommodate.
- MAM** 23. Relative to item no. 23 of the previous meeting minutes, Architects office request that the Contractor review the wall rating of the service corridor, Area A, above the rigid sheetrock sub-ceiling. By e-mail Architect has requested that an exemption letter be written by Scott Holm concerning the fire-rating of the exterior wall system.
- RBJ** 24. There was a question concerning brick specials for Area D. RBJ is reviewing this issue at the present time and will respond as soon as possible to the Contractor.
- MAM** 25. There is an issue concerning the fume hood storage cabinets. At present the storage cabinets are called out to be vented through the fume hood. General Contractor is to confirm that their supplier and/or manufacturer will comply with this requirement.
- All Contractors** 26. Discussion was held 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** 27. The next construction meeting will be held **Tuesday, January 20, 2004 at 1:30 p.m.**, in the Construction Trailer.

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**

<b>MORTENSON<sup>®</sup></b>		January							January							January						
		M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
<b>Contractor Responsible</b>	<b>ACTIVITY</b>	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1
	Area A																					
Jamar- Tinnars	Install AHU ductwork	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
Jamar-Tinnars	Install louvers	x	x	x	x	x																
Jamar- Fitters	Install heating ground flr.	x	x	x	x	x			x	x	x	x	x									
Minute-Ogle	Int. framing 1st & 2nd flr.	x	x	x	x	x																
Minute-Ogle	Int framing ground flr.								x	x	x	x	x			x	x	x	x	x		
AGO	Lab waste-vent 2nd flr. A&B	x	x	x	x	x			x	x	x	x	x									
AGO	DI water 2nd flr. A&B	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
API	Pull feeder lines	x	x	x	x	x			x	x	x	x	x									
API	Rough-in conduit all flrs.	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
	Area B																					
Jamar-Tinnars	Install AHU fans, & duct	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
Jamar - Fitters	Install 1st flr.heating	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
Jamar - Fitters	Install ground flr. Heating															x	x	x	x	x		
Jamar - Tinnars	Install Louvers								x	x	x	x	x			x	x	x	x	x		
AGO	Lab waste 2nd A-B	x	x	x	x	x			x	x	x	x	x									
AGO	Install roof drains										x	x	x			x	x	x	x	x		
Minute-Ogle	Frame 2nd flr.								x	x	x	x	x									
Minute-Ogle	Sheet C-line ext-below louver			x	x	x																
API	Pull feeders 1st, & 2nd	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
HKL	Install skylight		x	x	x																	
HKL	Install glass 1-line curt. Wall					x			x	x	x	x	x									
N. Erectors	Lower lintels at C-line, pent.	x	x																			
Mortenson	Install lower roof blocking			x	x	x																
Com Roof	Install lower roof															x	x	x	x	x		
	Area C																					
AGO	Install mains 1st C-D	x	x	x	x	x			x	x	x	x	x									
Mortenson	Install lower roof blocking		x	x	x	x																
Com. Roofing	Install roof 12 to 14-line	x	x	x	x	x			x	x	x	x	x									
API	Piping cielings	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
Jamar- Fitters	Install vert. pipe chase	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
	Area D																					
N. Erect.	Erect ladder & steps		x	x																		
Harbor City	Block ground level walls		x	x	x	x			x	x												
Harbor City	Brick stair # 4	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
API	Switch gear del.- set equip.	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		