



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 27, 2004**

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
Mike Pierson	-M.A.Mortenson
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 27, 2004. There was a review of the previous construction meeting minutes dated January 20, 2004.

The following items were discussed and observations made:

Stanisus Johnson Architects

www.staniusjohnson.com

■ Duluth: 1831 East 8th St. Duluth, Minnesota 55812-1396 Phone 218-724-8578 Fax 218-724-8717
□ St. Cloud: 2035 15th St. N. St. Cloud, Minnesota 56303 Phone 320-253-2100 Fax 320-253-2269

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, 58, 61, 62, 64, 65, 66, 67, 68 and 69.
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 ductwork in the penthouse continues through the next three weeks. Work on the proto-type room on the second floor for ductwork should be complete by the end of this week. Installation of heating and cooling lines on the ground floor continues through the next three weeks. Interior framing on the ground floor has started this week and should continue through the end of next week. Installation of lab waste and vent, on the first floor, should be complete by the end of this week. Water mains on the ground floor continue this week and next. Installation of in-wall utilities continues for the next two weeks. Electrical feeder line work on the first and second floors should be complete by the end of this week with pulling of branch lines on the second floor continuing through the next three weeks.
- MAM** ▪ **Area B.** Installation of first floor heating is proceeding. Installation of ground floor heating is scheduled to start the second week of February. Installation of ductwork on the first and second floors continues this week and next. Work on the roof drains will start mid-week through the end of next week. Interior steel stud framing on the second floor continues through the end of next week. Electrical feeders on the first and second floors are proceeding through the end of next week with pulling of branch lines on the second floor continuing for the next three weeks. Installation of glass on one-line curtain wall is proceeding through mid-week. Work on blocking on the cantilevered offices should be completed by mid-week. Installation of curtain wall frames on the cantilevered offices will start today and continue through mid-next week with glass for the same scheduled to begin installation mid-next week through the following week. Installation of rails and treads on Stair No. 2 is scheduled to start next week. Installation of lower roof blocking should be complete, weather permitting, by the end of this week. Work on the built-up roofing for the lower roof, weather permitting, will start mid-next week and continue.
- MAM** ▪ **Area C.** Work on the rain leader risers is scheduled to start mid this week through the end of next week. Installation of the built-up roofing on the penthouse, line 12 to 14, again weather permitting, is scheduled to start mid-week and continue through the end of next week. Installation of vertical pipe chases continues for the next three weeks. Work on the heat on the ground and first floors continues for the next three weeks.

- MAM** ▪ **Area D.** Concrete masonry unit work on the ground level will be complete this week. Brick masonry around Stair 4 continues through the next three weeks. Placement of the generator pad is scheduled for this Thursday with the setting of the generator to start this Friday.
- 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 has been 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.
7. Relative to item no. 7 of the previous meeting minutes concerning submittals, architect is still awaiting the following from the contractor.
- MAM** ▪ Coordination drawings. Bret reported that coordination drawings for all areas but the penthouse have been completed. Also, the sprinkler shop drawings have not been included on the coordination set, but will be included after approval as an attachment.
- MAM, AEI** ▪ 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. Mike stated that the coils will be installed February 16, 2004. Except for that they are ready for a final rough-in inspection by AEI.
- 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 has been revised by proposal request. The supplier is to match the wood door color and resubmit his sample.
- MAM, AEI** • The Contractors submittal on sprinkler shop drawings has been rejected by AEI per Laura Halvorsons email of January 5, 2004. MAM has received this rejection documentation and is awaiting a sub-contractors re-submission.
- MAM** • Sun screens. The sun screen manufacturer shall remain Ruskin. There is no “pre-fabricated” sun screen product available, they are all custom made for each project. There has been a revised proposal request, however, issued by Architects office. Contractor is awaiting a revised cost from Ruskin.
- However, the connection bracket, according to Ruskin, as originally shown on the Contract Documents, is appropriate and approved by Ruskin.
- After the revised proposal has been submitted to the Contractor, a sample corner section needs to be fabricated immediately per the revised PR.
- MAM** 8. Relative to item no. 8 of the previous meeting minutes, when corrective work is anticipated by MAM on Stair No. 1 stringer they are to notify MJB for their inspection of the contemplated procedure.

- MAM** 9. Relative to item no. 9 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.
- Regarding the refastening of the foiled face batt and rigid insulation, Contractor stated that this has been corrected, photographs taken, and the chases are now being closed back in.
- MAM,
Sebesta
Blomberg** 10. Relative to item no. 10 of the previous meeting minutes with respect to the Commissioning process, attached to these meeting minutes is a preliminary 12-step process with approximate time duration for each step.
- The Commissioning Agent and MAM, with coordination of Greg Ewald, are to interface their schedules based on this proposed approach.
- MAM** 11. Relative to item no. 11 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.**
- Tiffany from RBJ has indicated that the color of the slate shall remain as originally selected, Welch Black. Also, Architect is sending a letter to MAM covering a letter from Meyer Borgman & Johnson outlining various points of consideration.
- Dave
Mueller, SJA** 12. Relative to item no. 12 of the previous meeting minutes, Architect has received the final Elevator Shop Drawing back from their consultant. Dave Mueller needs to communicate with Brian Morse if he has any issues prior to the shop drawings being submitted approved, back to MAM.
- AEI** 13. Relative to item no. 13 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 Mr. Grundtner at the University, dated January 14, 2004. Design Team is awaiting review and response from the University. Architect will ask Laura to follow-up with Mr. Grundtner on his review and position.
- MAM** 14. Relative to item no. 16 of the previous meeting minutes, a presentation meeting was held on Wednesday, January 21, 2004 concerning the upgrading of the Johnson Control System. Owner's position is that they have accepted the upgrade technology, again at a no cost benefit to the Owner. Architect needs, through MAM, all of the back-up tech data so that an ASI can be written.
- Greg also had a question on the duration of the training, if that needs to be changed.
- MAM** 15. Relative to item no. 17 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** 16. Relative to item no. 18 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** 17. Relative to item no. 20 of the previous meeting minutes, the brick specials for Area D are to be provided per Contract Documents. The Contractor indicated they have been ordered and are expected within two weeks. Architect requested that an initial mock-up on the building be laid up two or three feet high for Architects review concerning color match.
18. Relative to item no. 21 of the previous meeting minutes, Mike indicated that the fume hood storage cabinets will be vented per Contract Documents.
- MAM** 19. Relative to item no. 23 of the previous meeting minutes, Dan indicated that he will be putting forward an RFI for consideration by the University for either a pigmented sealer for the Stairs, or possibly a two-part epoxy floor finish.
- Facilities Mgmt.** 20. Relative to item no. 24 of the previous meeting minutes, Brett is still requesting information from the University on the requirement for Owner provided water polishers for the D-I system.
21. A question by the Architect to AEI stated that the road overpass Area C, the enclosed soffitting area is heated. Greg stated that they will not be draining down the chilled water piping that runs through the soffit and also of course the sprinkler system is water charged and stagnant therefore this area must be acclimatized.
- Greg Ewald** 22. Toilet accessory shop drawings were returned to the Contractor with copies sent to Greg Ewald. Greg wants to review these to be sure there aren't any UMD Standard changes.
- SJA, John Rashid** 23. There is under consideration a program change for Room 238. Architects office will be communicating with John Rashid on this issue and its potential impact not only to the Design Team but also the Contractor.
- Facilities Mgmt.** 24. Discussion was held concerning raceway and cabling isolation. This item needs to be clarified by the University. The Design Team indicates that there is no University Standard for this separation at this time.
25. Attached is AEI's Field Report No. 5.
- 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, February 3, 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

attachments

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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**Field Report
No. 5**



Affiliated Engineers, Inc.
5802 Research Park Boulevard
Madison, WI 53719
Tel 608.238.2616 · Fax 608.238.2614

UMD – Swenson Science Building

01329-00

Name of Project

Project No.

Duluth, MN

January 13/14, 2004

Project Location, City, State

Date of Visit

Paul Stasiewicz

Report By

1 of 4

phs

Copies

Page

Typist

Time of Visit: 01/13/04~7:30 AM – 4:00 PM
01/14/04~7:30 AM – 9:00 AM

Weather Conditions: 14°F & Cloudy with occasional snow showers

Contacts:

Greg Ewald	UMD
Rick Stanius	SJA
Bret Woodland	Mortenson
Bob Braun	Mortenson
Joe Kolodge	Jamar

General Comments:

- 1) The specifications referenced on this field report are from the electronic version and may differ from the hard copy version (page and line references).
- 2) All of the MEP's being installed at this time look to be in good quality.
- 3) This field report is not all-inclusive and does not relieve the contractors from the contract documents.

Field Report

No. 5

00830-00

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- 4) Walked the site to observe progress on addressing existing outstanding issues.
- 5) Participated in the Construction Progress Meeting. The following MEP issues were reviewed from the January 6, 2004 Meeting Minutes.
 - Item 6 regarding mechanical main passing close to concrete block wall, an RFI will be submitted.
 - Item 10 Coordination Drawings have been sent to SJA. SJA will forward a copy to AEI.
 - Item 10 Mock-Up Area above ceiling walk-through scheduled for January 20, 2004.
 - Item 13 Commissioning Agent meeting tentatively scheduled for mid-February. Should try to schedule a site visit to coincide with meeting. Greg Ewald wants to teleconference, possibly during week of January 19th, to discuss.
 - Item 20 regarding Johnson Controls update on changes to system, scheduled for Wednesday, January 21, at 3:00 PM.
 - Reviewed the Commissioning Agent Field Report Issues
 - a) Hangers adjacent to AHU-2 may obstruct pulling of coils for AHU-2. Pipe hangers have been raised. Consider issue closed.
 - b) Chilled Water Piping and AHU-5 conflict. Drawings show routing of piping around AHU. Consider issue closed.
 - c) Maintenance issues on SF-8, SF-9 and EF-7. Need to rotate motor housing. Will be added to issues log.
 - d) Shaft pull for EF-1,2 and 3. Appears to be adequate space. Consider issue closed.
 - e) Access Doors for OA Plenum in Penthouse. Clarification issue. Field Report #4 addressed. Consider issue closed.
- 6) Walked the project site to review current installation progress.
- 7) Met with Joe Kolodge to review mechanical issues.
- 8) Overall MEP installation looks good, though more attention is needed on protecting ductwork and piping staged for installation.

Field Report

No. 5

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00830-00

Observations:

Item	Observations	Date Observed	Date Completed	Comments
2	The fan guards in the AHU's need to be painted Yellow. Refer to job specifications, 15000.3.6.B.	09/30/03		01/13/04~On going. Questions was raised regarding painting of covers on fume exhaust fans. Specification state covers to be yellow.
3	The HRU on building A, the wood shims between the house keeping pad and the HRU need to be removed.	09/30/03		01/13/04~On going.
4	SF-8 and SF-9 located in chiller room (Rm. 31) have the filters installed downstream of fan. Filters should be located upstream of fan.	10/22/03	01/13/04	01/13/04~Filter casing have been relocated. Issue closed.
5	Jamar's pipefitter was directed to install condenser (tower) water supply piping to suction side of pumps (P-5 and P-6) as low as possible (minimum 6'-0" clear below) to maximize suction head pressure on pumps.	10/22/03		01/13/04~On going. Pumps not set.
6	Cooling tower vibration isolators are to be removed. These were not required by the specs, are unnecessary since towers are not mounted on the building, and the way they are installed appears to excessively point load the tower structure.	10/22/03		01/13/04~On going.
7	The ground floor toilet room has a vent pipe which is supported by strut from the waste pipe. Refer to Specification 15020 3.1E.	11/06/03		01/13/04~Contractor shown specific area.
8	All Sanitary piping shall be properly protected with end caps and stored above grade per section 15100 1.5A.	11/06/03		01/13/04~On going issue though this site visit it appeared most piping was above floor grade.
9	Section 15550 requires ductwork in mechanical spaces to have vibration isolation hangars under certain specified conditions. Did not observe any isolation hangars being installed on ductwork in mechanical spaces in the penthouse area. Contractor needs to confirm hanging methods are meeting specification requirements.	12/05/03		01/14/04~Reviewed this issue with Jamar.
10	M-505 Detail 3 specifies the number of fasteners required on duct risers. Contractor using stitch welds to fasten ductwork to angle support. However, in several of the locations observed in B Section, duct was being supported on short side and the number of fasteners did not comply with Detail 3.	12/05/03	01/14/04	01/14/04~Contractor indicated that they would add additional stitch welds. Also some of the angle supports had stitch welds on the underside of the support as well. Appears to be in compliance now. Issue closed.
11	It was previously agreed that in order to have adequate trap height on condensate lines for AHU's and HRU's the floors will be cut out.	01/13/04		

Field Report

No. 5

00830-00

Item	Observations	Date Observed	Date Completed	Comments
12	Flexible duct insulation on supply duct risers was not being pinned in accordance with 15030-3.6F. The chase was being enclosed without duct being pinned. Concern that the flexible duct insulation may eventually separate at the seam and create a condensation problem. Contractor needs to address the issue as to how to remedy issue in existing enclosed chases.	01/13/04		
13	Rigid duct insulation on outside air duct risers not being properly pinned in accordance with 15030-3.6G.	01/13/04		
14	Trapeze hangars are to be used for all externally insulated ductwork. Observed branch supply ductwork using strap hangers.	01/13/04		
15	For insulated ductwork, trapeze hangers are to be external to the vapor barrier and rigid duct insulation installed between duct and unistrut per 15030-3.6B. Observed ductwork in Sections A and B on Ground Floor where hangers were being wrapped into vapor barrier.	01/13/04		
16	Mechanical Penetrations: Per Section 15000 3.3, L and M: Seal non fire-rated floor penetrations with non-shrink grout equal to Embecco by Master Builders, or urethane caulk, as appropriate. Seal non-rated wall openings with urethane caulk.	1/13/04		
17	Electrical Penetration: Per Section 16000 3.2, I and J: Seal non fire-rated floor penetrations with non-shrink grout equal to Embecco by Master Builders, or urethane caulk, as appropriate. Seal non-rated wall openings with urethane caulk.	1/13/04		

Prepared by: Paul Stasiewicz
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UMD Swenson Science Building
Typical Commissioning Timeline for Equipment Systems Testing

Task	General Commissioning	Duration
1	Shop Drawings reviewed and comments issued	10 days
2	Final Systems Readiness Checklist developed from approved shop drawings and issued	10 days
3	O&Ms issued and reviewed	5 days
4	Final Verification Test Procedures developed and issued	14 days
5	Equipment/System training plans developed and issued	10 days
6	Equipment/System training plans reviewed and scheduled	5 days
	Systems Verification Testing	
7	Contractor equipment/system testing performed and reports issued	10 days
8	TAB performed and reports issued	5 days
9	User Equipment training	2 days
10	User System training	3 days
11	Completed Systems Readiness Checklist issued and Verification Tests scheduled	2 days
12	Systems Verification Testing performed and deficiencies issued	3 days

* This schedule should be applied separately to each system that is being commissioned.