



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: **March 1, 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**
Extended to January 31, 2005

PRESENT:

John Rashid	-UMD
Greg Ewald	-UMD
Rick Stanius	-STANIUS JOHNSON architects
Mike Beer	-M.A.Mortenson
Bob Braun	-M.A.Mortenson

OBSERVATIONS AND DISCUSSIONS:

A construction meeting was held at 1:30 p.m. on Tuesday, March 1, 2005. There was a review of the previous construction meeting minutes dated February 17, 2005.

The following items were discussed and observations made:

SJA Architects

Architecture Interior Design Planning
staniusjohnson.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

AEI

1. Relative to item no. 1 of the previous meeting minutes, Architect has completed the Substantial Completion Punch List on January 24, 25, and 26, 2005. The Mechanical and Electrical Engineers performed their Substantial Completion Punch Lists last week and will be submitting it in writing to the Contractor this week. This will be attached to the Certificate of Substantial Completion – Teaching Wing as part of the Architects Punch List previously submitted.

Again, Dan indicated that they are complete with the Contract Document work, for the Teaching Wing, 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, as again they are interfaced between the two wings.

2. Relative to item no. 2 of the previous meeting minutes, still needed by the Owners Insurance Company Salvage contractor for removal are the following as documented by Mortensons letter of February 16, 2005.

- Phoenix boxes.
- Standard VAV boxes.
- Sound boxes.
- Radiant ceiling panels.
- Air handling unit motors.
- Light fixtures.
- Electrical panels.
- Door hardware.

3. Relative to item no. 3 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.

Dan wanted it noted that if there is considerable re-work done on the wood paneling in the Teaching Wing it probably wouldn't be necessary to seal off the Research from the Teaching Wing.

MAM

4. Relative to item no. 5 of the previous meeting minutes regarding proposal requests, there are no outstanding proposal requests at this time.

Relative to item no. 17 of the previous meeting minutes, Mr. Rashid instructed the Contractor to have all change order items into the Architects office no later than March 1, 2005. Items will not be considered after that date unless they are related to the vandalism or the Owner program scope changes.

Contractor needs to set up a meeting with Architect and Owner to discuss any open PCO's, either pending or Design Team rejected that the Contractor would like to discuss.

MAM

5. Relative to item no. 6 of the previous meeting minutes, MAM has done a sample access panel as reflected in PR No. 123. Architect has requested MAM to instruct the mechanical sub-contractor to communicate to the mechanical inspector to approve.
6. 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 – Deconstruction/reconstruction**
- **Ground Level.** Reinstallation of air handling motors continues through the end of this week. Installation of electrical plug mold will be done this week. Installation of sound and phoenix boxes continues through the end of next week. Re-insulating ductwork after sound and phoenix boxes are installed will start the latter part of next week. Installation of cold rooms is in progress. Sheetrocking around the cold rooms will start next week. Installation of casework is ongoing through the end of next week. Installation of countertops is also in progress and should be complete the end of next week. Installation of plumbing fixtures will begin next week. Ceiling tile grid will start in the Corridor and then go into the Lab section. This work will start next week. Procurement of light fixtures is scheduled for mid-March. Procurement of fume hoods is scheduled for next week.
- **Level One.** Pulling of data cable continues through the end of this week. Pulling of fire alarm cable should be complete this week. Installation of electrical devices is ongoing and will be complete this week. Installation of sound and phoenix boxes is continuing through the end of next week. Re-insulating of overhead ductwork is continuing. Re-insulating of overhead piping is continuing. Installation of cold rooms should start next week, contingent on delivery on Monday.
- **Level Two.** Taping and sanding is ongoing and will be complete this week. Painting is in progress.

Greg Ewald 7. Relative to item no. 8 of the previous meeting minutes, the Architect requested position on Owner regarding keying of the high-voltage gear in Area D. The rooms are directly accessible from the generator room which according to the University does not have a high voltage key access.

RBJ 8. Relative to item no. 10 of the previous meeting minutes, Carol from RBJ was onsite January 18th to review the concrete floor finish. It is her recommendation, with a few minor exceptions, that the floor is acceptable as finished. Mr. Rashid requested a letter from Carol on this issue.

RBJ 9. Relative to item no. 11 of the previous meeting minutes, RBJ's recommendation to the University is to remove and replace the wood paneling. This is under consideration by the University. Mr. Rashid has requested from the Design Team alternatives on the wood paneling including an alternative joint treatment.

10. Relative to item no. 12 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 11. Relative to item no. 13 of the previous meeting minutes, work on the card readers by the University is ongoing. Dan requested that the University staff responsible for this work item coordinate any questions or issues they have with MAM.

Contractor has requested to change the card access time for work hours of 7:00 am to 3:30 pm. Before or after those times access will be by card access only, beginning next week. Also, **the doors cannot be propped open during off hours because it will set off a trouble alarm and the University Security Forces would respond.**

- MAM, AEI** 12. Relative to item no. 14 of the previous meeting minutes. Architect met with Jamar concerning the generator stack. They had indicated that they will relax the tension on the stack which will bring the muffler loop back into plumb, then they will re-secure the ground floor after installing the revised tube steel and complete the rest of the work as indicated in ASI No. 85.
- With respect to item no. 14 of the previous meeting minutes and after the above item has been accomplished, then the generator will be run-up to verify the theoretical temperature in the exhaust bonnet which should be no higher than 165 degrees. Again, the variable here is the CFM of the radiator fan.
- MAM** 13. Relative to item no. 15 of the previous meeting minutes, Architect and Contractor met with Jerry Saarenpaa, State Elevator Inspector, concerning the configuration of the controller access ladder in both Areas A and B. In each area the controller access platform will need to be raised by three risers equaling 27" (9"/riser). Piping in Area A in front of the riser ladder was acceptable to Mr. Saarenpaa. This is a no cost issue and shall be addressed immediately by MAM since it will impact the elevator certification. Contractor indicated that the materials are on order.
- MAM** 14. Relative to item no. 16 of the previous meeting minutes relative to building controls integration, Paul Hamm email submittal was included in last weeks meeting minutes, MAM is to set up a mock-up sample as verification of that email.
- MAM** 15. Relative to item no. 18 of the previous meeting minutes, the University MAPS sheets are required per Contract Documents. MAM is requiring these to be procured by their sub-contractors immediately and turned over as part of the Close-out Documentation which should be inserted in the O&M Manuals.
- MAM** 16. Relative to item no. 19 of the previous meeting minutes regarding the flow and tamper switches on the sprinkler system, Architect forwarded to MAM written question from AEI for sub-contractor response.
- MAM** 17. Relative to item no. 20 of the previous meeting minutes regarding PCO No. 181, Dan will review this with Architect which is relative to the helical stair foundation.
- MAM** 18. Architect asked the Contractor to add to the Punch List to be sure that all shelving conditions where the shelving cantilever butts one to another shall be clipped underneath in such a fashion that the shelving elevation between one shelf and the other remains constant.
- SJA** 19. Architect will follow up on the toilet paper dispenser questioned by Greg Ewald.
- All Contractors** 20. 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** 21. The next construction meeting will be held **Tuesday, March 8th, 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

attachment

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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Swenson Science Building Vandalism Repair

3/2/2005 15:26

DETAILED SCHEDULE 2-28-05

Februray 28, 2005 Vandalism Schedule	week of 2-28					week 3-7					week of 3-14					week of 3-21					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	
	28	1	2	3	4	5	7	8	9	10	11	12	14	15	16	17	18	19	21	22		23	24	25	26	
Level 0																										
Re-install AHU motors	X	X	X	X	X																					
Plug Mold			X	X	X																					
Install sound boxes & phoenix boxes	X	X	X	X	X		X	X	X	X	X															
Insulate duct after S B and P B are installed									X	X	X															
Install cold rooms	X	X	X	X	X		X	X	X	X																
Sheetrock cold room fronts										X	X		X	X												
Install casework	X	X	X	X			X	X	X	X																
Counter tops	X	X	X	X	X		X	X	X	X																
Install plumbing fixtures							X	X	X	X	X															
ACT Grid - Corridor then Rooms							X	X	X	X	X		X	X	X	X	X	X	X	X	X	X				
Level 0 Procurement																										
Crash rails																										
Lights														D												
Alum.Doors																										
Fume Hoods										D																
Level 1																										
Pull data cable	X	X	X	X	X																					
Pull fire alarm cable	X	X	X																							
Install elect. Devices	X	X	X																							
Install sound & phoenix boxes	X	X	X	X	X		X	X	X	X	X															
Re-Insulate OH duct.	D																									
Re-Insulate OH Pipe.	X	X	X	X	X																					
Cold rooms							D	X	X	X	X		X	X												
Level 1 Procurement																										
Crash rails																										
Level 2																										
Taping & sanding	X																									
Paint walls																										
Cold rooms																										
Level 2 Procurement																										