



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 29, 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
Dan Pennington	-M.A.Mortenson
Mike Beer	-M.A.Mortenson
Glenn VanHeel	-M.A.Mortenson

OBSERVATIONS AND DISCUSSIONS:

A construction meeting was held at 1:30 p.m. on Tuesday, March 29, 2005. There was a review of the previous construction meeting minutes dated March 22, 2005.

The following items were discussed and observations made:

SJA Architects

Architecture Interior Design Planning
stanijohnson.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

Larry M. Turbes, AIA
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ACTION

- SJA, AEI,
MAM**
1. Questioned by the Architect, the Contractor stated that they are on schedule for the reconstruction of the Research Wing.
 2. Relative to item no. 2 of the previous meeting minutes concerning punch listing, Architect has performed Substantial Completion Punch List No. 2 (Final Inspection) on the Teaching Wing. MAM is editing down the Punch List at the present time.

Mechanical and electrical will conduct their Substantial Completion Punch List No. 2 when they are onsite next week.

3. Relative to item no. 3 of the previous meeting minutes, the salvage contractor has removed all salvaged material from the project.
4. Relative to item no. 4 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, John
Rashid**
5. Relative to items no. 5 of the previous meeting minutes, last week the University has proposed to the Contractor a settlement on all outstanding PCO's and open items. MAM is in the process of reviewing and should schedule a meeting to bring closure to these items.
 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.** Installation of light fixtures will be complete by the end of this week. Work on the elevator continues through mid April with the inspection scheduled for April 15th, by the State. Insulating of pipes in mechanical room 73 continues through mid next week. Installation of grilles, registers and diffusers will be done this week. Work on radiant ceiling panels will be done the end of this week. Insulating of pipe to radiant ceiling panels will start and be complete next week. Installation of doors and hardware will start tomorrow and continue through mid next week. Sheet vinyl flooring will be done this week. Above ceiling inspection by the University has been requested. Grinding of the floor will start the week of April 11th. Acoustical tile ceiling installation will start and be complete by the end of next week. Stair No. 3 handrail repair is scheduled to start next week. Vinyl base installation is scheduled to start the week of April 11th. Stair No. 3 floor coating is scheduled for the week of April 18th.
 - **Level One.** Eye wash installation will be complete this week. Installation of casework will be done by the end of next week. Countertops will be complete by the end of next week. Installation of fume hoods will be done this week. Under cabinet lighting install will be done the end of next week. Plug mold installation will be done by April 15th. Wiring of the fume hoods will be done the end of next week. Plumbing of fume hoods will be done by the end of next week. Sheet vinyl flooring will be done by the end of next week. Installation of sinks and faucets will be done by April 14th. Ceiling grid in Corridor 150 and rooms will be complete this week. Radiant ceiling panel installation will start next week through the following week.

Diffusers at Corridor 150 and rooms will start next week. Installation of auto claves will begin April 11th.

- **Level Two.** Installation of casework is scheduled to start next week. Countertop install is scheduled to start April 11th, through the following week. Under cabinet lights will be installed mid next week and continue for the next two weeks. Installation of electric plug molding will start April 18th. Vinyl floor in the auto clave room will start mid next week through mid following week. Installation of auto clave is scheduled for the 13th through the 15th of April.

MAM 7. As indicated above in the short term schedule, the inspection by the State Elevator Inspector is scheduled for April 15th.

MAM 8. With respect to item no. 9 of the previous meeting minutes, the Contractor has been authorized, as of last Friday March 25th, to proceed with ordering of the ¾" oak veneer plywood paneling. Contractor is attempting to secure pricing for "quick ship". Demolition of the walls is scheduled to start next week.

9. Relative to item no. 10 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, MAM 10. Relative to item no. 11 of the previous meeting minutes, work on the card readers by the University is ongoing. **However, MAM has a question with regard to completion of this work. The handicap operator boxes are open and this work item needs to be closed as soon as possible. It seems to need closure by the University.**

Door no. 40, by Change Order, should be here and installed this week.

11. Relative to item no. 12 of the previous meeting minutes, 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. 13 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.

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. **Architect stated that this work must be accomplished, and directed MAM to proceed, immediately.**

MAM 13. Relative to item no. 14 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 stated that the materials are here and installation will begin immediately.**

With respect to the elevator, Mr. Saarenpaa has brought verbally to the contractors attention three items. Contractor was asked to have Mr. Saarenpaa, again, document these other than verbal and reference Code Sections. This is relative to MAM's RFI No. 516.

- MAM** 14. Relative to item no. 15 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** 15. The Contractor is to bring up Dave Stringfield's hand written field notice which lists a number of items and MAM is to type a response for each of these items indicating correction or resolve.
- MAM** 16. Relative to item no. 17 of the previous meeting minutes, 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. Glenn said that these are ordered.
- MAM** 17. Relative to item no. 18 of the previous meeting minutes, Architect received from the Owner and delivered to the Contractor this day the Owners signed "built-up" Roofing System Warranty. This needs to be returned from the Manufacturer as soon as possible.
- MAM** 18. Relative to item no. 19 of the previous meeting minutes, MAM indicated that the bird control material is on order and will be installed just after the cleaning is complete.
- MAM** 19. Chuck Bosell had identified a few rooms where there is a wall phone jack location problem. They are as follows: Room no. 161, jack ID G-0; Room no. 181, jack ID I-0; Room no. 271, jack ID A-0; Room no. 261, jack ID G0. The Contractor is to relocate as per direction from Chuck Bosell. Architect did talk to Greg Libby regarding this issue.
- MAM** 20. The Contractor will be removing the stored material fence and trailer as soon as possible.
- 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, April 5th, 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

3/30/2005 16:30

DETAILED SCHEDULE 3-28-05

March 2005 Vandalism Schedule	week of 3-28						week 4-4						week of 4-11						week of 4-18						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	29	30	31	1	2	4	5	6	7	8	9	11	12	13	14	15	16	18	19	20	21	22	23				
Level 0																												
Install light fixtures labs and rooms	X	X	X	X	X																							
Redo elevator	X	X	X	X	X		X	X	X	X	X		X	X	X	X	INS											
Insulate pipes in Mech. room #73	X	X	X	X	X		X	F																				
Install G R Ds all	X	X	X	X	F																							
Install radiant ceiling panels	S	X	X	X	F																							
Insulate pipe to radiant ceiling panels							X	X	X	X	X																	
Install doors and hardware			X	X	X		X	X																				
Sheet vinyl flooring		X	X	X	X																							
Above ceiling inspections							INS																					
Grind floor													X	X	X	X	X											
ACT install									X	X	X																	
Stair #3 hand rail repair							X	X	X	X	X																	
Vinyl base													X	X	X	X	X											
Stair #3 res. Coating																			X	X	X	X	X					
Level 0 Procurement																												
Alum. Doors May 1																												
Level 1																												
Eye wash install		X	X	X	X																							
Install casework	X	X	X	X	X		X	X	X	X	F																	
Counter tops		X	X	X	X		X	X	X	X	F																	
Install fume hoods		X	X	X	X																							
Under cabinet lights	X	X	X	X	X		X	X	X	X	X																	
Plug molding							X	X	X	X	X		X	X	X	X	X											
Wire fume hoods							X	X	X	X																		
Plumb fume hoods							X	X	X	X	X																	
Sheet vinyl flooring							X	X	X	X																		
Install sinks and faucets							X	X	X	X	X		X	X	X													
Ceiling Grid Corridor #150 and rooms	X	X	X	X	X																							
Radiant ceiling panels							X	X	X	X	X		X	X	X	X	X											
Diffusers at Corridor #150 and rooms							X	X	X	X	X																	
Install auto clone													X	X	X													
Level 2																												
Install casework							X	X	X	X	X		X	X	X	X	X		X	X	X	X	X					
Install counter tops													X	X	X	X	X		X	X	X							
Under cabinet lights										X	X		X	X	X	X	X		X	X								
Plug molding																			X	X	X	X	X					
Vinyl floor in auto clone room										X	X		X	X														
Install auto clone															X	X	X											

March 2005 Vandalism Schedule	week of 3-28						week 4-4						week of 4-11						week of 4-18						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	29	30	31	1	2	4	5	6	7	8	9	11	12	13	14	15	16	18	19	20	21	22	23	