



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: **July 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
Bret Woodland	-M.A.Mortenson
Bob Braun	-M.A.Mortenson
Dan Pennington	-M.A. Mortenson

OBSERVATIONS AND DISCUSSIONS:

A construction meeting was held at 1:30 p.m. on Tuesday, July 27, 2004. There was a review of the previous construction meeting minutes dated July 20, 2004.

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

Larry M. Turbes, AIA
Jeffrey E. La Tour, AIA
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ACTION

MAM 1. Relative to item no. 1 of the previous meeting minutes, questioned by the Architect the Contractor reported that they are on schedule.

MAM, SJA, AEI 2. Relative to item no. 2 of the previous meeting minutes, Contractor needs to update AEI's Field Report No. 16 as well as Architects Field Report No. 5.2, (separate from these meeting minutes) when items have been addressed by the Contractor.

Regarding these two reports, they will be condensed into one single report which should be viewed by the Contractor as an ongoing Punch List. When the Contractor is complete with the items he is to send the list back to the Architect and Engineer and they will down-edit the list as construction proceeds. Sebesta Blomberg's reports shall remain independent.

3. Relative to item no. 3 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 82.1, 94, 95, 96, 97, 98, 99, 100, 101 & 102. **Contractor is to respond to these proposal requests as soon as possible.**

4. Disruption avoidance issues:

MAM ▪ Contractor indicated with respect to road reconstruction, start date tentative August 16, for the north side of the over pass.

MAM ▪ Owner has finished removing the fire proofing at the beams at the tie-in area. The owner continues with removal of fire proofing at the opening to the hallway.

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.** Duct and piping insulation, all areas, is continuing. Installation of ground floor compressed air will be complete the end of this week. Installation of grills and diffuser drops is ongoing. Installations of fume hoods will start next week. Casework and countertops on the first and second floor continues through the end of next week. Installation of cold rooms is scheduled to start the second week of August. Mechanical rough in and testing of the ground floor continues through the end of this week. Electrical plug mold on the second floor will be complete the end of this week. Installation of light fixtures on the first floor continues through the end of this week. Wiring of the fume hoods will start the middle of next week. Work on the elevators is ongoing. Dry wall on the ground floor is scheduled to start the end of this week. Dry wall on all ceilings will be complete the middle of next week.

MAM ▪ **Area B.** Installation of compressed air, ground floor, will start next week. Penthouse cooling work will begin next week. Penthouse heating, hot water, is ongoing. Casework and countertop installation on the first floor continues through the end of next week. Stainless steel fume hood duct work, second floor, will be complete next week. Installation of ducts and mains in the penthouse is ongoing. Work on the suspended ceiling grid on the second floor will be complete the end of this week. Mechanical installation of piping, ground floor mechanical room, will be complete the end of next week. Scaffolding stair no. 2 and commons will be done the end of this week. Drywall installation in the penthouse will be complete next week. Electrical receptacle and lighting on the first floor continues through the end of next week. Electrical receptacle and lighting on the second floor will begin next

week. Ceramic tile, first and second floor bathrooms, will begin next week. Installation of exterior stone is ongoing.

- MAM**
- **Area C.** Taping and sanding of the sheetrock, first floor, will be complete the end of this week. Installation of compressed air on the ground floor is scheduled for next week. Installation of ground floor heating is ongoing. Work on the Accura wall is scheduled to start the middle of this week. Installation of the wood enclosure for the cooling tower will be complete the end of this week. Ductwork room build outs on the second floor will be complete the end of this week. Stainless steel ductwork, second floor, will begin the latter part of this week. Electrical pulling of wires on the ground floor continues through the end of next week. Electrical lighting, ground floor mechanical room, will start next week. Work on the helical stair is proceeding through the end of this week. Framing of the exterior soffits at the roadway will begin the middle of this week.
- MAM**
- **Area D.** Ducts and mains in the mechanical room is ongoing through the end of next week. Insulating of the roadway soffit piping will be complete by the end of this week. Mechanical pipe and test on the east soffit will be complete the end of this week. Installation of light fixtures at the roadway will begin next week. Work on the Allworth steam tunnel is ongoing. Setting of the second cooling tower is scheduled for the second week of August.
- AEI**
6. At the request of the Owner, Architect requested that Bart, from AEI, inspect the mechanical flex connections, in Area B Mechanical Room, for compliance with Contract Documents.
- MAM**
7. Relative to item no. 8 of the previous meeting minutes, Contractor needs to forward his PCO for the repair work caused by recent vandalism.
- MAM**
8. Relative to item no. 9 of the previous meeting minutes, Architect is in receipt of the requested documentation on Contractor provided x-ray photography of the steam line joints. This work is ongoing and further documentation, as testing is completed, needs to be forwarded to Architect and Owner.
- MAM**
9. Relative to item no. 10 of the previous meeting minutes, Architect requested that the Contractor forward, as soon as possible, the results of duct testing, all floors completed.
- RBJ**
10. Relative to item no. 11 of the previous meeting minutes, samples of the floor coatings were forwarded to RBJ for their review and consideration.
- RBJ**
11. The ground floor Corridor 50 exit passageway needs to be maintained two-hour ceiling. Architects office is reviewing tile options for this ceiling.
- MAM, Greg Ewald**
12. Relative to item no. 13 of the previous meeting minutes concerning delivery of the Owner purchased second cooling tower, Dan wanted to be clear that they would like to have that cooling tower as soon as possible. A fall delivery will impact their site work. Greg Ewald stated that delivery is scheduled to leave the factory the week August 9th with a three day anticipated shipment.
- Bob indicated that a definite delivery time needs to be identified as soon as possible so that arrangements for Crane can be to unload the cooling tower.
- Greg Ewald**
13. Relative to item no. 14 of the previous meeting minutes, Greg will forward to Architect options for the entry floor mats.
- MAM**
14. Relative to item no. 15 of the previous meeting minutes, Bret indicated he has prepared a PCO for the Architect's review relative to the Manufacturer's suggestions of additional finish being applied to the cement siding. The Architect questioned whether or not the warranty requires the application of any additional sealant. The Contractor will look into this item.

- MAM, Greg Ewald** 15. Relative to items no. 16 and 17 of the previous meeting minutes, Contractor stated in response to Sebesta Blombergs question on the ramp up schedule for the ventilation system, that Area A will be ramped up and ready for start of commissioning the end of September.
- Coordination of the schedule for training needs to be refined. Contractor is aware of their responsibility for training with Owner personnel.
- MAM** 16. Relative to item no. 18 of the previous meeting minutes, Contractor stated that they have received the Electrical O&M Manuals. They are waiting for the Mechanical O&M Manuals and then they will submit both, in individual sets, one to Greg Ewald, one to the Design Team, and one to Sebesta Blomberg. They, in turn, will be reviewed and returned to the Contractor for correction if needed before final submittal to the Owner.
- Contractor will secure two additional copies of the electrical O&M's for a total of four for distribution as noted above.
- MAM** 17. Relative to item no. 19 of the previous meeting minutes, a relief damper is being recommended by engineer for the roadway soffit with a cap on it in case Owner chooses to restrict air flow.
- MAM** 18. Concerning item no. 20 of the previous meeting minutes, Contractor stated that the schedule for the completion of the steam work in the Allworth Tunnel, they will be complete the week of August 23rd.
- MAM** 19. Relative to item no. 21 of the previous meeting minutes, Brett indicated that the piping scheduled for this steam lines in the Allworth Building cannot be installed due to the obstruction by the rack supports. Brett will discuss with Jeff Parker the concept of reducing the thickness of the insulation at the rack support locations only.
- MAM** 20. Questioned by the Contractor, all disturbed areas on the site will be restored to sod, per Contract Documents.
21. Contractor requested a schedule from Greg Ewald on moving of equipment. Greg stated that this is an open ended item and he will be working with the Contractor on a time and material basis for disconnecting and reconnecting major pieces of equipment. Countertop plug in equipment will be moved by the Owner outside of this Contract.
- Greg Ewald** 22. There was a discussion about labeling of the outlet plates. Contractor is recommending applying the labeling to the backside of the plate so that it isn't going to be wore off during normal cleaning procedures. Greg is to review.
- All Contractors** 23. 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** 24. The next construction meeting will be held **Tuesday, August 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

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®		July					August					August										
		M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Contractor Responsible	ACTIVITY	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Area A																					
Neuman Insulation	Insulate duct, & pipe-all areas	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
Jamar - Fitters	Install gr. flr. Comp. air	x	x	x	x	x																
Jamar - Tinnners	Grill & diffuser drops	x	x	x	x	x				x	x	x	x			x	x	x	x	x		
Lance Inc	Install fume hoods								x	x	x	x	x									
Lance Inc	Casework & tops - 1st, & 2nd	x	x	x	x	x			x	x	x	x	x									
Norlake	Ship & install cold rooms															x	x	x	x	x		
AGO	Rough-in & test ground floor	x	x	x	x	x																
API	Install plugmold -2nd floor	x	x	x	x	x																
API	Install light fixtures - 1st floor	x	x	x	x	x																
API	Wire fume hoods									x	x	x				x	x	x	x	x		
Otis Elevator	Install elev cars	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
Minute-Ogle	Drywall ground floor					x			x	x	x	x	x			x	x	x	x	x		
Minute-Ogle	Drywall all ceilings	x	x	x	x	x			x	x												
	Area B																					
Jamar - Fitters	Install comp. air - gr flr.								x	x	x											
Jamar - Fitters	Penthouse cooling								x	x	x	x	x									
Jamar - Fitters	Penthouse heating-hot water	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
Lance Inc	Casework & tops - 1st flr	x	x	x	x	x			x	x	x	x	x									
Jamar - Tinnners	S.S.fume duct - 2nd flr.	x	x	x																		
Jamar - Tinnners	Install duct & mains-pent. #300	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
Flament- Hampshire	Install ceiling grid-2nd floor	x	x	x	x	x																
AGO	Install piping-Gr. Flr. Mech. Rm.	x	x	x	x	x			x	x	x	x	x									
Minute-Ogle	Scaffold st.#2 & commons	x	x	x	x																	
Minute-Ogle	Drywall Pent. #300	x	x	x	x	x			x													
API	Install rec & lighting - 1st floor	x	x	x	x	x			x	x	x	x	x									
API	Install rec & lighting - 2nd floor								x	x	x	x	x			x	x	x	x	x		
Contract Tile	Ceramic tile 1st&2nd bathroom								x	x	x	x	x			x	x	x	x	x		
Harbor City	Install exterior slate	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
	Area C																					
Minuti Ogle	Tape & sand 1st floor	x	x	x	x	x																
Jamar - Fitters	Install comp. air - ground floor											x	x									
Jamar - Fitters	Install groundflr. Heating	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
HKL	Install Accura wall			x	x	x			x	x	x	x	x			x	x	x	x	x		
Mortenson	Install tamarack - cooling tower	x	x	x	x	x																
Jamar-Tinnners	Install room buildouts-2nd flrs.	x	x	x	x	x																
Jamar - Tinnners	S. S. fume duct - 2nd floor				x	x			x	x	x	x	x			x	x	x	x	x		
API	Pull wire - ground floor		x	x	x	x			x	x	x	x	x									
API	Install lighting - gr. Flr. Mech rm								x	x	x	x	x									
N. Erectors	weld helical stair handrails	x	x	x	x	x																

**UMD Science Building Project #031007
3 Week Schedule**

MORTENSON®		July							August							August						
		M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Contractor Responsible	ACTIVITY	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Minute-Ogle	Frame ext. soffits & roadway			x	x	x			x	x	x	x	x			x	x	x	x	x		
	Area D																					
Jamar - Tanners	Duct, & mains Mech Rm # 5	x	x	x	x	x			x	x	x	x	x									
Neuman Insulation	Insulate roadway soffit	x	x																			
AGO	Install pipe & test east soffit	x	x	x	x	x																
API	Install light fixtures @ roadway								x	x	x	x	x			x	x	x	x	x		
Jamar Fitters	Alworth tunnel steam connect	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
Jamar - Fitters	Set 2nd cooling tower unit																	x	x			