



## 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:** **August 3, 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, August 3, 2004. There was a review of the previous construction meeting minutes dated July 27, 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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##### o Duluth

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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, 98, 100, 101, 102 & 103. **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 pipe insulation, all areas, is proceeding. Work on ground floor heating will be done this week. Installation of ground floor compressed air will be complete next week. Work on grills and diffuser drops is proceeding through the end of next week. Installations of fume hoods will be complete the end of next week. Shipment and installation of the cold rooms is scheduled to start next week. Mechanical plumbing of the casework is proceeding. Testing mechanical ground floor will be complete the end of this week. Electrical wiring of the fume hoods will start next week. Work on the elevator is continuing. Dry wall application, on the ground floor, will start tomorrow. Dry wall on all ceilings will be complete the end of this week.

**MAM** ▪ **Area B.** Ground floor heating continues through the end of this week. Penthouse cooling will be complete the end of this week. Penthouse heating, hot water, is ongoing. Casework and countertop installation on the first floor will be complete the end of this week. Installation of louvers, Penthouse 300, will be complete the end of next week. Work on ducts and mains in Penthouse 300 is ongoing. Mechanical piping, ground floor mechanical room, will be complete the end of this week. Electrical lighting, first floor, will be complete the end of this week. Electrical receptacle and lighting on the second floor is ongoing. Work on the ceramic tile, first and second floor bathrooms, is scheduled to start next week. Exterior stone is continuing through the end of next week.

- MAM**                   ▪ **Area C.** Framing of the ceilings in the Commons area is proceeding through the end of this week. Installation of ground floor heating will start next week. Work on the Accura wall is proceeding through mid next week. Installation of tamarack cooling tower enclosure will be complete this week. Stainless steel ductwork, second floor, will continue through the end of next week. Electrical pulling of wires on the ground floor will be complete this week. Electrical lighting, ground floor mechanical room, will be complete this week. Work on the helical stair and handrails continues through the end of this week. Framing of the exterior soffits at the roadway is proceeding. Electrical light fixtures at the roadway are proceeding.
- MAM**                   ▪ **Area D.** Duct and mains in the mechanical room no. 5 continues through the end of this week. Framing and sheet rocking of the skyway tie in will be complete the end of this week. Demolition and opening to Life Science will start next week. Work on the steam in Allworth tunnel is ongoing. Setting of the second cooling tower is scheduled for mid August.
- RBJ**                   6. Corridor 50 will receive a 2-hour rated suspended acoustical tile ceiling. Material selection is being considered by Design Team.
7. Bathroom finishes were discussed. Contractor will be starting this work next week. The walls are 6x6 ceramic tiles with cove base. The mortar and grout is sealed Latacrete. The floor finish is polished concrete.
- AEI**                   8. Relative to item no. 6 of the previous meeting minutes, 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**                   9. Relative to item no. 7 of the previous meeting minutes, Contractor needs to forward his PCO for the repair work caused by recent vandalism.
- MAM**                   10. Relative to item no. 8 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**                   11. Relative to item no. 9 of the previous meeting minutes, Architect requested that the Contractor forward, as soon as possible, the results of duct testing, all floors completed.
- RBJ**                   12. Relative to item no. 10 of the previous meeting minutes, samples of the floor coatings were forwarded to RBJ for their review and consideration.
- MAM, Greg Ewald**   13. Relative to item no. 12 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 16<sup>th</sup> 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**   14. Relative to item no. 13 of the previous meeting minutes, Greg will forward to Architect options for the entry floor mats.
- MAM**                   15. Relative to item no. 14 of the previous meeting minutes concerning the finish for the cement siding, Contractor will be forwarding to the Architect documentation regarding the manufacturer's requirements and suggestions on paint.

- Elevator Advisory Group** 16. Regarding the elevator, the consultant is looking into the possibility of using a remote controller for the governor thereby eliminating the necessity for an access door and ladder in the penthouse.
- AEI** 17. Mortenson is looking for response to RFI's 455 through 459 from Brenda Turner of AEI.
- UMDFM** 18. Dan requested that future Facilities Management tours of the building be coordinated through the job trailer. This is necessary for safety purposes to ensure proper safety gear, including helmets, safety glasses, footwear, etc.
- MAM, Greg Ewald** 19. Relative to items no. 15 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** 20. Relative to item no. 16 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** 21. Concerning item no. 18 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 23<sup>rd</sup>.
- Contractor needs to complete the three occupy able rooms and have those punch listed out by the Architect as soon as possible.
- MAM** 22. Relative to item no. 20 of the previous meeting minutes, questioned by the Contractor, all disturbed areas on the site will be restored to sod, per Contract Documents. Contractor expects the sod work to go down October 1<sup>st</sup>.
- Greg Ewald** 23. Relative to item no. 21 of the previous meeting minutes, 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** 24. Relative to item no. 22 of the previous meeting minutes, 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.
- SJA, Scott Holm** 25. Architects office will be meeting with Scott Holm regarding the mechanical lines in Stair #4 in response to Scott's Campus Inspection Report dated August 3, 2004.
- 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, August 10, 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>		August							August							August						
		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>	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
	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 ground fir. - heating	x	x	x	x	x																
Jamar - Fitters	Install gr. flr. Comp. air								x	x	x	x	x									
Jamar - Tinnars	Grill & diffuser drops	x	x	x	x	x			x	x	x	x	x									
Lance Inc	Install fume hoods								x	x	x	x	x									
Norlake	Ship & install cold rooms								x	x	x	x	x			x	x	x	x	x		
AGO	Install plumbing in casework	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
AGO	Test ground floor	x	x	x	x	x																
API	Wire fume hoods								x	x	x	x	x			x	x	x	x	x		
Otis Elevator	Install elevator equipment	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									
Minute-Ogle	Drywall all ceilings	x	x	x	x	x																
	Area B																					
Jamar - Fitters	Install heating - ground floor	x	x	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																
Jamar - Tinnars	Install louvers in Pent. #300								x	x	x	x	x									
Jamar - Tinnars	Install duct & mains-pent. #300	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
AGO	Install piping-Gr. Flr. Mech. Rm.	x	x	x	x	x																
API	Install rec & lighting - 1st floor	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									
	Area C																					
Minuti Ogle	Frame ceilings in commons	x	x	x	x	x																
Jamar - Fitters	Install groundflr. Heating								x	x	x	x	x			x	x	x	x	x		
HKL	Install Accura wall	x	x	x	x	x			x	x												
Mortenson	Install tamarack - cooling tower	x	x	x																		
Jamar - Tinnars	S. S. fume duct - 2nd floor	x	x	x	x	x			x	x	x	x	x									
API	Pull wire - ground floor	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																
Minute-Ogle	Frame ext. soffits & roadway	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x		
API	Install light fixtures@ roadway	x	x	x	x	x			x	x	x	x	x									
	Area D																					
Jamar - Tinnars	Duct, & mains Mech Rm # 5	x	x	x	x	x																
Minute-Ogle	Frame, & rock skyway tie-in			x	x	x																

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3 Week Schedule**

<b>MORTENSON<sup>®</sup></b>		August							August							August						
		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>	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	11	12	18	19	20
Mortenson	Demo door opening-Life Sc.								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										